

**TOWN BOARD
TOWN OF OAKFIELD
JANUARY 2, 2013**

Supervisor Cianfrini called the meeting order at 4:00 PM, followed by the Pledge to the Flag.

Present: Supervisor Cianfrini, Councilpersons Veazey, Glor, Kabel & Martin, Assessor Flansburg, Superintendent of Highways Dennis and Town Clerk Haacke

Minutes—the minutes of the Year End meeting were approved on a **motion** by Councilman Veazey, seconded by Councilperson Glor and carried by unanimous vote to approve the minutes as submitted.

SALARY SCHEDULE a motion was by Councilman Kabel , seconded by Councilman Veazey and carried by unanimous vote to approve the following Salary Schedule:

	2012	2013
Supervisor	7,622.00	7,774.00
Councilman (4) each	2,317.50	2,417.50
Town Clerk	25,588.00	26,100.00
Town Tax Collector	1,640.00	1,673.00
Registrar	615.00	616.00
Justice I	8,781.50	8,957.00
Justice II	8,781.50	8,957.00
Court Clerk I	4,218.00	4,302.00
Court Clerk II	0.00	0.00
Highway Superintendent	54,489.00	55,835.00
Public Works Administrator	2,841.00	2,898.00
Parks Administrator Srv	1,353.00	1,404.00
Cemetery Administrator Srv	984.00	1,020.00
Assessor	16,867.00	17,000.00
Zoning Officer	3,600.00	4,872.00
Code Officer	5,200.00	5,304.00
Town Historian	500.00	500.00
Baldwin Business Services	8,800.00	9,100.00
Highway-MEO	20.26 hr.	20.76 hr.
Laborer, PT (Highway-winter)	10.92 hr.	11.19 hr.
Laborer, PT (Highway-summer)	10.20 hr.	10.45 hr.
Recycling Attendant	10.20 hr.	10.45 hr.
Compactor Attendant	10.20 hr.	10.45 hr.
Deputy Town Clerk	10.92 hr.	11.14 hr.

APPOINTMENTS: The following appointments were submitted for approval:

- A. **Monthly Meeting-** Second Tuesday of every month
- B. **Official Newspaper-** The Daily News
- C. **Bank Depository-** M&T Bank
- D. **Deputy Supervisor-** Councilman Veazey
- E. **Town Zoning Officer-** Mark Mikolajczyk
- F. **Code Enforcement Officer-** Mark Mikolajczyk
- G. **Library Board of Trustees-** Anne Engel and Karissa Santy (unexpired term)
- H. **Youth Recreation-** Chris Covell (no letter) & Kate Manges
- I. **Zoning Board of Appeals-** Charles Carroll

- J. **Planning Board-** Karen Morris (no letter)
- K. **Historian-** Steve Kruppenbacher
- L. **Attorney-** Kevin Earl
- M. **Mileage-** current is .56.5 cents per mile (IRS rate)
- N. Surplus Funds-The Supervisor is directed to invest surplus funds, not to exceed current expenses using area banks.
- O. Fuel-The Highway Superintendent is authorized to purchase fuel from any source in case of emergency.
- P. **Buildings & Grounds Administrator-** Alan Dennis
- Q. **Public Works Administrator-** Alan Dennis
- R. **Parks Administrator-** Alan Dennis
- S. **Cemetery Administrator-** Alan Dennis
- T. Utilities-The Supervisor is authorized to pay all utilities and other invoices to take advantage of due dates.
- U. Tools-the Highway Superintendent is authorized to purchase small supplies and tools needed not to exceed \$6,000.00 for the year 2013
- V. Town Clerk's Office Hours-9AM-4PM Monday-Friday. During the month of January, the Clerk's office will be open Saturday, January 19th and January 26th 9AM to Noon, Tuesday, January 22nd and January 29th 9 AM to 7 PM.
- W. **Town Clerk's Deputy-** Pam Denny
- X. **Registrar-** Melissa Haacke
- Y. **Town Tax Collector-** Melissa Haacke
- Z. **Adult Culture & Recreation Administrator-** Melissa Haacke
- AA. **Health Reimbursement Administrator-** Melissa Haacke
- BB. Holidays & Sick Days-the attached list of holidays, sick days and vacation days will be observed by Town Employees
- CC. Examination of Books-The annual examination of books will be set by the Audit Committee.

A **motion** was made by Councilman Veazey , seconded by Councilman Martin and carried by unanimous vote to approve the appointments above.

COMMITTEE APPOINTMENTS for 2013 are as follows:

- 1. **Insurance-** Councilpersons Kabel and Glor
- 2. **Highway-** Councilpersons Martin and Kabel
- 3. **Personnel-** Councilpersons Kabel and Glor
- 4. **Bldg. & Grounds-** Councilpersons Veazey and Kabel
- 5. **Water-** Councilpersons Kabel and Martin
- 6. **Cablevision-** Councilpersons Kabel and Martin
- 7. **Fire Budget Liaison-** Councilperson Veazey/Alternate Councilperson Glor
- 8. **Audit-** Councilpersons Veazey and Martin
- 9. **Library Liaison-** Councilperson Veazey/Alternate Councilperson Glor
- 10. **Economic Devel.-** Councilpersons Veazey and Martin
- 11. **Bookkeeper-** Baldwin Business Service, Nunda, NY
- 12. **GAM Rep.-** Councilperson Glor

The Board discussed installing a panic button in the Clerk's office as well as having Buildings and Grounds Committee Members, Councilman Veazey and Councilman Kabel meet with the Clerk and Deputy Clerk about redesigning the front counter.

With no further business to come before the Board, a **motion** was made by Councilman Veazey, seconded by Councilman Kabel and carried by unanimous vote to adjourn at 4:45 pm.

Respectfully submitted,

Melissa M. Haacke,
Town Clerk