

TOWN OF OAKFIELD
REGULAR TOWN BOARD MEETING

APRIL 9, 2024

ROLL

CALL: Supervisor Martin
Councilman Carroll
Councilperson Glor

OTHERS

PRESENT: Town Clerk Haacke
Superintendent of Highways Schultz
Assessor Flansburg

Supervisor Martin called the meeting to order at 6:30 pm; followed by the Pledge to the Flag.

Minutes of the March 10, 2024, Regular Town Board Meeting: MOTION Councilperson Glor, second Councilman Carroll to approve the minutes as written.

Ayes: Martin, Carroll, Glor

MOTION CARRIED UNANIMOUS VOTE (3-0)

ASSESSOR

All notices are out.

SUPERINTENDENT OF HIGHWAYS

ROADWORK UPDATE

Rolling Parks & Cemeteries

BUILDINGS & GROUNDS:

N/A

CEMETERIES:

1 cremation

PARKS:

Bathrooms are open

Ready for eclipse

EQUIPMENT UPDATE:

Everything is in working order

MISCELLANEOUS:

Shop inspection with Dusty Waterson of Genesee County Self Insurance (OASHA)

TOWN CLERK

ABSTRACT 4-2024—MOTION Councilman Carroll, second Councilperson Glor to authorize the following:

General Fund	3045-3070	\$16985.26
Part Town B	350-351	\$ 1459.76
HW DA	1083-1097	\$ 6084.68
HW DB	442	\$ 862.01
Sewer	238	\$ 2579.00
	TOTAL	\$27970.71

Ayes: Martin, Carroll, Glor

MOTION CARRIED UNANIMOUS VOTE (3-0)

RESOLUTION 16-2024—REVISION TO RESOLUTION NO. 15-2024 DEPUTY SUPERINTENDENT OF HIGHWAYS

Councilperson Glor offered the following:

Deputy Town Highway Superintendent Town of Oakfield, Genesee County

Department: Town of Oakfield

Classification: Exempt

Approved: Town Board Action 04/2024

SUGGESTED MINIMUM QUALIFICATIONS:

- (a) Five years of experience operating highway equipment with two years of which must of involved supervisory responsibilities; **OR**
- (b) Any combination of training and experience greater than that defined in (a).

SPECIAL REQUIREMENTS:

Must possess and maintain a valid New York State CDL driver's license and clear driving record.

Will be subject to mandatory random drug testing.

Responsiveness to Town constituents during emergencies. position requires 'on call' status 24 hours a day. seven days a week.

Take and subscribe to the constitutional oath of office, and file such in either the Town or County Clerk's offices. before assuming duties.

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for assisting the Town Highway Superintendent with directing, planning, and supervising the construction, improvement, repair, care, and maintenance of designated highways, bridges, sluices, waterways, and culverts for drainage within the Town of Oakfield. The position is appointed by the Highway Superintendent and ratified by the Town Board.

Appointment is a one-year term commencing the first day of January. The work is performed under the general supervision of the Town Highway Superintendent. Position requires considerable leeway for the use of independent judgment in carrying out work activities.

Supervises the work of subordinate staff and work crews. This is a "working" supervisor position. Does related work as required.

TYPICAL WORK ACTIVITIES: <including but not limited to>

- Assists Highway Superintendent in the planning and coordination of operations of Oakfield Highway Department.
- Oversees the construction and maintenance of highways and related structures.
- Assists Highway Superintendent with the annual budget process.
- Relays written or oral direction from Highway Superintendent to the crews:
- Supervises the work of subordinate personnel, planning, assigning, and reviewing work and makes staffing recommendations.
- Monitors construction and maintains budget to track expenditures:
- Makes recommendations on improvements and changes to infrastructure and facilities:
- Prepares reports. keeps daily logs of projects. and tracks program costs for Highway Superintendent:

- Prepares other related records and reports as required:
- Aides in the coordination of joint projects with other departments. governments. residents and agencies:
- Respond to constituents' inquiries relating to highway infrastructure including drainage, paving, snow and weed control. and all related maintenance.
- Provide leadership in maintaining good and effective public relations.
- Provide technical assistance to the Town Board and other boards. committees. officials and other department's staff:
- Keeps aware of safety procedures and/or potential safety hazards and relays them to the crew:
- Assists in the management of department records. documents and equipment:
- Assumes all duties and responsibilities of the Highway Superintendent in his/her absence:
- While substituting for Highway Superintendent, signs requisition, deals with public demands, checks roads in inclement weather. completes daily time sheets and checks work sites.
- Available for 24-hour emergency response.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the practices, methods, tools, equipment, materials, terminology and safety precautions of highway construction, snow removal, maintenance, and repairs.
- Good knowledge and experience as a heavy equipment operator. mechanic. or construction craft person
- Good knowledge of the proper use and operation of construction equipment.
- Good knowledge of management principles and practices.
- Ability to read and understand sketches, blueprints, and plans.
- Ability to plan, schedule and coordinate complex and diverse phases of highway projects and programs.
- Ability to deal courteously and effectively with the public, boards, committees, residents, and counterparts in other agencies.
- Ability to plan, organize, train, and supervise the work of others.

- Ability to understand and carry out complex oral and written instructions.
- Ability to effectively communicate in both oral and written forms.
- Ability to monitor expenditures and maintain an inventory of supplies.
- Ability to prepare records and reports.
- Possession of high professional standards, integrity, and honesty.
- Ability to be tactful and show good judgment:
- Working knowledge of Federal. State. and Town Code.
- Physical condition commensurate with the demands of the position.

Originally created for Oakfield 4/2024

BE IT FURTHER RESOLVED that the position will be compensated by stipend in the amount of \$5,200.00.

Second: Councilman Carroll

Ayes: Martin, Carroll, Glor

CARRIED UNANIMOUS VOTE (3-0)

SUPERVISOR

MOTION Councilperson Glor, second Councilman Carroll to approve the Supervisor's report as written.

Ayes: Martin, Carroll, Glor

MOTION CARRIED UNANIMOUS VOTE (3-0)

NEW BUSINESS

Issues with the small pavilion at the Town Park must be addressed. There was a dangerous situation during the Eclipse party. **MOTION** Councilperson Glor, second Councilman Carroll who will reach out to Ethan Kitanik to repair the pillars as soon as possible and before he works on the rest of the pavilion repairs.

Ayes: Martin, Carroll, Glor

MOTION CARRIED UNANIMOUS VOTE (3-0)

ADJOURNMENT—MOTION Councilperson Glor, second Councilman Carroll to adjourn the meeting at 7:09 pm.

Respectfully submitted,

Melissa M. Haacke,
Town Clerk