

**TOWN OF NANTICOKE
RESOLUTION ADDRESSING ORGANIZATIONAL
MATTERS FOR TOWN OPERATIONS IN 2025**

WHEREAS, it is necessary and appropriate to establish certain organizational matters for the operation of the Town of Nanticoke for 2025, now therefore be it,

RESOLVED, that the Town Board hereby authorizes the following:

1. TOWN BOARD MEETING SCHEDULE.

The Town Board shall meet at the Town Hall, 755 Cherry Valley Hill Road, Nanticoke, New York, for the purpose of conducting Town Business, on the following dates and at the following times:

January 14, 2025	7:00 p.m.
February 11, 2025	7:00 p.m.
March 11, 2025	7:00 p.m.
April 8, 2025	7:00 p.m.
May 13, 2025	7:00 p.m.
June 10, 2025	7:00 p.m.
July 8, 2025	7:00 p.m.
August 12, 2025	7:00 p.m.
September 9, 2025	7:00 p.m.
October 14, 2025	7:00 p.m.
November 11, 2025	7:00 p.m.
December 9, 2025	7:00 p.m.

2. TOWN HALL OFFICE HOURS.

The office hours for the Town Hall in 2025 shall be Monday 1:00 p.m. to 4:00 p.m.; Tuesday 9:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m.; Thursday 9:00 a.m. to 12:00 p.m., 1:00 p.m. to 5:00 p.m.; excludes holidays, or unless otherwise posted.

3. HOLIDAYS.

Town office hours will not be held on the following holidays:

<u>Holiday</u>	<u>Date of Observance</u>
New Year's Day	January 1, 2025 (Wednesday)
Martin Luther King, Jr. Day	January 20, 2025 (Monday)
President's Day	February 17, 2025 (Monday)
Good Friday	April 18, 2025 (Friday)

Memorial Day	May 26, 2025 (Monday)
Juneteenth	June 19, 2025 (Thursday)
Independence Day	July 4, 2025 (Friday)
Labor Day	September 1, 2025 (Monday)
Columbus Day	October 13, 2025 (Monday)
Election Day	November 4, 2025 (Tuesday)
Veteran's Day	November 11, 2025 (Tuesday)
Thanksgiving	November 27, 2025 (Thursday)
Christmas Day	December 25, 2025 (Thursday)

4. OFFICIAL NEWSPAPER.

The Press & Sun-Bulletin is designated as the official newspaper for the Town of Nanticoke.

5. DEPOSITORIES FOR TOWN MONEYS.

The following bank or trust company in Broome County is designated as depository for all moneys coming into the hands of the town officers by virtue of their office:

NBT Bank

6. INVESTMENT OF TOWN MONEY.

The Town Supervisor is authorized to deposit and invest moneys which are not required for immediate expenditure, in accordance with General Municipal Law Section 11, and Local Finance Law Section 165.00. A copy of the Town of Nanticoke investment policy is on file with the Town Clerk.

7. OPENING BIDS.

The Town Supervisor and the Town Clerk are authorized to open all bids received for items requiring bidding by the Town. Said bid opening does not have to be during a Town Board meeting unless otherwise required by law.

8. MILEAGE.

Authorized Town officials and employees designated by the Town Board are authorized to use their automobiles for Town purposes, to be reimbursed at \$0.70 per mile when

said costs are submitted on a voucher accompanied by an itemized statement of the nature of the expense.

9. PURCHASE OF HIGHWAY EQUIPMENT.

Pursuant to Section 142(1)(a) of the Highway Law, the Superintendent of Highways is authorized to purchase equipment, tools, and implements to be used for highway maintenance, construction or reconstruction, or snow removal without prior approval of the Town Board at a cost not to exceed \$3,000.00, provided the funds for said purchases are derived exclusively from the Highway Fund.

10. PETTY CASH FUND.

Petty cash funds are hereby established for Office of the Town Clerk - \$100.00.

11. BOARD APPOINTED TOWN OFFICIALS.

The following officials are designated to serve in the respective positions for the Town of Nanticoke at the pleasure of the Town Board where no term is provided by law:

Building Code Enforcement Officer	Bob Wagner
Dog Control Officer	Bill Holmes
Clerk to the Justice	Cindy L. Quarella
Historian	Dick Baldwin/Joanne Costly
Registrar / Records Access Officer	Renny L. Zanker

The following officials are designated to serve in the respective positions for the Town of Nanticoke at the pleasure of the Town Supervisor where no term is provided by law:

Secretary to the Supervisor/Bookkeeper: _____

12. SCHEDULE OF SALARIES.

The following schedule of annual salaries and hourly rates for the positions listed and payment thereof for the Town of Nanticoke is hereby authorized:

<u>Official/Employees</u>	<u>Salary/Hourly Rate</u>
Supervisor	\$13,300/year
Budget Officer	\$1,100/year

Building Inspector/Code Officer (pt.)	\$6,400/year
Board Members (4)	\$2,625/year each
Justice(s)	\$8,900/year each
Highway Superintendent	\$56,500/year
Town Clerk	\$21,300/year
Registrar of Vital Statistics (pt)	\$275/year
Deputy Town Clerk (pt.)	\$17.00/hour
Health Insurance Administrator (pt.)	\$900/year
Highway – Labor (non-union/seasonal)	\$15.00/hour
Highway – MEO (union)	See Collective Bargaining Agreement
LCAC Clerk	\$25.00/meeting
Clerk to the Justices	\$8,900/year
Assessor	\$8,500/year
Dog Control Officer (pt.)	\$6,600/year
Secretary to Supervisor/Bookkeeper	\$11,400/year
Cleaner	\$50/occurrence

13. ATTORNEY FOR THE TOWN

Coughlin & Gerhart, LLP, with offices at P.O. Box 2039, Binghamton, NY, is hereby designated to serve as Attorneys for the Town with an annual retainer amount of \$15,600.00, paid in monthly installments. Coughlin & Gerhart is also designated to serve in connection with issues relating to the Host Community Agreement (signed by the County Executive on December 3, 1996) between the County of Broome and the Towns of Nanticoke, Barker and Maine. Non-retainer fees are established at an hourly billing rate.

14. TOWN BULLETIN BOARD/SIGN BOARD.

The official Town Bulletin Board/Sign Board for all proper, legal and official notices shall be located on the exterior of the Town Hall building under the overhang and on the right-hand side wall immediately inside the main entrance to the Town Hall.

15. BIDDING POLICY AND PROCEDURES.

The approved procurement policy of the Town of Nanticoke shall be attached to this Resolution.

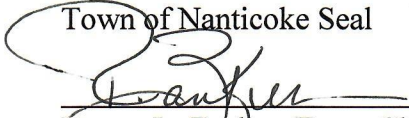
CERTIFICATION

I, Renny L. Zanker, do hereby certify that I am the Town Clerk of the Town of Nanticoke and that the foregoing constitutes a true, correct and complete copy of a resolution duly adopted by the Town Board of the Town of Nanticoke at a meeting thereof held at Nanticoke Town Hall, 755 Cherry Valley Hill Road, Maine, New York on the 14th day of January, 2025. Said resolution was adopted by the following roll call vote:

Supervisor Roy G. Willis	<u>Aye</u>
Councilmember Dan Baker	<u>Aye</u>
Councilmember Michael Holden	<u>Aye</u>
Councilmember Scott Whittaker	<u>Aye</u>
Councilmember Anthony Slack	<u>Aye</u>

Dated: January 14, 2025

Town of Nanticoke Seal



Renny L. Zanker, Town Clerk
Town of Nanticoke

