

**TOWN OF NANTICOKE
RESOLUTION ADDRESSING ORGANIZATIONAL
MATTERS FOR TOWN OPERATIONS IN 2022**

WHEREAS, it is necessary and appropriate to establish certain organizational matters for the operation of the Town of Nanticoke for 2022, 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 11, 2022	7:00 p.m.
February 8, 2022	7:00 p.m.
March 8, 2022	7:00 p.m.
April 12, 2022	7:00 p.m.
May 10, 2022	7:00 p.m.
June 14, 2022	7:00 p.m.
July 12, 2022	7:00 p.m.
August 9, 2022	7:00 p.m.
September 13, 2022	7:00 p.m.
October 11, 2022	7:00 p.m.
November 8, 2022	7:00 p.m.
December 13, 2022	7:00 p.m.

2. TOWN HALL OFFICE HOURS.

The office hours for the Town Hall in 2022 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 4:00 p.m.; Thursday 9:00 a.m. to 12:00 p.m., 1:00 p.m. to 4:00 p.m., and 4:30 p.m. to 6:30 p.m.; the 1st Saturday of each month 9:00 a.m. to 1:00 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	January 1, 2022 (Saturday)
Martin Luther King, Jr. Day	January 17, 2022 (Monday)

President's Day
Good Friday
Memorial Day
Independence Day
Labor Day
Columbus Day
Election Day
Veteran's Day
Thanksgiving
Christmas Day

February 21, 2022 (Monday)
April 15, 2022 (Friday)
May 30, 2022 (Monday)
July 4, 2022 (Monday)
September 5, 2022 (Monday)
October 10, 2022 (Monday)
November 8, 2021 (Tuesday)
November 11, 2022 (Friday)
November 24, 2022 (Thursday)
December 26, 2022 (Monday)

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 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 \$0.585 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. TOWN JUSTICE.

Honorable William Struble is the Town Justice. The Office of Court Administration will be contacted to appoint a replacement in the absence of Town Justice Struble.

12. OFFICIALS AND EMPLOYEES.

The following officials, contractors and Employees 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
Dog Control Officer
Assessor
Clerk to the Justice
Historian
Registrar / Records Access Officer
Attorney for the Town

Mark See
Bill Holmes
Cindy Mills

JoAnn Costley
Renny L. Zanker
Robert H. McKertich, Esq.,
Coughlin & Gerhart, LLP

The following officials and Employees 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: Martha Walter

13. 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	\$12,200/year
Budget Officer	\$900/year
Building Inspector/Code Officer (pt.)	\$5,600/year
Board Members (4)	\$2,350/year each
Justice(s)	\$6,200/year each
Highway Superintendent	\$48,200/year
Town Clerk	\$19,943/year
Registrar of Vital Statistics (pt)	\$275/year
Deputy Town Clerk (pt.)	\$4,800/year
Health Insurance Administrator (pt.)	\$900/year
Highway – Labor (non-union/seasonal)	\$15.00/hour
Highway – MEO (union)	\$19.50 - \$21.50/hour
LCAC Clerk	\$25.00/meeting
Clerk to the Justices	\$6,200/year
Assessor	\$7,600.00/year
Attorney for Town	\$13,800/year (retainer)
Dog Control Officer (pt.)	\$5,600.00/year
Secretary to Supervisor/Bookkeeper	\$10,100.00
Cleaner	\$50/occurrence

14. ATTORNEY FOR HOST COMMUNITY AGREEMENT Coughlin & Gerhart, LLP.

Coughlin & Gerhart, LLP, with offices at P.O. Box 2039, Binghamton, NY, is hereby appointed to serve as Attorneys 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.

15. 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.

16. 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 on the 11th day of January, 2022. Said resolution was adopted by the following roll call vote:

Supervisor Roy G. Willis
Councilmember Dan Baker
Councilmember Michael Holden
Councilmember Scott Whittaker
Councilmember Ron Zielewicz

Aye
Aye
Aye
Aye
Aye

Dated: January 11, 2022

Town of Nanticoke Seal

Renny L. Zanker
Renny L. Zanker, Town Clerk
Town of Nanticoke

