

**Proceedings of the Annual Organizational Meeting  
of the Village of Pittsford Board of Trustees  
held on Tuesday April 27, 2011 and April 29, 2011**

**PRESENT:**

Mayor: Robert C. Corby  
Trustees: Tim Galli  
Paula Sherwood  
Lorie Boehlert  
Trip Pierson  
Recording Secretaries: Anne Z. Hartsig (4/27/11) and Trustee Galli (4/29/11)

Note: This meeting was conducted in two sessions beginning at 3 PM on 4/27/11, temporarily adjourned, and then reconvened on April 29, 2011 at 7:30 AM.

**APPOINTMENTS:**

Mayor Corby appointed Trustee Tim Galli Deputy Mayor for the 2011-2012 fiscal year.

The following appointments were made by Mayor Corby with Board Approval:

**Appointed with no term:**

John Cufari, Superintendent of Public Works  
Steven Weinstein, Parking Monitor Part-Time  
Linda Habeeb, APRB/PZBA Secretary, Part Time  
Theresa Robins, Records Clerk, Part Time  
Jeffrey Turner, Village Attorney

**Appointed for a one year term:**

Raymond F. Wager, CPA, P.C. – one (1) year (2011-2012)

**Appointed with on-going term:**

Anne Z. Hartsig, Village Clerk – four (4) years (2009-2013)  
Mary A. Marowski, Village Treasurer – four (4) years (2009-2013)  
Edward Bailey, Building Inspector, Part Time  
Audrey Johnson, Village Historian  
APRB members: Paul Zachman (4/14), Cristina Lanahan (4/14), William McBride (4/14),

**Appointed for a Five (5) year term to PZBA:**

Sally Chamberlin (4/16)

**Appointed for a Three (3) year term to APRB:**

Paul Zachman (4/14), Cristina Lanahan (4/14), William McBride (4/14),

A **motion** was made by Mayor Corby, **seconded** by Trustee Boehlert to approve the appointments listed above.

**Vote:** Corby – yes, Boehlert – yes, Sherwood – yes, Galli – yes, Pierson – yes. **Motion carried.**

**ACTIVITIES AND FUNCTIONS**

A **motion** was made by Trustee Galli, **seconded** by Mayor Corby to approve the following list of appointments.

**Organizational Meeting – 4/27/11 and 4/29/11**

**Vote:** Corby – yes, Boehlert – yes, Sherwood – yes, Galli – yes, Pierson – yes. **Motion carried.**

**Liaison Positions**

Economic Development  
PZBA  
APRB  
Treasurer  
DPW  
Fire Marshal  
Streetscape Beautification  
Government Interface  
Town Supervisor/Leadership  
Community Outreach  
Newsletter  
Development Review Committee  
Grants  
Planning  
Office Staff  
GIS/Tech

**11/12**

Sherwood  
Galli            Pierson (back-up)  
Boehlert        Pierson (back-up)  
Galli  
Boehlert  
Pierson  
Sherwood  
Corby & Galli  
Corby & Galli  
Pierson  
Sherwood  
Corby & Galli  
Boehlert  
Pierson  
Sherwood  
Boehlert/Pierson

**MEETING DATE**

The regular meetings of the Board of Trustees will be held on the second and fourth Tuesday of each month at 7:00 P.M. unless otherwise noted on the schedule developed in December for the coming year.

**EQUAL EMPLOYMENT OPPORTUNITY MONTHS**

Employee training sessions shall be held in the first quarter of the year whenever possible.

**ORGANIZATIONAL MEETING**

The organizational meeting will be held in the month of April at a date to be arranged.

**OFFICIAL NEWSPAPER**

The Brighton-Pittsford Post is designated as the official newspaper for the Village of Pittsford; alternate newspaper to be the Gannett Newspapers of Rochester (Democrat & Chronicle).

**BOND FOR CLERK/TREASURER/COLLECTOR OF TAXES**

The bond for the Clerk/Treasurer/Collector of Taxes, Anne Z. Hartsig and Mary A. Marowski is fixed at \$200,000.00.

**OFFICIAL BANK**

The Canandaigua National Bank and Trust Company is designated as the official bank for the Village of Pittsford; alternate bank to be J.P. Morgan Chase, Pittsford Branch.

**CHECK SIGNATURES**

The regular account checks are to be signed by two of the following: Either the Mayor or Trustee liaison for bill review and either the Treasurer or the Village Clerk.

## **Organizational Meeting – 4/27/11 and 4/29/11**

The payroll checks are to be signed by one of the following: the Mayor, Trustee liaison for bill review, the Treasurer or Village Clerk.

### **HIRING PROCESS**

The Village Board shall have the authority to set the rate of pay for any newly hired employee.

### **HOURS OF OPERATION**

Village Office hours will be from 7:30 A.M. to 4:00 P.M. Monday through Friday unless revised during the year.

### **FLOATING HOLIDAY FOR FISCAL YEAR 2011-2012**

Full time employees shall receive one (1) day of their choice as a floating holiday to be used within the 2011-2012 fiscal year.

### **MILEAGE**

**WHEREAS**, the Board of Trustees of the Village of Pittsford has determined to pay a fixed rate for mileage as reimbursement to officers and employees of the Village should use their personal vehicles while performing their official duties on behalf of the Village; now therefore be it

**RESOLVED**: That the Board of Trustees shall approve reimbursement to such officers and employees based on IRS Standard Mileage Rates.

### **ATTENDANCE AT SCHOOLS, CONFERENCES, MEETINGS**

**WHEREAS**, there is to be held during the coming official year the Training School for Fiscal Officers and Municipal Clerks, and the Public Works School, conducted by the New York State Conference of Mayors; the New York State Comptroller's Accounting School Part I and Part II, the four scheduled meetings per year of the Association of Monroe County Village Clerks; the monthly Superintendent of Public Works meetings; and

**WHEREAS**, it is determined by the Board of Trustees that the attendance by certain municipal officials and employees at one or more of these meetings, conferences, or schools benefits the municipality; now therefore be it

**RESOLVED**: that Anne Z. Hartsig, Clerk and/or Mary A. Marowski, Treasurer is authorized to attend the Annual Training School for Municipal Clerks and the New York State Comptroller's Accounting School Part I and II, Anne Z. Hartsig and/or Mary A. Marowski is authorized to attend the scheduled meetings of the Association of Monroe County Village Clerks; the DPW Superintendent is authorized to attend the annual Public Works School and the monthly superintendent meetings, and the Building Inspector is authorized to attend the Finger Lakes Building Officials Association Annual Educational Conference, as determined by the Board of Trustees; All expenses are to be paid by the Village of Pittsford, pending prior approval by the Board of Trustees. This resolution shall take affect immediately.

### **TAX RATE**

The tax rate for the Village of Pittsford fiscal year beginning June 1, 2011 and ending May 31, 2012 is set at \$ 2.43595 per thousand of taxable assessed valuation.

### **SEWER RENT**

Sewer rent will be \$11.32 for the first 4000 gallons and \$1.31 for each 1000 gallons over. For Wood Creek, the rate will be \$2.61 per 1000 gallons.

**Organizational Meeting – 4/27/11 and 4/29/11**

**BUDGET HEARING**

The public hearing to adopt the tentative budget will be held prior to April 15, 2012 and adjourned by April 20, 2012.

**SPECIAL MEETING**

**WHEREAS**, the Village of Pittsford meets regularly on the second and fourth Tuesday of each month, and

**WHEREAS**, the Board may find it necessary to meet from time to time in Special Meeting, therefore be it

**RESOLVED**: The Board of Trustees hereby adopts the following procedure for calling a Special Meeting:

1. The Mayor or any of the Trustees may call a Special Meeting.
2. The Village Clerk or the Deputy Clerk is responsible for notifying the board members, the news media, and the general public that a special meeting has been called.
3. Board members will be notified by email of the special meeting.
4. A notice of the special meeting will be posted on the bulletin board at the Village Hall.
5. If the Village Clerk or Deputy Clerk is not available, the Board member who called the special meeting shall either make the necessary telephone calls or shall designate an appropriate person to make such calls.

**FEE SCHEDULE – 2011-2012**

**Residential Building Permits**

Accessory Structures (sheds, decks, gazebos)	\$ 50.00
Fences	\$ 50.00
Above-ground Swimming Pools and Hot Tubs	\$ 50.00
In-ground swimming pool	\$ 75.00
Window, Door, or Siding Replacement	\$ 50.00
Remodeling	.20/SF, \$60 min.
Solid Fuel Appliance	\$ 40.00
Fireplace	\$ 50.00
Gas Appliances (furnace, hot water heater, fireplace)	\$ 20.00
Satellite Antenna (over 18")	\$ 40.00
Chimney Repair or Re-line	\$ 25.00
Demolition	\$ 40.00
Plumbing	\$ 25.00
New Construction (garage, porch, addition)	.20S/F, \$100 min.
Addition	.20S/F, \$ 75 min.
Garage or Barn (detached)	.20S/F, \$ 75 min.
Handicapped Lift	\$ 40.00
Permit Renewal	50% of permit fee, \$100 max.

**Commercial Building Permits**

New Construction	.20/SF, \$150 min.
Remodeling	.20/SF, \$75 min.
Awnings	.20/SF, \$60 min.
Tenant Change	\$ 35.00
Interior Demolition	\$ 50.00
Demolition of Structure	\$ 300.00

**Organizational Meeting – 4/27/11 and 4/29/11**

Plumbing	\$ 50.00
Gas Appliances	\$ 40.00
Chimney Repair or Re-line	\$ 40.00
Elevators and Lifts	\$ 100.00
Temporary Dumpster	\$ 25.00
Building Permit Renewal	\$ 100.00 (100%permit fee max)

**Signs**

Building Mounted Sign	\$ 3.00/SF, \$50 min.
Freestanding Sign	\$ 3.00/SF, \$75 min.
Temporary Sign (new business-90 days)	\$ 20.00
Temporary Sign (advertising-bldg. Mtd.-30 days)	\$ 75.00
Temporary Sign (advertising-window mtd. -30 days)	\$ 50.00
5 Year Renewal of Sign Permit	\$ 25.00

**Miscellaneous Building Fees**

Stop Work Order Fee To Be Collected Prior to Resumption of Work	\$ 100.00
Construction Prior to Issuance of Permit	100% of permit fee, \$50.00 min.
Retrieval Fee for Temporary Signs	
First Removal	\$ 25.00
Second Removal	\$ 50.00
Third Removal	\$100.00

**Board Applications**

Architectural and Preservation Review Board	\$ 25.00
Planning Board (site plan review)	\$200.00
Planning Board (minor site change)	\$100.00
Planning Board (subdivision or change of lot line)	\$100.00
Planning Board (exterior lighting-commercial)	\$100.00
Planning Board (exterior lighting-residential)	\$ 25.00
Zoning Board (use variance-residential)	\$150.00
Zoning Board (use variance-commercial)	\$250.00
Zoning Board (area variance/residential)	\$ 85.00
Zoning Board (area variance/commercial)	\$100.00
Zoning Board (multiple variance)	\$ 25.00/variance after base fee(s)
Zoning Board (special exception use)	\$200.00
Zoning Board (RV special exception use)	\$ 50.00
Zoning Board (temporary zoning permit)	\$100.00
Zoning Board (appeal: APRB, Bldg. Inspec. Determination)	\$100.00
Consultant Review Deposit	\$500.00
Board of Trustees (special permit)	\$250.00
Board of Trustees (expansion of an existing special permit)	\$150.00

Comprehensive Plan Book	\$ 25.00
Comprehensive Plan CD	\$ 10.00
Design Guidelines Book	\$ 30.00
Design Guidelines CD	\$ 5.00

**Organizational Meeting – 4/27/11 and 4/29/11**

Licenses		
Auctioneering		\$ 5.00
Sale of goods from canal boats or canal		\$ 5.00
Hawkers, Peddlers, Solicitors		
3 day permit		\$100.00
Each additional day		\$ 25.00
Transient Merchant Permit	Monthly	\$ 100.00
Plus, \$500.00 Deposit, less current tax rate per thousand dollars of gross sales		
Tax Search		\$ 20.00
Insufficient Funds		\$ 15.00
Photocopies	First 5 sheets free for Village business	\$ .25/copy
Code sections		\$ 1.00
Village Business Directory		\$ 3.00
SEQR		
Commercial		\$ 50.00 plus postage
Residential		\$ 25.00 plus postage
Vehicle Immobilizer Device Removal		\$ 100.00

**PARKING TICKET SCHEDULE:**

Overtime parking	\$ 30.00
More than 12 inches from curb	30.00
Less than 20' feet from Crosswalk or intersection	30.00
Left to curb (facing wrong way)	30.00
On sidewalk or crosswalk	30.00
In front of driveway	30.00
Within 30 feet of a traffic control device	30.00
Other _____	30.00
No standing zone	\$ 30.00
Loading zone	30.00
Uninspected motor vehicle	30.00
Night parking 2-6 A.M. (Nov. 1-April 15)	30.00
Unattended vehicle	30.00
No parking zone	30.00
Bus stop	30.00
Abandoned vehicle	30.00
Less than 15 feet from hydrant	30.00
Less than 20 feet from fire hall entrance	30.00

## Organizational Meeting – 4/27/11 and 4/29/11

Handicapped zone	75.00
Fire lane	75.00

### LICENSING OF HAULERS AND CONDITIONS OF COLLECTION

#### **Resolution #4 of 2011**

**WHEREAS**, § 173 of the Village Code states that all refuse haulers engaged in business in the Village of Pittsford must apply for and be issued an annual license by the Board of Trustees at the Organizational Meeting and,

**WHEREAS**, The Board of Trustees accepts the applications of the following: Youngblood Disposal Service, Waste Management of NY, LLC-Rochester, Heberle Disposal Service, Inc., Suburban Disposal, Coakely Disposal Service, Inc. for commercial and residential solid waste removal in the village, having determined that they meet the requirements of §173-15 and,

**WHEREAS**, As stated in § 173-15 A. (7), the Board of Trustees has determined that there will be no fee associated with the 2009/10 license and,

**WHEREAS**, According to § 173-15 B. (1), the Board of Trustees has determined that the days of the week for residential refuse collection will be Wednesday and Friday except as noted in § 173-3.1 (holidays, storms, etc) and,

**WHEREAS**, the haulers listed above have provided evidence to the satisfaction of the Building Inspector that reasonable alternatives and explanations exist for the collection of refuse not considered in normal service such as yard waste, bulky refuse, and appliances as specified in § 173-15 B. (5),

**NOW THEREFORE BE IT RESOLVED** that we, the members of the Village of Pittsford Board of Trustees, do hereby issue a license to engage in business in the Village of Pittsford to the haulers specified above for a period of one year, noting that the license will expire at the time of the Organizational Meeting in 2012, with the condition that these haulers continue to comply with all conditions and provisions listed in Chapter 173, Solid Waste of the Code of the Village of Pittsford.

The question of the adoption of Resolution #4 of 2011, a resolution regarding the licensing of trash haulers who do business in the Village of Pittsford was presented with a **motion made by Trustee Pierson, seconded by Trustee Sherwood** and duly put to vote subject to the receipt of Coakely's insurance certificates on May 1, 2011 as follows:

Corby - yes, Sherwood –yes, Galli –yes, Pierson –yes, Boehlert – yes. **Motion carried.**

### AUTHORIZED PAYMENT IN ADVANCE OF AUDIT OF CLAIMS

By the provision written in Village Law § 5-524 (6), the Board of Trustees offers the following resolution:

**WHEREAS** the Board of Trustees has determined to authorize payment of audit claims for public utility services, postage, health/dental insurance premiums and the Village credit card (CNB Master Card) following review by the Trustee Financial Liaison, and

**WHEREAS** all such claims shall be presented at the next regular meeting for audit, and

## **Organizational Meeting – 4/27/11 and 4/29/11**

**WHEREAS** the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the Board of Trustees,

**NOW THEREFORE BE IT RESOLVED:**

That the Board of Trustees authorizes payment in advance of audit claims for public utility services, postage, health/dental insurance premiums, and the Village credit card and all such claims shall be presented at the next regular meeting for audit and the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the Board of Trustees, and

**BE IT FURTHER RESOLVED:**

That this resolution shall take effect immediately.

**PURCHASE APPROVALS: EQUIPMENT & SUPPLIES**

Purchase of equipment or supplies costing between \$100-\$1000 shall be approved by a Board member, except when the item is specifically budgeted. A Purchase Order must be completed and obtained from the Village Treasurer or Deputy Treasurer, prior to ordering supplies or items. Any items purchased without a Purchase Order may not be approved for payment and purchase.

**PROCUREMENT POLICY:**

**Purpose.**

Goods and services which are not required by law to be procured pursuant to competitive bidding must be procured in a manner so as to assure the prudent and economical use of public monies, in the best interests of the taxpayers, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption. To further these objectives, the governing board is adopting internal policies and procedures governing all procurements of goods and services, which are not required to be made pursuant to the competitive bidding requirements of General Municipal Law.

**Evaluation; estimate**

Every prospective purchase of goods or services shall be evaluated to determine the applicability of General Municipal Law, Section 103. Once that determination is made, a good faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a given fiscal year.

The following items are not subject to competitive bidding pursuant to Section 103 of the General Municipal Law: purchase contracts under ten thousand dollars (\$10,000) and public works contracts under twenty thousand dollars (\$20,000); emergency purchases; certain municipal hospital purchases; goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions; purchases under State and County contracts; and surplus and second-hand purchases from another governmental entity.

The decision that a purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase. This documentation may include written or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase, or any other written documentation that is appropriate.



**Organizational Meeting – 4/27/11 and 4/29/11**

**Requests for proposals: exceptions.**

All goods and services will be secured by use of written requests for proposals, written quotations, verbal quotations or any other method that assures that goods will be purchased at the lowest price and that favoritism will be avoided, except in the following circumstances: purchase contracts over ten thousand dollars (\$10,000) and public works contracts over twenty thousand dollars (\$20,000); goods purchased from agencies for the blind or severely handicapped pursuant to section 175-b of the State Finance Law; goods purchased from correctional institutions pursuant to Section 186 of the Correction Law; purchases under State contracts pursuant to Section 104 of the General Municipal Law; purchases under County contracts pursuant to Section 103, Subdivision 2, of the General Municipal Law; or purchases pursuant to Section 19-6 of this chapter.

**Method of purchase.**

The following method of purchase, adopted at the July 7, 2008 meeting, will be used when required by this policy in order to achieve the highest savings:

<b>Estimated Amount of Purchase Contract</b>	<b>Method</b>
\$1 - \$2000	At the discretion of the *purchasing dept. (*Village Clerk, Treasurer, Superintendent of Public Works) No verbal quotes required
\$2,001-\$4,999	Two(2) written quotations
\$5,000 - \$9,999	Three (3) Written/fax quotations or written request for proposals

**Public Works Contracts**

<b>Estimated Amount of Purchase Contract</b>	<b>Method</b>
\$1 - \$2,000	At the discretion of the purchasing dept.
\$2,001 - \$4,999	Two (2) written quotations
\$5,000 - \$9,999	Three (3) written/fax quotations
\$10,000 - \$19,999	Three (3) written/fax quotations or written request for proposals

A good-faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals be a bar to the procurement.

Documentation is required of each action taken in connection with each procurement.

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### Awarding of contracts.

Documentation and an explanation are required whenever a contract is awarded to other than the lowest responsible offered. This documentation will include an explanation of how the award will achieve savings or how the offered is not responsible shall be made by the purchaser and may not be challenged under any circumstances.

### Exemptions from solicitation.

Pursuant to General Municipal Law, Section 104-b, Subdivision 2f, the procurement policy may contain circumstances when types of procurements for which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotations will not be in the best interest of the municipality. In the following circumstances, it may not be in the best interest of the Village of Pittsford to solicit quotations or document the basis for not accepting the lowest bid:

- A. **Professional services or services requiring special or technical skill, training or expertise.** The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgement, integrity and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures.

In determining whether a service fits into this category, the Board of Trustees shall take into consideration the following guidelines:

1. whether the services are subject to state licensing or testing requirements;
2. whether substantial formal education or training is a necessary prerequisite to the performances of the services; and
3. whether the services require a personal relationship between the individual and municipal officials.

Professional or technical services shall include but not be limited to the following: services of an attorney, services of a physician; technical services of an engineer engaged to prepare plans, maps and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; investment management services; printing services involving extensive writing, editing or artwork; management of municipally owned property; and computer software or programming services for customized programs or services involved in substantial modification and customizing of prepackaged software.

- B. **Emergency purchases pursuant to Section 103, Subdivision 4, of the General Municipal Law.** Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternate proposals may threaten the life, health, safety or welfare of the public. This section does not preclude alternate proposals if time permits.
- C. **Purchase of surplus and second-hand goods from any source.** If alternate proposals are required, the Village of Pittsford is precluded from purchasing surplus and second-hand goods at auctions or through specific advertised sources where the best prices are usually obtained. It is also difficult to try to compare prices or used goods and a lower price may indicate an older product.

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- D. Goods or services under \$1000.** The time and documentation required to purchase through this policy may be more costly than the item itself and would therefore not be in the best interests of the taxpayer. In addition, it is not likely that such de minimis contracts would be awarded based on favoritism.

### **Building Use**

It is the policy of the Village to permit the use of the meeting room in the Village Hall by residents and nonprofit organizations located in the Village and the Town of Pittsford. The Village is proud of this beautiful and historic facility and believes that it should be shared with the community. Obviously, any such use cannot be permitted to interfere with the Hall's primary governmental use. Also, because of its value, community organizations will be asked to adhere to the following conditions, rules and regulations:

- (1) No organizational use of the Village Hall will be permitted unless the application for such is made by completion of the application form in the Village Clerk's office.
- (2) A responsible adult must be present at all times during the use.
- (3) Each user must deposit the sum of Fifty Dollars (\$50.00) CASH with the Clerk to be forfeited in the event that the key to the building is not returned within 24 hours after the use is terminated. Also, the deposit will be retained by the Village as an off-set against any damage resulting from use of the building by the applicant. Otherwise, the deposit will be returned to the depositor.
- (4) Meeting space will be available during the hours of 7:45 A.M. to 11:00 P.M. each day, except times when Village meetings may be scheduled and 9 A.M. to 5 P.M. on the weekends.
- (5) There are no kitchen facilities available to the organization, therefore, meals may not be prepared or served at the premises. Food and drink shall be limited to light refreshments and non-alcoholic beverages only. All tables must be covered with a waterproof, padded cloth. All trash/garbage shall be removed from the premises by the organization.
- (6) All lights are to be turned off on leaving the premises and the access doors locked. Organizations are required to leave the premises in a clean condition. The room must be restored to the same configuration as when the organization arrived. This failing, the deposit will be applied to the cost of janitorial services.
- (7) In the event of a cancellation or problem during regular office hours (7:30 A.M. to 4:00 P.M.), please contact the Village staff at 586-4332. After hours, in the event of an **emergency only**, please call our answering service at 340-1433.
- (8) Each organization is granted access for no more than 4 hours per month.
- (9) The facility shall not be used for commercial business or for profit purposes.

### **NEW YORK STATE AND LOCAL RETIREMENT SYSTEMS**

The Village of Pittsford Board of Trustees established the following as a standard workday for the purpose of determining days worked reportable to the New York State and Local Employees' Retirement System for the following positions:

**Elected Officials:** Mayor and Trustees  
6 hours per day

**Appointed FT Staff:** Village Clerk  
Treasurer

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7 hours per day, 5 days per week  
Superintendent of Public Works  
8 hours per day, 5 days per week

**Appointed PT Staff:** Building Inspector  
24 hours per week, 8 AM-12PM, M-Fri.  
All necessary meetings  
Not more than 24 hours per week, 5 days per week  
PZBA/APRB Secretary – 22 hours per week, M-Th  
Records Clerk – 15 hours per week  
Parking Monitor – 20 hours per week

**Other staff:** DPW crew  
8 hours per day, 5 days per week

**EFFECTIVE DATE: ANNUAL REVIEW.**

This policy shall go into effect immediately and will be reviewed annually by the Village Board at its Organizational Meeting.

**BOARD APPROVAL:** A **motion** was made by **Trustee Pierson, seconded by Trustee Sherwood** to approve the items covered in the Organizational Meeting.

**Vote:** Corby –yes, Galli –yes, Sherwood –yes, Pierson –yes, Boehlert – yes. **Motion carried.**

**ADOPTED:** April 29, 2011.