

TOWN OF DIX – ORGANIZATIONAL MEETING – JANUARY 4, 2017

The Organization Meeting of the Dix Town Board was called to order by Supervisor Harold Russell at 7:00 P.M.

PRESENT: Harold Russell, Supervisor
Jeffrey Meehan, Councilman
Dominic Smith, Councilman
Frank Hammond, Councilman
James A. McMahon, Town Clerk
Kristi Pierce, Bookkeeper to Supervisor
Helen Teed, Deputy Town Clerk
Scott Yaw, Supt. of Highways
Dave Patterson, Code Officer

ABSENT: Robert DeNardo, Councilman
Robert Halpin, Attorney
Chairman Planning Board, Mike Pierce
Chairman Zoning Board of Appeals

VISITORS: Gail Walker

RESOLUTION #1

INVESTMENT OF TOWN FUNDS

On motion by Supervisor Russell, seconded by Councilman Smith, the following Resolution was
APPROVED: AYES – 4 NAYS – 0
RESOLVED, that the Investment Policy for the Town of Dix for 2017 will be followed and enforced.

RESOLUTION #2

OFFICIAL DEPOSITORIES

On motion by Supervisor Russell, seconded by Councilman Smith, the following Resolution was
APPROVED: AYES – 4 NAYS – 0
RESOLVED, that the depositories for the Town of Dix for 2017 will be Community Bank and Chemung Canal Bank.

RESOLUTION #3

OFFICIAL NEWSPAPER

On motion by Supervisor Russell, seconded by Councilman Smith, the following Resolution was
APPROVED: AYES – 4 NAYS – 0
RESOLVED, that the official newspaper for the Town of Dix will be the Watkins Review/Express. Also, allowing use of Hi-Lites and the Odessa File.

RESOLUTION #4

REGULAR MEETING NIGHT

On motion by Supervisor Russell, seconded by Councilman Smith, the following Resolution was
APPROVED: AYES-4 NAYS – 0
RESOLVED, the Town of Dix Town Board meeting will be the fourth Monday of every month at 7:00 PM.

RESOLUTION #5

TOWN OF DIX HISTORIAN

On motion by Supervisor Russell, seconded by Councilman Smith, the following Resolution was
APPROVED: AYES-4 NAYS – 0
RESOLVED, the Town of Dix Town Board selects Dan Teed as Town of Dix Historian.

RESOLUTION #6

RECORDS MANAGEMENT OFFICER

On motion by Supervisor Russell, seconded by Councilman Smith, the following Resolution was
APPROVED: AYES – 4 NAYS – 0
RESOLVED, that James A. McMahon is hereby appointed Records Management Officer for 2017.

RESOLUTION #7
TOWN REGISTRAR

On motion by Supervisor Russell, seconded by Councilman Smith, the following Resolution was
APPROVED: AYES – 4 NAYS - 0
RESOLVED, that James A. McMahon is hereby appointed Town of Dix Registrar for 2017.

RESOLUTION #8
TOWN DEPUTY REGISTRAR

On motion by Supervisor Russell, seconded by Councilman Smith, the following Resolution was
APPROVED: AYES – 4 NAYS - 0
RESOLVED, that Hellen Teed is hereby appointed Town of Dix Deputy Registrar for 2017.

RESOLUTION # 9
COURT CLERK

On motion by Supervisor Russell, seconded by Councilman Smith, the following Resolution was
APPROVED: AYES – 4 NAYS – 0
RESOLVED, that Kristi Pierce is hereby appointed Town of Dix Court Clerk for 2017.

RESOLUTION #10
SPENDING LIMIT FOR SUPT.OF HIGHWAYS

On motion by Councilman Smith, seconded by Councilman Meehan, the following Resolution
was
APPROVED: AYES – 4 NAYS – 0
RESOLVED, that the spending limit for the Supt. of Highways, without prior approval, is \$1,000.00 and
amounts over \$1,000 needs approval of Highway Committee.

RESOLUTION # 11
SPENDING LIMIT FOR WATER & SEWER DEPARTMENT

On motion by Supervisor Russell, seconded by Councilman Meehan, the following Resolution was
APPROVED: AYES – 4 NAYS – 0
RESOLVED, Village of Watkins Glen water and sewer spending by Supervisors is authorized within Town
of Dix budgeted monies and not to exceed \$2,500.00.

RESOLUTION #12
CONFERENCE, SEMINARS, & WORKSHOP EXPENSES

On motion by Councilman Smith, seconded by Councilman Meehan, the following Resolution
was
APPROVED: AYES – 4 NAYS – 0
RESOLVED, that Town officers and employees are hereby given authority to attend conferences, seminars
and workshops, with expenses paid, with prior intentions to one's supervisor and within Budget.

RESOLUTION #13
SENIOR TAX EXEMPTION

On motion by Supervisor Russell, seconded by Councilman Meehan, the following Resolution
was
APPROVED: AYES – 4 NAYS – 0
RESOLVED, that the Town of Dix Senior Citizen Tax Exemption will be the same as the County's with
maximum exemption of \$16,700.00 on a graduated scale.

The representative to the County Planning Committee will be designated at the next Board
Meeting.

The representative to the Environmental Management Council will be designated at the next Board Meeting.

RESOLUTION #14

DEPUTY HIGHWAY SUPT.

On motion by Councilman Smith, seconded by Councilman Meehan, the following Resolution was

APPROVED: AYES – 4 NAYS -0

RESOLVED, that the Town Board appoints Mike Cole as Deputy Highway Supt. for 2017.

RESOLUTION #15

MILEAGE RATE

On motion by Councilman Smith, seconded by Councilman Meehan, the following Resolution was

APPROVED: AYES – 4 NAYS -0

RESOLVED, that the mileage rate for 2016 is \$.535 per mile per IRS memo dated December 13, 2016.

RESOLUTION #16

SUPERVISOR AUTHORIZED TO PAY ALL PRE-PAY MONTHLY BILLS

On motion by Councilman Smith, seconded by Councilman Meehan, the following Resolution was

APPROVED: AYES – 4 NAYS -0

RESOLVED, that the Supervisor is authorized to pay all Pre – Pay Monthly Bills prior to Regular Board Meeting.

RESOLUTION #17

SALARY SCHEDULE

On motion by Councilman Smith, seconded by Councilman Meehan, Supervisor Russell instructed the Town Clerk to call the roll of the Town Board which was done with the following results:

APPROVED:	Supervisor Russell	AYE
	Councilman Meehan	AYE
	Councilman Hammond	AYE
	Councilman Smith	AYE
	Councilman DeNardo	ABSENT

RESOLVED, that the Salary Schedule is as follows:

- Supervisor - \$10,000.00
- Deputy Supervisor - \$2,500.00
- 4 Councilmen - \$3,000.00 Each
- Town Clerk - \$10,000.00
- Town Justice - \$8,900.00
- Supt. of Highways - \$45,020.00
- Tax Collector - \$2,500.00
- Court Clerk - \$3,000.00
- Bookkeeper to Supervisor - \$16,691.00
- Budget Officer - \$7,706.00
- Water Administration - \$1,551.00
- Sewer Administration - \$1,552.00
- Code Officer - \$18/HR
- Custodian - \$1,500.00

RESOLUTION #18

ADOPT PROCUREMENT POLICY

On motion by Supervisor Russell, seconded by Councilman Smith, the following Resolution was

APPROVED: AYES – 4 NAYS – 0

RESOVLED, that the Town of Dix adopts current Procurement Policy.

RESOLUTION #19

APPOINTMENT TO SANITARY LANDFILL COMMISSION

On motion by Supervisor Russell, seconded by Councilman Hammond, the following Resolution was

APPROVED: AYES – 4 NAYS – 0

RESOVLED, that the Town of Dix selects Jeff Meehan as representative to Sanitary Landfill Commission.

RESOLUTION #20

APPOINT DEPUTY SUPERVISOR

On motion by Supervisor Russell, seconded by Councilman Smith, the following Resolution was

APPROVED: AYES – 4 NAYS – 0

RESOVLED, that the Town of Dix Board appoints Councilman Frank Hammond as Deputy Supervisor for 2017 with \$2,000.00 a year salary.

RESOLUTION #21

APPOINT DELEGATE TO NYS ASSOC. OF TOWNS ANNUAL MEETING

On motion by Supervisor Russell, seconded by Councilman Smith, the following Resolution was

APPROVED: AYES – 4 NAYS – 0

RESOVLED, that the Town of Dix Board selected Supervisor Harold Russell as delegate to NYS Assoc. of Towns annual meeting.

RESOLUTION #22

APPOINT HEALTH OFFICER

On motion by Supervisor Russell, seconded by Councilman Meehan, the following Resolution was

APPROVED: AYES – 4 NAYS – 0

RESOVLED, that the Town of Dix Board appoints James Winkler as the Town of Dix Health Officer for 2017.

RESOLUTION #23

APPOINT DEPUTY TOWN CLERK/TAX COLLECTOR

On motion by Supervisor Russell, seconded by Councilman Meehan, the following Resolution was

APPROVED: AYES – 4 NAYS – 0

RESOVLED, that the Town of Dix Board appoints Hellen Teed as Deputy Town Clerk/ Tax Collector for 2017.

RESOLUTION #24

HUNT ENGINEERING CONTRACT FOR NEW TOWN HALL

On motion by Supervisor Russell, seconded by Councilman Meehan, the following Resolution was

APPROVED: AYES – 4 NAYS – 0

RESOVLED, that the Town of Dix Board approves contract with Hunt Engineering for architectural and engineering services for New Town Hall for \$54,400.

The Town Board will discuss the 2017 committee members at the next Board Meeting.

RESOLUTION #25

ACCEPT BID FROM STEWART P. WILSON FOR DIESEL FUEL

On motion by Councilman Meehan, seconded by Councilman Hammond, the following Resolution was

APPROVED: AYES – 4 NAYS – 0

RESOVLED, that the Town of Dix Board accepts the Low SULFUR Diesel Fuel bid from Stewart P. Wilson Inc. for the 2017 year at \$2.022 per gallon VLSDF delivered.

RESOLUTION #26

SALE OF FORD F350 TO TOWN OF MONTOUR

On motion by Councilman Meehan, seconded by Supervisor Russell, the following Resolution was

APPROVED: AYES – 4 NAYS – 0

RESOVLED, that the Town of Dix Board approves the sale of the Ford F350 to the Town of Montour for \$2,700.

RESOLUTION #27

DECLARE VIKING PLOW SURPLUS

On motion by Councilman Meehan, seconded by Councilman Smith, the following Resolution was

APPROVED: AYES – 3 NAYS – 1(Harold Russell)

RESOVLED, that the Town of Dix Board declares the Viking Plow surplus.

The Organizational Meeting closed at 7:35 P.M.