

TOWN OF DIX – ORGANIZATIONAL MEETING – JANUARY 2, 2018

The Organization Meeting of the Dix Town Board was called to order by Supervisor Harold Russell at 6:00 P.M.

PRESENT: Harold Russell, Supervisor  
Jeffrey Meehan, Councilman  
Dominic Smith, Councilman  
Frank Hammond, Councilman  
Helen Teed, Town Clerk  
Kristi Pierce, Bookkeeper to Supervisor  
Scott Yaw, Supt. of Highways

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

VISITORS: Sarah & Danielle Teed, Hilary McIlroy

Oaths of Office take by: Helen Teed -Town Clerk/Tax Collector sworn in by Dominic Smith  
Harold Russell-Town Supervisor sworn in by Helen Teed  
Jeffrey Meehan-Councilman  
F. Joe Hammond-Councilman  
Scott Yaw-Highway Superintendent  
Hilary McIlroy-Deputy Town Clerk/Tax Collector

RESOLUTION #1

1. INVESTMENT OF TOWN FUNDS

RESOLVED, that the Investment Policy for the Town of Dix for 2018 will be followed and enforced.

2. OFFICIAL DEPOSITORIES

RESOLVED, that the depositories for the Town of Dix for 2018 will be Community Bank and Chemung Canal Bank.

3. OFFICIAL NEWSPAPER

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.

4. REGULAR MEETING NIGHT

RESOLVED, the Town of Dix Town Board meeting will be the fourth Monday of every month at 7:00 PM.

5. TOWN OF DIX HISTORIAN

RESOLVED, the Town of Dix Town Board selects Dan Teed as Town of Dix Historian.

6. RECORDS MANAGEMENT OFFICER

RESOLVED, that Helen Teed is hereby appointed Records Management Officer for 2018.

7. TOWN REGISTRAR

RESOLVED, that Helen Teed is hereby appointed Town of Dix Registrar for 2018.

8. TOWN DEPUTY REGISTRAR

RESOLVED, that Hilary McIlroy is hereby appointed Town of Dix Deputy Registrar for 2018.

9. COURT CLERK

RESOLVED, that Kristi Pierce is hereby appointed Town of Dix Court Clerk for 2018.

10. SPENDING LIMIT FOR SUPERINTENDENT OF HIGHWAYS

RESOLVED, that the spending limit for the Supt. of Highways, without prior approval, is \$2,500.00 and amounts over \$2,500 needs approval of Highway Committee.

On Motion by Councilman Dominic Smith. Seconded by Supervisor Harold Russell, the following items 1 - 10 IN Resolution #1 are

APPROVED: AYES - 4 NAYES - 0

RESOLUTION #2

11. SPENDING LIMIT FOR WATER & SEWER DEPARTMENT

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.

12. CONFERENCE, SEMINARS, & WORKSHOP EXPENSES

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.

13. SENIOR TAX EXEMPTION

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 Advertised for in the Local Media.

14. REPRESENTATIVE TO ENVIRONMENTAL MANAGEMENT COUNCIL

RESOLVED, advertise for a Representative.

15. DEPUTY HIGHWAY SUPERINTENDENT

RESOLVED, that the Town Board appoints Mike Cole as Deputy Highway Superintendent, for 2018.

16. MILEAGE RATE

RESOLVED, that the mileage rate for 2018 is \$.545 per mile.

17. SUPERVISOR AUTHORIZED TO PRE-PAY ALL MONTHLY BILLS

RESOLVED, that the Supervisor is authorized to Pre - Pay All Monthly Bills prior to Regular Board Meeting

APPROVED: AYES: Jeff Meehan, F. Joseph Hammond, Dominic Smith

18. TOWN OF DIX PLANNING BOARD-5 YEAR TERM

RESOLVED, The Board Appoints Patty Bartolomeo (1/1/2018 to 12/31/2022).

19. SALARY SCHEDULE

RESOLVED, that the Salary Schedule is as follows:

Supervisor - \$10,000.00  
Deputy Supervisor - \$2,000.00  
4 Councilmen - \$3,000.00 Each  
Town Clerk - \$10,000.00  
Town Justice - \$8,900.00  
Supt. of Highways - \$46,820.00  
Tax Collector - \$2,500.00  
Court Clerk - \$3,200.00  
Bookkeeper to Supervisor - \$16,691.00  
Budget Officer - \$7,006.00  
Water Administration - \$1,551.00

Sewer Administration - \$1,552.00

Code Officer - \$19/HR

Custodian - \$1,500.00

On Motion by Dominic Smith, seconded by Jeff Meehan, Items 11 – 19 are

APPROVED: AYES – 4 NAYS - 0

20. ADOPT PROCUREMENT POLICY

RESOLVED, that the Town of Dix adopts current Procurement Policy-Need to update (last Updated 1999).

21. APPOINTMENT TO SANITARY LANDFILL COMMISSION

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

22. APPOINT DEPUTY SUPERVISOR

RESOLVED, that the Town of Dix Board appoints Councilman Frank Hammond as Deputy Supervisor for 2018 with \$2,000.00 a year salary.

23. APPOINT DELEGATE TO NYS ASSOC. OF TOWNS ANNUAL MEETING

RESOLVED, that the Town of Dix Board selected Councilman Dominic Smith as delegate to NYS Assoc. of Towns annual meeting.

24. APPOINT HEALTH OFFICER

RESOLVED, that the Town of Dix Board appoints Dr. James Winkler as the Town of Dix Health Officer for 2018.

25. APPOINT DEPUTY TOWN CLERK/TAX COLLECTOR

RESOLVED, that the Town of Dix Board appoints Hilary McIlroy as Deputy Town Clerk/ Tax Collector for 2018.

26. APPOINT PLANNING BOARD CHAIRMAN

RESOLVED, the Town of Dix Board appoints Michael DeNardo Chairman of the Town of Dix Planning Board.

On Motion by Councilman F. Joseph Hammond, seconded by Supervisor Harold Russell Items 20 – 26 are

APPROVED: AYES – 4 NAYS – 0

On Motion by Councilman Dominic Smith, seconded by Supervisor Harold Russell, All AYES

ADJORNED TO

EXECUTIVE SESSION-6:45 PM

On Motion by Councilman Dominic Smith, seconded by Councilman Jeff Meehan, All AYES

Back to Organizational Meeting-6:51 PM

On Motion by Councilman Dominic Smith, seconded by Supervisor Harold Russell to Adjourn, All AYES

The Organizational Meeting closed at 6:54 P.M.