CLOSE-OUT & ORGANIZATIONAL MEETING
WOLCOTT TOWN BOARD – JANUARY 7, 2025

A special meeting of the Wolcott Town Board was held Tuesday January 7, 2025, at the Wolcott Town Hall with the following people present:

PRESENT - Supervisor - Lynn Chatfield
Councilmember - Adam Ellis, Jr.
Councilmember - Daniel Youngman
Councilmember – Julie Aldrich

OTHERS PRESENT - Jessica Freer, Town Clerk; Amber Roberts, Assessor/Supervisor's Clerk; Zach Decker, Highway Superintendent.

The Supervisor called the meeting to order at 6:00 PM.

Pledge of Allegiance –

OTHER BUSINESS –

1. Letter of Resignation from Councilmember Jorden Brown due to moving out of the Town.

2. Conflict of Interest Policy -

RESOLUTION #1-25 ANNUAL ADOPTION OF CONFLICT OF INTEREST POLICY-

The following resolution was presented by Adam Ellis, moved by Julie Aldrich, seconded by Dan Youngman, BE IT RESOLVED, by the Town Board of the Town of Wolcott that:

(1) The Town Board of the Town of Wolcott hereby adopts the attached Conflict of Interest Policy in accordance with NYS General Municipal Law Article 18.

Town of Wolcott Conflict of Interest Policy

ARTICLE 1: Authority
Under the authority granted in NYS General Municipal Law Article 18 § 800-809, the Town Board of the Town of Wolcott hereby adopts the following Policy concerning conflict of interest.

ARTICLE 2: Purpose
The purpose of this Policy is to ensure that the business of the Town of Wolcott will be conducted in such a way that no public official of the municipality will gain a personal or pecuniary advantage from his or her work for the municipality and so that the public trust in municipal officials will be preserved.

ARTICLE 3: Definitions
For the purposes of this ordinance, the following definitions shall apply:

a. "Municipality" means the Town of Wolcott

b. "Conflict of interest" means a direct personal or pecuniary interest of a public officer, his or her spouse, household member business associate, employer or employee, in the outcome of a cause, proceeding, application or any

other matter pending before the officer or before the public body in which he or she holds office or is employed. "Conflict of interest" does not arise in the case of votes or decisions on matters in which the public officer has a personal or pecuniary interest in the outcome no greater than that of other persons generally affected by the decision, such as adopting a bylaw or setting a tax rate.

c. "Emergency" means an imminent threat or peril to the public health, safety or welfare.

d. "Official act or action" means any discretionary legislative, administrative or judicial act performed by any elected or appointed officer or employee while acting on behalf of the municipality.

e. "Public body" means a municipality and its departments, boards, councils, commissions, committees or other instrumentality's.

f. "Public interest" means an interest of the community as a whole, conferred generally upon all residents of the municipality

g. "Public officer" or "public official" means a person elected or appointed to perform executive, administrative, legislative or quasi-judicial functions for a public body.

ARTICLE 4: Disqualification

a. A public officer shall not participate in any official action if he or she has a conflict of interest in the matter under consideration.

b. A public officer shall not personally or through any member of his or her household, business associate, employer or employee represent, appear for, or negotiate in a private capacity on behalf of any person or organization in any cause, proceeding, application or other matter pending before the public body in which the officer holds office or is employed.

c. In the case of a public officer who is an appointee, the person or public body which appointed that public officer shall have the authority to order that officer to recuse him or herself from the matter.

ARTICLE 5: Disclosure

a. A public officer who has reason to believe that he or she has or may have a conflict of interest but believes that he or she is able to act fairly, objectively and in the public interest in spite of the conflict of interest shall, prior to participating in any official action on the matter, prepare a statement describing the matter under consideration, the nature of the potential conflict of interest and why he or she believes that he or she is able to act in the matter fairly, objectively and in the public interest.

b. In the case of a public officer who is an elected member of a board, commission or other body, the remaining members of that body shall have the authority to inquire of the officer about a possible conflict of interest and to suggest or recommend that the member recuse him or herself from the matter. If the member believes that he or she does not have a conflict of interest or believes that he or she is able to act fairly, objectively and in the public interest in spite of an existing conflict of interest, the member shall, prior to participating in the matter, prepare a statement describing the matter under consideration, the nature of the potential conflict of interest and why he or she believes that he or she is able to act in the matter fairly, objectively and in the public interest.

c. The statement required by subsections (a) and (b) above shall be signed by the officer and filed as part of the minutes of the meeting of the public body in which the officer holds office.

ARTICLE 6: Determination

a. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, the public officer shall leave the Board meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board members shall decide if a conflict of interest exists.

ARTICLE 7: Hearing before the Board

a. Any resident of the municipality or Board member who believes that an officer should recuse him or herself from a matter because of a conflict of interest or that the officer should provide a disclosure statement regarding his or her conflict of interest in the matter, may file a complaint with the Town Clerk or a Town Board member.

b. Upon receipt of the complaint, a presentation may be made at the next Board meeting. After the presentation the

public officer shall leave the meeting during the discussion of the complaint and the Board shall consider all the evidence. The Board shall issue a written decision as to whether the official shall be required to recuse him or herself from the matter and state the reasons for that decision.

ARTICLE 8: Violations

a. If the Board has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Board determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

ARTICLE 9: Enforcement

a. Refusal to comply with the decision of the Board shall be considered a violation of this policy. The legislative body, acting on behalf of the municipality, may seek injunctive relief in superior court which may include, but not be limited to, an order to negate any vote or other action taken by the officer in the matter.

b. In addition to any other remedies provided by law, a public officer who violates this policy may be publicly censured by the Board.

ARTICLE 10: Records of Proceedings

Once a decision is made by the Board, the minutes of the Board and all committees with board delegated powers shall contain:

a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Board's decision as to whether a conflict of interest in fact existed.

b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed trans-action or arrangement, and a record of any votes taken in connection with the proceedings.

ARTICLE 11: Exception

The provisions of Article 4 of this policy shall not apply if the legislative body of the municipality determines that an emergency exists and that actions of the public body otherwise could not take place. In such cases, a public officer who has reason to believe he or she has a conflict of interest shall disclose such conflict as provided in Article 5.

ARTICLE 12: Severability

If any section of this policy is held by a court of competent jurisdiction to be invalid, such finding shall not invalidate any other part of this policy.

ARTICLE 13: Periodic Reviews

The Town of Wolcott Town Board shall regularly and consistently monitor and enforce compliance with this policy by periodic reviews and taking such actions as are necessary for effective oversight. If at any time during the year, the information in this policy changes, the Board shall approve such changes in a meeting, by a majority vote of the Board and disclose such changes in the minutes of that meeting. The policy shall be re-approved yearly at the Annual Meeting.

ARTICLE 14: Effective Date

This Policy shall become effective January 7, 2025, with its adoption by the Town of Wolcott Town Board.

ON ROLL CALL VOTE - Chatfield "YES", Ellis "YES", Youngman "YES", Aldrich "YES".

RESOLUTION #2-25 AUTHORIZING THE SUPERVISOR TO SIGN SNOW AND ICE CONTRACT WITH WAYNE COUNTY –

The following resolution was presented by Julie Alrich, moved by Adam Ellis, seconded by Dan Youngman,

WHEREAS, the County of Wayne and the Town of Wolcott have agreed to snow and ice control contract in years past; and

WHEREAS, both parties agree this is the most advantageous for the taxpayer; and

WHEREAS, the Town Board agrees to the terms of said contract;

NOW, THEREFORE, BE IT RESOLVED, the Town Board authorizes the Supervisor to sign the Snow and Ice Contract with Wayne County for the term of January 1, 2025, to December 31, 2025

VOTE - AYES__4__ NAYS__0__.

ORGANIZATIONAL MEETING -

A resolution was presented by Adam Ellis, moved by Julie Aldrich, seconded by Dan Youngman, "Be it RESOLVED to accept blanket bond for all regular Town employees."

VOTE - AYES__4__ NAYS__0__.

A resolution was presented by Dan Youngman, moved by Adam Ellis, seconded by Julie Aldrich "Be it RESOLVED to appoint Gary Mettler, Animal Control Officer, for a salary pay of $7,971.60 as outlined in the 2025 Town Budget and Tammy Mettler, Deputy Animal Control Officer, for one year." VOTE - AYES__4__ NAYS__0__.

A resolution was presented by Julie Aldrich, moved by Dan Youngman, seconded by Adam Ellis, "Be it RESOLVED that any Town Officer be allowed the IRS rate of .70 cents per mile when using their personal vehicles for Town business." VOTE - AYES__4__ NAYS__0__.

A resolution was presented by Julie Aldrich, moved by, Adam Ellis seconded by Dan Youngman, "Be it RESOLVED to authorize the Highway Superintendent to spend up to $1,500 for tools without prior authorization.” VOTE - AYES__4__ NAYS__0__.

A resolution was presented by Julie Aldrich Dan Youngman, moved by Adam Ellis, seconded by Julie Aldrich, "Be it RESOLVED to pay all elected Town Officers as outlined in the 2025 Town Budget." VOTE - AYES__4__ NAYS__0__.

A resolution was presented by Adam Ellis, moved by Dan Youngman, seconded by Julie Aldrich, "Be it RESOLVED to pay the Supervisor, Councilmember’s, Town Justices, Court Clerks, Town Clerk, Deputy Town Clerk, Code Enforcement Officer, Assessor, Supervisor's Clerk, Highway Superintendent, Assessor's Clerk, Animal Control Officer, Custodian of Town Hall-monthly; the Highway workers bi-weekly; the Town Historian, Town Attorney and anyone else contracted by the Town - upon submission of a voucher." VOTE - AYES__4__ NAYS__0__.

A resolution was presented by Adam Ellis, moved by Julie Aldrich, seconded by Dan Youngman "Be it RESOLVED to authorize the Town Clerk and/or her Deputy to attend any County Town Clerk's monthly meetings, annual Spring Conference, and/or Continuing Education courses; the

Councilmember's, Assessor and/or her Clerk to attend any Continuing Education courses; the Code Enforcement Officer and two members of the Planning Board/Board of Appeals to attend annual Spring and Fall Conferences; the Code Enforcement Officer to attend annual Spring Continuing Education Conference; the Supervisor's Clerk to attend any monthly meetings and/or Continuing Education courses; the Highway Superintendent to attend annual Spring Highway School and Fall Highway Superintendent Conference at Town expense." VOTE - AYES__4__ NAYS__0__.

Supervisor Chatfield appointed Bob Huntington and Chris Bauer as Building Maintenance Supervisors for the Town Hall.

A resolution was presented by Adam Ellis, moved by Dan Youngman, seconded by Julie Aldrich, "Be it RESOLVED to appoint the Supervisor and Highway Superintendent to serve as Supervisors to the Sanitary Landfill." VOTE - AYES__4__ NAYS__0__.

A resolution was presented by Julie Aldrich, moved by Dan Youngman, seconded by Adam Ellis, "Be it RESOLVED to hold all regular Town Board meetings on the 3rd Tuesday of each month at 6:00 PM. "VOTE - AYES__4__ NAYS__0__.

A resolution was presented by Adam Ellis, moved by Julie Aldrich, seconded by Dan Youngman, "Be it RESOLVED to appoint Kelsey Roberts as Clerk to the Assessor for one year at a rate of $20.00 per hour as outlined in the 2025 Town Budget and when regularly scheduled to work on Monday and such holidays designated by law to occur on Monday she shall be paid her regular pay on such days." VOTE - AYES__4__ NAYS__0__.

A resolution was presented by Adam Ellis, moved by Julie Aldrich, seconded by Dan Youngman, "Be it RESOLVED to pay existing full time Highway Workers, new full time Highway Workers, existing part time Highway Workers and new part time Highway Workers per hour as outlined in their union contract." VOTE - AYES__4__ NAYS__0__.

A resolution was presented by Adam Ellis, moved by Dan Youngman, seconded by Julie Aldrich, "Be it RESOLVED to pay any part time general laborer for the Highway Department $15.50 per hour as outlined in the 2025 Town Budget." VOTE - AYES__4__ NAYS__0__.

A resolution was presented by Adam Ellis, moved by Julie Aldrich, seconded by Dan Youngman, "Be it RESOLVED to appoint Time to Spare as Custodians to the Town Hall, at a monthly rate of $300.00." VOTE - AYES__4__ NAYS__0__.

A resolution was presented by Adam Ellis, moved by Dan Youngman, seconded by Julie Aldrich, "Be it RESOLVED to appoint Megan Stankevich to the position of Deputy Town Clerk and Deputy Registrar of Vital Statistics for one year at a rate of $17.75 per hour as outlined in the 2025 Town Budget and when regularly scheduled to work on Monday and such holidays designated by law to occur on Monday they shall be paid their regular pay on such days.."
VOTE - AYES__4__ NAYS__0__.

A resolution was presented by Julie Aldrich, moved by Dan Youngman, seconded by Adam Ellis, "Be it RESOLVED to pay what's in the County Contract for bank-run sand and/or gravel "

VOTE - AYES__4__ NAYS__0__.

A resolution was presented by Dan Youngman, moved by Julie Aldrich seconded by Adam Ellis "Be it RESOLVED to designate Lyons National Bank as the official depository for the Town of Wolcott." VOTE - AYES__4__ NAYS__0__.

A resolution was presented by Adam Ellis, moved by Dan Youngman, seconded by Julie Aldrich, "Be it RESOLVED to pay Assessment Review Board Members a flat rate of $100.00 when they act." VOTE - AYES__4__ NAYS__0__.

A resolution was presented by Adam Ellis, moved by Julie Aldrich, seconded by Dan Youngman, "Be it RESOLVED to appoint Ray Hauss as Code Enforcement Officer, for one year and a salary pay of $42,000.00 as outlined in the 2025 Town Budget."
VOTE - AYES__4__ NAYS__0__.

A resolution was presented by Adam Ellis, moved by Dan Youngman, seconded by Julie Aldrich, "Be it RESOLVED to appoint Matthew St. Martin as Town Attorney for one year."
VOTE - AYES__4__ NAYS__0__.

A resolution was presented by Adam Ellis, moved by Dan Youngman, seconded by Julie Aldrich, "Be it RESOLVED to appoint Tette, Ingersoll & Co. CPA's PC, a member of Allied Financial Partners, as Town Accountant for one year."
VOTE - AYES__4__ NAYS__0__.

OTHER BUSINESS –

1. There was a quote submitted by Alternative Technologies to upgrade the fire alarm system, add emergency lights and 24/7 fire monitoring, the Town Board found these items needed immediate attention and approved the quote to be done as soon as possible.
A motion was made by Julie Aldrich, seconded by Dan Youngman to approve the quote of $3701.00from Alternative Technology to upgrade the fire alarm system and monitoring and any other additions as described in the quote.
VOTE - AYES__4__ NAYS__0__.

EXECUTIVE SESSION –

A motion was made by Dan Youngman, seconded by Adam Ellis to move into executive session to discuss matters related to the vacant councilmember position. Department Heads were asked to stay.
VOTE – AYES __4__ NAYS __0__,

CLOSE EXECUTIVE SESSION –

A motion was made by Adam Ellis, seconded by Julie Aldrich to close executive session at 6:14PM. VOTE – AYES__4__ AYES __0__.
The Town Clerk was authorized to place an ad in the paper for the vacant position.

The next regular meeting of the Wolcott Town Board will be held January 21, 2025, at 6:00 PM at the Town Hall.

A motion was made by Adam Ellis, seconded by Dan Youngman, to adjourn the meeting at 6:16PM.

Respectfully submitted,

Jessica Freer,
Town Clerk