

**TOWN OF HOLLAND
TOWN BOARD MINUTES
January 9, 2019**

ORGANIZATIONAL MEETING 2019- - Holland Town Supervisor Michael Kasprzyk called the Town of Holland's 2019 Organizational Board Meeting to order at 8:00 p.m., at the Holland Town Hall, 47 Pearl St., Holland, NY 14080. Roll Call followed.

Town Board Members Present:

Councilman Geoffrey Hack
Councilwoman Roberta Herr
Councilwoman Karen Kline
Councilman Bill Kolacki
Supervisor Michael Kasprzyk

The salaries and pay schedules of elected and appointed town officials for 2019 shall be:

Supervisor Michael Kasprzyk	\$ 26,998.00
Councilman Geoffrey Hack	\$ 6,479.00
Councilman William Kolacki	\$ 6,479.00
Councilwoman Roberta Herr	\$ 6,479.00
Councilwoman Karen Kline	\$ 6,479.00
Town Justice Christopher O'Brien	\$ 9,471.00
Town Justice Jill Anderson	\$ 9,471.00
Town Clerk Jill Zientek	\$26,530.00
Highway Superintendent Jason Simmons	\$58,366.00
Highway Superintendent Deputy- Grant Lancewicz	\$1.00 addt per hr
Facilities Manager Jason Simmons	\$10,612.00
Water Administrator Jason Simmons	\$13,300.00
Disaster Coordinator Geoffrey Hack	\$1,000.00
Tax Collector Jill Zientek	\$ 6,711.00
Assessor Tammy Adsitt	\$16,236.00
Assessor Clerk June E. McArthur	\$ 8,443.00
Dog Control Officer William Newell	\$ 8,118.00
Building Zoning Officer Justin Quant	\$ 9,500.00
Zoning Enforcement Officer Michael Sluce	\$9,958.00
Fire Code Enforcement Officer Michael Sluce	\$1,300.00
Public Officer Michael Sluce	\$1,300.00
Court Clerk Cheryl Post	\$16,714.00
Deputy Court Clerk Jill M Zientek	\$ 15.00 per hour
Budget Officer Michael Kasprzyk	\$ 2,652.00
Town Bookkeeper Margaret Koss	\$ 15.00 per hour
Human Resources/Payroll Jill Zientek	\$ 13,260.00

Town Attorney Ronald Bennett	\$ 14,072.00
Town Engineer - GPI Greenman-Pedersen	\$ 2,707.00
Water Clerk Jill Zientek	\$ 4,080.00
Grant Writer Jill Zientek	\$ 2,000.00
Town Historian Sandra Smith	\$ 325.00
Town Registrar Jill Zientek	\$ 350.00
Deputy Town Registrar Holly Messerschmidt	\$ 50.00
Deputy Town Registrar June McArthur	\$ 50.00
Deputy Town Clerk Holly Messerschmidt	\$15.00 per hour
Deputy Town Clerk June McArthur	\$15.00 per hour
Deputy Tax Collector June McArthur	\$15.00 per hour
Deputy Tax Collector Holly Messerschmidt	\$15.00 per hour
Town Prosecutor Ralph Mohr	\$ 3,200.00
Garbage & Refuse Clerk June E. McArthur	\$ 2,601.00
Clerk Board of Appeals Diane Doyle	\$ 15.00 per hour
Secretary of the Planning Board Margaret Koss	\$ 15.00 per hour
Caretaker of Grounds Ronald Post	\$ 15.00 per hour
Cemetery Administration Ronald Post	\$1,200.00 annually
Community Center Cleaner Claudia Barron	\$ 13.00 per hour
Community Center Coordinator- Jill M Zientek	\$1,273.00
Mileage Reimbursement for Official Town Business	\$.48 Per Mile
Constables	Capt. Dave Buresch Lt. Norman Adsitt Cpl. Bruce Reinagle Cpl. Larry Becker Cpl. Donna Maier Cpl. Richard Groh Cpl. Wade Adsitt Cpl. Nick Jackson Cpl. Josh Metzger

* Clothing Allowance will be \$650.00 a year for each Constable.

Crossing Guards \$12.00 per hour

Katherine Slocum
Ginny Fraunfelder

First Deputy Supervisor-Geoffrey Hack

Personnel Officer- Michael Kasprzyk

Affirmative Action- Jill Zientek

Fair Housing Officer- Jill Zientek

Records Management Officer- Jill Zientek

Records Access Officer-Jill Zientek

Designated Contact Person for Workplace Violence Reporting- Michael Kasprzyk

OSHA Hazard Communication Coordinator- Jason Simmons

Emergency Action Contact- Jill Zientek

Harassment in the Workplace Official- Michael Kasprzyk

Supervisor's Committee Appointments for 2019:

Buildings - Councilman William Kolacki

Beautification – Councilwoman Roberta Herr

Town Park & Community Center- Councilman Geoff Hack

Environmental Committee - Councilman William Kolacki

Planning Board Liaison - Councilwoman Karen Kline

Meals on Wheels Coordinator -June McArthur

Town of Holland Committees and Boards:

Planning Board

Terms Expire on December 31 (7-Year Terms)

Martin Regan (Chairman)	2022
Jennifer May	2024
Dave Waligora	2025
Rob Lewis	2019
Robert Weisner	2020
Bill Shimburski	2024
Tim Painter	2019
Nan Regan - Alternate	2024

Assessment Board of Review

Terms Expire On September 30 (5-Year Term)

Susan Lesinski	2023
Micheal Quant	2019
Frances Vaughan	2020
Nikera Kolacki	2022
Edward Russell	2019

Records Advisory Board

Jill Zientek
Michael Kasprzyk
Karen Kline

Insurance Committee

Michael Kasprzyk
Jill Zientek
Jason Simmons

Board of Ethics Terms Expire on December 31, 2019

Michael Kaspzyk - Chairman
 Jim Hewitt
 Mary Major

Board of Appeals Terms Expire on December 31 (5-Year Term)

William O'Dell (Chairman)	2021
Barbara Reinagel	2023
Jeremy Peirick	2020
Dan Lotito	2019
Mark Messerschmidt	2021
Timothy Selph	2020
Fran Vaughan	2021

**TOWN OF HOLLAND
 HIGHWAY AND WATER
 FULL-TIME EMPLOYEE CONTRACT
 2019,2020,2021,2022**

WORK WEEK

Forty hours will constitute a work week. Actual daily hours will be decided by the Highway Superintendent.

The work week shall start at 12am Monday.

If called out for extra work, the minimum pay shall be four (4) hours.

PAY SCALE

A. MACHINE OPERATOR	2019-	\$24.63
	2020-	\$25.12
	2021-	\$25.62
	2022-	\$26.13

B. LIGHT MOTOR EQUIPMENT OPERATOR	2019-	\$22.63
	2020-	\$23.12
	2021-	\$23.62
	2022-	\$24.13

C. FULL-TIME LABORER	2019-	\$19.59
	2020-	\$19.98
	2021-	\$20.37
	2022-	\$20.77

D. WINGMAN/LABORER	2019-	\$13.00-\$20.00
	2020-	\$13.00-\$20.00
	2021-	\$13.00-\$20.00
	2022-	\$13.00-\$20.00

E. WATER PLANT OPERATOR	2019-	\$24.02
	2020-	\$24.50
	2021-	\$24.99
	2022-	\$25.48

VACATIONS

1 week after one (1) year of employment
 2 weeks after three (3) years of employment
 3 weeks after five (5) years of employment
 4 weeks after fifteen (15) years of employment

The employee shall have the ability to have at least one week vacation during the summer. One employee to be off at a time, granted by seniority. Forty hours shall constitute one week vacation pay. The employee's vacation request will be granted upon the Highway Superintendent's approval.

HOLIDAYS

There shall be nine (9) paid holidays per year.

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Election Day
- Thanksgiving Day
- Christmas Day
- Floating Holidays (2)

Floating holidays can be taken at any time that is mutually agreeable to the Highway Superintendent and the employee. Holidays may be changed to fall at the beginning or end of a week. Changes shall be posted seven (7) days in advance.

PERSONAL DAYS

There shall be two (2) personal days.

- One day with prior approval
- One day without prior approval

Personal days may not be carried over into the next year.

SICK LEAVE

Each employee is granted eight (8) sick days per year with pay. The maximum sick day carry over is 120 days. Upon retirement, the employee may be paid 50% of their daily rate per day for each sick day accumulated, the employee may be monetarily compensated or the amount may be used towards future health care or a combination of both.

RETIREMENT

Retirement requests must be submitted in writing to the Town Board 90 days prior to retirement.

BEREAVEMENT

Each employee is granted three (3) bereavement days for the following deaths: Parents, Sibling, Spouse or Partner, Child, Stepchild, Grandparents, Grandchildren, Parent-in-law, Sister-in-law, Brother-in-law, Son-in-law and Daughter-in-law.

HEALTH INSURANCE

Health Insurance will be provided for full time employees only.

For the remainder of this contract, health insurance premiums for the employees of record as of January 1, 2016 will be paid at 100% by the Town. Health Insurance plans and carriers will be at the discretion of the Insurance Committee and Town Board.

Employees hired after January 1, 2016 will contribute 10% of the total cost of health insurance.

CLOTHING ALLOWANCE

OSHA- required safety clothing will be provided. Each full-time employee will be reimbursed up to \$400.00 per year upon proper receipt of work- related safety clothing.

TOWN OF HOLLAND PROCUREMENT POLICY

WHEREAS, Section 104-b of the General Municipal Law (GML) requires every town to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of GML, §103 or any other law: and

WHEREAS, comments have been solicited from those officers of the Town involved with procurement;

NOW THEREFORE, be it

RESOLVED: That the Town of Holland does hereby adopt the following procurement policies and procedures:

GUIDELINE 1. Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML §103. Every Town Officer, Board, Department head or other personnel with the requisite purchasing authority (hereinafter Purchaser) shall estimate the cumulative amount of the items of supply or equipment needed in a given fiscal year. The estimate shall include the canvass of other Town departments and past history to determine the likely yearly value of the commodity to be acquired. The information gathered and conclusions reached shall be documented and kept with the file or other documentation supporting the purchase activity.

GUIDELINE 2. All purchases of a) supplies or equipment which will exceed \$30,000 in the fiscal year or b) public works contract over \$35,000 shall be formally bid pursuant to GML §103.

GUIDELINE 3. All estimated purchases of:

Less than \$30,000 but greater than \$2,000 requires a written request for a proposal (RFP) and written/fax quotes from 3 vendors.

Less than \$2,000 is left to discretion of the Purchaser.

All estimated public works contracts of:

Less than \$30,000 but greater than \$10,000 requires a written RFP and a fax/proposal from 3 contractors

Less than \$10,000 but greater than \$3,000 requires a written RFP and fax/proposals from 2 contractors

Less than \$3,000 is left to the discretion of the Purchaser.

Any written RFP shall describe the desired goods, quality and the particulars of delivery. The Purchaser shall compile a list of all vendors from whom written/fax/oral quotes have been requested and the written/fax/oral quotes offered.

All information gathered in complying with the procedures of this Guideline shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract.

GUIDELINE 4. The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the Purchaser prepares a written justification providing reasons why it is in the best interest of the Town and its taxpayers to make an award to other than the low bidder. If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement.

GUIDELINE 5. 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 shall document the attempt made at obtaining the proposals. In no event shall the inability to obtain the proposals or quotes be a bar to the procurement.

GUIDELINE 6. Except when directed by the Town Board, no solicitation of written proposals or quotations shall be required under the following circumstances;

- a) Acquisition of professional services;
- b) Emergencies;
- c) Sole source situations;
- d) Goods purchased at auction;
- e) Goods purchased for less than \$1,000
- f) Public works contracts for less than \$3,000

GUIDELINE 7. This policy shall be reviewed annually by the Town Board at its Organizational Meeting or as soon thereafter as is reasonably practicable.

INVESTMENT POLICY **TOWN OF HOLLAND**

I. SCOPE

This investment policy applies to all moneys and other financial resources available for investment on its own behalf or on behalf of any other entity or individual.

II. OBJECTIVES

The objectives of the Investment Policy of the Town of Holland are to minimize risk; to insure that investments mature when the cash is required to finance operations; and to insure a competitive rate of return. In accordance with this policy, the chief fiscal officer is hereby authorized to invest all funds including proceeds of obligations and reserve funds in:

- Certificates of Deposit issued by a bank or trust company authorized to do business in New York State
- Time Deposit Accounts in a bank or trust company authorized to do business in New York State

All other local government officials receiving money in their official capacity must deposit such funds in a timely fashion to their respective accounts.

III. DELEGATION OF AUTHORITY

The governing board's responsibility for administration of the investment program is delegated to the chief fiscal officer, who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a data base or records incorporating description and amounts of investments, transaction dates, and other relevant information and regulate the activities of subordinate employees.

IV. PRUDENCE

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Town of Holland to govern effectively.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

V. DIVERSIFICATION

It is the policy of the Town of Holland to invest its deposits with the Bank of Holland, including savings, checking accounts and certificates of deposits. The chief fiscal officer shall consider other investments with board approval.

VI. INTERNAL CONTROLS

It is the policy of the Town of Holland for all moneys collected by any officer or employee of the government to deposit said funds within the time period specified by law.

The chief fiscal officer is responsible for establishing and maintaining an internal control structure to provide reasonable assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly, and are managed in compliance with applicable laws and regulations.

VII. DESIGNATION OF DEPOSITARIES

The Bank of Holland, chartered by the State of New York, is designated to act as Custodial Bank of the Town of Holland.

VIII. COLLATERALIZING OF DEPOSITS

In accordance with the provisions of General Municipal Law, §10, all deposits of the Town of Holland, including certificates of deposit in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured.

Certificates of deposit and Time Deposit Accounts shall be fully secured by insurance of the Federal Deposit Insurance Corporation or by obligations of New York State or obligations of the United States or obligations of federal agencies the principal and interest of which are guaranteed by the United States, or obligations of New York State local governments. Collateral shall be delivered to the Town of Holland or a custodial bank with which the town has entered into a custodial agreement. The market value of collateral shall at all times equal or exceed the principal amount of the certificate of deposit or time deposit.

IX. SAFEKEEPING AND COLLATERALIZATION

Eligible securities used for collateralizing deposits shall be held by the Bank of Holland subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure local government deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events, which will enable the local government to exercise its rights against the pledged securities.

The custodial agreement shall provide that securities held by the bank for the Town of Holland, will be kept separate and apart from the general assets of the custodial bank and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities.

X. PERMITTED INVESTMENTS

As authorized by General Municipal Law, §11, the Town of Holland authorizes the chief fiscal officer to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- Special time deposit accounts
- Certificates of deposit
- Obligations of the United States of America
- Obligations of the State of New York
- Certificates of Participation

XI. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The Town of Holland shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments, which can be made with each financial institution or dealer. All financial institutions with which the local government conducts business must be credit worthy

Banks shall provide their most recent Consolidated Report of Condition at the request

of the Town of Holland. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The chief fiscal officer is responsible for evaluating the financial position and maintaining a listing of proposed depositories, trading partners and custodians. Such listing shall be evaluated at least annually.

XII. OPERATIONS, AUDIT AND REPORTING

At the time independent auditors conduct the audit of the accounts and financial affairs of the Local Government, the independent auditors shall audit the investments of the local government for compliance with the provisions of these investment guidelines.

The Town Board of the Town of Holland shall review and approve or amend these investment guidelines.

Investment Policy adopted on JANUARY 12, 2011 by Town Board, Town of Holland.

TOWN OF HOLLAND

POLICY REGARDING HARASSMENT IN THE WORK PLACE

1. **PURPOSE:** The Town of Holland is desirous of maintaining a healthy work environment and to provide procedures for reporting, investigation and resolving any complaints of harassment, sexual or otherwise, involving the elected officials, appointed positions or employees of the Town of Holland.
2. **OBJECTIVE:** It is the policy of the Town that all elected officials, appointed positions and employees have the right to participate and work in an environment free of all forms of harassment. The Town does not condone and will not tolerate any harassment. The Town will take direct and immediate action to prevent improper behavior and to remedy all reported instances of harassment, sexual or otherwise.
3. **PROHIBITED ACTIVITIES:** The following are prohibited activities in accordance with this policy:
 - A. No elected officials, appointed positions or employee shall either implicitly or explicitly ridicule, mock, deride or belittle any person.
 - B. Elected Officials, appointed positions and employees shall not make offensive or derogatory comments based upon race, color, sex, religion or national origin, either directly or indirectly to another person. Such action is prohibited form of discrimination under State and Federal Employment Law and is considered misconduct subject to disciplinary action by the District.
 - C. Sexual harassment is defined as unwelcome sexual advance, requests for sexual favors and other verbal or physical contact of a sexual nature where:
 1. Submission to such contact is made either explicitly or implicitly a term or condition of employment; or
 2. Submission to or rejection of such contact by an elected official, appointed position or employees is used as the basis for a membership or employment decisions affecting the person; or
 3. Such contact has the purpose or effect of unreasonably interfering with the elected officials, appointed positions and employee's participation or creating an intimidation, hostile or offensive participation or working environment.
4. **MEMBERS AND EMPLOYEE'S RESPONSIBILITIES:**
 - A. Each person in a supervisory capacity shall be responsible for preventing acts of harassment, which includes the following:
 1. Monitoring the work environment for any signs of harassment, where such environment can be monitored with visual or audio means at all times, within reason.
 2. Provide counseling to members and employees on the behavior prohibited and means of reporting and resolving complaints.
 3. Intervention wherever appropriate to sop any absurd acts or harassment.
 - B. Elected Officials, appointed positions and employees of the Town share a responsibility to assist in the prevention of harassment by the following:
 1. Refraining from participation in or encouragement of action which could be perceived as harassment.
 2. Taking appropriate action for reporting and stopping of same.

C. Failure to take action to stop harassment shall be ground for discipline.

5. COMPLAINT PROCEDURES: The following is the procedure to be followed in the event of a complaint of harassment:

- A. Elected Officials, appointed positions and employees encountering harassment shall tell the offending party that such actions are unwelcome and offensive.
- B. Elected Officials, appointed positions and employees who believe he or she is being harassed shall report such incidents to his or her superior as soon as practical. Where this is not practical due to a conflict, the elected officials, appointed positions or employees may instead file a complaint with another superior within the Town or directly to the Town Board of Holland within seventy-two (72) hours of the incident.
- C. The person to whom such actions are reported shall meet with the complainant(s) and document the incidents complained of and the dates on which they occurred. This report will then be filed the Town as a confidential personnel matter for its review and any appropriate action.

6. TOWN'S ACTION:

- A. If the complaint contains evidence of criminal activity, such as battery, rape or attempted rape, the Supervisor of the Town of Holland shall notify the appropriate authorities.
- B. The Town shall determine whether the elected official, appointed position or employees is being harassed and the details of such harassment.
- C. There shall be no retaliation against any elected official, appointed positions or employees for filing a harassment complaint, or assisting, testifying or participating in the investigation of such complaint.
- D. If the Town shall determine that there has been a violation of this policy and that the accused may have committed the violation, the Town shall take whatever measures deemed appropriate in accordance with due process of law in regard to such violation.
- E. Elected Officials, appointed positions or employees accused of harassment may file an appeal with the Holland Town Board when the elected officials, appointed positions or employees disagrees with the investigation or disposition of the harassment complaint.
- F. This policy does not preclude elected officials, appointed position or employees from filing a complaint or grievance with an outside agency or initiating any rights and remedies provided by law.
- G. A copy of this policy shall be provided each elected official, appointed position and employee who shall acknowledge receipt of policy, said receipt being placed in the personnel file of the office, member or employee as a permanent part of his/her record.

Adopted by Holland Town Board on the 12th day of September 2018,

**Town of Holland
Workplace Violence Prevention Statement
Policy & Incident Reporting**

Town of Holland is committed to the safety and security of our employees. Workplace violence presents a serious occupational safety hazard to our agency, staff, and clients. Threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by anyone on Town of Holland property will be thoroughly investigated and appropriate action will be taken, including summoning criminal justice authorities when warranted. All employees are responsible for helping to create an environment of mutual respect for each other as well as clients, following all policies, procedures and program requirements, and for assisting in maintaining a safe and secure work environment.

This policy is designed to meet the requirements of NYS Labor Law 27b and highlights some of the elements that are found within our Workplace Violence Prevention Program. The process involved in complying with this law included a workplace evaluation that was designed to identify the workplace violence hazards our employees could be exposed to. Other

tools that were utilized during this process included establishing a committee made up of management and Authorized Employee Representatives or participation from management and employees who will have an ongoing role of participation in the evaluation process, recommending methods to reduce or eliminate the hazards identified during the process and investigating workplace violence incidents or allegations. All employees will participate in the annual Workplace Violence Prevention Training Program.

The goal of this policy is to promote the safety and well-being of all people in our workplace. All incidents of violence or threatening behavior will be responded to immediately upon notification. Town of Holland has identified response personnel that include a member of management and an employee representative. If appropriate, the Town of Holland will provide counseling services or referrals for employees.

All personnel are responsible for notifying the contact person designated below of any violent incidents, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received.

An employee has the right to file a complaint with the NYS Dept of Labor PESH Office if the employer does not address the employee's written complaint/concern within a reasonable period of time.

RESOLUTION # ORG 1-2019

Motion made by Councilman Hack and seconded by Councilwoman Kline, resolve the Town of Holland approve all elected officials, appointed officials, Procurement Policy, Investment Policy, Harassment Policy, Violence in the Workplace Policy, Highway and Water Full Time Employee contract, committees, wages, and salaries for the year 2019.

5 AYE/0 NAY/ 0 ABSTAIN
MOTION CARRIED.

AMOUNTS TO BE ROLLED OVER TO RESERVE FUNDS

Community Center- \$18,192.27
Town Hall Maintenance Reserve- -0-
Town Park- -0-
Highway Building- \$67,702.00

RESOLUTION # ORG 2-2019

Motion made by Councilwoman Kline and second by Councilman Kolacki, resolve the Town of Holland rollover the above specified amounts to Reserve Funds.

5 AYE/0 NAY/ 0 ABSTAIN
MOTION CARRIED.

RESOLUTION # ORG 3-2019

Motion made by Councilman Hack and seconded by Councilman Kolacki, resolve the Town of Holland appoint Lumsden and McCormick as the accounting firm for the year 2019.

5 AYE/0 NAY/ 0 ABSTAIN
MOTION CARRIED

RESOLUTION # ORG 4-2019

Motion made by Councilwoman Kline and seconded Councilman Hack, resolve the Town of Holland designate the Arcade Herald as the official town newspaper for the year 2019.

5 AYE/0 NAY/ 0 ABSTAIN
MOTION CARRIED

RESOLUTION # ORG 5-2019

Motion made by Councilwoman Kline and seconded by Councilman Hack, resolve the Town of Holland designate the Bank of Holland as the official town depository for the year 2019.

5 AYE/0 NAY/ 0 ABSTAIN
MOTION CARRIED

RESOLUTION # ORG 6-2019**REVIEW OF TOWN BOOKS –**

Motion made by Supervisor Kasprzyk and seconded by Councilman Hack to review and sign of the 2018 Town Financial, Justice, Town Clerk, and Tax Collector's books. All books were audited and signed by the full Town Board.

5 AYE/0 NAY/ 0 ABSTAIN
MOTION CARRIED

RESOLUTION # ORG 7-2019

Motion made by Councilwoman Herr and seconded by Councilwoman Kline, resolve the Town of Holland approve travel expenses for Official Town Business for 2019 with audited receipts, daily stipend of \$75.00 a day (exclusive of the room), and \$.48 per mile for travel.

5 AYE/0 NAY/ 0 ABSTAIN
MOTION CARRIED

RESOLUTION # ORG 8-2019

Motion made by Supervisor Kasprzyk and seconded by Councilwoman Herr, resolve the Town of Holland will hold Town Board Meetings on the seconded Wednesday of every month at 8:00 p.m. for the year 2019.

5 AYE/0 NAY/ 0 ABSTAIN
MOTION CARRIED

RESOLUTION # ORG 9-2019

Motion made by Councilman Hack and seconded by Councilwoman Kline, resolve the Town of Holland Board approve the 2019 Junkyard Licenses for Nuwer's and Promotions Perfected, having been inspected and approved by Holland's Zoning Enforcement Officer.

5 AYE/0 NAY/ 0 ABSTAIN
MOTION CARRIED

RESOLUTION # ORG 10-2019

Motion made by Councilwoman Herr and seconded by Councilwoman Kline, resolve the Town of Holland Board approve the 2019 Mobile Home Park License for the Hunters Creek Mobile Home Park, it having passed inspection by Holland's Zoning Enforcement Officer.

5 AYE/0 NAY/ 0 ABSTAIN
MOTION CARRIED

RESOLUTION # ORG 11-2019

Motion made by Councilman Kolacki, and second by Councilwoman Herr, resolve the Town of Holland Board adjourn the 2019 Organizational Meeting, and move into the Regular January Town Board Meeting.

5 AYE/0 NAY/ 0 ABSTAIN
MOTION CARRIED

REGULAR TOWN BOARD MEETING - Holland Town Supervisor Michael Kasprzyk called the Regular Town Board Meeting to order at 8:07 p.m., at the Holland Town Hall, 47 Pearl St., Holland, NY 14080. The Pledge of Allegiance and official roll call followed.

Town Board Members Present:

Councilman Geoffrey Hack
Councilwoman Roberta Herr
Councilwoman Karen Kline
Councilman Bill Kolacki
Supervisor Michael Kasprzyk

Other Officials Present:

Highway Superintendent Jason Simmons
Town Clerk Jill M. Zientek
Town Attorney Ronald Bennett
Zoning Enforcement Officer Michael Sluce
Building Inspector Justin Quant
Bookkeeper Margaret Koss
Dog Control Officer Bill Newell
Engineer Dave Pratt
Zoning Brd of Appeals William O'Dell

APPROVAL OF DECEMBER 12, 2018 TOWN BOARD MEETING MINUTES

RESOLUTION # 1-2019

Motion made by Councilman Hack, Second by Councilwoman Kline, resolve the Town of Holland approve the December 2018 minutes.

5 YEA / 0 NO / 0 ABSTAIN
MOTION CARRIED

PUBLIC COMMENTS – None.

SUPERVISOR'S REPORT

A. Proclamation

RESOLUTION # 2-2019

Motion made by Councilwoman Kline, Second by Councilman Kolacki, resolve the Town of Holland's 200th year closed with the following proclamation.

5 YEA / 0 NO / 0 ABSTAIN
MOTION CARRIED



PROCLAMATION

Official Closing of the Bicentennial Year for the Town of Holland, NY

WHEREAS, The Town of Holland was officially incorporated on April 15, 1818 as a result of the division of the town of Willink, Niagara County, into three towns: Holland, Aurora, and Wales; and

WHEREAS, the Town of Holland on the occasion of this 200 year milestone, honored its distinguished history, and marked this anniversary with a series of celebrations beginning January 1, 2018; and

WHEREAS, the people of the Town of Holland thankfully recognized the men and women who have so faithfully over the years kept our town prosperous, successful, and active; especially those that cleared and farmed our land; built homes, schools, and businesses; and those who courageously served our nation in times of war and peace;

Now, therefore, be it

RESOLVED, that the Town of Holland, New York respectfully and officially closed its Bicentennial year on December 31, 2018.

B. Constabulary Bylaws Update

RESOLUTION # 3-2019

Motion made by Councilman Kolacki, second by Councilwoman Herr to adopt the updated Holland Constabulary Bylaws

5 YEA / 0 NO / 0 ABSTAIN

MOTION CARRIED

C. Rural Transit Van is still in need of volunteers

D. Spectrum/Time Warner franchise contract still under review

E. No progress with the LED Street lighting proposal

F. Still awaiting NYS studies for the intersections of Rt 16 and Partridge Rd

G. Delegate named for Association of Towns Annual Meeting

RESOLUTION # 4-2019

Motion made by Councilman Hack, second by Councilman Hack to name Supervisor Michael C. Kasprzyk as the Town of Holland's Delegate for the Association of Towns Annual Meeting.

5 YEA / 0 NO / 0 ABSTAIN

MOTION CARRIED

H. Budget Amendments

RESOLUTION # 5-2018

Motion made by Councilwoman Herr, Second by Councilwoman Kline to approve the following budget amendments:

GENERAL FUND

From: A1110.4	Justice- Contractual	\$498.95
To: A1110.1111	Justice- Court Security	\$498.95
From: A1620.412	Buildings- Contractual-Supplies	\$600.00
A1620.415	Buildings- Contractual-Supplies	\$262.99
To: A1620.413	Buildings- Contractual-Cleaning	\$862.99
A3989.4	Public Safety- Contractual	\$106.16
A3510.4	Control of Dogs- Contractual	\$106.16
From: A599	Unexpended Fund Balance	\$23,383.57
To: A960	Appropriations	
A7110.1	Parks- Personal Services	\$2,711.45
A7510.41	Historian- 200 Year Celebration	\$41.96
A8510.1	Beautification- Personal Services	\$155.82
A8510.4	Beautification- Contractual	\$637.67
A9060.8	Hospitalization	\$448.06
A7110.2	Parks- Capital Improvements- Shelter	\$19,388.61

WATER FUND

From: SW599	Unexpended Fund Balance	\$19,230.72
To: SW960	Appropriations	
SW8310.1	Water Administration- Personal Service	\$9,235.72
SW8310.23	Water Administration- Special Project	\$9,995.00

5 YEA / 0 NO / 0 ABSTAIN

MOTION CARRIED

COMMITTEE REPORTS

Planning Board-Councilwoman Kline- Minutes submitted. Special Use Permits to be discussed under New and Old Business.

Town Park and Community Center- Councilman Hack- Reported the enclosure for the Town Shelter are installed and is pleased with the project.

Beautification- Councilwoman Herr- reported is looking into the possibilities of holiday lights
200 year celebration-Councilwoman Kline- The Bicentennial year has officially closed. Items are still available for sale at the Town Hall, Holland Hardware and Holland Pharmacy.

COMMUNICATIONS

- A. LED Street lighting
- B. Planning Board Minutes- January 2019

BUILDING/ZONING OFFICER –Justin Quant.

ZONING ENFORCEMENT OFFICER – Michael Sluce. Report submitted. Reminded residents to clean their chimneys

DOG CONTROL OFFICER – William Newell

GRANT WRITER – Jill Zientek- Completing rink enclosure grant and Hazardous Household Waste grant.

HIGHWAY SUPERINTENDENT AND FACILITIES- Jason Simmons. Report Submitted. Discussed grant possibilities to facilitate a filtration system for the Water Department to help control the iron in the water. Income Surveys to possibly be completed in Spring 2019 for CDBG funding.

NEW BUSINESS-

Special Use Permit Application- Sandy Bialkowski, 12440 Pine Valley- Dog Kennel. Applicant was referred to the Planning Board

OLD BUSINESS-

Special Use Permit- Melissa Riedy, 9360 Burlingham Rd- Kennel License- was passed by the Planning Board but is still pending with the Zoning Board of Appeals for a variance.

Special Use Permit- Eric Smith, 261 South Main Street- Machine Shop- was passed by the Planning Board.

RESOLUTION # 6-2019

Motion made by Councilwoman Kline, second by Councilman Kolacki to approve the Special Use Permit for Eric Smith at 261 South Main Street for a machine shop with the Planning Board recommended requirements. Attorney Bennett will prepare the Special Use Permit.

5 YEA / 0 NO / 0 ABSTAIN

MOTION CARRIED

TOWN ATTORNEY – Ronald Bennett

TOWN CLERK – Jill M. Zientek- Sexual Harrassment Training, Workplace Violence Policy Training, Hazardous Materials Policy and Emergency Evacuation Policy has been completed.

PAYMENT OF VOUCHERS - The following vouchers were presented for payment:

	<u>Abstract 13</u>
General District Claims as set Forth in Abstract A-13	in the amount of \$15,948.71
Highway District Claims As set Forth in Abstract DA-13	in the amount of \$4,047.45
Water District Claims as set	in the amount of \$18,418.05

Forth in Abstract SW-13

Light Fund Claims in the amount of \$1,822.09
as set

Forth in Abstract SL-13

Garbage District Claims in the amount of \$23,182.50
as set

Forth in Abstract SR-13

Cemetery Fund Claims in the amount of \$7,544.57
as set

Forth in Abstract CM-13

Abstract 1

General District Claims in the amount of \$5,295.91
as set

Forth in Abstract A-1

Trust and Agency Fund Claims in the amount of \$29,795.79
Forth in Abstract TA-1

RESOLUTION # 7-2019

Motion made by Councilman Hack and seconded by Councilman Kline, resolve the Town of Holland pay the preceding vouchers.

5 YEA / 0 NO / 0 ABSTAIN

MOTION CARRIED

COMMENTS FROM THE PUBLIC- none

ADJOURNMENT –Supervisor Kasprzyk adjourned the Regular Town Board Meeting at 8:37p.m in honor of Joyce Pangel and David Uplinger

RESPECTFULLY SUBMITTED ,

Jill M. Zientek
Holland Town Clerk