The salaries and pay schedules of elected and appointed town officials for 2017 shall be:

Supervisor Michael Kasprzyk  $24,969.60 Yearly  Paid Monthly
Councilman Geoffrey Hack  $6,227.10 Yearly  Paid Monthly
Councilman William Kolacki  $6,227.10 Yearly  Paid Monthly
Councilwoman Roberta Herr  $6,227.10 Yearly  Paid Monthly
Councilwoman Karen Kline  $6,227.10 Yearly  Paid Monthly

Town Justice Christopher O'Brien  $8,843.40 Yearly  Paid Monthly
Town Justice Jill Anderson  $8,843.40 Yearly  Paid Monthly

Town Clerk Merilu O'Dell  $23,929.20 Yearly  Paid Weekly
Highway Superintendent Patrick Joyce  $57,222.00 Yearly  Paid Weekly
Facilities Manager Patrick Joyce  $10,404.00 Yearly  Paid Weekly

Disaster Coordinator Mike O'Connor  $1,000.00 Yearly  Paid Yearly

Tax Collector June E. McArthur  $6,450.48 Yearly  Paid Monthly
Assessor Tammy Adsitt  $15,606.00 Yearly  Paid Monthly
Assessor Clerk June E. McArthur  $8,115.12 Yearly  Paid Monthly

Dog Control Officer William Newell  $7,803.00 Yearly  Paid Monthly
Kennel Inspection Officer William Newell

Building Zoning Officer Justin Quant  $8,500.00 Yearly  Paid Monthly
Zoning Enforcement Officer Michael Sluce  $9,571.68 Yearly  Paid Monthly
Fire Code Enforcement Officer Michael Sluce  $1,300.00 Yearly  Paid Monthly
Public Officer Michael Sluce  $1,300.00 Yearly  Paid Monthly

Court Clerk Cheryl Post  $15,606.00 Yearly  Paid Monthly
Deputy Court Clerk Jill Zientek  $11.25/Hour; $500.00 Yearly  Paid Monthly

Budget Officer Jill Zientek  $2,601.00 Yearly  Paid Monthly

Town Bookkeeper Jill Zientek  $19,767.60 Yearly  Paid Monthly
Town Attorney Ronald Bennett $13,525.20 Yearly Paid Monthly

Town Engineer -GPI Greenman-Pedersen $2,601.00 Yearly Paid Monthly

Water Clerk Merilu O'Dell $2,080.00 Yearly Paid Weekly

Town Historian Sandra Smith $325.00 Yearly

Town Registrar Merilu O'Dell $350.00 Yearly

Deputy Town Registrar $100.00 Yearly

Deputy Town Clerks $11.00 Per Hour Paid Monthly
Holly Messerschmidt
Laurie Sullivan

Deputy Tax Collector Holly Messerschmidt $425.00 Yearly; $11.25 Per Hour Paid Monthly

Town Prosecutor Ralph Mohr $3,000.00 Yearly Paid Monthly

Garbage & Refuse Clerk June E. McArthur $2,601.00 Yearly Paid Monthly

Clerk Board of Appeals Diane Doyle $11.25 Per Hour Paid Monthly

Caretaker of Grounds Ronald Post $11.25 Per Hour Paid Monthly

Community Center Claudia Barron $11.25 Per Hour Paid Monthly

First Deputy Supervisor Geoffrey Hack No Salary

Mileage Reimbursement for Official Town Business $.48 Per Mile

Constables Capt. Dave Buresch Cpl. Larry Becker
Lt. Norman Adsitt Cpl. Donna Maier
Cpl. Bruce Reinagle Cpl. Richard Groh
Cpl. Jeff Koch

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

Constable -Acting on Special Assignment $10.00/Hour
Court Duty $15.00/Hour

Crossing Guards $10.00 per time worked, Paid Monthly
Katherine Slocum not per hour
Sue Fridman
Ginny Fraunfelder
Personnel Officer  Michael Kasprzyk  
Affirmative Action Officer Merilu O'Dell  
Fair Housing Officer Records Merilu O'Dell  
Management Officer Merilu O'Dell  
Records Access Officer Merilu O'Dell

Supervisor's Committee Appointments for 2017:

Buildings - Councilman William Kolacki  
Beautification - Councilman Roberta Herr  
Town Park & Community Center - Councilman Geoffrey Hack  
Environmental Committee – Councilman William Kolacki  
Youth Board - This was eliminated for 2017  
Meals On Wheels – June McArthur  
Insurance Committee - Pat Joyce, Jill Zientek, Mike Kasprzyk  
Planning Board Liaison - Councilman Karen Kline  
Cemetery Administrator - Ron Post $1,100.00 yearly  
Maintenance $11.25/hour

Town of Holland Committees and Boards:

Planning Board 
Terms Expire on December 31 (7-Year Terms)

- Martin Regan (Chairman) 2022  
- Jennifer May 2023  
- Dave Waligora 2018  
- Rob Lewis 2019  
- Robert Weisner 2020  
- Bill Shimburski 2017  
- Joe Marzolf 2019  
- Keith Schuessler - Alternate 2021

Assessment Board Of Review 
Terms Expire On September 30 (5-Year Term)

- Richard White - Chairman 2020  
- Diane Curthoys 2021  
- Laurie Gould 2017  
- Susan Lesinski 2018  
- Michael Quant 2019

Records Advisory Board

- Merilu O'Dell  
- Michael Kasprzyk  
- Karen Kline
Environmental Commission – This was eliminated.

Board Of Ethics Terms Expire on December 31, 2017

Michael Kaszryk - Chairman
Jim Hewitt
Mary Major

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

William O'Dell (Chairman) 2021
Barbara Reinagel 2017
Jeremy Peirick 2020
Dan Lotito 2019
Mark Messerschmidt 2021
Timothy Selph 2020
Fran Vaughan 2021
Keith Schuessler Alternate

TOWN OF HOLLAND
HIGHWAY FULL-TIME
EMPLOYEE CONTRACT 2017, 2018

WORK WEEK
FORTY HOURS WILL CONSTITUTE A WORK WEEK.
ACTUAL DAILY WORKING HOURS WILL BE DECIDED BY THE HIGHWAY SUPERINTENDENT.

THE WORK WEEK SHALL START AT 12:00 AM MONDAY. IF CALLED OUT FOR EXTRA WORK, THE MINIMUM PAY SHALL BE FOUR HOURS.

PAY SCALE
A. MACHINE OPERATOR
2017 $ 23.68
2018 $ 24.15

B. FULLTIME LABORER
2017 $ 18.83
2018 $ 19.21

C. WINGMAN
2017 $ 10.99
2018 $ 11.21

D. LABORER
2017 $ 13.00-$ 18.83
2018 $ 13.00-$ 19.21

E. WATER PLANT OPERATOR
2017 $23.09
2018 $23.55
VACATIONS
1 WEEK AFTER ONE YEAR OF EMPLOYMENT
2 WEEKS AFTER TWO YEARS OF EMPLOYMENT
3 WEEKS AFTER EIGHT YEARS OF EMPLOYMENT
4 WEEKS AFTER FIFTEEN YEARS OF EMPLOYMENT
THE EMPLOYEE SHALL HAVE THE ABILITY TO HAVE AT LEAST ONE WEEK VACATION DURING PRIME TIME (SUMMER). ONE EMPLOYEE TO BE OFF AT A TIME, GRANTED BY SENIORITY. FORTY HOURS SHALL CONSTITUTE VACATION PAY. THE VACATION REQUEST BY THE EMPLOYEE WILL BE GRANTED UPON THE HIGHWAY SUPERINTENDENT'S APPROVAL.

HOLIDAYS
THERE SHALL BE NINE PAID HOLIDAYS.
• NEW YEARS DAY
• MEMORIAL DAY
• INDEPENDENCE DAY
• LABOR DAY
• ELECTION DAY
• THANKSGIVING
• CHRISTMAS DAY
• THERE ARE TWO FLOATING HOLIDAYS THAT CAN BE TAKEN ANY TIME THAT IS MUTUALLY AGREEABLE TO THE HIGHWAY SUPERINTENDENT AND THE EMPLOYEE.
THESE HOLIDAYS CAN BE CHANGED TO FALL AT THE BEGINNING OR END OF THE WEEK SHALL BE POSTED SEVEN DAYS IN ADVANCE.

PERSONAL DAYS
THERE SHALL BE TWO PERSONAL DAYS PER YEAR
• ONE DAY WITH PRIOR APPROVAL
• ONE DAY WITHOUT PRIOR APPROVAL
PERSONAL DAYS MAY NOT BE CARRIED OVER.

SICK LEAVE
EACH EMPLOYEE IS GRANTED EIGHT SICK DAYS PER YEAR WITH PAY. A MAXIMUM CARRIES OVER OF 120 DAYS. UPON RETIREMENT, THE EMPLOYEE MAY BE PAID $40.00 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.
UPON RETIREMENT, THE EMPLOYEE MAY BE PAID $40.00 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.
BEREAVEMENT
THREE DAYS WITH PAY FOR DEATH OF PARENTS, SIBLING, SPOUSE OR PARTNER, CHILD, STEPCHILD, GRANDPARENTS, GRANDCHILDREN, PARENTS IN LAW, SON IN LAW, SISTER IN LAW, BROTHER IN LAW, DAUGHTER IN LAW.

HEALTH INSURANCE
HEALTH INSURANCE WILL BE PROVIDED TO FULL TIME PERMANENT EMPLOYEES ONLY.
FOR THE REMAINDER OF THIS CONTRACT HEALTH INSURANCE PREMIUMS FOR EMPLOYEES OF RECORD AS OF JANUARY 1, 2016, WILL BE PAID 100% BY THE TOWN OF HOLLAND. HEALTH INSURANCE PLANS AND CARRIERS WILL BE AT THE DISCRETION OF THE INSURANCE COMMITTEE AND TOWN BOARD.
NEW EMPLOYEES HIRED AFTER JANUARY 1, 2016 WILL CONTRIBUTE 10% OF THE TOTAL COST OF HEALTH INSURANCE.

CLOTHING ALLOWANCE
RAIN GEAR, BOOTS, AND OTHER OSHA REQUIRED SAFETY CLOTHING WILL BE PROVIDED. EACH FULL TIME EMPLOYEE WILL BE REIMBURSED UP TO $400.00 PER YEAR UPON PROPER RECEIPT FOR WORK RELATED SAFETY CLOTHING.

TOWN OF HOLLAND
PROCUREMENT POLICY FOR 2017

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 GHL §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 are 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 are 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; and
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.

TOWN OF HOLLAND
2017 INVESTMENT POLICY

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 invests 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.


RESOLUTION # ORG 1-2017

8:04 p.m. - Motion made by C. Hack and seconded by C. Kline, resolve the Town of Holland approve all elected officials, appointed officials, figures, rules and regulations, Procurement Policy, Investment Policy, committees, wages, and salaries for the year 2017.

5 AYE/ 0 NAY/ 0 ABSTAIN
MOTION CARRIED
AMOUNTS TO BE ROLLED OVER TO RESERVE FUNDS

GENERAL FUND
From: A1620.41 COMMUNITY CENTER- CONTRACTUAL $19,201.83
      To: A231P RESERVE FUND- PARKS CAPITAL PROJECTS $25,077.26
      $ 5,875.43

RESOLUTION # ORG 2-2017
8:05 p.m. - Motion made by C. Kline and seconded by C. Kolacki, resolve the Town of Holland rollover the specified above amounts to Reserve Funds:

5 AYE/ 0 NAY/0 ABSTAIN
MOTION CARRIED

HIGHWAY FUND
From: DA5130.2 HIGHWAY EQUIPMENT-Machinery $21,622.54
      To: DA231E HIGHWAY EQUIPMENT RESERVE FUND $21,622.54

RESOLUTION # ORG 3-2017
8:06 p.m. - Motion made by C. Hack and seconded by Kolacki, resolve the Town of Holland appoint Lumsden and McCormick as the accounting firm for the year 2017.

5 AYE/ 0 NAY/ 0 ABSTAIN
MOTION CARRIED

RESOLUTION # ORG 4-2017
8:07 p.m. - Motion made by S. Kasprzyk and seconded by C. Hack, resolve the Town of Holland appoint Lumsden and McCormick as the accounting firm for the year 2017.

5 AYE/ O NAY/ 0 ABSTAIN
MOTION CARRIED

RESOLUTION # ORG 5-2017
8:08 p.m. - Motion made by C. Herr and seconded by C. Kline, resolve the Town of Holland designate the Arcade Herald as the official town paper for the year 2017.
RESOLUTION # ORG 6-2017

8:09 p.m. - Motion made by C. Hack and seconded by C. Herr, resolve the Town of Holland designate the Bank of Holland as the official town depository for the year 2017.

RESOLUTION # ORG 7-2017

8:10 p.m. - Motion made by C. Kline and seconded by C. Hack, resolve the Town of Holland approve travel expenses for Official Town Business for 2017 with audited receipts, daily stipend of $75.00 a day (exclusive of the room), and $.48 per mile for travel.

RESOLUTION # ORG 8-2017

8:10 p.m. - Motion made by C. Kline and seconded by C. 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 2017.

RESOLUTION # ORG 9-2017

8:11 p.m. - Motion made by C. Hack and seconded by C. Kolacki, resolve the Town of Holland Board approve the 2017 Junkyard Licenses for Nuwer's, having been inspected and approved by Holland's Zoning Enforcement Officer.

RESOLUTION # ORG 10-2017

8:11 p.m. - Motion made by C. Hack and seconded by C. Kolacki, resolve the Town of Holland Board approve the 2017 Junkyard Licenses for Nuwer's, having been inspected and approved by Holland's Zoning Enforcement Officer.
RESOLUTION # ORG 11-2017

8:12 p.m. - Motion made by C. Herr and seconded by C. Kline, resolve the Town of Holland Board to approve the 2017 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 12-2017

8:12 p.m. - Motion made by C. Hack, and second by C. Herr, resolve the Town of Holland Board to adjourn the 2017 Organizational Meeting, and move into the Regular January Town Board Meeting.

5 AYE/ O NAY/ O ABSTAIN
MOTION CARRIED

Respectfully Submitted on January 13, 2017,

Merilu O'Dell
Holland Town Clerk