

Town of Clymer
Organizational Meeting
January 13, 2026

1. The regular monthly meeting of the Town of Clymer will be held on the second Tuesday of each month at 7:30 PM in the Clymer Highway Building, 8026 Route 474, except for November's meeting, which will be held on November 4th, 2026.
2. The Corry Journal will be the official newspaper for the Town of Clymer in 2026.
3. Community Bank will be the official depository for the Town of Clymer in 2026.
4. The Town mileage rate will be the same as the IRS rate, which is currently at 72.5 cents per mile.
5. Joel Seachrist is the Town Attorney for 2026.
6. Cindy Willink is the appointed Town Historian for 2026.
7. Kathy Crowell is the appointed Deputy Town Clerk.
8. Kathy Crowell is the Custodian for the Clymer Firehall and Town Clerk Office.
9. Wendy Trisket and Kathy Crowell are the appointed Registrar and Deputy Registrar of Vital Statistics for 2026.
10. Jenn Scarem is the appointed Tax Assessor for a 6-year term.
11. Jeff Messenger is the Building and Code Enforcement Officer and will be paid monthly plus mileage for 2026.
12. Todd Kolstee will serve as the Deputy Supervisor while the Supervisor is away and has the authority to sign checks for 2026.
13. The Town Justice, Denis Cooper, is authorized to hire a court stenographer when necessary.
14. Town Justice is authorized to attend the Chautauqua County Magistrates' Association at the Town's expense.
15. The Supervisor is to submit a copy of the Annual Report to the Town Clerk within 60 days of the close of the fiscal year as required by Section 30 of the General Municipal Law.
16. The Supervisor is authorized to call a meeting of the Town Board on short notice if he feels the situation warrants immediate attention.
17. The Supervisor is authorized to transfer funds with Board being informed at the next meeting.
18. The Supervisor is authorized to pay public utility bills and credit cards before approval by the Board to avoid late charges and add that amount to next month's warrant.
19. The Town Supervisor may assign any fund balance reserves for specific purposes as he sees fit.

20. The Town Clerk Petty Cash totals \$150 at all times. It may only be used to make change.
21. The Highway Superintendent has the authority to purchase small tools and incidental equipment not to exceed \$1,500.
22. The Highway Superintendent is authorized to post roads as he deems necessary.
23. Authorization is given to the Highway Superintendent to hire or rent equipment, when necessary, with the approval of the Budget Officer.
24. The Highway Superintendent is given permission to attend Highway School at the Town's expense.
25. The Highway Superintendent is authorized to place bids for highway supplies.
26. The Clymer-French Creek Library will be paid their annual contract of \$15,000.00
27. The Clymer Historical Society will be paid their annual contract of \$1,200.00
28. The Building and Code Enforcement Officer will have a Standard Workday of 6 hours, as approved by the Board in a resolution on September 9, 2025.
29. The Highway Superintendent will have a Standard Workday of 8 hours, as approved by the Board in a resolution on December 9, 2025.
30. The Town Clerk will have a Standard Workday of 6 hours, as approved by the Board in a resolution on December 9, 2025.
31. Highway employees are guaranteed a 40-hour work week.
32. The pay schedule for Highway employees shall be biweekly.
33. Highway employees are granted 1 personal/sick day per month, accumulating up to 36 days.
34. Vacation time for Highway employees will be as follows: Employees get one week of vacation after one year of service. After two years of service, employees get one week and one day of vacation. After three years of service, employees get one week and two days of vacation, and so on, up to a maximum of 3 weeks' vacation.
35. The salaries for the Town Officials -see attached
36. Procedure for purchases and contracts-see attached
37. Cash Receipt Policy-see attached
38. Credit Card Policy-see attached
39. Town Investment Policy – see attached

Town of Clymer Salaries

Employee Name	Title	Job Type	2026	Hourly Wage
Scarem, Jeannie	Tax Assessor	Appointed	\$16,000.00	
Enlow, Reilly	Budget Officer	Appointed	\$2,000.00	
Messenger, Jeffrey	Building Code Officer	Part-Time	\$11,000.00	
Kibbe, Tammy	Cemetery Mowing	Part-Time		\$16.00
Swanson, Levi E.	Councilman	Elected	\$1,200.00	
Kolstee, Todd	Councilman	Elected	\$1,200.00	
Neckers, Leonard(Carl)	Councilman	Elected	\$1,200.00	
Murphy, Melissa	Councilwoman	Elected	\$1,200.00	
Koerselman, Tara	Crossing Guard	Part-Time	\$3,750.00	\$18.00
Crowell, Kathy	Custodian	Part-Time	\$3,300.00	
Trisket, Scott	Highway Superintendent	Elected	\$65,277.08	
Applebee, Brian	Garbage Detail	Part-Time		\$16.00
Willink, Cynthia	Historian	Part-Time	\$450.00	
Trisket, Wendy	Register of Vital Statistics	Part-Time	\$150.00	
Willink, Brian	Township Supervisor	Elected	\$6,400.00	
Enlow, Reilly	Supervisor's Bookkeeper	Appointed	\$1,000.00	
Carutis, Lori	Tax Collector	Elected	\$2,600.00	
Trisket, Wendy	Town Clerk	Elected	\$11,330.00	
Crowell, Kathy	Deputy Town Clerk	Appointed		\$16.00
Cooper, Denis	Town Justice	Elected	\$4,200.00	
Ryan, Janae	Town Justice Court Clerk	Appointed	\$3,000.00	
Woods, Evan	Zoning Officer	Part-Time	\$1,400.00	
TeCulver, Michael	Motor Eqpmt Operator	Full-Time		\$24.24
TeCulver, Michael	Deputy Superintendent	Full-Time		\$0.50
Damcott, Kevin	Motor Eqpmt Operator	Full-Time		\$27.24
Enlow, Stephen	Motor Eqpmt Operator	Full-Time		\$27.24
Damcott, Kevin	Water System Operator	Full-Time	\$8,200.00	
Trisket, Scott	Water System Operator	Part-Time	\$2,050.00	
Trisket, Wendy	Water Clerk	Part-Time	\$11,330.00	
	Recreation Director	Part-Time	\$1,450.00	

TOWN OF CLYMER PROCEDURE POLICY FOR PURCHASE AND CONTRACTS

Whereas, Section 104-b of the General Municipal Law requires every town to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of General Municipal Law 103 or any other law: **NOW THEREFORE BE IT,**

Resolved That the Town of Clymer does hereby adopt the following procurement policies and procedures:

Every prospective purchase of goods and services shall be evaluated by the department head to determine the applicability of General Municipal Law 103.

All purchases of a) supplies or equipment which will exceed \$10,000 in the fiscal year or b) public works contracts over \$20,000 shall be formally bid pursuant to GML 103.

All estimated purchases of:

- Less than \$10,000 but greater than \$3,000 requires a written request from 3 vendors.
- Less than \$3,000 but greater than \$1,500 require an oral request for goods from 2 vendors.
- Less than \$1,500 but greater than \$250 to the discretion of the purchases. (Amended 1-12-99)

All estimated public works contracts of:

- Less than \$20,000 but greater than \$10,000 requires a written quote from 3 vendors.
- Less than \$10,000 but greater than \$3,000 requires a oral proposal from 2 vendors.
- Less than \$3,000 but greater than \$500 are left to the discretion of the purchaser.

Verbal Quotations: The telephone log or other records should be recorded at a minimum: date, item, or service desired, price quoted, name of vendor or contractor.

Written Quotations: Vendors should provide at a minimum: date, description of item or service to be provided, price quoted, name of contract.

Anytime a purchase is made from other than the lowest responsible vendor or contractor submitting a quotation, there must be justification and documentation of the reason why the purchase was in the best interest of the Town of Clymer.

A good faith effort shall be made to obtain the required number of quotes.

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 from another governmental agencies
- E) Goods purchased for less than \$250
- F) Public works contracts for less than \$500

Section 104-b Subdivision 5 states that the unintentional failure to fully comply with these provisions shall not be grounds to void action taken or give rise to a cause of action against the Town of Clymer or any officer or employee thereof.

This policy shall be reviewed annually by the Town Board at its organizational meeting or as soon thereafter as is reasonably practicable.

RESOLUTION: Adopted on February 12, 1992, and amended on January 12, 1999, by unanimous vote of the governing board of the Town of Clymer.

Town of Clymer

Cash Receipt Policy

February 2024

Payment Procedure:

1. Receive Check/ Cash
2. Record Payment in ledger book
3. Give receipt to customer
4. Record check on deposit slip / Quickbooks
5. Deposit check to bank account

Enter in the daily ledger

1. Name of Payor
2. Amount Received
3. Receivable Type(Check, Cash, CC) Check number should be listed as an identifier
4. What account the payment is for
5. What account the payment is being deposited to

Deposit Book

1. Need to have duplicate copies
2. Original to the bank
3. Copy to be kept with bank statement for reconciliation

**TOWN OF CLYMER
RESOLUTION**

CREDIT CARD USE POLICY

RESOLVED, the Town Board of the Town of Clymer hereby adopts the following policy to establish internal controls and criteria for the use of credit cards issued to employees of the Town of Clymer for the purpose of conducting Town Business:

A. Authorized personnel, including elected officials and certain employees, have on occasion a need to make small one-time purchases and it is often more convenient for these authorized personnel to pay with a Town-issued credit card rather than pay out-of-pocket and then be reimbursed after the monthly bills have been audited and approved by the Town Board. The cost of this convenience is the heightened risk of inappropriate spending, and therefore, the following policy has been established regarding the issuance and use of Town of Clymer credit cards.

B. Each credit card must be authorized by the Town Board before it is issued.

C. The use of credit cards for personal use is strictly prohibited. The card is to be used in the conduct of the Town's business only. The use of a Town credit card to acquire or purchase goods and services for other than official use of the Town is strictly forbidden and could result in disciplinary action up to and including criminal prosecution. Fraudulent use and may subject the official to disciplinary action up to and including criminal prosecution.

D. All authorized personnel who are approved to use a Town-issued credit card must acknowledge in writing that they understand their responsibilities.

E. The Town of Clymer will only issue credit cards in the names of the Town Supervisor, the Town Clerk, the Town Highway Superintendent, and the Town Supervisor's Bookkeeper.

F. Credit cards that issue cash advances or cash back from purchases are not allowed.

G. Reasonable credit limits will be established for each purchase, and for the total credit card balance.

H. The credit card policy will establish guidelines for phone, fax, and internet purchases.

I. All credit cards will be kept in a secure location when not being used by authorized personnel.

J. All items purchased must be accompanied by a receipt and verification that the purchased item has been received.

K. A monthly reconciliation with the itemization of all receipts and documentation of the purpose of each purchase must take place within five (5) business days after the end of a month.

L. The Supervisor's Bookkeeper will prepare a monthly report on all credit card activities and submit the report to the Town Board with the monthly financial statements.

M. The Town Board has the authority to rescind the issuance of any credit card that was previously approved.

N. The Town Board approves the maximum for any purchase on the Town's credit card as follows:

Town Supervisor - \$1,000
Town Clerk - \$1,000
Highway Superintendent - \$2,000
Town Supervisor's Bookkeeper - \$1,000

O. The Town Board approves the maximum balance on the Town's credit card at any point in time as follows:

Town Supervisor - \$1,500
Town Clerk - \$1,500
Highway Superintendent - \$5,000
Town Supervisor's Bookkeeper - \$1,500

Updated October 2025

Town of Clymer Investment Policy

I. SCOPE

This investment policy applies to all monies and other financial resources available for investment on its own behalf.

II. OBJECTIVES

The primary objectives of the local government's investment activities are in priority order

- *to conform with all applicable federal, state and other legal requirements (legal)
- *to adequately safeguard principles (safety)
- *to provide sufficient liquidity to meet all operating requirements (liquidity)
- *to obtain a reasonable rate of return (yield)

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 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 Clymer 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 Clymer to diversify its deposits and investments by financial institution and by maturing scheduling.

VI. INTERNAL CONTROLS

It is the policy of the Town of Clymer for all monies collected by any officer or employee of the government to transfer those funds to the Supervisor within 10 days of deposit, or within the time frame specified in law, whichever is shorter.

The Supervisor, chief fiscal officer, is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, 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 record properly and are managed in compliance with applicable laws and regulations.

VII. DESIGNATION OF DEPOSITORIES

The banks and trust companies authorized for the deposit of monies up to the following maximum amounts are:

Depository Name	Maximum Amount
Community Bank	\$350,000

VIII. COLLATERALIZING OF DEPOSITS

In accordance with the provisions of General Municipal Law 10, all deposits of the Town of Clymer including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured: By a pledge of "eligible securities" with an aggregate "market value" or provided by General Municipal Law 10 equal to the aggregate amount of deposits from the categories designated in Appendix A to this policy.

IX. SAFE KEEPING AND COLLATERALIZATION

Eligible securities used for collateralizing deposits shall be held by Community Bank 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. In the event that the securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Town of Clymer or its custodial bank.

The custodial agreement shall provide that securities held by the bank or agent of and custodian for the Town of Clymer, will be kept separate and apart from the general assets of the custodial bank and will not, in any circumstances, become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the local government with a perfected interest in securities.

X. PERMITTED INVESTMENTS

As authorized by General Municipal Law 11, the Town of Clymer authorized the Supervisor, the chief fiscal officer, to invest monies 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
- *Certificate of deposit
- *Obligations of the United States of America
- *NYClass – Government-style local government investment pool offering daily liquidity (addendum January 13, 2026)

All investment obligations shall be payable or redeemable at the option of the Town of Clymer within such times as the proceeds will be needed to expenditures for purposes for which the monies were provided and in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Town of Clymer within two years of the date of the purchase.

XI. AUTHORIZED FINANCIAL INSTITUTIONS

The Town of Clymer shall maintain a list of financial institutions approved for investment purposes. All financial institutions with which the local government conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report of Conditions at the request of the Town of Clymer. The Supervisor, the chief fiscal officer, is responsible for evaluating the financial position and maintaining a listing of proposed depositories. Such listing shall be evaluated at least annually.

- *Community Bank

Appendix A

Schedule of Eligible Securities

[i] Obligations issued, or fully insured or guaranteed as to the payment of principal and interest by the United States of America, an agency thereof or a United States government sponsored corporation.

[ii] Obligations partially insured or guaranteed by an agency of the United States of America, at a proportion of the market value of the obligation that represents the amount of the insurance or guaranty.

[iii] Obligations issued or fully insured or guaranteed by the State of New York, obligations issued by a municipal corporation, school district or district corporation of such State or obligations of any public benefit corporation which under a specific State statute may be accepted as security for deposit of public monies.