



Duties of the Town Supervisor:

***Day to day operations within the Town 24/7 on call**

Set by Town statute; “the Town Supervisor of the Town of Richmond is hereby authorized to employ and exercise all of the powers over employee matters that would otherwise be held by the Town Board of the Town of Richmond between regularly scheduled meetings of the Town Board, subject to the review of the Town Board at its next meeting, provided such are not inconsistent with the standards set forth by the Town Board in the Town's Employee Handbook, Collective Bargaining Agreement and other resolutions adopted by the Town Board from time to time.”

* **Day to Day Issues with the Highway Department**, along with helping to plan long range equipment replacement, and infrastructure improvements.

* **Human Resources oversight-** with outsourcing the Bookkeeper responsibilities (saving the Town approximately \$20,000.00 annually.) required Human Services oversight to be transferred to the Supervisor's office

* **Project development-** working with engineers, lawyers and other individuals to develop projects. Current projects include:

- Sidewalk project in the Hamlet,
- Three Emergency DEC creek cleaning permits,
- The Mill Creek/ Honeoye Creek flood prevention master plan, a project that has been needed since the NYSDEC took away the stream maintenance permit in 2005. Sediment has been allowed to build up, forcing Mill Creek to repeatedly flood the Hamlet.
- Working with NRCS on what could be a multi- million dollar, totally funded Hamlet Flood Prevention project
- Sandy Bottom Nature Trail Bridge replacement,
- Working with the Honeoye Historical Society for a Museum expansion addition,
- Parking lot improvements behind the Town hall,
- Plus, multiple smaller projects

* **Project oversight and coordination-** attend construction meetings, work with engineers to resolve questions and issues. Work with community members regarding issues or concerns they may have regarding the project.

* **Searching for funding-** attending webinars, and meetings, talking to officials, visiting websites and researching opportunities. Since taking office we have secured over 2 million dollars in committed grant funds.



* **Meeting with other officials for potential assistance-** trying to get projects planned or permitted. Trying to fight, or negotiate with unfair regulations or restrictions. Trying to develop an avenue for potential funding streams. Currently challenging FEMA on a proposed unrealistic Flood Base Elevation, which will result in a significantly negative impact on our community.

Agencies Such as:

NYSDEC

NYS DOT

Army Corp of Engineers

FEMA

NRCS

State Representatives

Federal Representatives

County Officials- lobbying for the Town at the County level

***Coordinating and communicating with Committees, and Community groups-** working with these groups to make the Town of Richmond a better place to live, with organized and planned improvements.

Honeoye Lake Garden Club

Honeoye Hemlock American Legion

Honeoye Community Players

Honeoye Lake Rotary

Honeoye Historical Society

Honeoye Valley Association

Town Advisory Committees- consisting of community members and Town officials:

Parks and Recreation Committee

Comprehensive Plan

Climate Smart Advisory Committee

Main Street Enhancement Committee

Honeoye Community Garden

Code Review Committee

I.T. Committee

Honeoye Central School- currently trying to work with the district to develop a long- range plan for the joint Highway/ Bus facility and what the Towns future is there. This is significant, because the Town needs to replace the salt storage builds and we need to know what our future is at that location.

* **Grant Development Coordination-** working with groups and grant writers to develop grant applications.

* **Grant Administration paperwork-** each grant the Town is awarded, requires a great deal of paperwork that needs to be submitted.



* **Working Through Issues with Community Members-** when community members have concerns or issues, they reach out to the Town supervisor.

This is an overview of most of the significant duties of this Supervisors' Office. There is additional day to day responsibilities that arise and need to be taken care of.

if our community is expected to experience growth and improvement this position needs to be looked at as full-time job, because that's what it is.

There are many great things going on in our community right now, and I hope to keep the momentum going.

At the requested \$39,000.00 salary, at an average of 40 hours per week, this is equivalent to \$18.75 per hour. I consider this position, still a labor of love for the community.