

REGULAR & ANNUAL MEETING, TOWN OF RANDOLPH, January 4, 2023

A regular & annual meeting of the Town Board of the Town of Randolph, County of Cattaraugus and the State of New York was held at the Municipal Building, 72 Main Street, Randolph, NY on the 4th day of January 2023.

PRESENT: Dale Senn ---- Supervisor
Tim Beach ---- Council Member
Nate Root ---- Council Member
Amber Frame ---- Council Member
Bob Learn ---- Council Member
Cody Uhl ---- Superintendent of Highways
Gretchen Hind ---- Clerk

ABSENT: Bridget Marshall ---- Attorney

OTHERS PRESENT: Elise Gorth – Randolph Register; Don McElwain & Ashton O’Brien -Water Dept.

ORGANIZATIONAL MEETING

Supervisor Senn called the organizational meeting to order with the Pledge of Allegiance.

CROWLEY ST. WATER

Residents from Crowley St. were present to discuss their ongoing discolored water issue. Don McElwain explained a new flushing routine that will be the first step in rectifying the issue.

ANNUAL AGREEMENTS

RESOLUTION 1-2023

INVESTMENT POLICY

On a motion of Councilman Beach, seconded by Councilmember Frame the following resolution was

ADOPTED Ayes 5 Beach, Senn, Root, Frame, Learn
Nays 0

Resolved that the Investment Policy be approved as presented:

INVESTMENT POLICY

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The objectives of the investment policy of this Local Government 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 in:

Certificates of Deposits issued in a bank or trust company authorized to do business in New York State:

Savings Accounts or Money Market Accounts held in a bank or trust company authorized to do business in New York State.

The following banks are designated by the Town of Randolph as official depositories.

Community Bank

Collateral:

All deposits 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.

All banks designated as official depositories must file proof of a three party custody agreement.

The Town Board of the Town of Randolph shall review and approve the investment policy, at least annually and if practicable at the organizational meeting and members shall review and amend, if necessary, these investment policies.

The provisions of these investment guidelines shall take effect prospectively, and shall not invalidate the prior selection of any Custodial Bank or prior investment.

RESOLUTION 2-2023

KENNEL AGREEMENT

On a motion of Councilman Beach, seconded by Councilmember Frame the following resolution was

ADOPTED Ayes 5 Beach, Senn, Root, Frame, Learn

 Nays 0

Resolved that Supervisor Senn be authorized to sign the Kennel Agreement with the Town of Great Valley.

RESOLUTION 3-2023

PURCHASING AGREEMENT

On a motion of Councilman Beach, seconded by Councilmember Frame the following resolution was

ADOPTED Ayes 5 Beach, Senn, Root, Frame, Learn

 Nays 0

Resolved that the Purchasing agreement be approved as presented:

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

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

Whereas, comments have been solicited from those officers of the Town involved with procurement:

Now, Therefore, be it Resolved: that the Town of Randolph 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 purchases) 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 conclusion 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 \$20,000 in the fiscal year or b) public works contracts over \$35,000 shall be formally bid pursuant of GML 103.

Guideline 3 All estimated purchases of :

* Less than \$20,000 but greater than \$10,000 require a written request for a proposal (RFP) and written/fax quotes from 3 vendors.

*Less than \$10,000 but greater than \$5,000 requires an oral request for the goods and oral/fax quotes from 2 vendors.

* Less than \$5,000 does not require proposals or quotations.

All estimated public works contracts of:

* Less than \$35,000 but greater than \$20,000 require a written RFP and fax/proposals for 3 contractors.

* Less than \$20,000 but greater than \$10,000 require a written RFP and Fax/proposals from 2 contractors.

* Less than \$10,000 does not require proposals or quotations.

Any written RFP shall describe the desired goods, quantity 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.

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 or written proposals or quotations shall be required under the following circumstances:

- a) Emergencies
- b) Sole source situations
- c) Goods purchased from agencies for the blind or severely handicapped
- d) Goods purchased from correctional facilities
- e) Goods purchased from other governmental agencies
- f) Goods purchased at auction

Guideline 7. Where a written request for proposal is required the written request along with the written/fax quotes and vendors or oral/ fax quotes from vendors, and documentation of the estimate of the cumulative amount of the items of supply or equipment needed in a given fiscal year shall be vouchered with the invoice supporting the purchase activity.

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Guideline 8. This policy shall be reviewed annually by the Town board at its organizational meeting or as soon thereafter as is reasonably practicable.

RESOLUTION 4-2023

TOWN OFFICIALS TRAINING

On a motion of Councilman Beach, seconded by Councilmember Frame the following resolution was

ADOPTED Ayes 5 Beach, Senn, Root, Frame, Learn
 Nays 0

Resolved that Town Officials are authorized to attend training session connected to their position as allowed by the contractual budgeted amount and shall submit an expense voucher for process. The Town will pay expenses from each respective appropriation.

RESOLUTION 5-2023

OFFICIAL APPOINTMENTS

On a motion of Councilman Learn, seconded by Councilmember Beach the following resolution was

ADOPTED Ayes 5 Beach, Senn, Root, Frame, Learn
 Nays 0

Resolved that the following appointments be accepted as presented:

Official Newspaper (Post-Journal)

Official Depositories (Community Bank)

Building Inspector and Code Officer (Dave Heckman) Deputy Hwy. Superintendent (Jason Beaver), Deputy Clerk 1 (Shelby Jones), Deputy Clerk 2 (Kelly Burdick) Tax Collector (Gretchen Hind), Deputy Tax Collector (Shelby Jones & Kelly Burdick), Court Clerk (Julie Greeley) Town Historian (Nancy Olneziak) \$350/yr., Official mileage rate (IRS rate), Deputy Supervisor (Tim Beach), Town Attorney (Bridget McCue/Marshall \$7200 per year), Dog Control Officer (Eric Butler), Deputy Dog Control Officer -TBA, Sample Hill Custodian (Cody Uhl), Registrar – Gretchen Hind, Deputy-Shelby Jones, Sub – Kelly Burdick; Marriage Officer – Gretchen Hind

Regular meeting night is to be the second Wednesday of the month. The Budget meeting in November is to be held on the first Wednesday after the election, Organizational meeting first Wednesday of January not falling on a holiday.

RESOLUTION 6 -2023

2021 EMPLOYEE SALARIES

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On a motion of Councilman Beach, seconded by Councilmember Learn to approve submitted salaries as follows:

ADOPTED Ayes 5 Beach, Root, Senn, Frame, Learn
 Nays 0

Resolved that the salaries presented be accepted as follows:

Hourly

Shelby Jones	\$	16.48	<i>Deputy Clerk 1</i>
Kelly Burdick	\$	14.94	<i>Deputy Clerk 2</i>
Julie Greeley	\$	18.61	<i>Court Clerk Records</i>
Library Aides x7	\$	14.20	
Pat Oyer Jr.	\$	24.97	
Jason Beaver	\$	24.72	
Jeremy Ling	\$	19.81	
Ken Miller	\$	24.15	
Clay Weaver	\$	18.23	
Andrew Baker	\$	17.70	
Tyler Walker	\$	17.70	
Ashton O'Brien	\$	21.17	
Brett Payne	\$	14.94	
Cleaners	\$	14.20	

Salary

Mary Johnson	\$	17,199.67	<i>Library Director</i>
Julie Greeley	\$	23,937.20	<i>Court Clerk</i> <i>Water/Sewer</i>
Don McElwain	\$	67,530.47	<i>Superintendent</i>
Gretchen Hind	\$	6,461.93	<i>Water/Sewer Clerk</i>
Sonya Chadwick	\$	8,244.55	<i>Assessor</i>
Kristina Barry	\$	4,164.66	<i>Assessor Clerk</i>
Gretchen Hind	\$	1,255.04	<i>Registrar</i>
David Heckman	\$	6,911.60	<i>Code Enforcement</i>
Cody Uhl	\$	500.00	<i>Sample Hill Sexton</i>

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Historian	\$	350.00	
Eric Butler	\$	3,800.00	<i>Dog Control</i>
<u>Elected Official</u>			
Supervisor	\$	4,316.28	
Justice	\$	20,258.32	
Town Board (4)	\$	1,241.29	
Town Clerk	\$	40,223.56	
Highway Superintendent	\$	56,650.00	

RESOLUTION 7-2023

TOWN OF RANDOLPH APPOINTED BOARDS

On a motion of Councilman Root, seconded by Councilwoman Frame, the following resolution was

ADOPTED Ayes 5 Beach, Frame, Senn, Root, Learn
 Nays 0

• **ZONING BOARD OF APPEALS**

Resolved that Dan Senn be reappointed to the Zoning Board of Appeals as the alternate for a one-year term and Paul Steward be reappointed for a five-year term to expire 12/31/27; Amber Olrogg be appointed to fill a vacancy with a term to expire 12/31/25.

• **PLANNING BOARD**

Resolved that David Messinger be reappointed for five-year term to expire 12/31/27.

There being no further annual organizational business, the organizational meeting was closed.

REGULAR MEETING

Supervisor Senn called the meeting to order at 7:40PM.

RESOLUTION 8-2023

MEETING MINUTES

On a motion of Councilmember Root, seconded by Councilmember Frame, the following resolution was

ADOPTED Ayes 5 Beach, Senn, Frame, Root, Learn
 Nays 0

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Resolved that the Board approves the meeting minutes from December 14, 2022 as submitted.

REPORT OF TOWN OFFICIALS

TOWN JUSTICE

No Report.

CODE ENFORCEMENT

No Report.

RACDC- NO REPORT

Monthly Report of the Supervisor – The December 2022 Financial Report was submitted to the Board from BLB.

CLERK

Clerk Hind submitted the monthly report for December 2022 to the Board. The local shares were Town-\$300.00; Supervisor - \$103.36.

SUPERINTENDENT OF HIGHWAYS

Superintendent Uhl provided a detailed report on the activities for the month of December 2022.

Superintendent Uhl reported two vehicle accidents involving two separate employees. One on 12/16 and another on 12/24. Both were minor damage and due to wheel issues.

WATER/SEWER

Don McElwain reported monthly activities to the Board

SAMPLE HILL

No activity.

HISTORIAN

The 2022 Historian report was submitted to the Board.

COMMUNICATIONS

None

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OLD BUSINESS

RESOLUTION 9-2023

TOWN PROVIDED HEALTH INSURANCE

On a motion of Councilmember Learn, seconded by Councilmember Frame, the following resolution was

ADOPTED Ayes 5 Beach, Senn, Frame, Root, Learn
 Nays 0

Resolved that the Board authorizes switching the employee provided health insurance to Independent Health with the Town contributing 80% of the premium and a \$700 contribution to the employees HSA.

NEW BUSINESS

AUDIT OF TOWN BOOKS

The Audit of the Clerk and Justice books will be February 8th at 6:30 pm. The Town Audit with Treasurer/Bookkeeper is TBA.

Clerk Hind informed the board that due to the amount of federal funds expended in 2022, an independent is required in addition to the Board audit.

RESOLUTION 10-2023

BUDGET MODIFICATIONS & TRANSFERS

On a motion of Councilperson Beach, seconded by Councilperson Root, the following resolution was

ADOPTED Ayes 5 Learn, Senn, Frame, Beach, Root
 Nays 0

Resolved that the Board authorizes the following budget modifications & transfers:

General Fund

BUDGET MODIFICATION:

We resolve to increase the General Fund 2022 expenditure budget by \$4,845 due to the use of ARPA Funds. This will increase accounts A4089-ARPA REVENUE and A5132.49-ARPA-GARAGE-CONTRACTUAL.

BUDGET TRANSFERS:

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\$827.00 FROM A1990.4 - SPECIAL ITEMS - CONTINGENT

\$827.00 TO A5132.4 - GARAGE – CONTRACTUAL

\$110.00 FROM A1990.4 - SPECIAL ITEMS – CONTINGENT

\$110.00 TO A7410.1 - LIBRARY - PERSONAL SERVICES

\$120.00 FROM A1990.4 - SPECIAL ITEMS - CONTINGENT

\$120.00 TO A7550.4 - CELEBRATIONS – CONTRACTUAL

HIGHWAY

BUDGET MODIFICATION:

We resolve to increase the Highway Fund 2022 expenditure budget by \$440 which represents monies received from the sale of scrap materials. This will increase accounts DA2650 - SALE OF SCRAP MATERIALS and DA5130.4 - MACHINERY - CONTRACTUAL.

WATER

BUDGET MODIFICATION:

We resolve to increase the Water Fund 2022 expenditure budget by \$14,305. This will increase accounts SW8320.1-SOURCE SUPPLY - PERSONAL SERVICES by \$11,743, SW8320.4-SOURCE SUPPLY- CONTRACTUAL by \$2,222 and SW9030.8-EMPLOYEE BENEFITS - SOCIAL SECURITY by \$340 and decrease APPROPRIATED FUND BALANCE.

SEWER

BUDGET TRANSFERS:

\$756.00 FROM SS8110.1 - SEWER ADMINISTRATION - PERSONAL SERVICES

\$250.00 FROM SS8110.2 - SEWER ADMINISTRATION – EQUIPMENT

\$1,000.00 FROM SS8110.4 - SEWER ADMINISTRATION - CONTRACTUAL

\$7,698.00 FROM SS8120.1 - SEWER COLLECTION - PERSONAL SERVICES

\$634.00 FROM SS9030.8 - EMPLOYEE BENEFITS - SOCIAL SECURITY

\$419.00 FROM SS9060.8 - EMPLOYEE BENEFITS - HOSPITAL & MEDICAL

\$10,757.00 TO SS8120.4 - SEWER COLLECTION – CONTRACTUAL

RESOLUTION 11-2023

AUDIT OF BILLS

On a motion of Councilman Root, seconded by Councilmember Frame, the following resolution was

ADOPTED Ayes 5 Beach, Senn, Frame, Root, Learn
 Nays 0

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ABSTRACT #13

General Fund	No. 311-325	\$32,889.47
Street Lighting District		0
Refuse District		0
Debt District		0
Snow Removal		0
Highway Fund	No. 225-238	20,221.42
TAP CAPITAL PROJECT	No.	
Sewer Fund	No. 131-134	2,281.17
Water Fund	No. 229-234	3,324.46

ABSTRACT #1

General Fund	No. 1-3	\$27,058.40
Street Lighting District		0
Refuse District		740.24
Debt District		0
Snow Removal		0
Highway Fund	No. 1-2	32,895.56
TAP CAPITAL PROJECT	No.	0
Sewer Fund	No. 1	3,701.20
Water Fund	No. 1-2	11,428.60

Councilmember Frame thanked the Water Department and Cody Uhl for their work on 5th Avenue and also thanked Deputy Clerk Kelly Burdick for taking care of the issue created by the drinking fountain.

With no further business, on a motion from Councilman Learn, seconded by Councilman Beach the meeting was adjourned at 8:45PM. Carried unanimously.

Gretchen A. Hind, RMC/CMC, Town Clerk