

Town of Orangeville  
Board Meeting  
December 10, 2020

The Town Board of Orangeville met on December 10, 2020 to audit the Town accounts and transact other such business as is necessary at this time.

Present were Town Board Members:

- Susan May Supervisor
- Hans Boxler, Jr. Councilman
- Andrew Flint Councilman
- James Herman Councilman
- Joseph Ahl Councilman

Others Present:

- Rosann A. Lowder, RMC-Town Clerk
- Sheryl Montgomery, Bookkeeper
- Wade Roggow, Highway Superintendent
- Thomas Suto, Zoning Officer

Guests:

Name	Town of Residence	Name	Town of Residence

Supervisor May called the meeting to order at 7:00 p.m. at the town hall located at 3529 Rt. 20A, Warsaw, New York.

Supervisor May opened with the Pledge of Allegiance; all were thanked for attending the meeting.

Mr. Suto asked why we were not being notified of work on turbines. Supervisor May to check with Mary Kehl on this issue. Also there is a white strobe light on the tower on Nesbitt Road, the neighbors are complaining about this light. It has always been a red light. Supervisor May has contacted Verizon and they are supposed to change the light back to red. Invenergy has made a contribution for Camp Wyomoco, \$9,000 and \$1,000 to the local food bank. Abby Griffith is now the director at the Camp.

The NYS Comptroller’s office is doing a Risk Assessment on the Town, then decide on what they would like to audit. The Town Clerk has emailed 2019 minutes as 2020 are on the Website, zoning information and Dog licensing information.

Supervisor May requested a motion to approve the meeting minutes from November 12, 2020. On a motion from Mr. Herman, seconded by Mr. Flint, to approve the October meeting minutes. Ayes [5] May Boxler Flint Herman-Ahl Noes [0] Carried

Supervisor May requested a motion to approve the following transfers

- From A1620.4 to A1330.4 - \$380.41 - General

- From DA5140.4 to DA5142.4 - \$165.97 - Highway

On a motion by Mr. Flint, seconded by Mr. Herman, to approve the above transfer. Ayes [5]  May  Boxler  Flint  Herman- Ahl Noes [0] Carried

Supervisor May requested a motion to approve the Supervisors Report for November 2020. A motion was made by Mr. Boxler, seconded by Mr. Ahl to approve the Supervisor Report. Ayes [5]  May  Boxler  Flint  Herman  Ahl. Noes [0] Carried

Zoning Officer Report: We should be all closed out for the year. The map is complete and I would request the Board approval of this new map. On a motion by Mr. Flint, seconded by Mr. Herman to approve the new map for the Town. Ayes [5]  May  Boxler  Flint  Herman  Ahl. Noes [0] Carried

Highway Superintendent Report: Cleaning up in the shop, have the touchless facets and toilet flusher in. Working on the trucks, getting ready for winter. At the Battery Station site, Hulmes were coming from the West, talk to them and put up signage. The NYS Comptroller’s office wanted copies of Fuels sheets and time cards. Jeff found that there was ice in the diesel fuel tank. 3 inches off the bottom is freezing. Call Reisdorf, they cannot fix it, changed the filter. Planning on changing it in spring, a 2000 gallon tank. The tank we have is over 30 years old and we will check on what size they can get for us, we may need two depending on size. Seasonal workers, we have lost two, Paul Batezold cannot work and Skip Marshall is leaving in January, Rene Hill requested to be a wing person. Anyone that could drive backup is part time and everyone else is seasonal. (mostly run wing)

Town Clerk Report: Our Town website visits for November was 1707. The Towns total revenue for the month of November 2020 was \$529.00, \$35.00 for Zoning, \$387.00 for dog licenses, DEC - \$52.00, and Late Fees - \$55.00. We had 29 dog renewal licenses and 1 new license. To the general fund, \$208.87, Dogs were 116.00, \$5.00 late fees, \$2.87-DEC, \$35.00 for Zoning. Sent \$56.00 to Ag and Markets for dogs, \$215.00 to Wyoming County Treasurer and \$49.13 to DEC. The Board review the Tax Collector’s book for 2020.

The Bookkeeper noted that Mr. Michael Hoffmeister has not cash a check from 112019 for #75.00, requested to reissue.

Supervisor May requested a motion to approve the following resolution regarding a petty cash policy / fund.

**TOWN OF ORANGEVILLE  
RESOLUTION ADOPTING PETTY CASH POLICY AND  
ESTABLISHING PETTY CASH FUND**

Adopted: \_\_December 10, 2020\_\_

**WHEREAS**, the Town Board of the Town of Orangeville met at a regular board meeting at the Town Hall of the Town of Orangeville located at 3529 Route 20A, Warsaw, New York on the 10th day of \_December 2020, commencing at \_7:\_00 p.m., at which time and place the following members were:

Present: Supervisor Supervisor Susan May  
Councilman Mr. Hans Boxler, Jr  
Councilman Mr. Andrew Flint  
Councilman Mr. James Herman  
Councilman Mr. Joseph Ahl

**WHEREAS**, all Board Members, having due notice of said meeting, and that pursuant to Article 7, §104 of the Public Officers Law, said meeting was open to the general public and due and proper notice of the time and place whereof was given as required by law; and

**WHEREAS**, pursuant to Governor Andrew Cuomo’s Executive Orders and the guidelines put into place in consideration of the COVID-19 pandemic, said meeting was held in accordance with social distancing protocol and face coverings were worn by all Board Members and public attendees; and

**WHEREAS**, pursuant to Section 64(1-a) of Town Law, a town board may “establish a petty cash fund for any town officer or head of a department of office in any town for the payment of properly items and verified or certified bills for materials, supplies or services furnished to the town for the conduct of its affairs and upon terms calling for payment to the vendor upon delivery or any such materials and supplies or the rendering of any such services, provided that moneys in any such fund also may be used for the purpose of making change when such is required in the performance of official duties”; and

**WHEREAS**, the Town Board of the Town of Orangeville is considering establishing a petty cash fund of \$100.00 to be maintained by the Town Clerk as the custodian of the fund; and

**WHEREAS**, as custodian of the petty cash fund, the Town Clerk will be responsible for handling all petty cash transactions, securing the fund in a locked location separate from other cash drawers, maintaining the record keeping of the fund, regularly submitting vouchers to the town board for auditing, and periodically reconciling the petty cash on hand; and

**WHEREAS**, the Town Board of the Town of Orangeville is considering adopting a Petty Cash Policy to establish internal controls for the petty cash fund of the Town of Orangeville, a copy of which is attached hereto as Exhibit A; and

**WHEREAS**, the Town Board of the Town of Orangeville feels it is in the best interest of the Town to establish the petty cash fund of \$100.00, assign the Town Clerk as the custodian, and to adopt the proposed Petty Cash Policy.

**NOW ON MOTION OF** Mr. James Herman, which has been duly seconded by Mr. Andrew Flint, therefore, be it

**RESOLVED**, that the Town Board of the Town of Orangeville hereby establishes the petty cash fund of \$100.00 and assigns the Town Clerk as the custodian of the fund to

handle all petty cash transactions, secure the fund in a locked location separate from other cash drawers, maintain the record keeping of the fund, regularly submit vouchers to the town board for auditing, and periodically reconcile the petty cash on hand; and be it further

**RESOLVED**, that the Town Board hereby adopts the Petty Cash Policy to establish internal controls for the petty cash fund of the Town of Orangeville, a copy of which is attached hereto as Exhibit A.

. Ayes [5]  May  Boxler  Flint  Herman  Ahl. Noes [0] Carried

Supervisor May requested a motion to approve the 2020 Highway Fund Bills: Abstract #12 Vouchers #183 through 202 through totaling \$29,470.87. A motion was made by Mr. Flint, seconded by Mr. Ahl to approve the payment of the Highway Fund. Ayes [5]  May  Boxler  Flint  Herman  Ahl. Noes [0] Carried

Supervisor May requested a motion to approve the 2020 General Funds bills: Abstract #12, voucher #205 through 231, totaling \$13,278.22. A motion was made by Mr. Herman, seconded by Mr. Boxler, to approve the payment of the General Fund bills. Ayes [5]  May  Boxler  Flint  Herman  Ahl. Noes [0] Carried

The meeting was adjourned at 9:20pm on a motion by Mr. Herman, seconded by Mr. Boxler to adjourn. Ayes [5]  May  Boxler  Flint  Herman  Ahl. Noes [0] Carried

Respectfully submitted

*Rosann A. Lowder, RMC*

Rosann A. Lowder, Registered Municipal Clerk  
Town of Orangeville