

REGULAR & ANNUAL MEETING, TOWN OF RANDOLPH, January 6, 2021

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 6th day of January 2021.

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

ABSENT: Amber Frame ----- Councilwoman
Bridget Marshall ----- Attorney

OTHERS PRESENT: Elise Gorth – Randolph Register; Jeffery Greeley-Town Justice; Don McElwain-Water Superintendent

ORGANIZATIONAL MEETING

Supervisor Senn called the organizational meeting to order.

OATH OF OFFICE

Clerk Hind performed the Oath of Office for the Town Justice Greeley.

ANNUAL AGREEMENTS

RESOLUTION 1-2021

INVESTMENT POLICY

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

ADOPTED Ayes 4 Beach, Senn, Learn, Root
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 2-2021

KENNEL AGREEMENT

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

ADOPTED	Ayes	4	Beach, Learn, Senn, Root
	Nays	0	

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



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RESOLUTION 3-2021

PURCHASING AGREEMENT

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

ADOPTED Ayes 4 Beach, Learn, Senn, Root
 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:

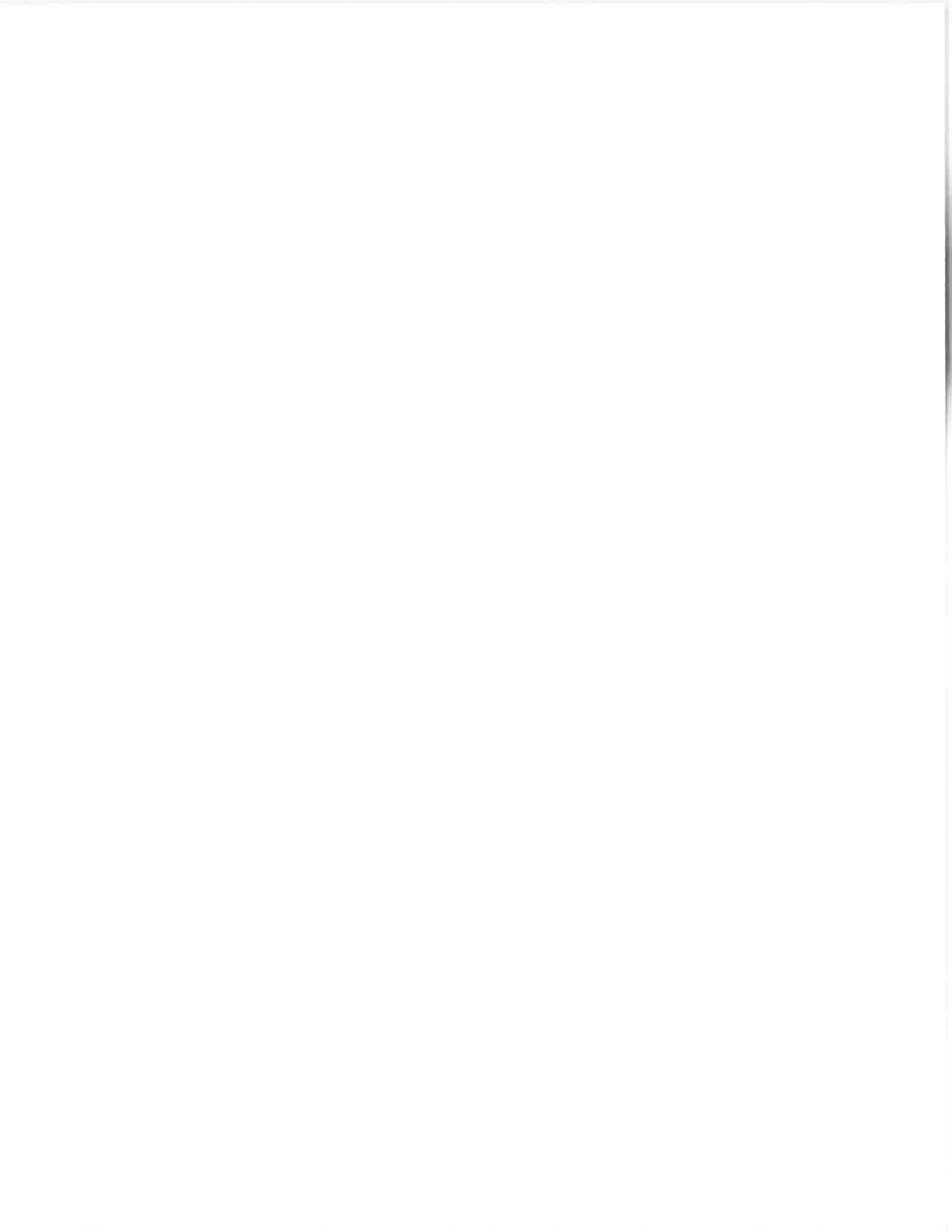
Guideline 1. Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML 103. Every Town officer, board, department head or other personnel with the requisite purchasing authority (hereinafter purchases) shall estimate the cumulative amount of the items of 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.



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* 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.

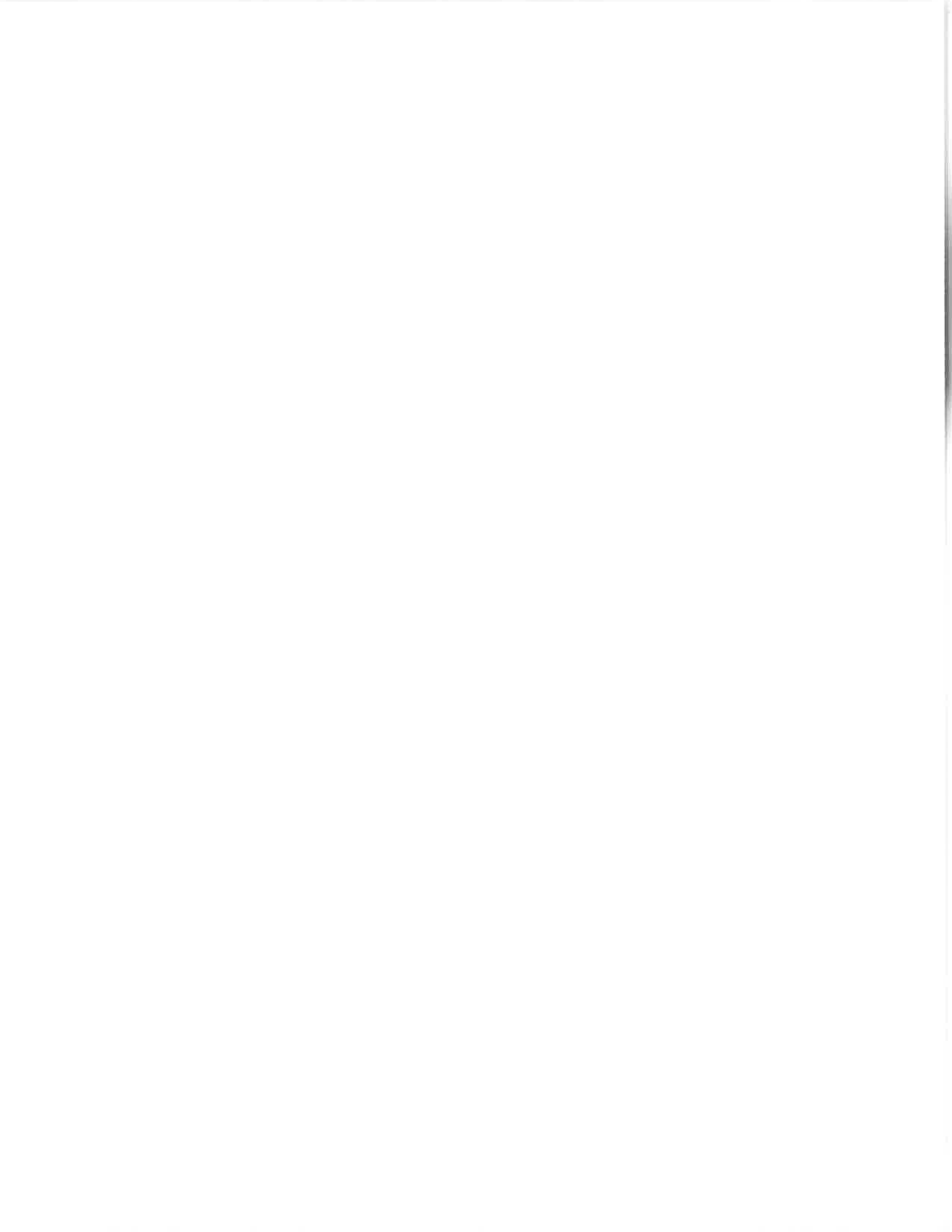
Guideline 4. The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the purchaser prepares a written justification providing reasons why it is in the best interest of the Town and its taxpayers to make an award to other than the low bidder. If a bidder 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 4-2021

TOWN OFFICIALS TRAINING

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

ADOPTED Ayes 4 Beach, Learn, Senn, Root
 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.

TOWN OF RANDOLPH APPOINTED BOARDS

Tabled

RESOLUTION 5-2021

OFFICIAL APPOINTMENTS

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

ADOPTED Ayes 4 Beach, Learn, Senn, Root
 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 (Kathy Sickles) Tax Collector (Gretchen Hind), Deputy Tax Collector (Kathy Sickles & Shelby Jones), Town Historian (TBA) \$300/yr., Official mileage rate (.56), 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-Kathy Sickles, Sub – Shelby Jones; 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.



RESOLUTION 6 -2020

2021 EMPLOYEE SALARIES

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

ADOPTED Ayes 4 Beach, Root, Senn, Learn
 Nays 0

Resolved that the salaries presented be accepted as follows:

Employee	2020	2021	
<u>Hourly</u>			
Kathy Sickles	\$ 14.85	\$ 15.30	
Shelby Jones	\$ 12.21	\$ 13.58	
Julie Greeley	\$ 16.86	\$ 17.37	<i>Court records</i>
Library Aides x5	\$ 11.80	\$ 12.50	
Pat Oyer Jr.	\$ 22.85	\$ 22.85	
Jason Beaver	\$ 22.86	\$ 22.86	<i>(Water Cert.)</i>
Jeremy Ling	\$ 17.99	\$ 17.99	
Ken Miller	\$ 22.09	\$ 22.09	
Clay Weaver	\$ 16.00	\$ 16.00	
Andrew Baker	\$ 16.00	\$ 16.00	
Tyler Walker	\$ 16.00	\$ 16.00	
Ashton O'Brien	\$ 18.54	\$ 19.10	
Cleaners	\$ 11.80	\$ 12.50	
Summer Labor	\$ 11.80	\$ 12.50	
<u>Salary</u>			
Mary Johnson	\$ 15,740.14	\$ 16,212.34	<i>Library Director</i>
Julie Greeley	\$ 20,160.71	\$ 20,765.53	<i>Court Clerk</i>
Don McElwain	\$ 61,799.94	\$ 63,653.94	<i>Water/Sewer Superintendent</i>
Gretchen Hind	\$ 5,913.58	\$ 6,090.99	<i>Water/Sewer Clerk</i>
Sonya Chadwick	\$ 7,544.93	\$ 7,771.28	<i>Assessor</i>
Kristina Barry	\$ 3,811.25	\$ 3,925.59	<i>Assessor Clerk</i>



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Gretchen Hind	\$	1,182.76	\$	1,183.00	<i>Registrar</i>
David Heckman	\$	6,325.09	\$	6,514.84	<i>Code Enforcement</i>
Cody Uhl	\$	500.00	\$	500.00	Sample Hill Sexton
Nancy O	\$	300.00	\$	300.00	Historian
Eric Butler	\$	3,600.00	\$	3,600.00	<i>Dog Control</i>
<u>Elected Official</u>					
Supervisor	\$	3,950.00	\$	4,068.50	
Justice	\$	18,539.23	\$	19,095.41	
Town Board (4)	\$	1,135.96	\$	1,170.04	
Town Clerk	\$	35,866.80	\$	36,942.80	
Highway Superintendent	\$	52,000.00	\$	52,000.00	

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

REGULAR MEETING

Supervisor Senn called the meeting to order at 7:41PM with the Pledge of Allegiance.

RESOLUTION 7-2021

MEETING MINUTES

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

ADOPTED Ayes 4 Beach, Senn, Learn, Root
 Nays 0

Resolved that the Board approves the meeting minutes from December 9, 2020 as submitted.

REPORT OF TOWN OFFICIALS

TOWN JUSTICE

Justice Greeley reported the Court Records are ready to be audited.

CODE ENFORCEMENT

No Report.

RACDC- NO REPORT



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Monthly Report of the Supervisor – Provided via email.

CLERK

Clerk Hind submitted the monthly report for December 2020 to the Board. The local shares were Town-\$4,547; Supervisor - \$81.02.

SUPERINTENDENT OF HIGHWAYS

Superintendent Uhl provided a detailed report on the activities for the month of December 2020.

WATER/SEWER

Don McElwain reported monthly activities to the Board. He also discussed the opportunity to apply for the Engineering Planning Grant.

RESOLUTION 8-2021

ENGINEERING PLANNING GRANT

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

ADOPTED	Ayes	4	Beach, Senn, Learn, Root
	Nays	0	

Resolved that the Board authorizes the Town to apply for the Engineering Planning Grant. MDA Engineers have offered to submit at no cost.

HISTORIAN

The Annual Report was provided to the Board.

SAMPLE HILL

No activity.

COMMUNICATIONS

Communication was received from The Association of Towns regarding their annual meeting and STW regarding upcoming training.

OLD BUSINESS

Conewango Sewer District – Nothing new to report.



NEW BUSINESS

RESOLUTION 9-2021

ASSET MANAGEMENT PLAN

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

ADOPTED Ayes 4 Beach, Senn, Learn, Root
 Nays 0

Resolved that the Board approves the Water Asset Management Plan as presented by MDA Engineers for finalizing

RESOLUTION 10-2021

WATER LICENSE STIPEND

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

ADOPTED Ayes 4 Beach, Senn, Learn, Root
 Nays 0

Resolved that the Ashton O'Brien receive a \$.25 per hour stipend for obtaining his Class C Water License.

AUDIT OF TOWN BOOKS

The Audit of the Clerk and Justice books will be February 10th at 6:30 pm. The Town Audit with Treasurer/Bookkeeper is TBA.

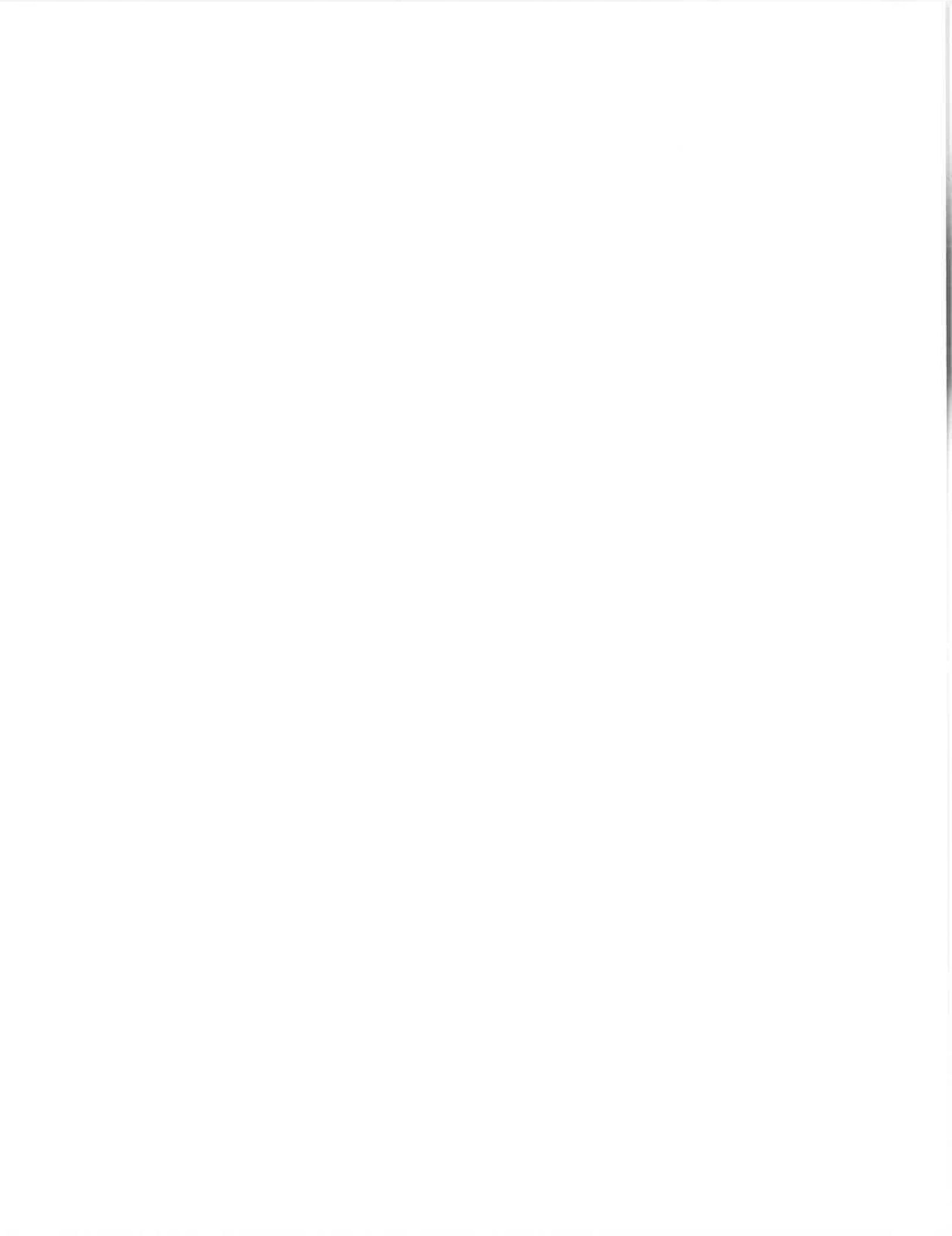
RESOLUTION 11-21

TAP GRANT – CPL REIMBURSEMENT REQUEST #7

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

ADOPTED Ayes 4 Learn, Beach, Senn, Root
 Nays 0

Resolved that the Town authorizes payment to CPL in the amount of \$89,400.51 for engineering services on reimbursement request #7 for the TAP grant.



RESOLUTION 12-2021

CATTARAUGUS COUNTY CONTRACT – WIC SITE

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

ADOPTED Ayes 4 Learn, Beach, Senn, Root
 Nays 0

Resolved that the Town authorizes Supervisor Senn to sign the contract with Cattaraugus County for SWAN Site space.

RESOLUTION 13-2021

AGREEMENT TO SPEND HIGHWAY FUNDS

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

ADOPTED Ayes 4 Senn, Learn, Beach, Root
 Nays 0

Resolved that the Town approves the Agreement to Spend Highway Funds as required by Highway Law.

RESOLUTION 14-2021

RICHARDSON & PULLEN RETAINER AGREEMENT

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

ADOPTED Ayes 4 Learn, Senn, Beach, Root
 Nays 0

Resolved that the Town approves the Retainer Agreement with Richardson & Pullen for 2021.

RESOLUTION 15-2021

EXECUTIVE SESSION

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

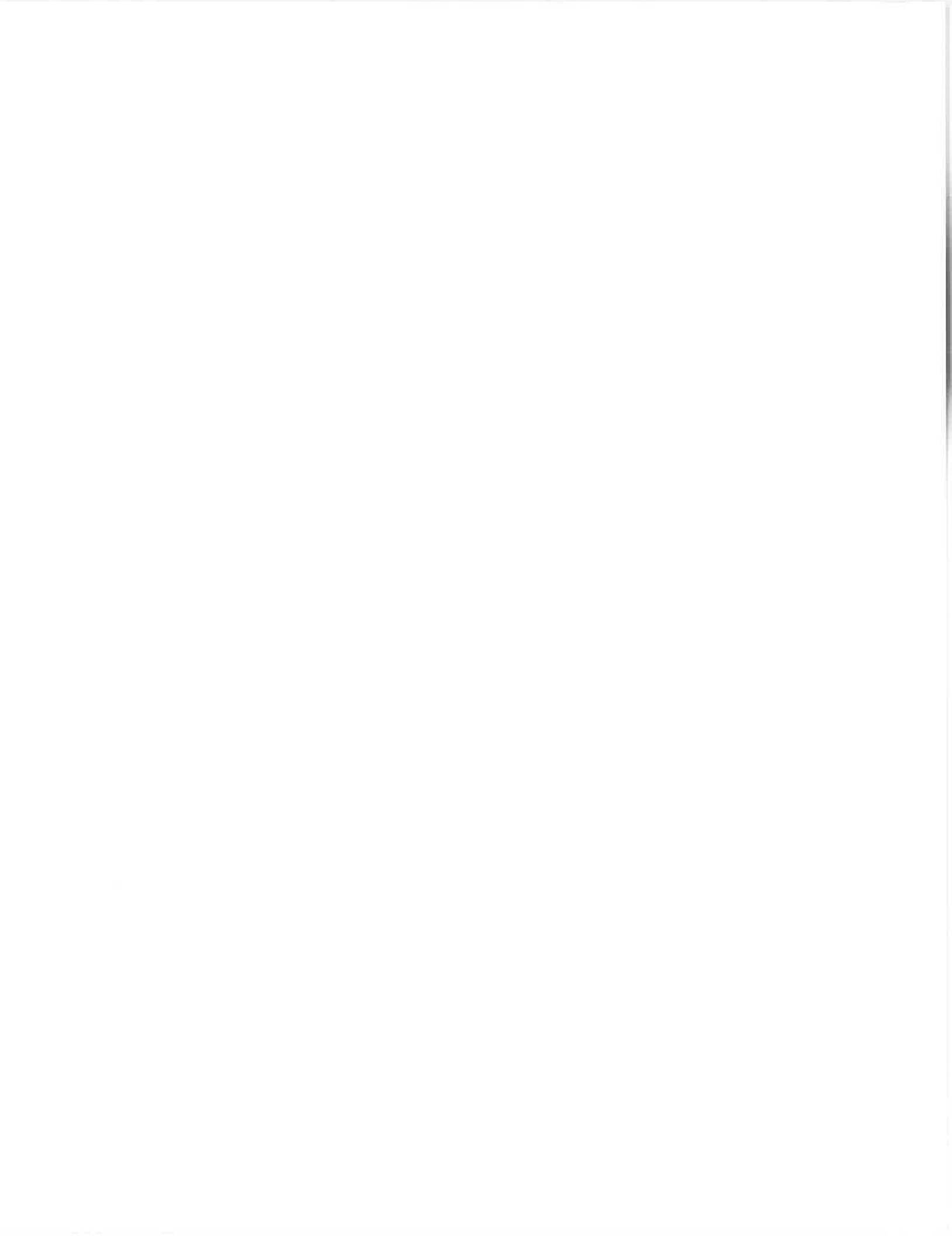
ADOPTED Ayes 4 Senn, Learn, Beach, Root
 Nays 0

Resolved that the Town enters into Executive Session to discuss a particular employee at 8:37PM.

RESOLUTION 16-2021

EXECUTIVE SESSION

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



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ADOPTED Ayes 4 Senn, Learn, Beach, Root
 Nays 0

Resolved that the Town comes out of Executive Session and returns to the regular meeting at 8:53 PM.

RESOLUTION 17-2021

AUDIT OF BILLS

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

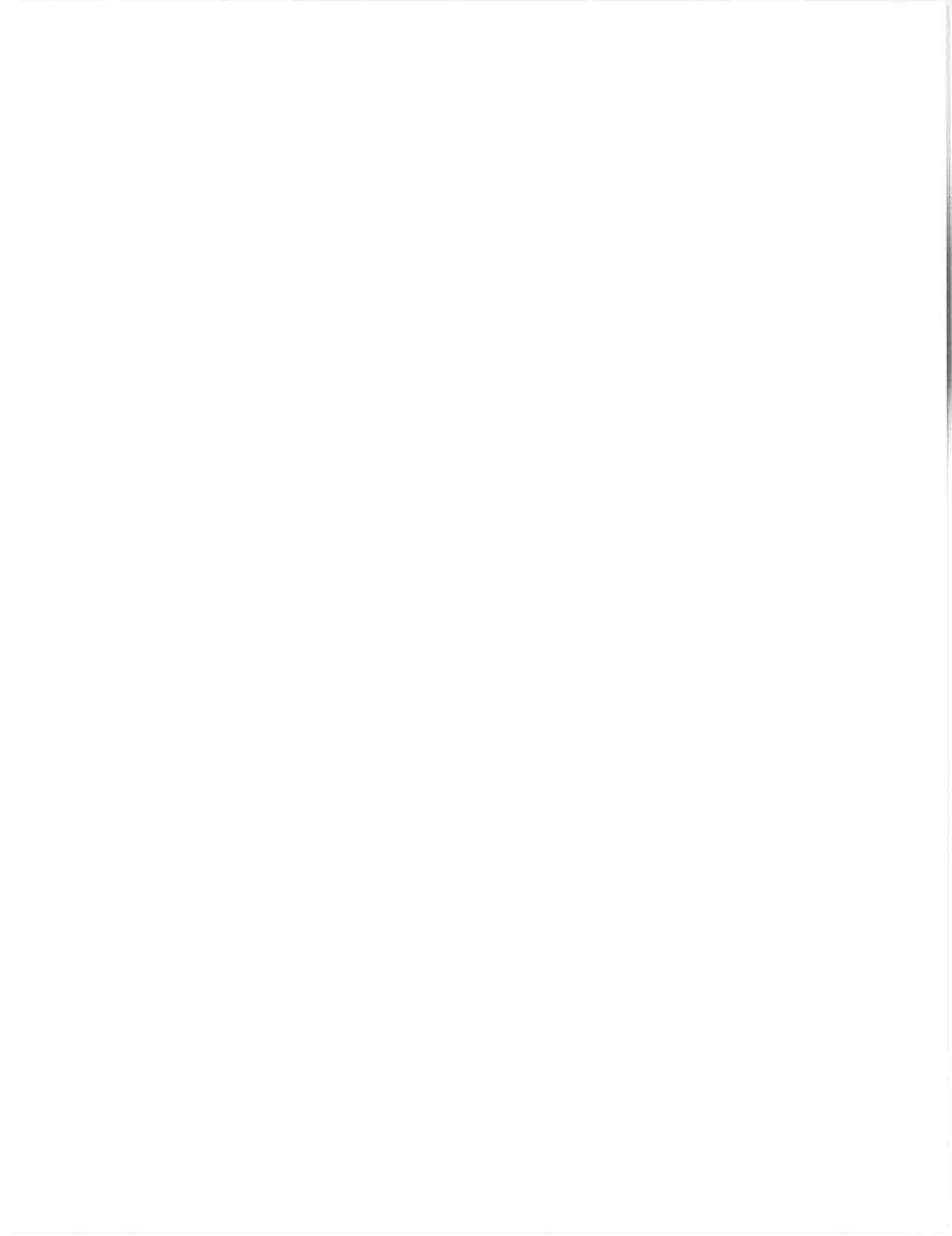
ADOPTED Ayes 4 Beach, Senn, Learn, Root
 Nays 0

ABSTRACT #13

General Fund	No. 333-354	\$14,002.34
Street Lighting District		125.62
Refuse District		684.23
Debt District		0
Snow Removal		471.20
Highway Fund	No. 175-190	8,352.08
TAP CAPITAL PROJECT	No. 12	89,400.51
Sewer Fund	No. 94-98	2,450.91
Water Fund	No. 182-193	2,421.10
WATER CAPITAL PROJECT – DWSRF #18013	No. 12	234.00

ABSTRACT #1

General Fund	No. 1-6	\$4,836.49
Street Lighting District		
Refuse District		
Debt District		0
Snow Removal		0
Highway Fund	No. 1	1,080.82
TAP CAPITAL PROJECT		
Sewer Fund	No. 1-2	493.31



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Water Fund	No. 1	1,215.93
WATER CAPITAL PROJECT – DWSRF #18013	No.	

With no further business, on a motion from Councilman Beach, seconded by Councilman Learn, the meeting was adjourned at 8:57PM pm. Carried unanimously.

Gretchen A. Hind, RMC/CMC, Town Clerk

