

REGULAR MEETING, TOWN OF RANDOLPH, March 13, 2024

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 13<sup>th</sup> day of March 2024.

PRESENT: Dale Senn ----- Supervisor  
John Hale ----- Council Member  
Bob Learn ----- Council Member  
Cody Uhl ----- Superintendent of Highways  
Gretchen Hind ----- Clerk

ABSENT: Bridget Marshall ----- Attorney  
Tim Beach ----- Council Member  
Nate Root ----- Council Member

OTHERS PRESENT: Don McElwain -Water Dept; Harry Uhl; Elise Gorth - Randolph Register;  
Caleb Henning - MDA Engineers.

**CALL TO ORDER**

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

**PUBLIC PARTICIPATION**

Carrielynn McKay presented to the Board her desire to open the concession stand at Weeden Park for the summer practices and games. She discussed her credentials.

RESOLUTION 30-2024

**MEETING MINUTES**

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

ADOPTED Ayes 3 Senn, Hale, Learn  
Nays 0

Resolved that the Board approves the meeting minutes from February 14, 2024 as submitted.

**REPORT OF TOWN OFFICIALS**

**TOWN JUSTICE**- No report

**CODE ENFORCEMENT**

February 2024 reported submitted. 2 permits issued for \$250.

**RACDC**- NO REPORT

**Monthly Report of the Supervisor** - The February 2024 Financial Report was submitted to the Board from BLB.

**CLERK** Clerk Hind also submitted the monthly report for February 2024 to the Board. The local shares were Town-\$782.50; Supervisor - \$287.01.

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Attorney Marshall arrived at 7:44PM

**SUPERINTENDENT OF HIGHWAYS**

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

RESOLUTION 31-2024

**SURPLUS SUPPLIES**

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

ADOPTED      Ayes    3            Senn, Hale, Learn  
                     Nays    0

Resolved that the Board declares 40 cages and one sweeper as surplus. They are to be listed on Auctions International and sold.

**WATER/SEWER**

Caleb Henning discussed MDA's proposal to do work on the Lead Line Service Inventory that is required by the FDA. Don McElwain reported monthly activities to the Board and discussed his desire for he and Ashton O'Brien to attend the May training at Turning Stone.

**SAMPLE HILL**

No activity.

**COMMUNICATIONS**

**OLD BUSINESS**

RESOLUTION 32-2024

**PLANNING BOARD MEMBER APPOINTMENT**

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

ADOPTED      Ayes    3            Senn, Hale, Learn  
                     Nays    0

Resolved that the Board appoints Salvatore Rinaldi to the Planning Board to a five-year term expiring 12/31/2027.

RESOLUTION 33-2024

**CARPET INSTALLATION – MUNICIPAL BUILDING**

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

ADOPTED      Ayes    3            Senn, Hale, Learn  
                     Nays    0

Resolved that the Board approves the purchase and installation of new carpet from the lowest quote of \$10,720.50 from HCH Interiors for the Clerk's Office, Conference Room and Court Clerk's Office.

**NEW BUSINESS**

RESOLUTION 34-2024

**RESOLUTION AUTHORIZING THE AWARD OF CONTRACT NO. 1A – GENERAL CONSTRUCTION FOR THE WASTEWATER TREATMENT FACILITY IMPROVEMENTS PROJECT**

On a motion of Councilperson Hale, seconded by Councilperson Learn, the following resolution was

ADOPTED      Ayes    3            Senn, Hale, Learn  
                     Nays    0

**WHEREAS**, the Town of Randolph (Town) is the owner of the Wastewater Treatment Facility Improvements Project ("Project"); and

**WHEREAS**, pursuant to New York State Municipal Law, bids for Contract No. 1A – General Construction were received, publicly opened and read aloud on March 12, 2024 at the Town of Randolph Municipal Building.

**WHEREAS**, the Town's Engineering Consultant, Barton & Loguidice, D.P.C. (B&L), tabulated and analyzed the bids received, and H&K Services, Inc. submitted the lowest bid.

**WHEREAS**, B&L provided a Recommendation of Award letter to the Town for Contract No. 1A of the Wastewater Treatment Facility Improvements Project which recommended for the Town to award Contract No. 1A to H&K Services, Inc. for the amount \$1,862,600.00.

**NOW, THEREFORE, BE IT RESOLVED** that based on the recommendation of B&L, the Town of Randolph Town Board hereby awards Contract No. 1A – General Construction of the Wastewater Treatment Facility Improvements Project to H&K Services, Inc. in the amount \$1,862,600.00.

**BE IT FURTHER RESOLVED**, that this Resolution shall take effect immediately.

RESOLUTION 35-2024

**RESOLUTION AUTHORIZING THE AWARD OF CONTRACT NO. 1B – ELECTRICAL CONSTRUCTION FOR THE WASTEWATER TREATMENT FACILITY IMPROVEMENTS PROJECT**

On a motion of Councilperson Hale, seconded by Councilperson Learn, the following resolution was

ADOPTED      Ayes    3            Senn, Hale, Learn  
                     Nays    0

At a regular board meeting of the Town Board of the Town of Randolph, held on March 13, 2024, the following resolution was adopted by the Town Board.

**WHEREAS**, the Town of Randolph (Town) is the owner of the Wastewater Treatment Facility Improvements Project (“Project”); and

**WHEREAS**, pursuant to New York State Municipal Law, bids for Contract No. 1B – Electrical Construction were received, publicly opened and read aloud on March 12, 2024 at the Town of Randolph Municipal Building.

**WHEREAS**, the Town’s Engineering Consultant, Barton & Loguidice, D.P.C. (B&L), tabulated and analyzed the bids received, and Gerwitz & McNeil Electric, Inc. submitted the lowest bid.

**WHEREAS**, B&L provided a Recommendation of Award letter to the Town for Contract No. 1B of the Wastewater Treatment Facility Improvements Project which recommended for the Town to award Contract No. 1B to Gerwitz & McNeil Electric, Inc. for the amount \$347,200.00.

**NOW, THEREFORE, BE IT RESOLVED** that based on the recommendation of B&L, the Town of Randolph Town Board hereby awards Contract No. 1B – Electrical Construction of the Wastewater Treatment Facility Improvements Project to Gerwitz & McNeil Electric, Inc. in the amount \$347,200.00.

**BE IT FURTHER RESOLVED**, that this Resolution shall take effect immediately.

RESOLUTION 36-2024

**AUTHORIZING SUPERVISOR SENN TO SIGN THE NOTICE TO PROCEED FOR CONTRACT NO. 1A – GENERAL CONSTRUCTION & CONTRACT NO. 1B – ELECTRICAL CONSTRUCTION FOR THE WASTEWATER TREATMENT FACILITY IMPROVEMENTS PROJECT**

On a motion of Councilperson Hale, seconded by Councilperson Learn, the following resolution was

ADOPTED      Ayes    3            Senn, Hale, Learn  
                     Nays    0

Resolved that the Town of Randolph authorizes Supervisor Senn to sign the Notice to Proceed for Contract 1A – H&K Services and 1B- Gerwitz & McNeil for the wastewater Treatment Facility Improvements Project.

RESOLUTION 37-2024

**AFTER-PROM DONATION**

On a motion of Councilperson Learn, seconded by Councilperson Hale, the following resolution was

ADOPTED      Ayes    3            Senn, Hale, Learn  
                     Nays    0

Resolved that the Town of Randolph authorizes a donation via paying up to \$100 towards an invoice from an incurred cost.

RESOLUTION 38-2024

**NYSTCA ANNUAL CONFERENCE ATTENDANCE**

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On a motion of Councilperson Learn, seconded by Councilperson Hale, the following resolution was

ADOPTED     Ayes   3            Senn, Hale, Learn  
                     Nays   0

Resolved that the Town of Randolph authorizes Clerk Hind to attend the Annual NYSTCA Conference in Albany April 21-24.

RESOLUTION 39-2024

**BLB AGREEMENT 2024**

On a motion of Councilperson Hale, seconded by Councilperson Learn, the following resolution was

ADOPTED     Ayes   3            Senn, Hale, Learn  
                     Nays   0

Resolved that the Town of Randolph authorizes Supervisor Senn to sign the agreement with BLB for 2024 bookkeeping services.

RESOLUTION 40-2024

**AED & CABINET PURCHASE**

On a motion of Councilperson Hale, seconded by Councilperson Learn, the following resolution was

ADOPTED     Ayes   5            Senn, Hale, Learn  
                     Nays   0

Resolved that the Town of Randolph authorizes the purchase of three Zoll Plus AED's; Wall Cabinets; Zoll Stat Pediatric Padz and Wall Signage from PennCare to be paid from ARPA funds; further resolved that,

**CPR & AED TRAINING**

Employees from the Highway Department and Clerk's Office will be CPR & AED trained. The Town will pay for training expenses and associated certification fees.

RESOLUTION 41-2024

**PUBLIC ACCESS AED OPERATING GUIDE**

On a motion of Councilperson Hale, seconded by Councilperson Learn, the following resolution was

ADOPTED     Ayes   3            Senn, Hale, Learn  
                     Nays   0

Resolved that the Town approves the Public Access AED Operating Guide as follows:

**Public Access AED  
Operating Guideline**

Town of Randolph

**Section 1 PUBLIC ACCESS DEFIBRILLATOR (PAD)**

**1-01 PURPOSE & POLICY STATEMENT**

1-01(1) **Purpose** – Provide general guidance for the administration of cardiopulmonary resuscitation (CPR) and use of an Automatic External Defibrillator (AED) as appropriate to increase survivability of a person who experiences a sudden cardiac arrest while in or about Town of Randolph.

1-01(2) **Policy** – It is the policy of Town of Randolph to ensure employees complete an integrated CPR/AED training program; maintain at least one (1) public access AED at each facility and to respond to incidents of a potential sudden cardiac arrest that occur in or about the facility or event and attempt to intervene through the use of CPR and an AED as appropriate.

## 1-02 DEFINITIONS

1-02(1) **PAD Program Administrator** – refers to the individual who oversees all aspects of the AED program.

**Pad Site Coordinator** – means the person who in cooperation with the PAD Program Administrator manages the PAD program for a specific site or location.

**Public Access Defibrillator (PAD)** – refers to an AED that is maintained in a common area and is readily accessible by all occupants and visitors.

**Volunteer Responders** – includes all persons who provide medical assistance or care to a person who is not required or expected to pay compensation or other remuneration to the person who provided the care or assistance.

## 1-03 RESPONSIBILITIES

1-03(1) **PAD Program Administrator** – The Town of Randolph Town Clerk shall serve as the PAD Program Administrator for Town of Randolph It is the responsibility of this individual to:

- a) Oversee all aspects related to coordination, implementation and continued operation of the PAD Program;
- b) Register the ownership and precise location of the AED with Southwestern Regional Emergency Medical Services Council (SWREMSCO);
- c) Develop and implement a replacement schedule for AED's and related supplies;
- d) Review the program at least annually to evaluate effectiveness and implement changes as appropriate;
- e) Maintain PAD incident reports;

- f) Serve as the liaison between Town of Randolph. Local Emergency Medical Service Provider and designated physician as needed.

1-03(2)        **PAD Site Manager** – The Town Clerk shall serve as the Site Manager and shall be responsible to:

- a) Coordinate CPR and AED training and encourage employees and staff to attend;
- b) Receive and deploy AEDs and related equipment;
- c) Maintain AEDs in a state of readiness;
- d) Inspect or cause AEDs to be inspected periodically;
- e) Maintain inspection, maintenance and repair records for each AED;
- f) Coordinate and participate in post-event reviews, training, data collection and other quality assurance activities.

1-03(3)        **Training** – Town of Randolph has Employees on staff who have completed an integrated CPR and AED training course in accordance with the guidelines established by a nationally recognized program.

#### 1-04 EQUIPMENT

1-04(1)        **Authorized Equipment** – The ZOLL AED is approved for use at Town of Randolph and is in compliance with the Article 30, section 3000-B (1)(A). The AED is programmed to the current Emergency Cardiovascular Care (ECC) Guidelines, capable of defibrillating both adult and pediatric patients

1-04(2)        **Authorized Use** – The AED and related equipment may be used by responders and others in the event of a Sudden Cardiac Arrest (SCA) emergency. It shall not be used outside the parameters of the PAD Program or for personal use.

1-04(3)        **Fixed Location** – AED(s) shall be located in a highly visible location which is accessible to the public as recommended by the Fire Department PAD Specialist and PAD Program Administrator.

Public accessible AEDs shall generally be maintained in a wall mounted cabinet or portable stand that includes an audible alarm that sounds when the cabinet door is opened.

1-04(4)        **Required Equipment** – Each AED location shall include the following items:

(The list of approved AED vendors is located on the Notice of Intent Form)

Item Description	Quantity
ZOLL AED with batteries installed	1
1 CPR-D Pads (installed in device)	1
1 Pedi-Pads (in carry case)	1
Rescue Essentials (gloves, barriers, scissors, razor & washcloth)	1

1-04(5) **Maintenance** – Each AED shall be inspected periodically. Inspections, maintenance and cleaning shall be done monthly and in accordance with the manufacturer’s recommendations.

1-05 RESPONSE & POST-RESPONSE PROCEDURES

1-05(1) **Event Response** – Any employee or volunteer who learns of a medical emergency shall immediately call or instruct a bystander to call 911 and request assistance from the local emergency medical service provider.

Volunteer responders and others may respond to a sudden cardiac arrest and render care to include performing CPR, using a PAD or providing other assistance as appropriate based on the patient’s condition.

The responder shall continue patient care until relieved by emergency medical services personnel.

1-05(2) **Post-Response** – The responder shall complete the following steps:

- a) Give the EMS agency a complete oral report of the event and any significant findings.
- b) Notify the PAD Program Administrator immediately and complete all Town of Randolph reports as required.
- c) A PAD Incident Report must be filled out and submitted to the Southwestern Regional Emergency Medical Services Council (SWREMSCO) c/o Southern Tier Health Care System, Inc. 150 North Union Street. Olean, NY 14760 or can be done electronically by visiting the website [www.swremsc.org/padaed.html](http://www.swremsc.org/padaed.html). This must be done within 48 hours of the incident.
- d) Retrieve the incident data stored in the AED on site in accordance with the manufacturer’s recommendations, do not remove the batteries from the device until the data has been retrieved.
- e) Return the AED to a state of readiness as quickly as possible;



- f) Hold a debriefing session with the volunteer responders and PAD Program Administrator.
- g) Consider arranging a Critical Incident Stress Debriefing session for responders as needed.
- h) If a defibrillator is used by a responder who is not a staff member of Town of Randolph, a supervisor shall respond and assist the individual with completing the PAD incident report. The supervisor is responsible to ensure the steps outlined in 1-05(2) are completed.

1-05(3)        **Confidentiality** – To provide privacy protection for the patient, responders, employees and other staff members are to refrain from discussing or disclosing personally identifiable health information including the patient’s name, date of birth, age, address, phone number, medical history or other personal information.

1-06 RECORDS

1-06(1)        **Recordkeeping** – The following records shall be maintained by the Site Coordinator:

- a) Manufacturer’s instructions
- b) AED records to include the following:
  - 1. Purchase date.
  - 2. Device serial number.
  - 3. Precise location of the device.
  - 4. Inspection, maintenance and use history.
  - 5. Electrode serial number expiration date.
  - 6. Battery installation date.

All incident reports will be maintained by the PAD Program Administrator.

1-06(2)        **Records Release** – The release of records or information related to a response will be handled in accordance with the Federal Health Insurance Portability and Accountability Act (HIPAA) and the Governmental Records Access Management Act and by those authorized to do so.

RESOLUTION 42-2024

**PUBLIC ACCESS DEFIBRILLATION COLLABORATIVE AGREEMENT**

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

ADOPTED	Ayes	3	Senn, Hale, Learn
	Nays	0	

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Resolved that the Town approves the PAD Collaborative Agreement with Southwestern Regional EMS Council.

RESOLUTION 43-2024

**MDA LEAD LINE SERVICE INVENTORY AGREEMENT**

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

ADOPTED     Ayes    3            Senn, Hale, Learn  
                  Nays    0

Resolved that the Town approves Supervisor Senn to sign the agreement with MDA for the Lead Line Service Inventory Agreement.

RESOLUTION 44-2024

**HIGHWAY EMPLOYEE HIRE**

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

ADOPTED     Ayes    3            Senn, Hale, Learn  
                  Nays    0

Resolved that the Town approves hiring Jacob Zachar as a Class B driver with a starting wage of \$19.00 per hour.

RESOLUTION 45-2024

**WEEDEN PARK USAGE – RANDOLPH AREA BASEBALL**

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

ADOPTED     Ayes    3            Senn, Hale, Learn  
                  Nays    0

Resolved that the Town approves Randolph Area Baseball's usage of grounds and fields at Weeden Park for their 2024 upon receipt of an updated Certificate of Insurance.

RESOLUTION 46-2024

**WEEDEN PARK USAGE – CONCESSION STAND**

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

ADOPTED     Ayes    3            Senn, Hale, Learn  
                  Nays    0

Resolved that the Town approves the rental of Weeden Park concession stand to Carrielynn McKay for \$150,00 per month. Additionally, and Insurance Certificate must be provided with the Town must be named as additional insured and proof that she has contacted the Cattaraugus County Department of Health prior to opening.

RESOLUTION 47 -2024

**2024 AMENDED EMPLOYEE SALARIES RETROACTIVE BACK TO JANUARY 3, 2024**

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

ADOPTED     Ayes    3            Senn, Hale, Learn  
                  Nays    0

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Resolved that the Town authorizes wages approved in Resolution 25 -2024 be retroactive to January 3, 2024 as follows:

Hourly

Shelby Jones	\$	17.98	Deputy Clerk 1
Kelly Burdick	\$	16.44	Deputy Clerk 2
Julie Greeley	\$	24.43	Court Clerk Records
Pat Oyer Jr.	\$	26.47	
Jason Beaver	\$	26.22	
Ken Miller	\$	25.65	
Ashton O'Brien	\$	22.67	
Brett Payne	\$	19.00	

Salary

Julie Greeley	\$	27,950.00	Court Clerk
Gretchen Hind	\$	9,255.22	Water/Sewer Clerk
Tim Poitras	\$	8,000.00	Building Inspector
Cody Uhl	\$	2,000.00	DPW Supervisor

RESOLUTION 48-2024

BUDGET MODIFICATIONS & TRANSFERS

On a motion of Councilperson Learn, seconded by Councilperson Hale, the following resolution was

ADOPTED      Ayes    3            Senn, Hale, Learn  
                      Nays    0

Resolved that the Board authorize the following budget modifications & Transfers:

GENERAL FUND

BUDGET MODIFICATION:

We resolve to increase the 2024 General Fund expenditure budget due to the use of ARPA Funds for the topsoil purchased for the new path to Weeden Park. This will increase accounts A4089 – ARPA REVENUE and A3989.49 – OTHER PUBLIC SAFETY – ARPA by \$1,500.

BUDGET TRANSFER:

\$2,628 FROM    A1990.4 – SPECIAL ITEMS – CONTINGENT  
 \$2,628 TO        A1910.4 – SPECIAL ITEMS – UNALLOCATED INSURANCE  
 \$105    FROM    A1990.4 – SPECIAL ITEMS – CONTINGENT  
 \$105    TO        A9040.8 – EMPLOYEE BENEFITS – WORKER'S COMP

BUDGET TRANSFER:

\$4        FROM    SR9030.8 – EMPLOYEE BENEFITS – SOCIAL SECURITY  
 \$4        TO        SR9040.8 – EMPLOYEE BENEFITS – WORKER'S COMP

HIGHWAY FUND

BUDGET TRANSFERS:

\$132    FROM    DA9060.8 – EMPLOYEE BENEFITS – HOSPITAL & MEDICAL

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\$132 TO DA9040.8 - EMPLOYEE BENEFITS - WORKER'S COMP

**WATER FUND**

**BUDGET TRANSFER:**

\$443 FROM SW9060.8 - EMPLOYEE BENEFITS - HOSPITAL & MEDICAL

\$443 TO SW1910.4 - SPECIAL ITEMS - UNALLOCATED INSURANCE

\$50 FROM SW9060.8 - EMPLOYEE BENEFITS - HOSPITAL & MEDICAL

\$50 TO SW9040.8 - EMPLOYEE BENEFITS - WORKER'S COMP

**SEWER FUND:**

**BUDGET TRANSFER:**

\$443 FROM SS9030.8 - EMPLOYEE BENEFITS - SOCIAL SECURITY

\$443 TO SS91910 - SPECIAL ITEMS - UNALLOCATED INSURANCE

\$16 FROM SS9030.8 - EMPLOYEE BENEFITS - SOCIAL SECURITY

\$16 TO SS9040.8 - EMPLOYEE BENEFITS - WORKER'S COMP

RESOLUTION 49-2024

**AUDIT OF BILLS**

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

ADOPTED Ayes 3 Senn, Hale, Learn  
Nays 0

ABSTRACT #3

General Fund	No. 50-80	\$21,002.54
Street Lighting District		1,955.71
Refuse District		0
Fire District		0
Snow Removal		0
Highway Fund	No. 26-43	12,490.07
TAP CAPITAL PROJECT	No.	
Sewer Fund	No. 18-27	77,289.66
Water Fund	No. 29-40	8,870.04

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

\_\_\_\_\_  
Gretchen A. Hind, RMC/CMC, Town Clerk