

**REGULAR & ANNUAL MEETING, TOWN OF RANDOLPH, January 12, 2019**

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 12<sup>th</sup> day of January 2019.

PRESENT: Dale Senn ----- Supervisor  
Tim Beach ----- Councilman  
Amber Frame ----- Councilwoman  
Nate Root ----- Councilman  
Gretchen Hind ----- Clerk  
Cody Uhl ----- Superintendent of Highways

ABSENT: John Hale ----- Councilman  
Bridget Marshall ----- Attorney

OTHERS PRESENT: Elise Gorth – Randolph Register; Bill Mohan – Jamestown Post-Journal; Jeffery Greeley-Town Justice; Bob Learn-Resident

**ORGANIZATIONAL MEETING**

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

**OATH OF OFFICE**

Clerk Hind performed the Oath of Office for the Highway Superintendent prior to the Board meeting.

**ANNUAL AGREEMENTS**

RESOLUTION 1-2019

**PURCHASING AGREEMENT**

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

ADOPTED Ayes 4 Beach, Frame, 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 \$10,000 in the fiscal year or b) public works contracts over \$20,000 shall be formally bid pursuant of GML 103.

**Guideline 3** All estimated purchases of :

\* Less than \$10,000 but greater than \$5,000 require a written request for a proposal (RFP) and written/fax quotes from 3 vendors.

\*Less than \$5,000 but greater than \$3,000 requires an oral request for the goods and oral/fax quotes from 2 vendors.

\* Less than \$3,000 does not require proposals or quotations.

All estimated public works contracts of:

\* Less than \$20,000 but greater than \$10,000 requires a written RFP and fax/proposals from 3 contractors.

\* Less than \$10,000 but greater than \$5,000 requires a written RFP and Fax/proposals from 2 contractors.

\* Less than \$5,000 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

TOWN BOARD MEETING

January 9, 2019

3 | Page

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.

**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 2-2019

**KENNEL AGREEMENT**

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

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

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

RESOLUTION 3-2019

**INVESTMENT POLICY**

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

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

Resolved that the Investment Policy be approved as presented:

**INVESTMENT POLICY**

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.

TOWN BOARD MEETING

January 9, 2019

4 | Page

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 4-2019

**TOWN OFFICIALS TRAINING**

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

ADOPTED      Ayes    4            Beach, Frame, 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.

RESOLUTION 5-2019

**OFFICIAL APPOINTMENTS**

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

ADOPTED      Ayes    4            Beach, Frame, 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 (.58) Deputy Supervisor (Tim Beach), Town Attorney (Bridget McCue/Marshall \$7000 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 6-2019

**TOWN OF RANDOLPH APPOINTED BOARDS**

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

ADOPTED      Ayes    4            Beach, Frame, Senn, Root

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 Mike Stewart be reappointed for a five year term to expire 12/31/23.

ZONING BOARD OF APPEALS

Gerald Barton*	5 year	12/31/21 Chairperson
Dan Senn	1 year	12/31/19 Alternate
Paul Steward	5 year	12/31/22
Tom Congdon	5 year	12/31/19
Reggie Boutwell	5 year	12/31/20
Mike Stewart	5 year	12/31/23

RESOLUTION 7 -2019

**2019 EMPLOYEE SALARIES**

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

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

Resolved that the salaries presented be accepted as follows:

***Elected Officials:***

	<u>Yearly Salary</u>
Supervisor	\$ 3,620.37
Justice	\$ 17,999.25
Councilman (each)	\$ 1,102.87
Town Clerk	\$ 34,822.14
Hwy. Sup	\$ 48,000.00

***Other Employees:***

Librarian	\$ 15,740.03	
Library Aides	\$ 11.10	<i>Minimum wage</i>
Kathy Sickles - Deputy Clerk	\$ 14.42	#
Shelby Jones - Deputy Clerk 2	\$ 11.85	
Julie Greeley - Court Clerk	\$ 19,573.50	
Court Records Clerk	\$ 16.37	<i>not to exceed \$2,500</i>
Registrar	\$ 1,148.31	
Cleaner	\$ 11.11	
Summer Labor	\$ 11.10	<i>Minimum wage</i>
Winter Labor	\$ 11.85	
Code Enforcement/Bldg Inspector	\$ 6,140.86	
Assessor	\$ 7,325.17	
Assessor Clerk	\$ 3,700.24	

**Highway Employees:**

Craig Anderson	\$	21.05	
Pat Oyer Jr. (Water Cert.)	\$	21.10	**
Jason Beaver (Water Cert.)	\$	20.86	** #
Ken Miller	\$	20.09	
Jeremy Ling	\$	15.99	
Ashton O'Brien	\$	14.75	
Clay Weaver	\$	13.50	
Marc Bohall	\$	19.10	(no increase)

**Water/WasteWater Employees**

David Fischer	\$	60,076.58	
Donald McElwain	\$	20.93	
Donald McElwain	\$	5,000.00	Sewer salary
Water/Sewer Deputy Clerk* (2) (Included in hrly wage)	\$	9,257.88	
Water/Sewer Clerk	\$	5,574.12	

**\*\* .25 of hourly rate to come out of Water Budget**

**# .50 for Deputy Position**

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

**REGULAR MEETING**

Supervisor Senn called the meeting to order at 7:39PM.

**RESOLUTION 8-2019**

**APPROVAL OF MINUTES**

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

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

Resolved that the minutes of December 12, 2018 be approved as presented.

**PUBLIC PARTICIPATION**

Bowen Road residents came and questioned how the metering for his three rental properties works. He stated he had broken water line on a line the water department had told him they turned off. He stated he had \$700 in water bills. The water customer also stated that at one point during a previous meeting a board member stated that we went outside of the right-of-way on his property. They question why we could do it for him and not them.

**REPORT OF TOWN OFFICIALS**

**TOWN JUSTICE**

Justice Greeley stated he had 96 Charges for December 2018.

**CODE ENFORCEMENT**

1 permit for a total of \$50 was issued for December 2018.

**RACDC- NO REPORT**

**Monthly Report of the Supervisor**

December treasurer report was provided to the Board by BLB.

**CLERK**

Clerk Hind submitted the monthly report for December 2018 to the Board. The local shares were Town-\$3,429.58 Supervisor - \$93.66.

**SUPERINTENDENT OF HIGHWAYS**

Superintendent Uhl gave a detailed report on the activities for the month of December 2018.

**WATER/SEWER**

Don McElwain reported that the line was completed to the new home on Weeden Road. Routine Maintenance was done and the Highway Department provided a trackhoe and backhoe for a repair.

**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.

**OLD BUSINESS**

Conewango Sewer District – Nothing new to report.

**NEW BUSINESS**

**AUDIT OF TOWN BOOKS**

The Audit of the Clerk and Justice books will be February 13<sup>th</sup> at 6:30 pm. The Town Audit with Treasurer/Bookkeeper is TBA.

**RESOLUTION 9-2019**

**BLB ENGAGEMENT**

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

ADOPTED    Ayes    4            Senn, Frame, Beach, Root

Nays 0

Resolved that the Town approves the contract for bookkeeping services with BLB for 2019.

**Water Department:**

There was a discussion regarding the upcoming retirement of the Water Superintendent and on the different ways to fill it. Cody Uhl stated he wanted to help out any way he can and wants to do his part but he does not want it to take away from the Highway as the Highway is his main priority.

Councilman Root stated he had done some research and found that installing a Chlorine Residual Sensor could be useful to the water department. This would allow the department to monitor and adjust chlorine levels right from an app on their phone. The sensor may be able to paid be paid for through the remaining grant funds.

**RESOLUTION 10-2019**

**RFP FOR CHLORINE RESIDUAL SENSOR**

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

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

Resolved that the Town request that MDA get three RFP's for a Chlorine Residual Sensor to be installed on the Town Water System.

Highway Superintendent Cody Uhl requested Clay Weaver be hired as a permanent employee instead of temporary as was approved last month. He stated the highway department was running shorthanded and that there was enough money in the 2019 budget to pay for the permanent employee. Councilman Root stated he wasn't comfortable hiring an additional permanent employee at this time until the Water Department employment issue has been dealt with.

**RESOLUTION 11-2019**

**AUDIT OF BILLS**

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

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

Resolved that the bills be paid on Abstract #13 in the following amounts:

<b>General Fund</b>	No. 336-342	\$11,340.91
<b>Street Lighting District</b>		
<b>Refuse District</b>		
<b>Debt District</b>		
<b>Snow Removal</b>		
<b>Highway Fund</b>	No. 176-182	3,071.63
<b>FEMA Repairs</b>		



TOWN BOARD MEETING

January 9, 2019

9 | Page

<b>Sewer Fund</b>	No. 83-85	586.43
<b>Water Fund</b>	No. 174-177	1652.78
<b>WATER CAPITAL PROJECT - DWSRF #18013</b>	No.	0

**ABSTRACT #1**

<b>General Fund</b>	No. 1-19	\$43,603.70
<b>Street Lighting District</b>		1,984.05
<b>Refuse District</b>		2,821.50
<b>Debt District</b>		0
<b>Snow Removal</b>		0
<b>Highway Fund</b>	No. 1-12	71,410.71
<b>FEMA Repairs</b>		
<b>Sewer Fund</b>	No. 1-6	11,202.07
<b>Water Fund</b>	No. 1-16	19,380.11
<b>WATER CAPITAL PROJECT - DWSRF #18013</b>	No. 30	278.60

With no further business, on a motion from Councilman Beach, seconded by Councilman Root, the meeting was adjourned at 9:33 pm. Carried unanimously.

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Gretchen A. Hind, Town Clerk