

REGULAR MEETING, TOWN OF RANDOLPH, May 11, 2022

A regular 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 11th day of May 2022.

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

ABSENT: Bridget Marshall ---- Attorney
Nate Root ---- Councilman

OTHERS PRESENT: Elise Gorth – Randolph Register; Planning Board members

PUBLIC HEARING – COMPREHENSIVE PLAN

Notice of the Public Hearing was published in the Post-Journal on April 30, 2022. The Supervisor stated that the Public Hearing on the proposed amended Comprehensive Plan for Town of Randolph was now open and asked if there was any interested person who desired to be heard.

The following persons appeared in favor of the proposed amended Comprehensive Plan for Town of Randolph: NO ONE PRESENT

The following persons appeared in opposition to the proposed amended Comprehensive Plan for Town of Randolph: NO ONE PRESENT

The following persons appeared with inquiries on the proposed amended Comprehensive Plan for Town of Randolph: Vicki Hitchcock

The Town Clerk reported that the following pertinent written communications had been received: NO COMMUNICATION RECEIVED

The Supervisor inquired as to whether there were any other persons present who wished to be heard. No one appeared. The Supervisor declared the public hearing on the amended Comprehensive Plan for Town of Randolph closed.

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REGULAR MEETING

Supervisor Senn called the meeting to order at 7:30PM with the Pledge of Allegiance.

RESOLUTION 43-2022

MEETING MINUTES

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

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

Resolved that the Board approves the meeting minutes from March 9, 2022 as submitted.

REPORT OF TOWN OFFICIALS

TOWN JUSTICE

No Report.

CODE ENFORCEMENT

Code Enforcement Officer, Dave Heckman provided the board with his monthly report. 9 permits issued for \$670 for the month of March 2022; 9 permits issued for \$250 for the month of April 2022.

RACDC- No Report.

Monthly Report of the Supervisor – The March & April 2022 Financial Reports were submitted to the Board from BLB.

CLERK

Clerk Hind submitted the monthly report for March & April 2022 to the Board. The local shares were Town-\$3548.00, Supervisor - \$105.44; Town-\$3611.00; Supervisor-\$147.12.

SUPERINTENDENT OF HIGHWAYS

Superintendent Uhl provided a detailed report on the activities for the month of March & April 2022.

Councilman Root entered at 7:40PM.

WATER/SEWER

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No Report

SAMPLE HILL

No activity

COMMUNICATIONS

Communication received from a Crowley Street resident regarding the continued problem of discolored water. The resident spoke regarding this and stated they had to purchase a water filtration system for their home and the filter has to be replaced every couple weeks.

OLD BUSINESS

A discussion regarding the possibility of discontinuing the Town’s Garbage pickup and other options was held. More information will be gathered for the next Board meeting. No action taken.

A discussion regarding water and sewer rates were held. No action taken.

RESOLUTION 44-2022

CATTARAUGUS COUNTY MOSQUITO SURVEILLANCE PROGRAM

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

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

Resolved that the Town not contract with Cattaraugus County for the Mosquito Surveillance Program.

Town Attorney, Bridget Marshall entered at 8:02PM.

RESOLUTION 45-2022

WEEDEN ROAD WATERLINE REPLACEMENT - FUNDING

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

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

Resolved that the Weeden Road Waterline Replacement Project is being 75% funded through a NWRA Loan previously board approved; Any remaining balance due for the project is to be funded through the Water District Money Market Savings account.

NEW BUSINESS

RESOLUTION 46-2022

POSITION CREATION & JOB DESCRIPTION - LABORER

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

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

Resolved that the Town create a Laborer position with the following job description:

DISTINGUISHING FEATURES OF THE CLASS: The class involves a wide group of positions involved with the performance of a wide variety of routine manual tasks in a variety of work settings. Duties are performed under direct or general supervision depending on the nature of the tasks to be completed. A Laborer does related work as required.

TYPICAL WORK ACTIVITIES:

- Loads and unloads materials, parts, or products onto or from pallets, carts, or trucks manually or using a hoist;
- Performs a variety of heavy cleaning work, such as washing walls and windows; Acts as a helper to skilled or semi-skilled workers with-in the Highway Dept. and Water and Sewer Depts.
- Shovels snow from sidewalks, stairs, and other passages;
- May be asked to perform miscellaneous labor tasks by the supervisor;
- Rakes, tamps, and shovels Gravel, Top-Soil and Asphalt;
- Excavates and fills trenches;
- Charges mixing machines with cement, sand, and stone; Salts and sands streets and roads if needed;
- Helps install new and/or repair water and sewer lines.
- Helps rebuild road shoulders and install drain pipe;
- Cuts brush and grass using hand tools or mower;
- Participates in the installation of guard rails, traffic signs, and markings; Acts as a flagman directing traffic;
- Paints equipment and buildings;
- May operate a motor vehicle transporting personnel and materials.

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FULL PERFORMANCE KNOWLEDGES. SKILLS. ABILITIES. AND PERSONAL

CHARACTERISTICS: Knowledge of the common practices, tools, terminology, and safety precautions associated with road and building maintenance and material handling; ability to use hand and power tools; ability to follow oral and written directions; ability to work in a safe and efficient manner; manual dexterity; willingness to work outdoors year round; physical condition equal to the demands of the position.

MINIMUM QUALIFICATIONS: Possession of a New York State Motor Vehicle Operator's License.

RESOLUTION 47-2022

LABORER WAGE

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

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

Resolved that the Town sets the wage for the Laborer position at \$14.50. The position is to be advertised for individuals to apply.

RESOLUTION 48-2022

TAP GRANT – CPL REIMBURSEMENT REQUEST #13 & 14

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

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

Resolved that the Town authorizes payment to CPL in the amount of \$33,103.14 for engineering services on reimbursement request #13 and \$9,389.55 on reimbursement request #14 for the TAP grant.

RESOLUTION 49-2022

TAP GRANT- SAFE ROUTES TO SCHOOL PROJECT

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

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

Resolved that the Town approves the following:

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NYS DOT Federal Aid Agreement Contract #D036454, Authorizing the implementation, and funding in the first instance 100% of the federal-aid and State "Marchiselli" Program-aid eligible costs, of a transportation federal-aid project, and appropriating funds therefore,

Whereas, a Project for the Town of Randolph Safe Routes to School, Town of Randolph, Cattaraugus County, P.I.N. 5763.56 (the Project") is eligible for funding under Title 23 U.S. Code, as amended, that calls for the apportionment of the costs of such program to be borne at the ratio of 80% Federal funds and 20% non-federal funds; and

WHEREAS, as provided for by agreement with the NYS Department of Transportation, PE, and/or ROW Incidental or ROW acquisition work performed by the municipality for the federal aid-eligible construction project covered by the agreement, the costs of such work that are approved in writing by NYS DOT as applicable to the federal aid and Marchiselli aid construction work (excluding costs applicable to non-federally eligible or non-Marchiselli eligible project elements) shall be credited following FHWA's construction phase closeout audit of the Project tot Project costs that are eligible for federal aid and Marchiselli aid; and

WHEREAS, the Town of Randolph desires to advance the Project by making a commitment of 100% of the non-federal share of the costs of construction, construction inspection and construction supervision work for the Project of portions thereof.

NOW, THEREFORE, the Town of Randolph Board, duly convened does hereby

RESOLVE, that the Town of Randolph Board hereby approves the above-subject project; and it is hereby further

RESOLVED, that the Town of Randolph Board hereby authorizes the Town of Randolph to pay in the first instance of 100% of the federal and non-federal share of the cost of construction, construction inspection and construction supervision work for the Project of portions thereof; and it is further

RESOLVED, that the sum of \$2,515,808.00 is hereby appropriated from TAP Grant Project Fund and made available to cover the cost of participation in the above phase of the Project; and it is further

RESOLVED, that in the event the full federal and non-federal share costs of the project exceeds the amount appropriated above, the Randolph Town Board shall convene as soon as possible to appropriate said excess amount immediately upon the notification by the Randolph Town Supervisor thereof, and it is further

RESOLVED, that the Randolph Town Supervisor be and is hereby authorized to execute all necessary Agreements, certifications or reimbursement requests for Federal Aid and/or Marchiselli Aid on behalf of the Town of Randolph with the New York State Department of Transportation in connection with the advancement or approval of the Project and providing for the administration of the Project and the municipality's first instance funding of project costs and permanent funding of the local share of federal-aid and state-aid eligible Project costs and all Project costs within appropriation therefore that are not so eligible, and it is further

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Resolved, that a certified copy of the resolution be filed with the New York State Commissioner of Transportation by attaching it to any necessary Agreement in connection with the Project. And it is further Resolved, this Resolution shall take effect immediately.

Furthermore, the

NYS DOT State Aid Local Agreement Contract #D040424, Authorizing the implementation, and funding in the first instance of the State-aid Program eligible costs, of a capital project, and appropriating funds, therefore.

WHEREAS, a Project for the Town of Randolph Safe Routes To School, Town of Randolph, Cattaraugus County, P.I.N 5763.56 (the Project") is eligible for funding under a New York State Program administered by the New York State Department of Transportation (NYS DOT); and

WHEREAS, a sum not to exceed \$130,000 in Program Funding is available to progress the project.

WHEREAS, the Town of Randolph desires to advance the Project by making a commitment of 100% of the State share of the costs of the construction, construction inspection and construction supervision.

NOW, THEREFORE. the Randolph Town Council, duly convened does hereby

RESOLVE, that the Randolph Town Council hereby approves the above-subject project; and it is hereby further

RESOLVED, that the Randolph Town Council hereby authorizes the Town of Randolph to pay in the first instance 100% of the cost of construction, construction inspection and construction supervision work for the Project of portions thereof; and it is further

RESOLVED, that the sum of \$130,000 is hereby appropriated from the TAP Grant Project Fund and made available to cover the cost of participation in the above phase of the Project; and it is further

RESOLVED, that in the event the full state share costs of the project exceeds the amount appropriated above, the Randolph Town Council shall convene as soon as possible to appropriate said excess amount immediately upon the notification by the Randolph Town Supervisor thereof, and it is further

RESOLVED, that the Randolph Town Supervisor be and is hereby authorized to execute all necessary Agreements, certifications or reimbursement requests for State Aid on behalf of the Town of Randolph with the New York State Department of Transportation in connection with the advancement or approval of the Project and providing for the administration of the Project and the Municipality's/Sponsor's first instance funding of project costs and permanent funding of the local share and state-aid eligible Project costs and all Project costs within appropriations therefore that are not so eligible, and it is further

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RESOLVED, that a Certified Copy of this resolution be filed with the New York State Commissioner of Transportation of the State of New York by attaching it to any necessary agreement in connection with the Project between the Town of Randolph and the State of New York; and it is further

RESOLVED, this Resolution shall take effect immediately.

Futhermore, the Town of Randolph also approves the NYSDOT Federal Aid Appendix for Contract #D036454 and the NYSDOT State Aid Appendix Contract #D040424 and authorizes Supervisor Senn to sign all documents.

RESOLUTION 50-2022

TAP GRANT – ADVERTISE FOR BIDS

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

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

Resolved that the Town authorizes advertisement for bids for TAP – Safe Routes to Schools Grant Project.

RESOLUTION 51-2022

MUNICIPAL SOLUTIONS AGREEMENT

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

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

Resolved that the Town authorizes Supervisor Senn to sign the contract with Municipal Solutions for general financial services.

RESOLUTION 52-2022

WEEDEN PARK

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

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

Resolved that the Town authorizes Randolph Youth Soccer Association and Randolph Babe Ruth Softball to utilized fields for games and practices once insurance certificates are provided.

RESOLUTION 53-2022

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COMPREHENSIVE PLAN – FUTURE LAND USE STRATEGY

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

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

Resolved that the Town adopt the updated Comprehensive Plan to include the Future Land Use Strategy.

RESOLUTION 54-2022

ARTS & CRAFTS FESTIVAL SUPPORT LETTER

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

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

Resolved that the Town send a letter to the NYSDOT supporting the Arts & Crafts Festival to be held on Main Street June 18th.

Clerk Hind informed the Board that her Deputy #1, Kathy Sickles, has expressed her desire to retire.

RESOLUTION 55-2022

DEPUTY CLERK #1 POSITION

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

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

Resolved that upon the retirement of Kathy Sickles, Deputy #1, Shelby Jones move into that position at a wage of \$16.00 per hour.

RESOLUTION 56-2022

DEPUTY CLERK #2

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

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

Resolved that the Town authorizes Clerk Hind to hire a Deputy Clerk at a starting wage of \$14.50 per hour.

Resolution 57-2022

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TOWN PHONE SYSTEM

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

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

Resolved that the Town authorizes Clerk Hind to purchase a new phone system for the Town at her discretion.

Resolution 58-2022

WEEDEN ROAD WATERLINE REPLACEMENT PROJECT CHANGE ORDER NO. 1

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

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

Resolved that the Town approves Change Order No. 1 in the amount of \$3,900 for the Weeden Road Waterline Replacement Project with S. St. George Enterprises, Inc. to be funded through the Water District Money Market Savings.

RESOLUTION 59-2022

BUDGET MODIFICATIONS & TRANSFERS

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

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

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

HIGHWAY

Budget Modification:

We resolve to increase the 2022 Highway Fund expenditure budget by \$1,745 due to the sales of 2009 Chevy. This will increase accounts DA2665 – Sales of Equipment and DA5130.2 – Machinery – Equipment.

RESOLUTION 60-2022

AUDIT OF BILLS

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

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

ABSTRACT #4

General Fund	No. 80-103	\$22,222.64
Street Lighting District		1,306.76
Refuse District		
Fire District		
Snow Removal		50.26
Highway Fund	No. 59-78	33,420.63
CAPITAL PROJECT - TAP	No. 4	33,103.14
CAPITAL PROJECT – Weeden Rd. Water line	No.	
Sewer Fund	No. 25-33	3,261.28
Water Fund	No. 53-70	8,754.61

ABSTRACT #5

General Fund	No. 104-129	\$21,104.43
Street Lighting District		1,251.02
Refuse District		598.46
Fire District		
Snow Removal		
Highway Fund	No. 79-98	28,286.28
CAPITAL PROJECT - TAP	No. 5	9,389.55
CAPITAL PROJECT – Weeden Rd. Water line	No. 6	1,618.00
Sewer Fund	No. 34-46	10,138.33
Water Fund	No. 71-89	8,844.52

On a motion from Councilman Learn, seconded by Councilman Beach, the meeting next Board meeting will be held on the third Wednesday of the month, June 15th and furthermore there being no further business, the meeting was adjourned at 9:15PM. Carried unanimously.

Gretchen A. Hind, RMC/CMC, Town Clerk