

REGULAR & ANNUAL MEETING, TOWN OF RANDOLPH, January 5, 2022

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 5th day of January 2022.

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

ABSENT: Bridget Marshall ----- Attorney
Bob Learn ----- Councilman

OTHERS PRESENT: Elise Gorth – Randolph Register; Jeffery Greeley-Town Justice; Don McElwain & Ashton O'Brien -Water Dept.

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 Councilmen Tim Beach and Nate Root.

ANNUAL AGREEMENTS

RESOLUTION 1-2022

INVESTMENT POLICY

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

ADOPTED Ayes 4 Beach, Senn, Root, Frame
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.

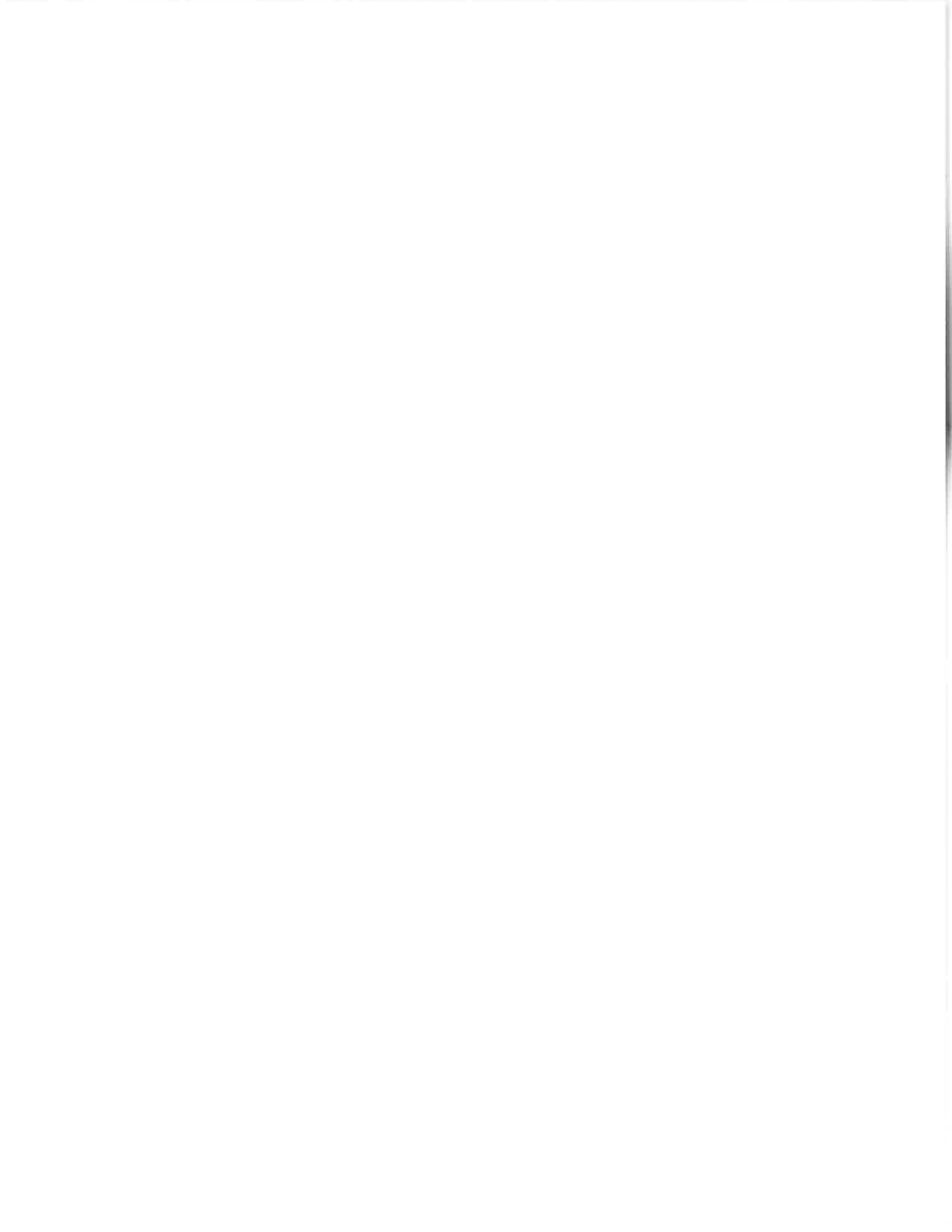
RESOLUTION 2-2022

KENNEL AGREEMENT

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

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

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



RESOLUTION 3-2022

PURCHASING AGREEMENT

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

| | | | |
|---------|------|---|--------------------------|
| ADOPTED | Ayes | 4 | Beach, Senn, Root, Frame |
| | 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:

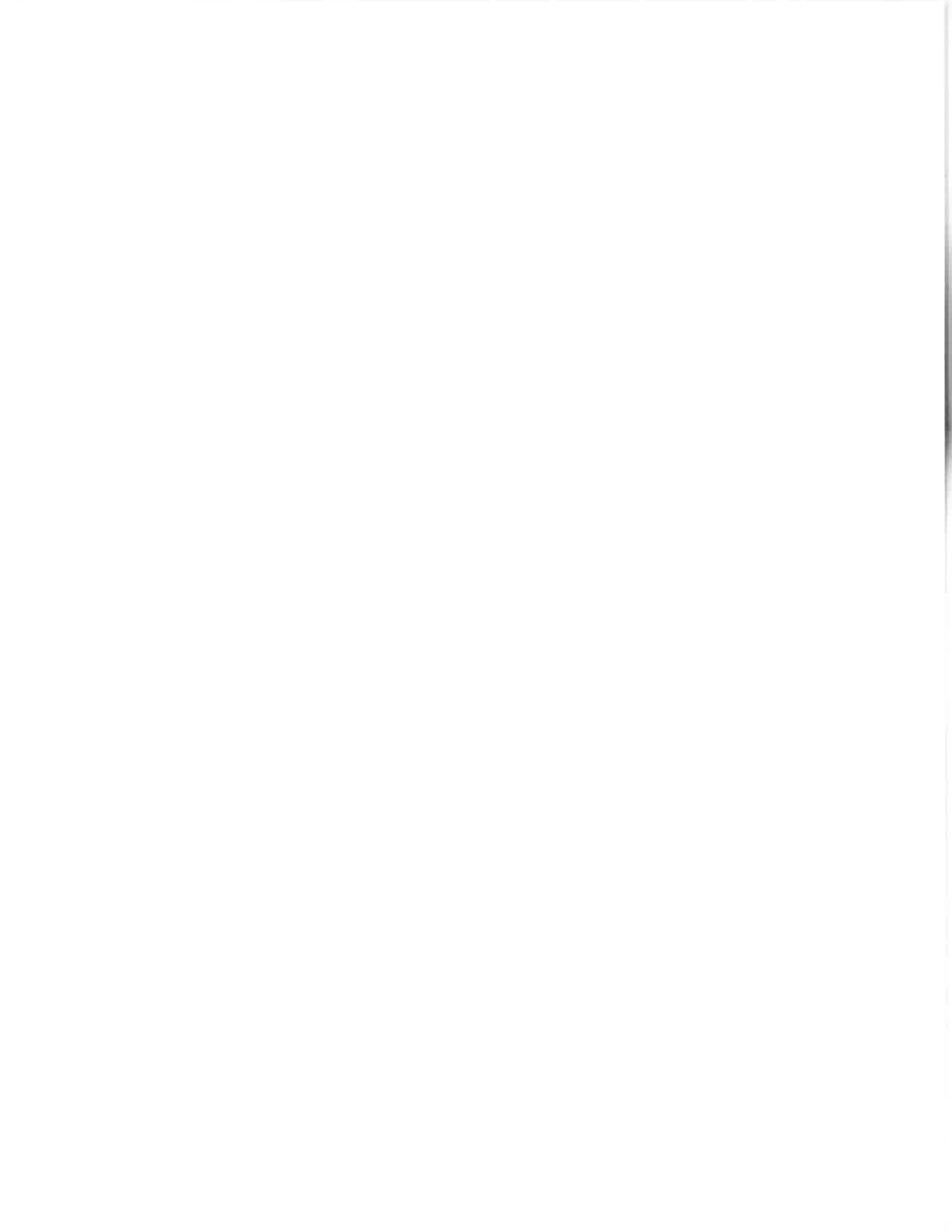
Guideline 1. Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML 103. Every Town officer, board, department head or other personnel with the requisite purchasing authority (hereinafter purchases) shall estimate the cumulative amount of the items of 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 4-2022

TOWN OFFICIALS TRAINING

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

ADOPTED Ayes 4 Beach, Senn, Root, Frame
 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 6-2022

OFFICIAL APPOINTMENTS

On a motion of Councilman Root, seconded by Councilwoman Frme, 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 (58.5), 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 -2022

2021 EMPLOYEE SALARIES



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

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

Resolved that the salaries presented be accepted as follows:

Hourly

| | | | |
|------------------|----|-------|----------------------------|
| Kathy Sickles | \$ | 17.00 | <i>Deputy Clerk 1</i> |
| Shelby Jones | \$ | 15.28 | <i>Deputy Clerk 2</i> |
| Julie Greeley | \$ | 18.07 | <i>Court Clerk Records</i> |
| Library Aides x6 | \$ | 13.20 | |
| Pat Oyer Jr. | \$ | 24.24 | |
| Jason Beaver | \$ | 24.25 | |
| Jeremy Ling | \$ | 19.23 | |
| Ken Miller | \$ | 23.45 | |
| Clay Weaver | \$ | 17.70 | |
| Andrew Baker | \$ | 17.18 | |
| Tyler Walker | \$ | 17.18 | |
| Ashton O'Brien | \$ | 20.55 | |
| Cleaners | \$ | 13.20 | |
| Summer Labor | \$ | 13.20 | |

Salary

| | | | |
|----------------|----|-----------|--|
| Mary Johnson | \$ | 16,698.71 | <i>Library Director</i> |
| Julie Greeley | \$ | 23,240.00 | <i>Court Clerk</i> <i>Water/Sewer</i> |
| Don McElwain | \$ | 65,563.56 | <i>Superintendent</i> |
| Gretchen Hind | \$ | 6,273.72 | <i>Water/Sewer Clerk</i> |
| Sonya Chadwick | \$ | 8,004.42 | <i>Assessor</i> |
| Kristina Barry | \$ | 4,043.36 | <i>Assessor Clerk</i> |
| Gretchen Hind | \$ | 1,218.49 | <i>Registrar</i> |
| David Heckman | \$ | 6,710.29 | <i>Code Enforcement</i> |
| Cody Uhl | \$ | 500.00 | <i>Sample Hill Sexton</i> |
| Historian | \$ | 300.00 | |
| Eric Butler | \$ | 3,600.00 | <i>Dog Control</i> |



| <u>Elected Official</u> | |
|-------------------------|--------------|
| Supervisor | \$ 4,190.56 |
| Justice | \$ 19,668.27 |
| Town Board (4) | \$ 1,205.14 |
| Town Clerk | \$ 39,051.08 |
| Highway Superintendent | \$ 55,000.00 |

RESOLUTION 7-2022

TOWN OF RANDOLPH APPOINTED BOARDS

On a motion of Councilman Root, 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 Tim Nagel be appointed for a five-year term to expire 12/31/26; Jason Beaver be appointed to fill a vacancy with a term to expire 12/31/23.

- PLANNING BOARD

Resolved that Marie Plumb be reappointed for five year terms to expire 12/31/26.

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

REGULAR MEETING

Supervisor Senn called the meeting to order at 7:40PM.

RESOLUTION 8-2021

MEETING MINUTES

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

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

Resolved that the Board approves the meeting minutes from December 8, 2021 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

Monthly Report of the Supervisor – The December 2021 Financial Report was submitted to the Board from BLB.

CLERK

Clerk Hind submitted the monthly report for December 2021 to the Board. The local shares were Town-\$4,227.80; Supervisor - \$98.41.

SUPERINTENDENT OF HIGHWAYS

Superintendent Uhl provided a detailed report on the activities for the month of December 2021.

WATER/SEWER

Don McElwain reported monthly activities to the Board. He also discussed a meter malfunction that resulted in a high bill to a customer

RESOLUTION 9-2021

CUSTOMER WATER BILL ADJUSTMENT

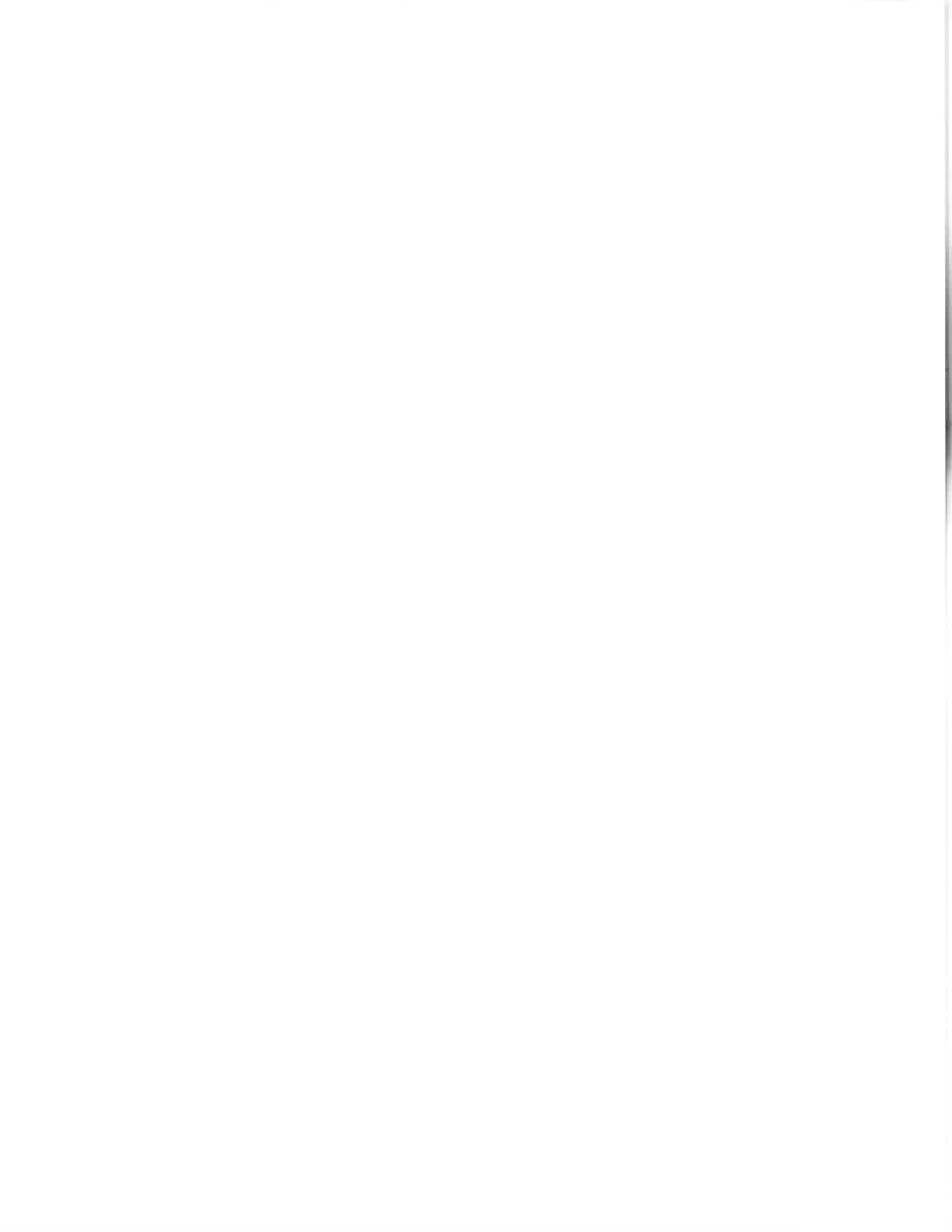
On a motion of Councilman Root, seconded by Councilman Frame, the following resolution was

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

Resolved that the Board authorizes the adjustment of the water bill for account no 14891. The customer is to billed an estimated amount for the 10/1/21 – 12/31/21 billing.

SAMPLE HILL

No activity.



COMMUNICATIONS

Communication was received from The Association of Towns regarding their annual meeting.

OLD BUSINESS

RESOLUTION 10-2022

RURAL WATER REVOLVING LOAN FUND

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 Board approves the Town submit an application to the Rural Water Revolving Loan Fund for \$175,000.

RESOLUTION 11-2022

ACCEPT HIGHEST BID FOR LOGGING RESERVOIR RD.

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

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

Resolved that the Board accepts the bid from Centerville Hardwoods for logging at the Reservoir Rd. property.

NEW BUSINESS

AUDIT OF TOWN BOOKS

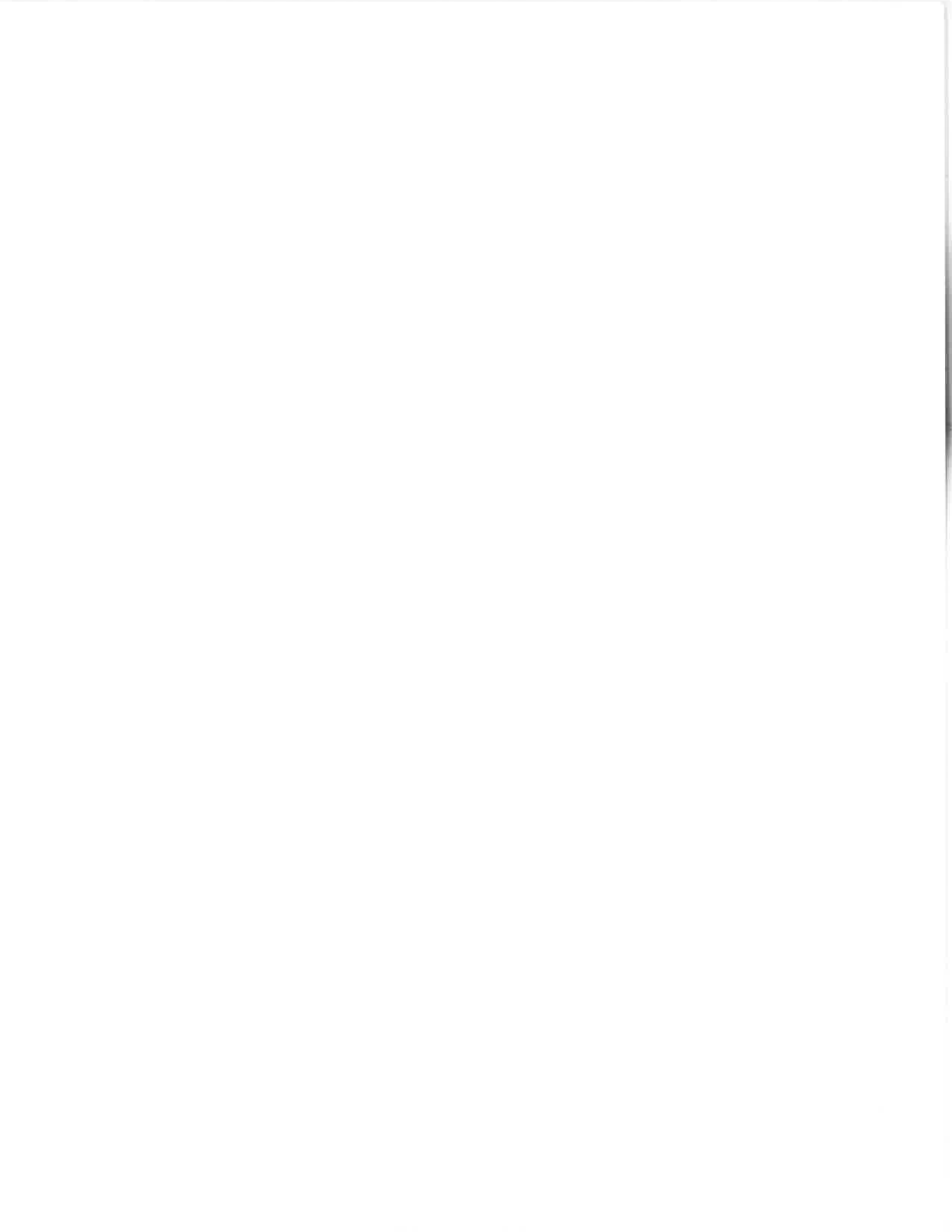
The Audit of the Clerk and Justice books will be February 9th at 7:00 pm. The Town Audit with Treasurer/Bookkeeper is TBA.

RESOLUTION 12-22

TAP GRANT – CPL REIMBURSEMENT REQUEST #10

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

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



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Resolved that the Town authorizes payment to CPL in the amount of \$43,259.38 for engineering services on reimbursement request #10 for the TAP grant.

RESOLUTION 13-2022

CATTARAUGUS COUNTY CONTRACT – WIC SITE

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

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

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

RESOLUTION 14-2022

RICHARDSON & PULLEN RETAINER AGREEMENT

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

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

Resolved that the Town approves the Retainer Agreement with Richardson & Pullen for 2022.

Resolution 15-2022

RENEW 2021 TAX EXEMPTIONS FOR 2022

On a Motion by Councilman Beach, 2nd by Councilwoman Frame

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

WHEREAS, Governor Kathy Hochul issued Executive Order Number 11.1,

WHEREAS, Subdivisions 7, 7-a and 8 of section 459-c of the Real Property Tax Law, and subdivisions 5, 5-a, 5-b, 5-c and 6 of section 467 of the Real Property Tax Law, which permits the governing body of an assessing unit to adopt a resolution directing the assessor to grant exemptions pursuant to such section on the 2022 assessment roll to all property owners who received that exemption on the 2021 assessment roll, thereby dispensing with the need for renewal applications from such persons, and further dispensing with the requirement for assessors to mail renewal applications to such persons, and



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WHEREAS, the Town is desirous in adopting such resolution while also allowing the assessor to require a renewal application to be filed when he or she has reason to believe that an owner who qualified for the exemption on the 2021 assessment roll may have since changed his or her primary residence, added another owner to the deed, transferred the property to a new owner, or died,

NOW THEREFORE IT BE RESOLVED, that the Town Board is authorized to pass such resolution, and that the assessor is instructed to take any such necessary actions in the above-described directives.

SEWER DISSINFECTON PROJECT ENGINEERING

MDA Engineers submitted a proposal for a possible upcoming Sewer Project. No action was taken.

RESOLUTION 16-2022

AUDIT OF BILLS

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

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

ABSTRACT #1

| | | |
|--------------------------|------------------|-------------|
| General Fund | No. 1-24/289-291 | \$47,934.22 |
| Street Lighting District | | 4.69 |
| Refuse District | | 3,851.10 |
| Debt District | | 0 |
| Snow Removal | | 0 |
| Highway Fund | No. 1-18 | 121,210.75 |
| TAP CAPITAL PROJECT | No. 1 | 43,259.38 |
| Sewer Fund | No. 1 | 9,779.55 |
| Water Fund | No. 1-14/201-204 | 10,735.35 |

With no further business, on a motion from Councilman Beach, seconded by Councilman Root, the meeting was adjourned at 8:49PM. Carried unanimously.

Gretchen A. Hind, RMC/CMC, Town Clerk

