

REGULAR & ANNUAL MEETING, TOWN OF RANDOLPH, January 3, 2018

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 3rd day of January 2018.

PRESENT: Dale Senn ----- Supervisor
Tim Beach ----- Councilman
John Hale ----- Councilman
Amber Frame ----- Councilwoman
Nate Root ----- Councilman
Gretchen Hind ----- Clerk
Gary Sickles ----- Superintendent of Highways

ABSENT: Bridget Marshall ----- Attorney

OTHERS PRESENT: Elise Gorth – Randolph Register; Jeffery Greeley-Town Justice; Dave Heckman - Code Enforcement

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 newly elected officials:

Timothy Beach - Town Councilman - 4 year term

Nathan Root - Town Councilman - 4 year term

ANNUAL AGREEMENTS

RESOLUTION 1-2018

PURCHASING AGREEMENT

On a motion of Councilman Beach, seconded by Councilman Hale the following resolution was
ADOPTED Ayes 5 Beach, Frame, Hale, 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
- 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 2-2018

KENNEL AGREEMENT

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

ADOPTED Ayes 5 Beach, Frame, Hale, Senn, Root

 Nays 0

Resolved that Supervisor Senn be authorized to sign the Kennel Agreement when a Dog Control Officer is appointed

RESOLUTION 3-2018

INVESTMENT POLICY

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

ADOPTED Ayes 5 Beach, Hale, 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.

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 4-2018

TOWN OFFICIALS TRAINING

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

ADOPTED Ayes 5 Beach, Frame, Hale, 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 5-2018

CODE OF ETHICS

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

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

Resolved that the Code of Ethics be approved as presented:

**TOWN OF RANDOLPH
CODE OF ETHICS**

WHEREAS, article 18 of the General Municipal Law prohibits the officers and employees of a municipality from having certain conflicts of interest, and

WHEREAS section 806 of the General Municipal Law requires the governing body of each county, city (other than the City of New York), town, village, school district and fire district¹ to adopt a code of ethics that sets forth for the guidance of its officers and employees standards of conduct reasonably expected of them, and

WHEREAS section 806 of the General Municipal Law also authorizes the governing body of any other municipality to adopt such a code of ethics, and

WHEREAS, a code of ethics adopted by the governing body of a municipality must set forth standards of conduct for the guidance of the officers and employees of the municipality with respect to disclosure of interests in legislation before the local governing body, holding of investments in conflict with official duties, private employment in conflict with official duties, future employment, and such other standards as may be deemed advisable.

NOW, THEREFORE, be it resolved that the Town Board of the Town of Randolph hereby adopts a code of ethics to read as follows:

Section 1. Purpose.

Officers and employees of the Town of Randolph hold their positions to serve and benefit the public, and not for obtaining unwarranted personal or private gain in the exercise and performance of their official powers and duties. The Town Board recognizes that, in furtherance of this fundamental principle, there is a need for clear and reasonable standards of ethical conduct. This code of ethics establishes those standards.

Section 2. Definitions.

(a) “Board” means the governing board of a municipality and any municipal administrative board (e.g. planning board, zoning of board of appeals), commission, or other agency or body comprised of two or more municipal officers or employees.

(b) “Code” means this code of ethics.

(c) “Interest” means a direct or indirect financial or material benefit, but does not include any benefit arising from the provision or receipt of any services generally available to the residents or taxpayers of the municipality or an area of the municipality, or a lawful class of such residents or taxpayers. A municipal officer or employee is deemed to have an interest in any private organization when he or she, his or her spouse, or a member of his or her household, is an owner, partner, member, director, officer, employee, or directly or indirectly owns or controls more than 5% of the organization’s outstanding stock.

(d) “Municipality” means Town of Randolph. The word “municipal” refers to the municipality.

(e) “Municipal officer or employee” means a paid or unpaid officer or employee of the Town of Randolph, including, but not limited to, the members of any municipal board.

(f) “Relative” means a spouse, parent, step-parent, sibling, step-sibling, sibling’s spouse, child, step-child, uncle, aunt, nephew, niece, first cousin, or household member of a municipal officer or employee, and individuals having any of these relationships to the spouse of the officer or employee.

Section 3. Applicability.

This code of ethics applies to the officers and employees of the Town of Randolph, and shall supersede any prior municipal code of ethics. The provisions of this code of ethics shall apply in addition to all applicable State and local laws relating to conflicts of interest and ethics including, but not limited to, article 18 of the General Municipal Law and all rules, regulations, policies and procedures of the Town of Randolph.

Section 4. Prohibition on use of municipal position for personal or private gain.

No municipal officer or employee shall use his or her municipal position or official powers and duties to secure a financial or material benefit for himself or herself, a relative, or any private organization in which he or she is deemed to have an interest.

Section 5. Disclosure of interest in legislation and other matters.

(a) Whenever a matter requiring the exercise of discretion comes before a municipal officer or employee, either individually or as a member of a board, and disposition of the matter could result in a direct or indirect financial or material benefit to himself or herself, a relative, or any private organization in which he or she is deemed to have an interest, the municipal officer or employee shall disclose in writing the nature of the interest.

(b) The disclosure shall be made when the matter requiring disclosure first comes before the municipal officer or employee, or when the municipal officer or employee first acquires knowledge of the interest requiring disclosure, whichever is earlier.

(c) In the case of a person serving in an elective office, the disclosure shall be filed with the governing board of the municipality. In all other cases, the disclosure shall be filed with the person's supervisor or, if the person does not have a supervisor, the disclosure shall be filed with the municipal officer, employee or board having the power to appoint to the person's position.

In addition, in the case of a person serving on a municipal board, a copy of the disclosure shall be filed with the board. Any disclosure made to a board shall be made publicly at a meeting of the board and must be included in the minutes of the meeting.

Section 6. Recusal and abstention.

(a) No municipal officer or employee may participate in any decision or take any official action with respect to any matter requiring the exercise of discretion, including discussing the matter and voting on it, when he or she knows or has reason to know that the action could confer a direct or indirect financial or material benefit on himself or herself, a relative, or any private organization in which he or she is deemed to have an interest.

(b) In the event that this section prohibits a municipal officer or employee from exercising or performing a power or duty:

(1) if the power or duty is vested in a municipal officer as a member of a board, then the power or duty shall be exercised or performed by the other members of the board; or

(2) if the power or duty that is vested in a municipal officer individually, then the power or duty shall be exercised or performed by his or her deputy or, if the officer does not have a deputy, the power or duty shall be performed by another person to whom the officer may lawfully delegate the function.

(3) if the power or duty is vested in a municipal employee, he or she must refer the matter to his or her immediate supervisor, and the immediate supervisor shall designate another person to exercise or perform the power or duty.

Section 7. Prohibition inapplicable; disclosure, recusal and abstention not required.

(a) This code's prohibition on use of a municipal position (section 4), disclosure requirements (section 5), and requirements relating to recusal and abstention (section 6), shall not apply with respect to the following matters:

(1) adoption of the municipality's annual budget;

(2) any matter requiring the exercise of discretion that directly affects any of the following groups of people or a lawful class of such groups:

(i) all municipal officers or employees;

(ii) all residents or taxpayers of the municipality or an area of the municipality; or

(iii) the general public; or

(3) any matter that does not require the exercise of discretion.

(b) Recusal and abstention shall not be required with respect to any matter:

(1) which comes before a board when a majority of the board's total membership would otherwise be prohibited from acting by section 6 of this code;

(2) which comes before a municipal officer when the officer would be prohibited from acting by section 6 of this code and the matter cannot be lawfully delegated to another person.

Section 8. Investments in conflict with official duties.

(a) No municipal officer or employee may acquire the following investments:

(1) investments that can be reasonably expected to require more than sporadic recusal and abstention under section 6 of this code; or

(2) investments that would otherwise impair the person's independence of judgment in the exercise or performance of his or her official powers and duties.

(b) This section does not prohibit a municipal officer or employee from acquiring any other investments or the following assets:

(1) real property located within the municipality and used as his or her personal residence;

(2) less than five percent of the stock of a publicly traded corporation; or

(3) bonds or notes issued by the municipality and acquired more than one year after the date on which the bonds or notes were originally issued.

Section 9. Private employment in conflict with official duties.

No municipal officer or employee, during his or her tenure as a municipal officer or employee, may engage in any private employment, including the rendition of any business, commercial, professional or other types of services, when the employment:

(a) can be reasonably expected to require more than sporadic recusal and abstention pursuant to section 6 of this code;

(b) can be reasonably expected to require disclosure or use of confidential information gained by reason of serving as a municipal officer or employee;

(c) violates section 805-a(1)(c) or (d) of the General Municipal Law; or

(d) requires representation of a person or organization other than the municipality in connection with litigation, negotiations or any other matter to which the municipality is a party.

Section 10. Future employment.

(a) No municipal officer or employee may ask for, pursue or accept a private post-government employment opportunity with any person or organization that has a matter requiring the exercise of discretion pending before the municipal officer or employee, either individually or as a member of a board, while the matter is pending or within the 30 days following final disposition of the matter.

(b) No municipal officer or employee, for the two-year period after serving as a municipal officer or employee, may represent or render services to a private person or organization in connection with any matter involving the exercise of discretion before the municipal office, board, department or comparable organizational unit for which he or she serves.

(c) No municipal officer or employee, at any time after serving as a municipal officer or employee, may represent or render services to a private person or organization in connection with any particular transaction in which he or she personally and substantially participated while serving as a municipal officer or employee.

Section 11. Personal representations and claims permitted.

This code shall not be construed as prohibiting a municipal officer or employee from:

(a) representing himself or herself, or his or her spouse or minor children before the municipality; or

(b) asserting a claim against the municipality on his or her own behalf, or on behalf of his or her spouse or minor children.

Section 12. Use of municipal resources

(a) Municipal resources shall be used for lawful municipal purposes. Municipal resources include, but are not limited to, municipal personnel, and the municipality's money, vehicles, equipment, materials, supplies or other property.

(b) No municipal officer or employee may use or permit the use of municipal resources for personal or private purposes, but this provision shall not be construed as prohibiting:

(1) any use of municipal resources authorized by law or municipal policy;

(2) the use of municipal resources for personal or private purposes when provided to a municipal officer or employee as part of his or her compensation; or

(3) the occasional and incidental use during the business day of municipal telephones and computers for necessary personal matters such as family care and changes in work schedule.

(c) No municipal officer or employee shall cause the municipality to spend more than is reasonably necessary for transportation, meals or lodging in connection with official travel.

Section 13. Interests in Contracts.

(a) No municipal officer or employee may have an interest in a contract that is prohibited by section 801 of the General Municipal Law.

(b) Every municipal officer and employee shall disclose interests in contracts with the municipality at the time and in the manner required by section 803 of the General Municipal Law.

Section 14. Nepotism.

Except as otherwise required by law:

(a) No municipal officer or employee, either individually or as a member of a board, may participate in any decision specifically to appoint, hire, promote, discipline or discharge a relative for any position at, for or within the municipality or a municipal board.

(b) No municipal officer or employee may supervise a relative in the performance of the relative's official powers or duties.

Section 15. Political Solicitations.

(a) No municipal officer or employee shall directly or indirectly to compel or induce a subordinate municipal officer or employee to make, or promise to make, any political contribution, whether by gift of money, service or other thing of value.

(b) No municipal officer or employee may act or decline to act in relation to appointing, hiring or promoting, discharging, disciplining, or in any manner changing the official rank, status or compensation of any municipal officer or employee, or an applicant for a position as a municipal officer or employee, on the basis of the giving or withholding or neglecting to make any contribution of money or service or any other valuable thing for any political purpose.

Section 16. Confidential Information.

No municipal officer or employee who acquires confidential information in the course of exercising or performing his or her official powers or duties may disclose or use such information unless the disclosure or use is required by law or in the course of exercising or performing his or her official powers and duties.

Section 17. Gifts.

(a) No municipal officer or employee shall solicit, accept or receive a gift in violation of section 805-a(1)(a) of the General Municipal Law as interpreted in this section.

(b) No municipal officer or employee may directly or indirectly solicit any gift.

(c) No municipal officer or employee may accept or receive any gift, or multiple gifts from the same donor, having an annual aggregate value of seventy-five dollars or more when:

(1) the gift reasonably appears to be intended to influence the officer or employee in the exercise or performance of his or her official powers or duties;

(2) the gift could reasonably be expected to influence the officer or employee in the exercise or performance of his or her official powers or duties; or

(3) the gift is intended as a reward for any official action on the part of the officer or employee.

(d) For purposes of this section, a “gift” includes anything of value, whether in the form of money, service, loan, travel, entertainment, hospitality, thing or promise, or in any other form. The value of a gift is the gift’s fair market value, determined by the retail cost of the item or a comparable item. The fair market value of a ticket entitling the holder to food, refreshments, entertainment, or any other benefit is the face value of the ticket, or the actual cost to the donor, whichever is greater. Determination of whether multiple gifts from a single donor exceed seventy-five dollars must be made by adding together the value of all gifts received from the donor by an officer or employee during the twelve-month period preceding the receipt of the most recent gift.

(e) (1) A gift to a municipal officer or employee is presumed to be intended to influence the exercise or performance of his or her official powers or duties when the gift is from a private person or organization that seeks municipal action involving the exercise of discretion by or with the participation of the officer or employee.

(2) A gift to a municipal officer or employee is presumed to be intended as a reward for official action when the gift is from a private person or organization that has obtained municipal action involving the exercise of discretion by or with the participation of the officer or employee during the preceding twelve months.

(f) This section does not prohibit any other gift, including:

(1) gifts made to the municipality;

(2) gifts from a person with a family or personal relationship with the officer or employee when the circumstances make it clear that the personal relationship, rather than the recipient's status as a municipal officer or employee, is the primary motivating factor for the gift;

(3) gifts given on special occasions, such as marriage, illness, or retirement, which are modest, reasonable and customary;

(4) unsolicited advertising or promotional material of little intrinsic value, such as pens, pencils, note pads, and calendars;

(5) awards and plaques having a value of seventy-five dollars or less which are publicly presented in recognition of service as a municipal officer or employee, or other service to the community; or

(6) meals and refreshments provided when a municipal officer or employee is a speaker or participant at a job-related professional or educational conference or program and the meals and refreshments are made available to all participants.

Section 18. Board of Ethics.

(a) There is hereby established a board of ethics for the municipality. The board of ethics shall consist of five members, a majority of whom shall not be officers or employees of the municipality, but at least one of whom must be a municipal officer or employee. The members of such board of ethics shall be appointed by the Town Board, serve at the pleasure of the appointing authority, and receive no salary or compensation for their services as members of the board of ethics.

(b) The board of ethics shall render advisory opinions to the officers and employees of the Town of Randolph with respect to article 18 of the General Municipal Law and this code. Such advisory opinions must be rendered pursuant to the written request of any such officer or employee under such rules and regulations as the board of ethics may prescribe. The board of ethics shall have the advice of legal counsel employed by the board, or if none, the municipality's legal counsel. In addition, the board of ethics may make recommendations with respect to the drafting and adoption of a code of ethics, or amendments thereto, upon the request of the Town Board.

Section 19. Posting and distribution.

(a) The Town Supervisor must promptly cause a copy of this code, and a copy of any amendment to this code, to be posted publicly and conspicuously in each building under the municipality's control. The code must be posted within ten days following the date on which the code takes effect. An amendment to the code must be posted within ten days following the date on which the amendment takes effect.

(b) The Town Supervisor must promptly cause a copy of this code, including any amendments to the code, to be distributed to every person who is or becomes an officer and employee of the Town of Randolph.

(c) Every municipal officer or employee who receives a copy of this code or an amendment to the code must acknowledge such receipt in writing. Such acknowledgments must be filed with the Town Clerk who must maintain such acknowledgments as a public record.

(d) The failure to post this code or an amendment to the code does not affect either the applicability or enforceability of the code or the amendment. The failure of a municipal officer or employee to receive a copy of this code of ethics or an amendment to the code, or to acknowledge receipt thereof in writing, does not affect either the applicability or enforceability of the code or amendment to the code.

Section 20. Enforcement.

Any municipal officer or employee who violates this code may be censured, fined, suspended or removed from office or employment in the manner provided by law.

Section 21. Effective date.

This code takes effect on January 3, 2018.

Attorney Bridget Marshall entered at 7:45PM

RESOLUTION 6-2018

OFFICIAL APPOINTMENTS

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

ADOPTED Ayes 5 Beach, Frame, Hale, 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 (Cody Uhl), Deputy Clerk 1 (Kathy Sickles) Tax Collector

(Gretchen Hind), Deputy Tax Collector (Kathy Sickles & Shelby Jones), Assessor Chairman (S.

Chadwick) Town Historian (TBA) \$300/yr, Official mileage rate (.545) Deputy Supervisor

(Tim Beach), Town Attorney (Bridget McCue/Marshall \$7000 per year), Dog Control Officer (

TBA) \$1,800.00 yearly, Deputy Dog Control Officer -TBA, Sample Hill Custodian (Gary Sickles,

Jr.), Registrar – Gretchen Hind, Deputy-Kathy Sickles, Sub – Shelby Jones; Marriage Officer –

Gretchen Hind

TOWN OF RANDOLPH APPOINTED BOARDS

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 Paul Steward be reappointed for a five year term to expire 12/31/22.

ZONING BOARD OF APPEALS

Gerald Barton*	5 year	12/31/21 Chairperson
Dan Senn	1 year	12/31/18 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	12/31/18

PLANNING BOARD

Resolved that Mary Heyl be appointed to the Planning Board as the alternate for a one year term and David Messinger reappointed for a five year term to expire 12/31/22.

TOWN PLANNING BOARD

David Messinger*	5 year	12/31/22 Chairperson
Mary Heyl	1 year	12/31/18
Tom Congdon	5 year	12/31/20
Trevor O'Neil	5 year	12/31/21
Debbie Miller	5 year	12/31/20
Kyle Brown	5 year	12/31/20

Regular meeting night is to be the second Wednesday of the month. Annual Meeting scheduled for the First Wednesday in January which does not fall on a holiday. The Budget meeting in November is to be held on the first Wednesday after the election.

Councilwoman Frame requested an executive session to discuss employee wages prior to approval.

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

REGULAR MEETING

Supervisor Senn called the meeting to order at 8:00PM.

RESOLUTION 7-2018

APPROVAL OF MINUTES

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

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

Resolved that the minutes of December 13, 2017 be approved as presented.

REPORT OF TOWN OFFICIALS

TOWN JUSTICE

Justice Greeley stated he had 1,340 Charges for 2017.

CODE ENFORCEMENT

3 permits for a total of \$100 were issued for December 2017.

RACDC- NO REPORT

Monthly Report of the Supervisor

No Report available at time of meeting.

CLERK

Clerk Hind submitted the monthly report for December 2017 to the Board. The local shares were Town-\$1509.42 Supervisor - \$75.08.

SUPERINTENDENT OF HIGHWAYS

Superintendent Sickles gave a detailed report on the activities for the month a December 2017.

WATER/SEWER

Water Project update was provided to the Board by MDA Engineers.

SAMPLE HILL

No activity.

COMMUNICATIONS

Communication was received from The Association of Towns regarding their annual meeting, and from Maggie Ruth.

OLD BUSINESS

NEW BUSINESS

AUDIT OF TOWN BOOKS

The Audit of the Clerk books will be February 7th at 6:30 pm. Justice books will be audited by Supervisor Senn and he will report to the Board. The Town Audit with Treasurer/Bookkeeper is TBA.

RESOLUTION 8-2018

DWSRF – CONTRACT #5 PAY APP NO. 5

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

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

Resolved that the Town approves Pay Application No. 5 for DWSRF Contract No. 5 with STC as submitted for \$111,150.00. The Town also approves Change Order No.1 for Contract 5E with Gerwitz for an additional \$13,779.99.

RESOLUTION 9-2018

CATTARAUGUS COUNTY CONTRACTS-SWAN

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

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

Resolved that the Town approves the SWAN Site contract as submitted by the County.

RESOLUTION 10-2018

CATTARAUGUS COUNTY CONTRACTS-SECURITY

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

ADOPTED Ayes 4 Hale, Senn, Frame, Beach
 Nays 0
 Abstain 1 Root

Resolved that the Town approves the Security contract as submitted by the County.

RESOLUTION 11-2018

CATTARAUGUS COUNTY CONTRACTS-AGREEMENT TO SPEND HIGHWAY FUNDS

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

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

Resolved that the Town approves the Agreement to Spend Highway Funds as submitted by the County.

RESOLUTION 12-2018

RICHARDSON & PULLEN RETAINER AGREEMENT

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

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

Resolved that the Town approves the Retainer Agreement with Richardson & Pullen for 2018.

RESOLUTION 13-2018

EXECUTIVE SESSION

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

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

Resolved that the Board enter into Executive Session at 8:45PM for discussion regarding the employment of a particular person.

RESOLUTION 14-2018

EXECUTIVE SESSION

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

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

Resolved that the Board return to regular session at 9:05PM.

RESOLUTION 15-2018

KATHY SICKLES

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

ADOPTED Ayes 3 Beach, Hale, Senn
 Nays 2 Frame, Root

Resolved that the Board increase Kathy Sickles wage to \$14.00 per hour.

RESOLUTION 16 -2018

2018 EMPLOYEE SALARIES

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

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

Resolved that the salaries presented be accepted as follows:

2018 Salaries for all employees as required for approval

ELECTED OFFICIALS

	<u>Yearly Salary</u>	
Supervisor	\$ 3,514.26	
Justice	\$ 17,473.82	
Councilman (each)	\$ 1,070.69	
Town Clerk	\$ 33,807.29	
Hwy. Sup	\$ 52,530.00	
Assessors (2)	\$ 3,592.47	each
Chairman	\$ 7,111.82	

OTHER EMPLOYEES

Librarian	\$ 15,281.58	
Library Aides	\$ 10.40	
Kathy Sickles - Deputy Clerk	\$ 14.00	#
Shelby Jones - Deputy Clerk 2	\$ 11.50	
Court Clerk	\$ 19,003.40	
Registrar	\$ 1,114.86	
Cleaner	\$ 10.79	
Summer Labor	\$ 10.40	
Winter Labor	\$ 11.50	
Code Enforcement/Bldg Inspector	\$ 5,962.00	
<i>Highway Employees</i>		
Craig Anderson	\$ 20.44	
Pat Oyer Jr. (Water Cert.)	\$ 20.49	**

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Jason Beaver (Water Cert.)	\$	19.77	**
Marc Bohall/Ken Miller	\$	19.10	
Jeremy Ling	\$	15.52	
Cody Uhl- Deputy Hwy Super	\$	16.90	#
Ashton O'Brien	\$	13.60	
<i>Water/WasteWater Employees</i>			
David Fischer	\$	58,898.61	
Donald McElwain	\$	20.52	\$5000 year for sewer additional
Water/Sewer Deputy Clerk* (2) (Included in hrly wage)	\$	7,057.04	
Water/Sewer Clerk	\$	5,411.77	
Part Time Water Operator	\$	20.00	

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

.50 for Deputy Position

RESOLUTION 17-2018

AUDIT OF BILLS

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

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

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

General Fund	No. 352-363	\$18,175.90
Street Lighting District		
Refuse District		
Debt District		
Snow Removal		
Highway Fund	No. 195-198	276.34
FEMA Repairs		
Sewer Fund	No. 76	273.01
Water Fund	No. 152	298.65
WATER CAPITAL PROJECT - DWSRF #18013	No. 49	7,600.26

ABSTRACT #1

General Fund	No. 1-8	\$3,790.87
Street Lighting District		
Refuse District		
Debt District		0

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Snow Removal		20.00
Highway Fund	No. 1-2	5,222.82
FEMA Repairs		
Sewer Fund	No. 1	130.00
Water Fund	No. 1,3-4	1,069.47
WATER CAPITAL PROJECT – DWSRF #18013	No. 1	111,150.00

RESOLUTION 18-2018

CHANGE OF DATE FOR FEBRUARY TOWN BOARD MEETING

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

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

Resolved that the February Board meeting be held on February 7 at 7:30PM.

With no further business, on a motion from Councilman Hale, seconded by Councilwoman Frame, the meeting was adjourned at 9:25 pm. Carried unanimously.

Gretchen A. Hind, Town Clerk