

REGULAR & ANNUAL MEETING, TOWN OF RANDOLPH, January 6, 2016

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 6th day of January 2016.

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

ABSENT: Bridget Marshall ----- Attorney

OTHERS PRESENT: Elise Gorth – Randolph Register; Jeffery Greeley-Town Justice; Kathy Sickles- Deputy Clerk; Dave Fischer-Water/Sewer Superintendent; Dave Heckman - Code Enforcement; Howard VanRensselaer-County Legislator; Brandon Nomes-Resident.

ORGANIZATIONAL MEETING

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

OATH OF OFFICE

Clerk Hind performed the Oath of Offices for the newly elected officials:

Dale Senn - Town Supervisor - 4 year term
Gary Sickles Jr. - Town Highway Superintendent - 4 year term
Amber Frame - Town Councilwoman- 4 year term
John Hale - Town Councilman - 4 year term

RESOLUTION 1-2016

ANNUAL AGREEMENTS

On a motion of Councilman Beach, seconded by Councilman Root the following resolution was ADOPTED Ayes 5 Beach, Root, Frame, Hale, Senn
Nays 0

Resolved that the following agreements be approved as presented:

Supervisor be authorized to sign the Kennel Agreement with Kelly McGinnis for 2016.

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.

PURCHASING AGREEMENT

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 2-2016

HIGHWAY SUPERINTENDENT WAGE

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

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

Resolved that the Highway Superintendent annual wage be set at \$48,000.

RESOLUTION 3-2016

WWTP OPERATOR TRAINEE

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

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

Resolved that the Town will withhold the annual \$3,500 stipend to Jason Beaver until such time as he completes his Sewer training.

RESOLUTION 4-2016

OFFICIAL APPOINTMENTS

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

ADOPTED Ayes 5 Beach, Root, Frame, Hale, Senn
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 (Patrick Oyer), Deputy Clerk 1 (Kathy Sickles) Tax Collector (Gretchen Hind), Deputy Tax Collector (Kathy Sickles & Amanda Lewis), Assessor Chairman (S. Chadwick) Town Historian (D. Macky) \$300/yr, Official mileage rate (.56) Deputy Supervisor (Tim Beach), Town Attorney (Bridget McCue/Marshall \$7000 per year), Dog Control Officer (Kelly McGinnis) \$1,800.00 yearly, Deputy Dog Control Officer - Jake Long, Sample Hill Custodian (Gary Sickles, Jr.), Registrar – Gretchen Hind, Deputy-Kathy Sickles, Sub – Amanda Lewis; Marriage Officer – Gretchen Hind

TOWN OF RANDOLPH APPOINTED BOARDS

BOARD OF ASSESSMENT REVIEW

No Changes

BOARD OF ASSESSMENT REVIEW		
<u>Member</u>	<u>Term</u>	<u>Expires</u>
Roxanne Aucoin	5 year	09/30/16
David Messinger	5 year	09/30/18
Stanley Chase	5 year	09/30/19

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 Reggie Boutwell be reappointed for a five year term to expire 12/31/20.

ZONING BOARD OF APPEALS

Gerald Barton*	5 year	12/31/16 Chairperson
Dan Senn	1 year	12/31/16 Alternate
Paul Steward	5 year	12/31/17
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 Tonya Studley and Debbie Miller be appointed to the Planning Board for five year terms to expire 12/31/20 and Kyle Brown and Tom Congdon be reappointed for five year terms.

TOWN PLANNING BOARD

David Messinger*	5 year	12/31/17 Chairperson
Tom Congdon	5 year	12/31/20
H. Van Rensselaer	5 year	12/31/16
Tonya Studley	5 year	12/31/20
Debbie Miller	5 year	12/31/20
Kyle Brown	5 year	12/31/20

RESOLUTION 5 -2016

2016 EMPLOYEE SALARIES

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

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

Resolved that the salaries presented be accepted as follows:

2016 Salaries for all employees as required for approval

<u>ELECTED OFFICIALS</u>	<u>Yearly Salary</u>
Supervisor	\$3,345.00
Justice	16,896.00
Councilman (each)	965.63
Town Clerk	31,834.00
Hwy. Sup	48,000.00
Assessors (2)	3,519.67 each
Chairman	7,039.02
<u>OTHER EMPLOYEES</u>	
Librarian	14,071.94/year
Library Aides	9.17/hr

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Kathy Sickles - Deputy Clerk	12.09/hr #
Amanda Lewis	10.91/hr
Court Clerk	17,027.40/year +1,500 paid hrly.
Registrar	1093.00 /year
Cleaner	9.69/hr
Summer Labor	George See 9.00/hr
Code Enforcement/Bldg Inspector	\$5,481.00/year

Highway Employees

Craig Anderson	19.34/hr
*Pat Oyer Jr. (Water Cert.) - Deputy Hwy Super	19..89/hr** #
Jason Beaver (Water Cert.)	18.67/hr**
Marc Bohall/Ken Miller	18.40/hr
Jeremy Ling	14.42/hr
Cody Uhl	15.30/hr

Water/WasteWater Employees

David Fischer	\$56,287.74/year
Donald McElwain	19.42/hr +5000/year sewer
Water/Sewer Deputy Clerk* (2) (Included in hrly wage)	\$7,057.04
Water/Sewer Clerk	\$5,305.66

**** .25 of hourly rate to come out of Water Budget
.50 for Deputy Position**

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.

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

REGULAR MEETING

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

PUBLIC PARTICIPATION

None Present

RESOLUTION 6-2016

APPROVAL OF MINUTES

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

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

Resolved that the minutes of December 9, 2015 be approved as presented.

REPORT OF TOWN OFFICIALS

TOWN JUSTICE

Justice Greeley will have the 2015 report after he receives the final documents from the State.

CODE ENFORCEMENT

2 permits for a total of \$100 were issued for December 2015.

RACDC- NO REPORT

Monthly Report of the Supervisor

Report provided by email

CLERK

Clerk Hind submitted the monthly report for December 2015 to the Board. The local shares were \$240.24.

SUPERINTENDENT OF HIGHWAYS

Superintendent Sickles gave a detailed report on the activities for the month a December 2015.

WATER/SEWER

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

SAMPLE HILL

No activity.

COMMUNICATIONS

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

OLD BUSINESS

The property on Rte 241 demolition was completed today.

Jeff Spengler - Councilman Root did research and contacted other Water Departments regarding having a special Agriculture rate. No Town has such a thing.

NEW BUSINESS

AUDIT OF TOWN BOOKS

The Audit of the Clerk books will be February 10th 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 7-2016

PULLEN RETAINER AGREEMENT

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

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

Resolved that Town renew the Retainer Agreement with Richardson & Pullen.

SHARED SERVICE AGREEMENT - TOWN OF CONEWANGO

Tabled until the Town Attorney and Highway Supervisor can meet and discuss details.

RESOLUTION 8-2016

SHERIFF'S SECURITY DETAIL

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

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

Resolved that Town continue the contract with Cattaraugus County Sheriff's Department for the Security Detail.

CHIPS

There was a discussion about the remaining CHIPS funds.

RESOLUTION 9-2016

HIGHWAY SUPERINTENDENT CELL PHONE REIMBURSEMENT

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

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

Resolved that Town will reimburse Highway Superintendent Sickles \$29.99 monthly for his cell phone.

RESOLUTION 9-2016

HEALTH INSURANCE

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

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

Resolved that Town will continue with the same Health Insurance Plan.

EASEMENTS FOR FEMA REPAIRS

After a discussion regarding temporary or permanent easements, it was decided Highway Superintendent Sickles would go speak to the property owners and the Board will revisit then.

RESOLUTION 10-2016

EXECUTIVE SESSION

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

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

Resolved that the Board enter into Executive Session at 9:10PM for litigation with Randolph McNallie LLC.

RESOLUTION 11-2016

EXECUTIVE SESSION

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

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

Resolved that the Board return to regular session at 9:35PM.

RESOLUTION 12-2016

AUDIT OF BILLS

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

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

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

General Fund	No. 655-669	\$15,464.53
Street Lighting District		0
Refuse District		2,172.72
Debt District		0
Snow Removal		14.82
Highway Fund	No. 408-416	8,094.22
FEMA Repairs		
Sewer Fund	No. 177-182	2,909.11
Water Fund	No. 338-348	2,761.37
WATER CAPITAL PROJECT – DWSRF #18013	No.	0

Resolved that the bills be paid on Abstract #1 in the following amounts:

General Fund	No. 1-13	\$57233.88
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Street Lighting District		101.53
Refuse District		315.86
Debt District		0
Snow Removal		161.47
Highway Fund	No. 1-6	2,101.81
FEMA Repairs		
Sewer Fund	No. 1	1,511.60
Water Fund	No. 1-5	17,514.44
WATER CAPITAL PROJECT – DWSRF #18013	No. 1	783.00

With no further business, on a motion from Councilman Beach, seconded by Councilman Root, the meeting was adjourned at 9:45 pm. Carried unanimously.

Gretchen A. Hind, Town Clerk