

REGULAR MEETING, TOWN OF RANDOLPH, June 12, 2019

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 12th day of June 2019.

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

ABSENT: Bridget Marshall ----- Attorney

OTHERS PRESENT: Elise Gorth – Randolph Register; Caleb Henning – MDA Engineers

REGULAR MEETING

Supervisor Senn called the meeting to order at 7:30PM.

RESOLUTION 72-2019

APPROVAL OF MINUTES

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

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

Resolved that the minutes of May 8, 2019 be approved as presented.

REPORT OF TOWN OFFICIALS

TOWN JUSTICE

No report.

CODE ENFORCEMENT

16 permits for a total of \$510 were issued for May 2019.

RACDC- Quarterly report provided to the Board

Monthly Report of the Supervisor

May treasurer report was provided to the Board by BLB.

CLERK

Clerk Hind submitted the monthly report for May 2019 to the Board. The local shares were Town-\$1864.80 Supervisor - \$218.54.

SUPERINTENDENT OF HIGHWAYS

Superintendent Uhl gave a detailed report on the activities for the month of May 2019.

WATER/SEWER

TOWN BOARD MEETING

June 12, 2019

2 | Page

Caleb Henning - MDA, informed the board details regarding the proposed SCADA system that will allow for continuous monitoring & logging. He also spoke regarding using the remaining DWSRF funds for a jockey pump at Larkin Street which would ease the roily water issues and the needed replacements of some hydrants and valves.

Don McElwain gave a detailed report to the board on the month's work. He also informed the Board that Pump Station #4 is in need of a complete rebuild. He also stated that the Solar Panels at Church Street were not functioning properly.

SAMPLE HILL

No activity.

OLD BUSINESS

Conewango Sewer District - Nothing new to report.

Randolph Cemetery - A reorganizational meeting will be held on August 12th at 6:00PM.

RESOLUTION 73-2019

SURPLUS EQUIPMENT AUCTION

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

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

Resolved that the old pump be considered surplus equipment and be listed with Auctions International.

RESOLUTION 74-2019

CREDIT CARD POLICY

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

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

Resolved that the Town of Randolph Credit Card Policy be adopted as follows:

*Town of Randolph
Credit Card Use Policy*

1) Purchase

To establish the Policy and Procedures for the use of Town credit cards by department heads or their designee. These procedures are intended to accomplish the following:

- To ensure that procurement with credit cards is accomplished pursuant to the policy and procedures established by the Board of Selectmen
- To enhance productivity, significantly reduce paperwork, improve internal controls and reduce the overall cost associated with approved purchases as listed below
- To ensure appropriate internal controls are established within each department procuring with credit cards so that they are used for authorized purposes only

- To ensure that the Town bears no legal liability from inappropriate use of credit cards

2) Scope

The Town Board members will make all decisions regarding the issuance of individual cards and the establishment of any and all additional controls of their use. The Town Board members can revoke the credit card from any individual without notice or their consent. The limit on each card shall be \$3,000.00.

3) Policy

A. The Town credit card is only to be used in the following situations:

- Charges for supplies and equipment shall not exceed \$500 per transaction without the written approval from the Department Supervisor
- Conference/Training Registration
- Other items specifically authorized by the Town Administration

B. The credit card will not be used for personal purchases of any kind. Use of credit cards for personal purchases or expenses with the intention of reimbursing the Town is prohibited and will result in disciplinary action.

C. Splitting of charges to avoid the \$500 transaction limit set for the credit card is prohibited.

D. Department heads are required to authorize payment of the charge on their receipt. This includes charges made by any designated individual.

E. No cash advances (ATM, traveler's checks, money orders, etc.) are allowed using the credit card.

F. The credit card is not to be used to pay invoices or statements of any kind.

G. All purchases made with credit cards shall be paid for within the grace period so that no interest charges or penalties will accrue.

H. Any incentive program benefits derived by the use of Town credit cards will be the property of the town and will only be used in situations which benefit the Town.

I. All cardholders shall take all measures necessary to ensure the security of the credit card and the card number. Cardholders shall not give their card or their card number to others to use on their behalf.

J. Lack of proper documentation or authorizations will result in loss of credit card privileges and/or personal liability.

K. Misuse of a Town credit card by an authorized employee may result in loss of the credit card and/or disciplinary action against the employee, up to and including termination of employment.

TOWN BOARD MEETING

June 12, 2019

4 | Page

L. The cardholder will provide all information required by the financial institution issuing the card in order to receive a Town credit card, including social security information as required by the Federal Patriot Act.

M. When using the credit card, the Town employee must ensure that the goods or services to be purchased are budgeted and allowable expenditures. All unauthorized expenses will not be paid by the Town of Randolph. The Town reserves the right to collect payment for unauthorized expenditures from the employee.

N. The employee is responsible for managing any returns or exchanges and ensuring that proper credit is received for returned merchandise. The cardholder will review the next statement to ensure that the return was properly credited.

O. The credit card is not to be used for personal purchases with the intent of reimbursement afterwards. Random audits may be conducted for credit card activity and receipt retention as well as other internal accounting controls.

P. It is the responsibility of the employee to immediately notify his/her designee of any lost or stolen credit card.

Q. The Town of Randolph is a municipal government exempt from sales tax. Sales tax shall not be included with the cost of any purchase. Please be sure to have a copy of the Town's tax exempt certificate with you when making a purchase (See Appendix A). Sales tax costs cannot be paid with Town funds. The individual making the purchase may be personally responsible for payment of sales tax.

R. The purchase of alcohol products, tobacco products and/or lottery products with the Town credit card is prohibited and will result in the credit card being revoked and the responsible party will pay for the purchase.

4) Procedure

A. The only authorized users and cardholders of the credit card are the following: Town Supervisor, Town Highway Superintendent, Town Water Superintendent and Town Clerk.

B. Employees must sign out the credit card for use (See Appendix B) and maintain physical possession of the card at all times. All users must follow secure practices for online credit card use.

C. The Town of Randolph will be billed monthly on one statement, which will go to the Town Clerk. Itemized receipts must be obtained by the cardholder and turned in to the Town Clerk (either via email scanned PDF or a hard copy) within 7 days of purchase date. It is incumbent upon each department head to submit invoices to the Town Clerk promptly so as to avoid interest fees and late charges. If receipts are submitted late causing finance charges, the responsible party may have the credit card use revoked and will be responsible for those fees.

D. The Town Clerk shall verify that goods and/or services purchased with the credit card have been received by the Town prior to authorizing payment.

TOWN BOARD MEETING

June 12, 2019

5 | Page

E. The credit card will be reconciled monthly by the Town Clerk for unauthorized charges and other discrepancies.

F. The use of the credit card is a privilege but also requires greater vigilance and responsibility. Employees must follow all existing procedures set forth by the Town Board members for their purchases or face disciplinary measures including dismissal, repayment of unauthorized expenditures and criminal charges.

G. Each authorized cardholder must sign an Agreement to Accept Town Credit Card prior to issuance of the credit card. Forms will be kept on file in the Town Clerk's Office.

H. When using the Town credit card, the authorized cardholder shall:

- Determine if the intended purchase is within the cardholder's credit card limits.
- Inform the merchant that the purchase is tax exempt. Review the receipt before leaving the store and request a credit if taxes were charged in error. (See Appendix A)
- Obtain an itemized receipt for all purchases and submit receipts to the Town Clerk within 7 days of purchase.

I. It is the cardholder's responsibility to retain the receipts and other documentation.

J. Upon separation of employment, cardholders shall surrender their Town credit card to the Town Clerk on or before their last day of work and prior to issuance of final compensation to the cardholder.

5) Audits

Random audits will be conducted for both card activity and receipt retention as well as statement review by the Town Board members. The detailed activity is also reviewed annually by the Town's independent auditing firm.

NEW BUSINESS

RESOLUTION 75-2019

DWSRF

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

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

Resolved that the remaining DWSRF funds be used in this order on the following:

1. Jockey Pump for Larkin Street
2. SCADA system
3. Hydrants and valves

RESOLUTION 76-2019

WEEDEN PARK

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

TOWN BOARD MEETING

June 12, 2019

6 | Page

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

Resolved that Town authorizes Southern Tier Sluggers and Randolph Babe Ruth to use the baseball field for practices and games with scheduling preference going to Randolph Babe Ruth.

COLOR RUN

The Town of Randolph has no opposition to the Village Dance Studio holding a 5K Color Run.

RESOLUTION 77-2019

RYSA - WEEDEN PARK USAGE

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

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

Resolved that Town authorizes RYSA to utilize available space at Weeden Park for the 2019 Summer Soccer Season games and practices.

RESOLUTION 78-2019

PEDDLER'S LICENSE

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

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

Resolved that Town approves Simply Sweet Ice Cream Peddler's License.

RESOLUTION 79-2019

SEWER DISTRICT LOAN FROM GENERAL FUND

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

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

Resolved that Town of Randolph Sewer District borrow \$37,993 from the General Fund to pay for the annual bond payment. All funds are to be repaid within a year.

RESOLUTION 80-2019

EMERGENCY REBUILD OF PUMP STATION #4

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

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

Resolved that Board authorizes the emergency rebuild of Pump Station #4 for \$19,999.

RESOLUTION 80-2019

SEWER RATE

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

TOWN BOARD MEETING

June 12, 2019

7 | Page

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

Resolved that the Sewer Rates be increased effective immediately to: Homes/Apartments per EDU: \$125; Businesses: \$75 per quarter.

RESOLUTION 81-2019
BUDGET TRANSFER & MODIFICATION

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

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

We resolve to make the following budget transfer and Modifications:

General Fund: \$3983 From A1990.4 - Contingent
\$3983 To A3650.4 - Demolition of Unsafe Buildings

RESOLUTION 82-2019
AUDIT OF BILLS

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

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

Resolved that the bills be paid on Abstract #6 in the following amounts:

General Fund	No. 129-158	\$21395.15
Street Lighting District		1577.73
Refuse District		553.61
Debt District		0
Snow Removal		0
Highway Fund	No. 79-96	16908.40
FEMA Repairs		
Sewer Fund	No. 33-39	39645.62
Water Fund	No. 63-80	6730.17
WATER CAPITAL PROJECT - DWSRF #18013	No. 37	400.98

With no further business, on a motion from Councilman Root, seconded by Councilman Beach, the meeting was adjourned at 9:39 pm. Carried unanimously.

Gretchen A. Hind, RMC/CMC Town Clerk