

REGULAR & ANNUAL MEETING, TOWN OF RANDOLPH, January 8, 2020

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 8<sup>th</sup> day of January 2020.

PRESENT: Dale Senn ---- Supervisor  
Tim Beach ---- Councilman  
Amber Frame ---- Councilwoman  
Nate Root ---- Councilman  
Gretchen Hind ---- Clerk

ABSENT: Bob Learn ---- Councilman  
Cody Uhl ---- Superintendent of Highways  
Bridget Marshall ---- Attorney

OTHERS PRESENT: Elise Gorth – Randolph Register; Jeffery Greeley-Town Justice; Don McElwain-Water Superintendent

**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 Supervisor Senn and Councilwoman Frame. Councilman Learn’s Oath was performed prior to the Board meeting.

**ANNUAL AGREEMENTS**

RESOLUTION 1-2020

**PURCHASING AGREEMENT**

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

ADOPTED Ayes 4 Beach, Frame, 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 2-2020

**INVESTMENT POLICY**

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 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 3-2020

**KENNEL AGREEMENT**

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

**TOWN BOARD MEETING**

January 8 2020

5 | Page

---

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

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

RESOLUTION 4-2020

**TOWN OFFICIALS TRAINING**

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

ADOPTED      Ayes    4            Beach, Frame, 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 5-2020

**TOWN OF RANDOLPH APPOINTED BOARDS**

On a motion of Councilman Beach, seconded by Councilwoman Root, 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 Tom Congdon be reappointed for a five year term to expire 12/31/23.

ZONING BOARD OF APPEALS

|                 |        |                      |
|-----------------|--------|----------------------|
| Gerald Barton*  | 5 year | 12/31/21 Chairperson |
| Dan Senn        | 1 year | 12/31/20 Alternate   |
| Paul Steward    | 5 year | 12/31/22             |
| Tom Congdon     | 5 year | 12/31/23             |
| Reggie Boutwell | 5 year | 12/31/20             |
| Mike Stewart    | 5 year | 12/31/22             |

RESOLUTION 6-2020

**OFFICIAL APPOINTMENTS**

TOWN BOARD MEETING

January 8 2020

6 | Page

---

On a motion of Councilman Beach, seconded by Councilwoman Frame, 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 (.575) 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.

After a request by Town Clerk Hind to increase the wage of Kathy Sickles and Shelby Jones to \$.70 per hour to follow in suit with the minimum wage increase, since neither employee receives any benefits and the funds are in the budget:

RESOLUTION 7 -2020

**2019 EMPLOYEE SALARIES**

On a motion of Councilman Beach to increase Kathy Sickles and Shelby Jones wage by \$.70 per hour. No second. Motion failed.

RESOLUTION 7 -2020

**2019 EMPLOYEE SALARIES**

On a motion of Councilman Beach to approve salaries with a 3% increase for Sickles and Jones. No second. Motion failed.

RESOLUTION 7 -2020

**2019 EMPLOYEE SALARIES**

On a motion of Councilman Root, seconded by Councilman Beach to approve submitted salaries as follows with 0% increase for Mary Johnson and 3% for Kathy Sickles and Shelby Jones:

ADOPTED      Ayes    4           Beach, Root, Senn, Frame

TOWN BOARD MEETING

January 8 2020

7 | Page

---

Nays 0

Resolved that the salaries presented be accepted as follows:

| Employee                    | 2019         | 2020         |                                   |
|-----------------------------|--------------|--------------|-----------------------------------|
| <u>Hourly</u>               |              |              |                                   |
| Kathy Sickles               | \$ 14.42     | \$ 14.85     |                                   |
| Shelby Jones                | \$ 11.85     | \$ 12.21     |                                   |
| Julie Greeley               | \$ 16.37     | \$ 16.86     | <i>Court records</i>              |
| Library Aides x5            | \$ 11.10     | \$ 11.80     |                                   |
| Pat Oyer Jr.                | \$ 21.10     | \$ 23.10     | <i>(Water Cert.)</i>              |
| Jason Beaver                | \$ 20.61     | \$ 22.86     | <i>(Water Cert.)</i>              |
| Jeremy Ling                 | \$ 15.99     | \$ 17.99     |                                   |
| Ken Miller                  | \$ 20.09     | \$ 22.09     |                                   |
| Clay Weaver                 | \$ 14.50     | \$ 16.50     |                                   |
| Andrew Baker                | \$ 14.00     | \$ 14.00     |                                   |
| Tyler Walker                | \$ 14.00     | \$ 14.00     |                                   |
| Ashton O'Brien              | \$ 18.00     | \$ 18.54     |                                   |
| Cleaners                    | \$ 11.10     | \$ 11.80     |                                   |
| Summer Labor                | \$ 11.10     | \$ 11.80     |                                   |
| <br><u>Salary</u>           |              |              |                                   |
| Mary Johnson                | \$ 15,740.14 | \$ 15,740.14 | <i>Library Director</i>           |
| Julie Greeley               | \$ 19,573.50 | \$ 20,160.71 | <i>Court Clerk</i>                |
| Don McElwain                | \$ 59,999.94 | \$ 61,799.94 | <i>Water/Sewer Superintendent</i> |
| Gretchen Hind               | \$ 5,741.34  | \$ 5,913.58  | <i>Water/Sewer Clerk</i>          |
| Sonya Chadwick              | \$ 7,325.17  | \$ 7,544.93  | <i>Assessor</i>                   |
| Kristina Barry              | \$ 3,700.24  | \$ 3,811.25  | <i>Assessor Clerk</i>             |
| Gretchen Hind               | \$ 1,148.31  | \$ 1,182.76  | <i>Registrar</i>                  |
| David Heckman               | \$ 6,140.86  | \$ 6,325.09  | <i>Code Enforcement</i>           |
| Eric Butler                 | \$ 3,600.00  | \$ 3,600.00  | <i>Dog Control</i>                |
| <br><u>Elected Official</u> |              |              |                                   |

**TOWN BOARD MEETING**

January 8 2020

**8 | Page**

---

|                        |    |           |    |           |
|------------------------|----|-----------|----|-----------|
| Supervisor             | \$ | 3,620.37  | \$ | 3,950.00  |
| Justice                | \$ | 17,999.25 | \$ | 18,539.23 |
| Town Board (4)         | \$ | 1,102.87  | \$ | 1,135.96  |
| Town Clerk             | \$ | 34,822.14 | \$ | 35,866.80 |
| Highway Superintendent | \$ | 48,000.00 | \$ | 52,000.00 |

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

**REGULAR MEETING**

Supervisor Senn called the meeting to order at 7:50PM.

**PUBLIC PARTICIPATION**

Tom Congdon and Mary Johnson, representing the Randolph Free Library were present to request a Library Aide position be added with no additional hours.

**REPORT OF TOWN OFFICIALS**

**TOWN JUSTICE**

Justice Greeley stated the new laws are in effect. He will have a complete 2019 report for the February board meeting.

**CODE ENFORCEMENT**

3 permits for a total of \$100 was issued for December 2019.

**RACDC- NO REPORT**

**Monthly Report of the Supervisor**

December treasurer report was provided to the Board by BLB.

Attorney Bridget Marshall entered the meeting at 8:00PM.

**CLERK**

Clerk Hind submitted the monthly report for December 2019 to the Board. The local shares were Town-\$2,733.50; Supervisor - \$132.64.

**SUPERINTENDENT OF HIGHWAYS**

Superintendent Uhl provided a detailed report on the activities for the month of December 2019.

**WATER/SEWER**

Don McElwain reported monthly activities to the Board

**HISTORIAN**

The Annual Report was provided to the Board.

**SAMPLE HILL**

No activity.

**COMMUNICATIONS**

Communication was received from The Association of Towns regarding their annual meeting and STW regarding incumbent and elected local officials training.

**OLD BUSINESS**

Conewango Sewer District – Nothing new to report.

**NEW BUSINESS**

RESOLUTION 8-2020

**HISTORIAN REPORT**

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

ADOPTED      Ayes    4            Senn, Frame, Beach, Root

                  Nays    0

Resolved that the Town accepts the 2019 Historian Report as presented.

**AUDIT OF TOWN BOOKS**

The Audit of the Clerk and Justice books will be February 12<sup>th</sup> at 7:00 pm. The Town Audit with Treasurer/Bookkeeper is TBA.

RESOLUTION 9-2020

**CATTARAUGUS COUNTY CONTRACT – SWAN SITE**

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

TOWN BOARD MEETING

January 8 2020

10 | Page

---

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

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

RESOLUTION 10-2020

**AGREEMENT TO SPEND HIGHWAY FUNDS**

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

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

Resolved that the Town approves the Agreement to Spend Highway Funds as required by Highway Law.

RESOLUTION 11-2020

**CREATE LIBRARY AIDE POSITION**

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

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

Resolved that the Town authorizes the creation of an additional Library Aide position with the same duties as all other Library Aides.

RESOLUTION 12-2020

**CHECKING ACCOUNT –TAP GRANT**

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

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

Resolved that the Town authorizes the opening of a new checking account at Community Bank for the Town of Randolph TAP Grant funds.

RESOLUTION 13-2020

**SNOW REMOVAL CONTRACT – RANDOLPH FIRE COMPANY-ER FIRE COMPANY**

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

ADOPTED      Ayes    4            Senn, Frame, Beach, Root

Nays 0

Resolved that the Town approves the Agreement with the Randolph Fire Company and the East Randolph Fire Company for town equipment/employees be used to remove snow at the Fire Halls.

RESOLUTION 14-2020

**AUDIT OF BILLS**

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

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

ABSTRACT #1

|   |          |             |
|---|----------|-------------|
| General Fund                            | No. 1-19 | \$49,432.43 |
| Street Lighting District                |          | 1,027.64    |
| Refuse District                         |          | 1,169.02    |
| Debt District                           |          | 0           |
| Snow Removal                            |          | 0           |
| Highway Fund                            | No. 1-13 | 5,620.67    |
| TAP CAPITAL PROJECT                     |          |             |
| Sewer Fund                              | No. 1-6  | 6,297.83    |
| Water Fund                              | No. 1-13 | 6,969.98    |
| WATER CAPITAL PROJECT –<br>DWSRF #18013 | No. 2    | 637.00      |

With no further business, on a motion from Councilman Root, seconded by Councilman Beach, the meeting was adjourned at 8:22 pm. Carried unanimously.

---

Gretchen A. Hind, RMC/CMC, Town Clerk