

REGULAR & ANNUAL MEETING, TOWN OF RANDOLPH, January 8, 2024

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 2025.

PRESENT: Dale Senn ----- Supervisor  
Tim Beach ----- Council Member  
John Hale ----- Council Member  
Cody Uhl ----- Superintendent of Highways  
Gretchen Hind ----- Clerk

ABSENT: Loni Nagle ----- Council Member  
Bob Learn ----- Council Member  
Bridget Marshall ----- Attorney

OTHERS PRESENT: Brett Payne -Water Dept; Jeff Greeley - Town Justice; Dan McLaughlin-Randolph Register; Harry Uhl.

### ORGANIZATIONAL MEETING

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

### OATHS OF OFFICE

Clerk Hind performed the Oaths of Office for incoming Elected Officials.

### ANNUAL AGREEMENTS

RESOLUTION 1-2025

#### INVESTMENT POLICY

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

ADOPTED Ayes 3 Beach, Senn, Hale  
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 ensure 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 & NYCLASS

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 2-2025

**PURCHASING AGREEMENT**

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

ADOPTED	Ayes	3	Beach, Senn, Hale
	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.
- \* 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.

**Guideline 8.** This policy shall be reviewed annually by the Town board at its organizational meeting or as soon thereafter as is reasonably practicable.

Councilman Learn entered at 7:34PM

RESOLUTION 3-2025

**TOWN OFFICIALS TRAINING**

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

ADOPTED      Ayes    4            Beach, Senn, Hale, Learn  
                     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 4-2025

**OFFICIAL APPOINTMENTS**

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

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

Resolved that the following appointments be accepted as presented:

Official Newspaper (Post-Journal)

Official Depositories (Community Bank & NYCLASS)

Building Inspector (Tim Poitras) Deputy Hwy. Superintendent (Patrick Oyer), Deputy Clerk 1 (Shelby Jones), Deputy Clerk 2 (TBA) Tax Collector (Gretchen Hind), Deputy Tax Collector (Shelby Jones), Court Clerk (Julie Greeley) Town Historian (Nancy Olneziak) \$350/yr., Official mileage rate (IRS rate), Deputy Supervisor (Tim Beach), Town Attorney (Bridget McCue/Marshall \$7200 per year), Dog Control Officer ( Samantha Smith), Sample Hill Custodian (Cody Uhl), Registrar – Gretchen Hind, Deputy– 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, Organizational meeting first Wednesday of January not falling on a holiday.

RESOLUTION 5-2025

**TOWN OF RANDOLPH APPOINTED BOARDS**

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

ADOPTED      Ayes    5            Beach, Hale, Senn, Learn  
                     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

- PLANNING BOARD

Planning Board has no vacant positions or reappointments.

RESOLUTION 6-2025

2025 EMPLOYEE SALARIES

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

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

Resolved that the salaries be approved as follows:

Hourly

Hourly

Shelby Jones	\$ 20.00	Deputy Clerk
Deputy Clerk 2	\$ 18.00	Deputy Clerk 2
Julie Greeley	\$ 25.16	Court Clerk Records
Library Aides x6	\$ 15.50	
Jason Almeter	\$ 21.00	
Mark Hamilton	\$ 21.00	
Jeremy Ling	\$ 24.30	
Ken Miller	\$ 27.00	
Pat Oyer Jr.	\$ 28.40	
Clay Weaver	\$ 22.50	
Jacob Zachar	\$ 20.00	
Brett Payne	\$ 23.69	
Cleaners	\$ 15.50	
Summer Labor	\$ 15.50	

Salary

Mary Johnson	\$21,424.00	<i>Library Technician</i>
Julie Greeley	\$28,788.50	<i>Court Clerk</i>
Jason Beaver	\$66,950.00	<i>Water/Sewer Superintendent</i>
Gretchen Hind	\$10,255.22	<i>Water/Sewer Clerk</i>
Sonya Chadwick	\$ 8,746.65	<i>Assessor</i>
Kristina Barry	\$ 4,418.29	<i>Assessor Clerk</i>
Gretchen Hind	\$ 1,345.00	<i>Registrar</i>
Cody Uhl	\$ 2,060.00	<i>Water Stipend</i>
Tim Poitras	\$ 8,240.00	<i>Code Enforcement</i>
Cody Uhl	\$ 500.00	<i>Sample Hill Sexton</i>

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Historian	\$ 350.00	
Dog Control Officer	\$ 4,071.00	<i>Dog Control</i>

**Elected Official**

Supervisor	\$ 4,625.73
Justice	\$21,699.00
Town Board (4)	\$ 1,329.73
Town Clerk	\$50,431.00
Highway Superintendent	\$61,583.00

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

**REGULAR MEETING**

Supervisor Senn called the meeting to order.

RESOLUTION 7-2025

**MEETING MINUTES**

On a motion of Councilmember Learn, seconded by Councilmember Hale, the following resolution was

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

Resolved that the Board approves the meeting minutes from December 11, 2024 as submitted.

**REPORT OF TOWN OFFICIALS**

**TOWN JUSTICE**

Justice Greeley provided the Board notification that his records for 2024 are ready to be audited.

**CODE ENFORCEMENT**

2 permits issued in December 2024 for \$35.

**RACDC**- NO REPORT

**Monthly Report of the Supervisor** – The December 2024 Financial Report was submitted to the Board from BLB.

**CLERK**

Clerk Hind submitted the monthly report for December 2024 to the Board. The local shares were Town-\$371.00; Supervisor - \$110.32.

**SUPERINTENDENT OF HIGHWAYS** – Report provided for December 2024 and Highway Superintendent Uhl discussed getting quotes for two pieces of equipment; a roadside mower and bucket truck.

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### WATER/SEWER

Brett Payne reported monthly activities to the Board. He informed the Board that the DOH has given the authorization for the Water Department to stop doing weekend water checks as of 12/23/24.

### SAMPLE HILL

No activity.

### HISTORIAN

The 2024 Historian report was submitted to the Board.

COMMUNICATIONS – Town Clerk Hind and Town Supervisor Dale Senn have received multiple complaints regarding 97 Main Street.

### OLD BUSINESS

*Bi-Centennial* – Meeting are held the 3<sup>rd</sup> Wednesday of each month at 6:30.

*RREMS Contract*: Table until Attorney Marshall gets clarification and contract amended.

*Employee Manual*: Board members continue to work on a new document.

### NEW BUSINESS

#### AUDIT OF TOWN BOOKS

The Audit of the Clerk and Justice books will be February 12<sup>th</sup> at 6:30 pm. The Town Audit with Treasurer/Bookkeeper is TBA.

#### CDBG GRANT – SEWER PROJECT

RESOLUTION 8-2025

#### RESOLUTION REGARDING THE STATE ENVIRONMENTAL QUALITY REVIEW ACT PROCESS AMENDMENT FOR THE TOWN OF RANDOLPH WASTEWATER TREATMENT FACILITY IMPROVEMENTS PROJECT

On a motion of Councilperson Learn, seconded by Councilperson Beach, the following resolution

**WHEREAS**, the Town of Randolph (Town) is proposing the Town of Randolph Wastewater Treatment Facility (WWTF) Improvements project (Project); and

**WHEREAS**, pursuant to Article 8 of the Environmental Conservation Law, as amended, the New York State Environmental Quality Review Act (“SEQRA”) and the implementing regulations at 6 NYCRR Part 617 (the “Regulations”), the Town desires to comply with SEQRA and the Regulations with respect to the Project; and

**WHEREAS**, pursuant to the State Environmental Quality Review Act (“SEQRA”) and the implementing regulations at 6 NYCRR Part 617, the Town of Randolph previously completed the SEQRA process and passed a Negative Declaration for the proposed Project on October 12, 2022 (Resolution No. 98-2022); and

**WHEREAS**, the Town amended their original SEQRA documents in June 2024 to reflect modified improvements at the WWTF and omission of the proposed upgrades to existing Pump Stations No. 1, 2, 3, and 4. The Town passed a Negative Declaration for the amended project scope on June 12, 2024; and

**WHEREAS**, the Town received additional grant funding and is proposing to incorporate additional improvements at the WWTF and the upgrades to the four existing Pump Stations, which were included in the original 2022 project scope. The Town amended their SEQRA documents again to reflect the updated scope of work; and

**WHEREAS**, pursuant to the SEQRA Regulations, the Town of Randolph Town Board, as Lead Agency, considered the significance of the potential environmental impacts of the amended Project by (a) using the criteria specified in Section 617.7 of the SEQRA Regulations, (b) examining the amended FEAF for the Project, including the facts and conclusions in Parts 1, 2 and 3 of the FEAF and Part 3 Evaluation Document, together with other available supporting information, to identify the relevant areas of environmental concern, and (c) thoroughly analyzing the identified areas of environmental concern:

**NOW, THEREFORE, BE IT**

**RESOLVED**, that the Town of Randolph Town Board amended Parts 1, 2, and 3 of the FEAF for the Project; and it is further

**RESOLVED**, that the Town of Randolph Town Board has completed a review of the amended SEQRA FEAF documents and confirms that the project remains a Type I Action and has been reconfirmed through this resolution to not have any significant adverse impacts on the environment, as provided in the amended FEAF documents attached hereto and hereby made a part thereof; and it is further

**RESOLVED**, that the Supervisor for the Town of Randolph is hereby authorized to take all actions, serve all notices, and complete all documents in order to give full force and effect to this amended SEQRA process; and

**BE IT FURTHER RESOLVED**, that this Resolution shall take effect immediately.

The question of the adoption of the foregoing resolution was duly put to a vote, and upon roll call, the vote was as follows:

Dale Senn, Supervisor	Aye
Robert Learn, Councilman	Aye
John Hale, Councilman	Aye
Tim Beach, Councilman	Aye

The foregoing resolution was thereupon declared duly adopted.

RESOLUTION 9-2025

**CATTARAUGUS COUNTY CONTRACT – SWAN SITE SPACE**

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

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

Resolved that the Town authorizes Supervisor Senn to sign the contract with Cattaraugus County for Senior Wellness and Nutrition site space.

**MDA ENGINEERING PROPOSAL:** The proposal from MDA Engineers regarding a general engineering contract was tabled.

RESOLUTION 10-2025

**JASON BEAVER BENEFIT TIME**

On a motion of Councilmember Learn, seconded by Councilmember Hale, the following resolution was

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

Resolved that due to the nature of Jason Beaver’s new position and the training time required in 2024, all remaining benefit time be carried over to 2025 as a one-time exception.

RESOLUTION 11-2025

**THANK RETIRED EMPLOYEE DONALD McELWAIN – HIRE AS PER DIEM EMPLOYEE**

On a motion of Councilmember Learn, seconded by Councilmember Beach, the following resolution was

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

Resolved that the Board thanks retired Chief Water Operator Donald McElwain for his years of service. Additionally, the Board authorizes hiring Donald McElwain Jr. as a per diem employee at \$25 per hour.

RESOLUTION 12-2025

**BUDGET MODIFICATIONS & TRANSFERS**

On a motion of Councilperson Beach, seconded by Councilperson Learn, the following resolution was

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

Resolved that the Board authorizes the following budget modifications & transfers:

**General Fund**

**BUDGET MODIFICATION:**

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We resolve to increase the General Fund Town Wide 2024 expenditure budget by \$1,833 due to the use of ARPA Funds for the steel waste receptacles purchased. This will increase accounts A3989.49 - PUBLIC SAFETY - ARPA and A4089 - ARPA REVENUE.

**BUDGET TRANSFERS:**

\$632 FROM A7110.2 - PARKS - EQUIPMENT  
\$632 TO A7110.4 - PARKS - CONTRACTUAL

\$2,870 FROM A1620.4 - BUILDING - CONTRACTUAL  
\$2,870 TO A7410.1 - LIBRARY - PERSONAL SERVICES

\$810 FROM A1620.4 - BUILDING - CONTRACTUAL  
\$810 TO A7410.4 - LIBRARY - CONTRACTUAL

**STREET LIGHTING**

BUDGET MODIFICATION: We resolve to increase the Street Lighting 2024 expenditure budget by \$1,924. This will increase account SL5182.4 - STREET LIGHTING - CONTRACTUAL and APPROPRIATED FUND BALANCE.

**REFUSE AND GARBAGE**

**BUDGET TRANSFERS:**

\$348 FROM SR8989.4 - MISC HOME & COMMUNITY SVC - CONTRACTUAL  
\$323 TO SR8989.1 - MISC HOME & COMMUNITY SVC - PERSONAL SERVICES  
\$25 TO SR9030.8 - EMPLOYEE BENEFITS - SOCIAL SECURITY

**HIGHWAY**

**BUDGET MODIFICATION:**

We resolve to increase the Highway Fund 2024 expenditure budget by \$207 due to the sale of scrap material. This will increase accounts DA2650 - SALES OF SCRAP MATERIALS and DA5110.4 - MAINTENANCE OF STREETS - CONTRACTUAL

**WATER**

**BUDGET TRANSFER:**

\$2,213 FROM SW8320.1 - SOURCE SUPPLY - PERSONAL SERVICES  
\$550 TO SW8310.1 - WATER ADMINISTRATION - PERSONAL SERVICES  
\$665 TO SW89030.8 - EMPLOYEE BENEFITS - SOCIAL SECURITY  
\$998 TO SW8320.4 - SOURCE SUPPLY - CONTRACTUAL

**BUDGET MODIFICATION:**

We resolve to increase the Water Fund 2024 expenditure budget by \$18,612. This will increase accounts SW8320.4 - SOURCE SUPPLY - CONTRACTUAL by \$5,028, SW8320.1 - SOURCE SUPPLY - PERSONAL SERVICES by \$13,584, and APPROPRIATED FUND BALANCE BY \$18,612.

**SEWER**

**BUDGET TRANSFER:**

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\$4,120 FROM SS8120.4 - SEWER COLLECTION - CONTRACTUAL  
\$893 TO SS8110.1 - SEWER ADMIN - PERSONAL SERVICES  
\$3,227 TO SS8130.4 - SEWAGE TREATMENT & DISPOSAL - CONTRACTUAL

RESOLUTION 13-2025

**AUDIT OF BILLS**

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

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

ABSTRACT #13

General Fund	No. 313-334	\$23,024.01
Street Lighting District		1,634.50
Refuse District		454.69
Debt District		0
Snow Removal		0
Highway Fund	No. 217-232	41,837.57
Sewer CAPITAL PROJECT	No. 22	3,019.50
Sewer Fund	No. 118-121	2,420.37
Water Fund	No. 200-211	7,182.21

ABSTRACT #1

General Fund	No. 1-7	\$34,984.40
Street Lighting District		0
Refuse District		970.00
Debt District		0
Snow Removal		0
Highway Fund	No. 1-2	43,326.67
Sewer CAPITAL PROJECT	No.	0
Sewer Fund	No. 1-2	5,275.00
Water Fund	No. 1-2	15,196.67

With no further business, on a motion from Councilman Beach, seconded by Councilman Hale the meeting was adjourned at 8:44M. Carried unanimously.

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Gretchen A. Hind, RMC/CMC, Town Clerk