

JANUARY 6, 2016

The organizational meeting of the Ellington Town Board was held on January 6, 2016 at 7:00p.m.at the Ellington Town Hall, 813 W. Main Street, Ellington, N.Y.

PRESENT: Laura M. Cronk, Supervisor
Tamara Miles, Councilwoman
Jeffrey L. Chase, Councilman
Barbara Beightol, Councilwoman
Kelly Rhinehart, Councilman
Dennis Colvenback, Highway Superintendent
Karen G. Bifaro, Town Clerk/Recording Secretary
Sandy Colvenback, Resident

Supervisor opened the meeting at 7:00p.m. followed by the Pledge of Allegiance. At this time, Supervisor Cronk proposed the appointments of the following standing committees for the year 2015 are:

Highway: Tamara O. Miles
Jeffrey Chase

Cemetery & Cemetery Tamara Miles
Preservation & Restoration Jeffrey Chase

Insurance: Laura M. Cronk w/insurance carrier
Barbara Beightol
Dennis Colvenback

Information needs to be generated and kept at Town offices

Recreation: Barbara Beightol
Tamara O. Miles

Parks & Playgrounds: Kelly Rhinehart
Tamara Miles

Tractor Pulls: Jeff Chase
Kelly Rhinehart

Working in conjunction with Ellington Town Picnic Association

Public Safety & Sanitation: Kelly Rhinehart
Barb Beightol

Ellington Beautification: Barbara Beightol
Kelly Rhinehart

Employee Handbook Jeff Chase
Tamara Miles

Grants Committee Tamara Miles

Discussion to form a Webmaster Committee of Councilwoman Miles and Councilman Rhinehart.

Motion made by Miles, seconded by Beightol to approve appointments of all committees.

VOTE: Miles-aye, Chase-aye, Beightol-aye, Rhinehart-aye, Cronk-aye Carried.

Motion made by Chase, seconded by Miles to set mileage reimbursement at \$.48 per mile when Town Officials drive their own vehicles for Town business as of January 1, 2016 until December 31, 2016. Vouchers for expenses to be turned in monthly. Possibility to amend mileage reimbursement if needed during the year.

VOTE: Miles-aye, Chase-aye, Beightol-aye, Rhinehart-aye, Cronk-aye Carried.

Motion made by Chase, seconded by Miles that transfers of all Budget monies be done by Bahget & Laurito-Bahgat CPAs, P.C. and approved by a majority vote of the Town Board. Transfers are done by the accountant as needed and reported in the accountant's monthly financial report and the monthly minutes.

VOTE: Miles-aye, Chase-aye, Beightol-aye, Rhinehart-aye, Cronk-aye Carried.

Motion made by Chase, seconded by Miles to authorize the Supervisor to sign the 2016 engagement letter with the accounting firm of Bahgat & Laurito-Bahgat for \$9,350.00.

VOTE: Miles-aye, Chase-aye, Beightol-aye, Rhinehart-aye, Cronk-aye Carried.

Motion made by Miles, seconded by Beightol to authorize Bahgat & Laurito-Bahgat CPAs, P.C. to pay utility or any other bills before audit when necessary to avoid late charges.

VOTE: Miles-aye, Chase-aye, Beightol-aye, Rhinehart-aye, Cronk-aye Carried.

Motion made by Chase, seconded by Miles to authorize the Town Clerk's petty cash to be kept at \$100.00. The Tax Collector's petty cash to be kept at \$200.00 and will be returned to the Town after tax collection period.

VOTE: Miles-aye, Chase-aye, Beightol-aye, Rhinehart-aye, Cronk-aye Carried.

Motion made by Rhinehart, seconded by Miles to designate the Post Journal, 15 West Second Street, Jamestown, N.Y. to be the official newspaper for the year 2015 for publications of all local news, notices and all other matters required by law to be published.

VOTE: Miles-aye, Chase-aye, Beightol-aye, Rhinehart-aye, Cronk-aye Carried.

Motion made by Miles, seconded by Beightol to designate Cattaraugus County Bank, 120 Main Street, Little Valley, N.Y.(using South Dayton, Randolph and Jamestown branch) as the depositories for all Town funds for the year 2016.

VOTE: Miles-aye, Chase-aye, Beightol-aye, Rhinehart-aye, Cronk-aye Carried.

Motion made by Chase, seconded by Beightol to hold the Ellington Town Board meetings on the second and fourth Wednesdays of each month at 7:00p.m. at the Ellington Town Hall, 813 W. Main Street, Ellington, N.Y. unless otherwise advertised. A Legal Notice will be posted in the Post Journal listing all meeting dates of the Ellington Town Board.

VOTE: Miles-aye, Chase-aye, Beightol-aye, Rhinehart-aye, Cronk-aye Carried.

Motion made by Miles, seconded by Chase that the purchase policy in 2015 for the Town will be the voucher system with the approval of the Department Heads and Town Board.

VOTE: Miles-aye, Chase-aye, Beightol-aye, Rhinehart-aye, Cronk-aye Carried.

The Town Investment Policy was read by the Supervisor.

Motion made by Miles, seconded by Beightol to continue with the Investment Policy for the Town of Ellington for the year 2016.

VOTE: Miles-aye, Chase-aye, Beightol-aye, Rhinehart-aye, Cronk-aye Carried.

Motion made by Chase, seconded by Miles to continue the Procurement Policy (purchase policy) for the year 2016.

VOTE: Miles-aye, Chase-aye, Beightol-aye, Rhinehart-aye, Cronk-aye Carried.

Motion made by Rhinehart, seconded by Miles to accept the Sexual Harassment Policy that had been adopted in November 1998 for the Town of Ellington for the year 2016.

VOTE: Miles-aye, Chase-aye, Beightol-aye, Rhinehart-aye, Cronk-aye Carried.

Motion made by Beightol, seconded by Rhinehart to comply with Local Law #1 - 2010 "Code of Ethics Law for the Town of Ellington" and continues with the committee previously selected.

VOTE: Miles-aye, Chase-aye, Beightol-aye, Rhinehart-aye, Cronk-aye Carried.

Motion made by Chase, seconded by Miles to appoint Wanda Crossley as Justice Court Clerk with a yearly salary of \$3,000. for the year 2016.

VOTE: Miles-aye, Chase-aye, Beightol-aye, Rhinehart-aye, Cronk-aye Carried.

Motion made by Miles, seconded by Beightol to appoint Kate A. Conti as Deputy Town Clerk/Tax Collector, Deputy Registrar of Vital Statistics, Deputy Cemetery Coordinator with a salary of \$11.50 per hour for the year 2016, having budgeted \$6000. for 2016.

VOTE: Miles-aye, Chase-aye, Beightol-aye, Rhinehart-aye, Cronk-aye Carried.

Motion made by Miles, seconded by Chase to appoint Supervisor Laura M. Cronk as Service Officer for the year 2016.

VOTE: Miles-aye, Chase-aye, Beightol-aye, Rhinehart-aye, Cronk-aye Carried.

Motion made by Miles, seconded by Beightol to appoint Supervisor Cronk as Budget Officer with a salary of \$550.00 for the year 2016.

VOTE: Miles-aye, Chase-aye, Beightol-aye, Rhinehart-aye, Cronk-aye Carried.

Motion made by, Rhinehart seconded by Chase to appoint Tamara Miles as Deputy Town Supervisor for the year 2016.

VOTE: Miles-aye, Chase-aye, Beightol-aye, Rhinehart-aye, Cronk-aye Carried.

Motion made by Miles, seconded by Chase to appoint Rodney Lind as the Building Code Officer for the year 2016.

VOTE: Miles-aye, Chase-aye, Beightol-aye, Rhinehart-aye, Cronk-aye Carried.

Motion made by Rhinehart, seconded by Chase to appoint Kristina Wiles, as Dog Control Officer at \$2,000. yearly plus mileage for the year 2016.

VOTE: Miles-aye, Chase-aye, Beightol-aye, Rhinehart-aye, Cronk-aye Carried.

Motion made by Rhinehart, seconded by Miles to appoint Elizabeth M. Dickerson, 886 W. Main Street-Ellington, N.Y. as Town Historian with a salary of \$460.00 for the year 2016.

VOTE: Miles-aye, Chase-aye, Beightol-aye, Rhinehart-aye, Cronk-aye Carried.

Motion made by Miles, seconded by Beightol to appoint Karen G. Bifaro as Registrar of Vital Statistics with a salary of \$500.00 for the year 2016.

VOTE: Miles-aye, Chase-aye, Beightol-aye, Rhinehart-aye, Cronk-aye Carried.

Motion made by Miles, seconded by Rhinehart to appoint Karen G. Bifaro as Cemetery Coordinator at a rate of \$650.00 per year for services in the year 2016.

VOTE: Miles-aye, Chase-aye, Beightol-aye, Rhinehart-aye, Cronk-aye Carried.

Motion made by Rhinehart, seconded by Chase to appoint the Records Management Advisory Board for 2016, which consists of Tamara O. Miles, Councilwoman; Elizabeth M. Dickerson, Historian; Laura M. Cronk, Supervisor and Records Manager Officer, Karen G. Bifaro, Town Clerk.

VOTE: Miles-aye, Chase-aye, Beightol-aye, Rhinehart-aye, Cronk-aye Carried.

Motion made by Beightol, seconded by Miles to continue our policy of any Certificate of Liability Insurance from contractors to be set at \$1,000,000. Aggregate and name the Town of Ellington as coinsured.

VOTE: Miles-aye, Chase-aye, Beightol-aye, Rhinehart-aye, Cronk-aye Carried.

Motion made by Rhinehart, seconded by Beightol to authorize the Supervisor or Deputy Supervisor to attend the monthly Supervisor's meetings in 2016.

VOTE: Miles-aye, Chase-aye, Beightol-aye, Rhinehart-aye, Cronk-aye Carried.

Motion made by Beightol, seconded by Miles to accept the Highway Superintendent's appointment of Dean Crandall as Deputy Highway Superintendent with an additional salary of \$650.00 for the year 2016.

VOTE: Miles-aye, Chase-aye, Beightol-aye, Rhinehart-aye, Cronk-aye Carried.

Motion made by Miles seconded by Rhinehart to approve the Highway Superintendent to attend Highway School, Watershed meetings(also any interested Town Board members) and monthly Hwy. Supt. meetings.

VOTE: Miles-aye, Chase-aye, Beightol-aye, Rhinehart-aye, Cronk-aye Carried.

Motion made by Miles, seconded by Beightol to approve the Town Clerk to attend Chaut. Co. Municipal Clerks Assoc. meetings monthly and NYSTCA meeting annually.

VOTE: Miles-aye, Chase-aye, Beightol-aye, Rhinehart-aye, Cronk-aye Carried.

Motion made by Beightol, seconded by Miles to approve the salary of \$16.75 per hour for the year 2016 for part time/seasonal MEO highway employee with a CDL license. Part time/seasonal MEO highway employee with CDL license will be paid time and $\frac{1}{2}$ for working on a holiday. Part time/ seasonal MEO highway employee w/o a CDL license will be paid \$14.00/hr.

VOTE: Miles-aye, Chase-aye, Beightol-aye, Rhinehart-aye, Cronk-aye Carried.

Motion made by Miles, seconded by Rhinehart to approve the salary of \$11,385. for the Assessor, Sonya Chadwick, and approve her attending annual and monthly Assessor meetings for the year 2016, plus mileage.

VOTE: Miles-aye, Chase-aye, Beightol-aye, Rhinehart-aye, Cronk-aye Carried.

Motion made by Beightol, seconded by Rhinehart to approve appointment of Kate Conti as a Deputy Assessor at \$11.50 an hour, budgeting \$500 for 2016.

VOTE: Miles-aye, Chase-aye, Beightol-aye, Rhinehart-aye, Cronk-aye Carried.

Motion made by Miles, seconded by Beightol to appoint Karen G. Bifaro as Fair Housing Officer for the year 2016.

VOTE: Miles-aye, Chase-aye, Beightol-aye, Rhinehart-aye, Cronk-aye Carried.

Motion made by Miles, seconded by Cronk to appoint Councilman Chase, Councilwoman Beightol and Councilman Rhinehart to audit the 2015 Town of Ellington's accounts and records for the year 2016.

VOTE: Miles-aye, Chase-aye, Beightol-aye, Rhinehart-aye, Cronk-aye Carried.

Motion made by Miles, seconded by Chase to allow \$200 for Highway Superintendent clothing allowance for the year 2016.

VOTE: Miles-aye, Chase-aye, Beightol-aye, Rhinehart-aye, Cronk-aye Carried.

Motion made by Rhinehart, seconded by Miles to accept the Shared Services Contract for 2016. Resolution to be reviewed in the business part of the meeting.

VOTE: Miles-aye, Chase-aye, Beightol-aye, Rhinehart-aye, Cronk-aye Carried.

Motion made by Miles, seconded by Chase to accept William Duncanson Jr. as the Town Attorney with a retainer of \$3,000. Per year and \$150. per hour.

VOTE: Miles-aye, Chase-aye, Beightol-aye, Rhinehart-aye, Cronk-aye Carried.

At 8:05p.m. the Supervisor called the regular Town Board meeting to order.

No one was present for Public Participation, so that portion was closed.

Highway Superintendent's Report

Sanded heavily on 12/30 in preparation for forecasted ice. Trucks #3, #5, and #9 have been sprayed with rust/corrosion coating to hopefully help preserve the truck. Hauled been hauling in sand from Tri-James and salt from the County. Made three runs for plowing snow on New Year's Day and plowed Saturday and Sunday. Truck #9 was inspected and passed with no problems. Hwy. Supt asked the Board if they have ever thought about selling the 1977 Oshkosh. There is the auction in Gerry in the spring or advertise for sale. Furnaces have been serviced at the highway bldg. All filters were changed on truck #5 and slack adjusters on #7. Supervisor asked if a more efficient heating system should be added to the list of items for the reserve funds. Motion made by Beightol, seconded by Miles to accept the Highway Supt. report as submitted.

VOTE: Miles-aye, Chase-aye, Beightol-aye, Rhinehart-aye, Cronk-aye Carried.

Audit & Payment of Claims

At this time the Town Board reviewed the bills as follows:

General Fund Claim Nos:	#1 - #13	\$4,263.40
Highway Fund Claim Nos:	#1 - #6	6,535.96
Trust & Agency Nos:	#1 - #2	<u>40,546.62</u>
ABSTRACT NO. 1	Total:	\$51,345.98

Motion made by Miles, seconded by Chase to pay the bills as submitted.

VOTE: Miles-aye, Chase-aye, Beightol-aye, Rhinehart-aye, Cronk-aye Carried.

Supervisor received the following checks for deposit:

12/23	\$100.00	Time Warner rent
01/06	440.00	Town Justice court fees for December 2015
01/06	518.53	Town Clerk fees for December 2015
01/06	15.00	Refund from NOCO

Committees

A list of items was received from Judy Whittaker, Ellington Farman Librarian, of planned activities for February. Sled rides were discussed and the liability insurance involved. She wants to thank the Recreation Committee for involvement and the need of volunteers.

Financial report for December 2015 and how this is set up was discussed.

Motion made by Miles, seconded by Chase to accept the Financial Statement as submitted.

VOTE: Miles-aye, Chase-aye, Beightol-aye, Rhinehart-aye, Cronk-aye Carried.

Motion made by Miles, seconded by Cronk to accept the minutes of December 23, 2015 as submitted. With no opposition, they stand as approved.

It was questioned why the adjusted Budget Transfer was not the same amount as the original Budget Transfer. Email received from Accountants that as long as changes were being made, more monies were transferred as needed.

Request from owners of Hattaways Bar & Grill, 724 E.Main Street, to send a letter to waive the 30 day waiting period to the NYS Liquor Authorities as this was approved previously in September.

Motion made by Miles, seconded by Chase to authorize the Supervisor and Town Clerk to make and send the letter.

VOTE: Miles-aye, Chase-aye, Beightol-aye, Rhinehart-aye, Cronk-aye Carried.

Suggested that the minutes and agendas be emailed to the Town Board. Councilman Chase will find out how this can be done so as not to inflict on personal emails.

Letter has been received from Randolph EMS Corp. asking the Town to write a letter of endorsement in regards to expanding their current ambulance service.

Motion made by Beightol, seconded by Miles to authorize a letter to be sent in support.

VOTE: Miles-aye, Chase-aye, Beightol-aye, Rhinehart-aye, Cronk-aye Carried.

Audit Committee, consisting of Councilman Chase, Councilwoman Beightol and Councilman Rhinehart, will meet on Thursday at 4:30p.m. to start the audit of the Town records.

At this time the Town Board reviewed Resolution No. 1-2016, "Municipalities have the Power and Authority to Contract with other Municipalities through Shared Highway Services".

Motion made by Rhinehart, seconded by Chase to accept the Resolution as presented.

Poll Vote: Miles-aye, Chase-aye, Beightol-aye, Rhinehart-aye, Cronk-aye Carried.

Town Board was notified of the classes presented by the Association of Towns in NY City. Must register by Jan. 21st.

Town Board was made aware of the Judicial Grant application for \$14,000. sent in by our Town Justice in September. We have been informed that we were granted \$8,000. for handicap accessible alterations to our front door.

Monthly Reports

Motion made by Rhinehart, seconded by Beightol to accept the Town Clerk's monthly report as submitted.

VOTE: Miles-aye, Chase-aye, Beightol-aye, Rhinehart-aye, Cronk-aye Carried.

Motion made by Beightol, seconded by Miles to accept the Justice Court's monthly report as submitted.

VOTE: Miles-aye, Chase-aye, Beightol-aye, Rhinehart-aye, Cronk-aye Carried.

Motion made by Chase, seconded by Rhinehart to accept the Assessor's monthly report as submitted.

VOTE: Miles-aye, Chase-aye, Beightol-aye, Rhinehart-aye, Cronk-aye Carried.

At this time the open business part of the meeting was closed to convene in Executive Session.

Respectfully Submitted,

Karen G. Bifaro
Town Clerk/Recd Secy.