

DECEMBER 28, 2016

The organizational meeting of the Ellington Town Board was held on December 28, 2016 at 8:10p.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 2017 are:

Highway: Jeffrey Chase

Cemetery & Cemetery Jeffrey Chase
Preservation & Restoration

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

Information needs to be generated and kept at Town offices

Recreation: Barbara Beightol

Parks & Playgrounds: Kelly Rhinehart
Barbara Beightol

Tractor Pulls: Jeff Chase
Kelly Rhinehart

Working in conjunction with Ellington Town Picnic Association

Ellington Beautification: Kelly 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 Beightol, seconded by Chase to set mileage reimbursement at \$.48 per mile when Town Officials drive their own vehicles for Town business as of January 1, 2017 until December 31, 2017. **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 Rhinehart 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 2017 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 Rhinehart, 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 Beightol, seconded by Chase 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 Miles, seconded by Chase to designate the Post Journal, 15 West Second Street, Jamestown, N.Y. to be the official newspaper for the year 2017 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 Beightol, seconded by Miles 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 2017.

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

Motion made by Beightol, seconded by Chase 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 Beightol, seconded by Chase that the purchase policy in 2017 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 Rhinehart, seconded by Miles to continue with the Investment Policy for the Town of Ellington for the year 2017.

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

Motion made by Beightol, seconded by Chase to continue the Procurement Policy (purchase policy) for the year 2017.

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

Motion made by Miles, seconded by Beightol to accept the Sexual Harassment Policy that had been adopted in November 1998 for the Town of Ellington for the year 2017.

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

Motion made by Miles, 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 Beightol, seconded by Miles to appoint Wanda Crossley as Justice Court Clerk with a yearly salary of \$3,200. for the year 2017.

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

Motion made by Miles, seconded by Rhinehart 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 2017, having budgeted \$6000. for 2017.

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

Motion made by Rhinehart, seconded by Beightol to appoint Supervisor Laura M. Cronk as Service Officer for the year 2017.

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 2017.

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

Motion made by Miles seconded by Beightol to appoint Jeffrey Chase as Deputy Town Supervisor for the year 2017.

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

Motion made by Rhinehart, seconded by Miles to appoint Rodney Lind as the Building Code Officer for the year 2017.

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

Motion made by Miles, seconded by Chase to appoint Kristina Wiles, as Dog Control Officer at \$2,000. yearly plus mileage for the year 2017.

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

Appointment denied. Ads will be placed for D.C.O. applications.

Motion made by Chase, seconded by Miles to appoint Laura A. Gilbert, 4225 Butman Road, Kennedy, N.Y. as Town Historian with a salary of \$460.00 for the year 2017.

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 Registrar of Vital Statistics with a salary of \$500.00 for the year 2017.

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

Motion made by Beightol, seconded by Miles to appoint Karen G. Bifaro as Cemetery Coordinator at a rate of \$650.00 per year for services in the year 2017.

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

Motion made by Rhinehart, seconded by Beightol to appoint the Records Management Advisory Board for 2017, which consists of Barbara Beightol, Councilwoman; Laura Gilbert, 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 Miles, seconded by Beightol 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 2017.

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

Motion made by Miles, seconded by Beightol to accept the Highway Superintendent's appointment of Dean Crandall as Deputy Highway Superintendent with an additional salary of \$675.00 for the year 2017.

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

Motion made by Miles seconded by Beightol 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 Rhinehart, seconded by Miles 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 Miles, seconded by Chase to approve the salary of \$17.25 per hour for the year 2017 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 \$14.50/hr.

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

Motion made by Miles, seconded by Beightol to approve the salary of \$11,385. for the Assessor, Sonya Chadwick, and approve her attending annual and monthly Assessor meetings for the year 2017, plus mileage.

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

Motion made by Beightol, seconded by Miles to approve appointment of Kate Conti as a Deputy Assessor at \$11.50 an hour, budgeting \$500 for 2017.

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 Fair Housing Officer for the year 2017.

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

Motion made by Miles, seconded by Chase to appoint Councilwoman Beightol and Councilman Rhinehart to audit the 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 2017.

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

Motion made by Miles, seconded by Rhinehart to accept the Shared Services Contract for 2017. 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 Rhinehart , seconded by Miles 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.

Respectfully Submitted,

Karen G. Bifaro
Town Clerk/Recd Secy