

December 23, 2020

The organizational meeting of the Ellington Town Board was held on December 23, 2020 at 7:25 PM at the Ellington Town Hall, 813 West Main Street, Ellington, NY.

Present: Karen G. Bifaro, Supervisor
Kevin Colburn, Councilman
Jeffrey Reynolds, Councilman
Bradley Griffith, Councilman
David Brainard, Councilman
William Green, Highway Supervisor
Kate Conti, Town Clerk/Recording Secretary
Scott Pollock, Building Code Officer

Supervisor Bifaro opened the meeting. At this time, Supervisor Bifaro proposed the appointments of the following standing committees for the year 2021 are:

Highway: Kevin Colburn, Bradley Griffith

Cemetery & Cemetery

Preservation: Jeffrey Reynolds & David Brainard

Insurance: Karen Bifaro & Kevin Colburn

Recreation: Kevin Colburn & Bradley Griffith

Parks & Grounds: David Brainard & Bradley Griffith

Motion made by Brainard, seconded Griffith to approve the appointments of all committees.

Vote: Colburn-aye, Reynolds-aye, Griffith- aye, Brainard- aye, Bifaro-aye.

Motion made by Reynolds, seconded by Brainard to set mileage reimbursement at \$.48 per mile when Town Officials drive their own vehicles for Town business as of January 1, 2021 until December 31, 2021. Vouchers for expenses to be turned in monthly. Possibility to amend mileage reimbursement if needed during the year. Milage must be turned in monthly (30 days)

Vote: Colburn-aye, Reynolds-aye, Griffith- aye, Brainard- aye, Bifaro-aye.

Motion: Motion Made by Reynolds, seconded by Brainard to approve 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: Colburn-aye, Reynolds-aye, Griffith- aye, Brainard- aye, Bifaro-aye.

Motion made by Griffith, seconded by Brainard to authorize the Supervisor to sign the 2021 annual contract with the accounting firm of Bahgat & Laurito-Baghat for \$9,950.00 per year.

VOTE: Colburn-aye, Reynolds-aye, Griffith- aye, Brainard- aye, Bifaro-aye.

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

VOTE: Colburn-aye, Reynolds-aye, Griffith- aye, Brainard- aye, Bifaro-aye.

Motion made by Colburn, seconded by Brainard 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: Colburn-aye, Reynolds-aye, Griffith- aye, Brainard- aye, Bifaro-aye.

Motion made by Colburn, seconded by Brainard to designate the Post Journal, 15 West Second Street, Jamestown, N.Y. and Southern Tier Pennysaver, 2 Harding Ave. Jamestown, NY to be the official newspaper for the year 2021 for publications of all local news, notices and all other matters required by law to be published.

VOTE: Colburn-aye, Reynolds-aye, Griffith- aye, Brainard- aye, Bifaro-aye.

Motion made by Colburn, seconded by Brainard 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 2020.

VOTE: Colburn-aye, Reynolds-aye, Griffith- aye, Brainard- aye, Bifaro-aye.

Motion made by Griffin seconded by Colburn to accept that the purchase policy in 2021 for the Town will be the voucher system with the approval of the Department Heads and Town Board.

VOTE: Colburn-aye, Reynolds-aye, Griffith- aye, Brainard- aye, Bifaro-aye.

The Town Investment Policy read by the Supervisor.

Motion made by Griffith, seconded by Brainard to continue with the Investment Policy for the Town of Ellington for the year 2021.

VOTE: Colburn-aye, Griffith- aye, Brainard- aye, Bifaro- aye. Reynolds-aye.

Motion made by Colburn, seconded by Brainard to continue the Procurement Policy (purchase policy) for the year 2021.

VOTE: Colburn-aye, Reynolds-aye, Griffith- aye, Brainard- aye, Bifaro- aye.

Motion made by Reynolds, seconded by Brainard to accept the Sexual Harassment Policy that had been adopted in November 1998 for the Town of Ellington for the year 2021.

VOTE: Colburn-aye, Reynolds-aye, Griffith- aye, Brainard- aye, Bifaro- aye.

Motion made by Reynolds, seconded by Brainard to accept Local Law #1 - 2010 "Code of Ethics Law for the Town of Ellington"

VOTE: Colburn-aye, Reynolds-aye, Griffith- aye, Brainard- aye, Bifaro- aye.

Motion made by Colburn, seconded by Brainard to appoint Wanda Crossley as Justice Court Clerk with a yearly salary of \$4,000 for the year 2021.

VOTE: Colburn-aye, Reynolds-aye, Griffith- aye, Brainard- aye, Bifaro- aye.

Motion made by Colburn, seconded by Griffith to appoint Barbara Beightol as Deputy Town Clerk/Tax Collector, Deputy Registrar of Vital Statistics, with a salary of \$13.00 per hour for the year 2021, having budgeted \$6,500 for 2021.

VOTE: Colburn-aye, Reynolds-nay, Griffith- aye, Brainard- nay, Bifaro-aye.

Motion made by Griffith seconded by Colburn to appoint Darla Rissel as Second Deputy Town Clerk with a salary of \$13.00 per hour for the year 2021.

Vote: Colburn-aye, Reynolds-aye, Griffith- aye, Brainard- aye, Bifaro-aye.

Motion made by Colburn, seconded Griffith to appoint Supervisor Bifaro as Service Officer for the year 2021.

VOTE: Colburn-aye, Reynolds-aye, Griffith- aye, Brainard- aye, Bifaro-aye.

Motion made by Griffith, seconded by Colburn to appoint Supervisor Bifaro as Budget Officer with a salary of \$ 550.00 for the year 2021.

VOTE: Colburn-aye, Reynolds-nay, Griffith- aye, Brainard- aye, Bifaro-aye.

Motion made by Griffith, seconded by Reynolds to appoint Kevin Colburn as Deputy Town Supervisor for the year 2021.

VOTE: Colburn-aye, Reynolds-aye, Griffith- aye, Brainard- aye, Bifaro-aye.

Motion made by Colburn, seconded by Griffith to appoint Scott Pollock as the Building Code Officer with a salary of \$6,000.00 for 2021.

VOTE: Colburn-aye, Reynolds-nay, Griffith- aye, Brainard- nay, Bifaro-aye.

Motion made by Reynolds, seconded by Brainard to appoint Keith Hitchcock as Dog Control Officer at \$2,200.00 yearly plus mileage for the year 2021.

VOTE: Colburn-aye, Reynolds-aye, Griffith- aye, Brainard- aye, Bifaro-aye.

Motion made by Brainard, seconded by Griffith to appoint Kate A. Conti as Registrar of Vital Statistics with a salary of \$500.00 for the year 2021.

VOTE: Colburn-aye, Reynolds-aye, Griffith- aye, Brainard- aye, Bifaro-aye.

Motion made by Reynolds, seconded by Griffith to appoint Darla Rissel as Cemetery Coordinator at a rate of \$700.00 per year for services in the year 2021.

VOTE: Colburn-aye, Reynolds-aye, Griffith- aye, Brainard- aye, Bifaro-aye.

Motion made by Griffith, seconded by Reynolds to appoint the Records Management Advisory Board for 2021, which consists of Kate Conti, Town Clerk; Kevin Colburn, Councilman; and Karen Bifaro, Supervisor.

VOTE: Colburn-aye, Reynolds-aye, Griffith- aye, Brainard- aye, Bifaro-aye.

Motion made by Reynolds, seconded by Brainard to appoint Kate Conti as cleaner of The Town Hall with a salary of \$1250.00 for 2021.

Vote: Colburn-aye, Reynolds-aye, Griffith- aye, Brainard- aye, Bifaro-aye.

Motion was made to table until next meeting 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 a proof of workmen's compensation

Motion made by Colburn, seconded by Brainard to authorize the Supervisor or Deputy Supervisor to attend the monthly Supervisor's meetings in 2021.

VOTE: Colburn-aye, Reynolds-aye, Griffith- aye, Brainard- aye, Bifaro-aye.

Motion made by Colburn seconded by Griffith accept the Highway Superintendent's appointment of Dean Crandall as Deputy Highway Superintendent with an additional salary of \$1000.00 for the year 2021.

VOTE: Colburn-aye, Reynolds-aye, Griffith- aye, Brainard- aye, Bifaro-aye.

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

VOTE: Colburn-aye, Reynolds-aye, Griffith- aye, Brainard- aye, Bifaro-aye.

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

VOTE: Colburn-aye, Reynolds-aye, Griffith- aye, Brainard- aye, Bifaro-aye.

Motion made by Colburn seconded by Brainard to approve the salary of \$18.95 per hour for the year 2021 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 \$15.85 hr.

VOTE: Colburn-aye, Reynolds-aye, Griffith- aye, Brainard- aye, Bifaro-aye.

Motion made by Griffith, seconded by Colburn to approve the salary of \$11,385.00 for the Assessor, Roxanne Aucoin, and approve her attending annual and monthly Assessor meetings for the year 2021, plus mileage.

VOTE: Colburn-aye, Reynolds-aye, Griffith- aye, Brainard- aye, Bifaro-aye.

Motion made by Brainard, seconded by Colburn to appointment Kelly McKlane, Deputy Assessor, but to approve a salary at \$13.00 an hour, budgeting \$1200.00 for 2021.

VOTE: Colburn-aye, Reynolds-aye, Griffith- aye, Brainard- aye, Bifaro-aye.

Motion made by Griffith, seconded by Colburn to appoint Kate A. Conti as Fair Housing Officer for the year 2021.

VOTE: Colburn-aye, Reynolds-aye, Griffith- aye, Brainard- aye, Bifaro-aye.

Motion made by Colburn, seconded by Brainard to appoint Councilman Reynolds, Councilman Brainard and Councilman Griffith to audit the Town of Ellington's accounts and records for the year 2020 with a January 20th 2021 deadline.

VOTE: Colburn-aye, Reynolds-aye, Griffith- aye, Brainard- aye, Bifaro-aye.

Motion made by Colburn seconded by Reynolds to allow \$200.00 for Highway Superintendent clothing allowance for the year 2021.

VOTE: Colburn-aye, Reynolds-aye, Griffith- aye, Brainard- aye, Bifaro-aye.

Motion made by Colburn, seconded by Brainard to Accept William Duncanson as the Town Attorney with a retainer of \$4,000.00 Per year and \$200 per hour.

Motion:

VOTE: Colburn-aye, Reynolds-aye, Griffith- aye, Brainard-aye, Bifaro-aye.

Motion made by Griffith, seconded by Colburn to authorize Highway Superintendent to participate in county bids for the year 2021.

VOTE: Colburn-aye, Reynolds-aye, Griffith- aye, Brainard- aye, Bifaro-aye.

Motion made by Reynolds, seconded by Brainard to hold one Board Meeting a Month.

Vote: Colburn-nay, Reynolds-aye, Griffith- nay, Brainard- aye, Bifaro-nay.

Motion made by Griffith, seconded by Colburn to hold meeting twice a month.

Vote: Colburn-aye, Reynolds-nay, Griffith- aye, Brainard-nay, Bifaro-aye

Motion made by Colburn, seconded by Griffith to hold 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.

Vote: Colburn-aye, Reynolds-nay, Griffith-aye, Brainard-nay.

Motion made by Reynolds to adjourn the organizational meeting.

Respectfully submitted,

Kate A. Conti,
Town Clerk / Recording Secretary