

## **Board of Trustees Meeting Minutes**

**6/16/2014 6:50 pm Bid Opening 7:00 PM Meeting**

**6:50 PM** – Two bids were opened for the 1989 Ford Bucket Truck. The highest bidder was Guadino Brothers for \$604.00 and the bid was accepted.

Five bids were opened for the 2001 Chevy Pickup and the highest bid of \$ 2230.50 was accepted from Charles F. Magee.

A motion to close the bids was made by Trustee Cummins and the motion was seconded by Trustee Davis.

The regular meeting of the Board of Trustees was called to order at 7:00 pm with a salute to the flag led by Mayor Richard Lamberson

Present: Mayor Lamberson, Trustees: John Davis, Alex Nazemetz, Daniel Gleason, and Jerry Cummins

Also Present: Lorrie Fisher and Dottie Scholl. Janine Fodor, Attorney, arrived at 7:05 PM

### **Resolution #2014 – 113**

ACCEPT MEETING MINUTES OF JUNE 2, 2014

On motion made by Trustee Nazemetz, second by Trustee Davis resolved to accept the minutes of June 2, 2014. Aye-all. Nay-none.

### **Resolution #2014 – 114**

APPROVE TREASURER'S REPORT AND PAY CURRENT BILLS

A motion was made by Trustee Davis to approve and pay the bills. Trustee Nazemetz provided the second to the motion.

- Trustee Davis questioned a blade purchase.

### **Public Session**

Mrs. Scholl spoke in regard to the parking situation on Oak Street and her concern for one-way traffic in that area. The Board assured her there was no intent to change traffic to a one-way pattern. She stated a need for signs due to the fact that the parking was too close to the uncurved side of the road and the stop sign. Chief Papasergi was to receive a note in regard to the situation.

Mrs. Scholl also spoke to a concern of parking in the subways and lawns. She also addresses a problem with garbage cans in the road in the winter and the fact that plows have to go around the cans. The Board asked that a note be left for Code Enforcement Officer Lance Jobe.

## **NEW BUSINESS**

### **RESOLUTION #2014-115**

On motion made by Trustee Nazemetz, second by Trustee Gleason resolved for Mayor to contact State Comptroller for extension of time to file the Annual Update Document for fiscal year 2014. Aye-all. Nay-none.

### **RESOLUTION #2014-116**

#### **AGREE TO PURCHASE NEW COMPUTERS**

On motion made by Trustee Nazemetz, second by Trustee Gleason resolved to approve the purchase of three computers. New computers are needed for the Clerk, the Deputy Clerk and Chief of Police using the office equipment fund and balance out of the general fund (split with correct percentages). A sum of \$2400.00 may be spent. Aye-all. Nay-none.

### **RESOLUTION #2014-117**

The Board approved a change in VISA cards needed due to the retirement of Rena Flynn. Lorrie Fisher will be added and the Mayor will approve the change in the cards. Diana Rzepka will also be removed from the list of those authorized to have cards.

### **RESOLUTION #2014-118**

On motion made by Trustee Collins, second by Trustee Gleason resolved to close Second Street from 9:30 am to 12:30 am on August 2<sup>nd</sup> and waive the vendor fees for the Allegany Area Historical Association Heritage Days. Aye-all. Nay-none.

### **RESOLUTION #2014-119**

Clerk to file letter to NYS Comptroller to file for any unclaimed funds we have been notified are available.

### **RESOLUTION #2014-120**

Ms. Tricia Feuchter at 61 North First Street was approved on her second request to fill her pool and adjust her sewer usage. The Board discussed that future requests would be handled at the board's discretion. Additional discussion included a flat fee to cover the fees for all pool sizes. The clerk agreed to review the option of a flat fee in the software.

### **RESOLUTION #2014-121**

Signatures required authorizing changes to bank accounts with the change in Clerk/Treasurer at Community Bank and Five Star Bank. All signatures were obtained as required.

The meeting of June 30<sup>th</sup> with Weitsman was cancelled by the company. The Board offered Tuesday, July 1<sup>st</sup> as an alternative date to meet and the clerk will contact the company and advise the Board. John Herr, Lynda Dunn, Bill Weidman to attend with the Mayor, Dan Gleason and Lance Jobe

Board was advised that 2015 Ford Sedan was ordered and set to arrive

Lorrie Fisher to be added to the Civil Service List as the permanent Clerk Treasurer as of 6/12/14

## **Department Reports**

DPW- Supt Papasergi – was at Town Court filling in and did not provide a report

- Board discussed need for signs on Oak Street and all others
- Trustee Davis will be seeking information from area contractors on the cosmetics and building repairs needed for the DPW building. He will present ideas to the board after meeting with the contractors. The Board will then determine if there is a need to put the work out for bid or a Request for Proposal completed based on the cost estimates

Police – Chief Papasergi – was at Town Court filling in and did not provide a report

- Town Clerk to check on separate reimbursement for Chief Papasergi per our contract with the Town
- The Board discussed the need to determine the number on the force who willing to be called to work when needed. The staff numbers are low at this point and more officers are needed to work or decide if they should remain on staff. Documentation and a policy needed. The Mayor, Trustees Davis and Cummins will meet with the Chief to discuss how he prefers to address this issue.
- The chief was asked to provide an update letter to Rick Trietley concerning local laws to be available when St. Bonaventure students return.

## **Resolution #2014-122**

Police personnel calling in an absence (change of shift or illness) must go through the Chief and the Chief is responsible for finding a replacement.

## **Correspondence**

The following correspondence was read and filed:

1. Cattaraugus County Real Property Services merging the Medicaid billing format (including in County tax line)
2. PERMA – Certificate of Achievement for no Worker’s Compensation claims in the last completed policy year
3. Allegany Area Historical Association 32<sup>nd</sup> Allegany Heritage Days request for waiver of vendor fees
4. Town of Olean Fire Department Annual Yearbook donation fundraiser
5. Time Warner Cable changes in services and expiring contracts with stations
6. Cohen Law Group – Cable Franchise transfer from Time Warner to Comcast

The following correspondence will be responded to the requestor:

7. New York State benefits calculation for Rena Flynn’s retirement – Lorrie to contact New York State for assistance with form. Our policy allows sick time to go toward health insurance and there is a question about those who elect the buy-out on health insurance
8. York State Department of Labor change in law regarding emergency escapes for firefighters and municipalities. Trustee Cummins to look at the rules and any application to the village basement

## Old Business

1. Sewer infiltration at pump station #1 – Mayor filed for a grant last week with John Moshier
2. FCC radio upgrades – the upgrades are slowly happening
3. Loop water line N 1<sup>st</sup> to N 2<sup>nd</sup> Sts (easement) – Dominic was to offer a 15' right of way to Mr. Pete Reeler and Janine will contact Dominic to find out the status
4. SCADA – the last reports were good and the 12 day test was successful. Steps are being developed now to ensure consistency and the three hour reporting will be curtailed with the assurance of the system
5. Financial Statements Y/E 5/31/13, fund balances-policy and procedures/audit (distributed) – to be reviewed since the funds were spent with purchases of cars and trucks in the past 11 months
6. Office of the NYS State Comptroller-examination of retirement for Papasergi – this is still under review to obtain the correct amounts. Our Attorney will bring in a person to assist with the information and that person will sign a confidentiality agreement.

## Resolution #2014 – 123

On motion made by Trustee Cummins, second by Trustee Davis resolved to close Second Street from 9:30 am to 12:30 am on August 2<sup>nd</sup> and waive the vendor fees for the Allegany Area Historical Association Heritage Days. Aye-all. Nay-none.

7. Union Contracts (5/31/14)/Personnel Policy (12/31/15) - July 7 review
8. Job Descriptions - Job Descriptions need to be revised and critical aspects included. Trustee Cummins to meet with the Clerk and Deputy Clerk
9. Workplace Violence Prevention Program Policy – an annual policy must be established
10. West Law-on line law contract – Lois Law is an alternative. The Clerk to look at pricing and comparison and speak to Justice Brennan in regard to the program
11. Catt Co Office of Emergency Services-National Incident Management System-incident command (distributed) – Trustee Nazemetz completed his first program and the rest of the Board is to complete the programs
12. HCC Insurance-DPW buildings need plan by September based on “A” Priority Risk Control - Recommendations to be offered after contractor review
13. 207c policy (distributed) – to be reviewed by Board
14. Ben Weitsman of Allegany-code/police issues – Clerk was to establish a new meeting date to discuss with appropriate team
15. Concerns on property at 217 White Oak (Hyland) – Lance Jobe to look at this property

On motion made by Trustee Gleason, second by Trustee Nazemetz resolved to enter executive session at 8:52 PM. Aye-all. Nay-none.

Executive Session ended at 9:30 PM.

Additional items needed to be discussed and Trustee Cummins motioned to go back into Executive Session, seconded by Trustee Nazemetz at 9:41 PM. Aye-all. Nay-none.

Executive Session ended at 9:58 PM.

Motion to adjourn was presented by Trustee Cummins and seconded by Trustee Nazemetz at 10:00 PM. Aye-all.  
Nay-none.

Respectfully submitted

Lorrie Fisher, Clerk Treasurer