

# MINUTES – TOWN OF ALLEGANY ORGANIZATIONAL MEETING MONDAY – JANUARY 4, 2016 7:00 PM TOWN HALL

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PRESENT WERE: Supervisor Hare Councilman Koebelin  
Councilwoman Martin Councilman Hitchcock  
Councilman Parker Hwy Supt. Moshier  
Attorney Tuttle Comptroller D. Piccioli  
Town Clerk M. Peck

ALSO PRESENT: C. Hare, Town Justice D. Porter, K. Sager (OTH) F. DeFiore

Salute to the Flag at 7:00 pm opened the meeting.

Town Justice David Porter swore in the following newly elected officials: Town Supervisor, John Hare, Town Councilman, David Koebelin, Town Councilwoman Kathy Martin, and Highway Superintendent, John M. Moshier.

## #1-MOTION TO APPROVE ONE-YEAR APPOINTMENTS AND WAGES

Motion by Hitchcock to approve the following one-year appointments and wages:

a. Town Comptroller	Diana Piccioli	\$45,900.00/yr
b. Town Hall Custodian	Donald Sue	\$11.22/hr
c. Town Hall & Hwy Grg Cleaner	Connie Sue	\$11.22/hr
d. Emergency Preparedness Dir	John Hare	\$ -0-
e. Budget Officer	John Hare	\$ -0-
f. Court & Highway Clerk	Cynthia Moshier	\$16.86/hr
g. Z.B.A. Secretary	Donna Stady	\$80.00/mtg
h. Water Superintendent	John M. Moshier	\$6,375.00/yr
i. Sewer Superintendent	John M. Moshier	\$6,375.00/yr
j. Code Enforcement Officer	Gerard Dzurhoff	\$48,070.00/yr
k. School Crossing Guard	Ronald Williams	\$9.00/hr
l. Dept. Hwy Superintendent	Jim Hitchcock	\$ -0-
m. Dep. Town Supervisor	Jim Hitchcock	\$ 300.00/yr
n. Town Historian	Nancy Phearsdorf	\$200.00/yr
o. Tax Collector	Mary M. Peck	\$4,500.00/yr
p. Reg. of Vital Statistics	Mary M. Peck	\$2,040.00/yr
q. Water Clerk	Diana Piccioli	\$3193.00/yr
r. Sewer Clerk	Diana Piccioli	\$2122.00/yr
s. Planning Board Secretary	Donna Stady	\$80.00/meeting
t. Zoning Clerk	Lynette Semsel	\$10.00/hr
u. Cemetery Superintendent	Stephanie Guthrie	\$28,080.00/yr
v. Cemetery Caretakers	Vernon P. Baker	\$9.95/hr
	Dana Spring	\$11.22/hr
w. Recreation Director	Abigail Kalinowski	\$33,660.00/yr
x. Parks Director	Abigail Kalinowski	\$2,040.00/yr
y. Dep. Town Clerk	Kathleen Redden	\$9.69/hr
z. Town Assessor	Bobbi Elderkin	\$26,530.00/yr
aa. Town Attorney	Wendy A. Tuttle	\$27,500.00/yr
bb. Records Management Officer	Mary M. Peck	\$ -0-
cc. Town Planner (on-call)	Carol Horowitz	\$68.00/hr as needed

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dd. Dept. Comptroller (on call) Carolyn Hemphill \$21.50/hr 2<sup>nd</sup> by Parker.  
Koebelin-aye, Martin-aye, Hitchcock-aye, Parker-aye, Hare-aye. CARRIED.

### #2-APPOINT PLANNING BOARD MEMBER

Motion by Hare to appoint Rick Kavanagh to the planning board to fulfill the term of Helen Larson which expires 12/31/17. 2<sup>nd</sup> by Hitchcock. Koebelin-aye, Martin-aye, Hitchcock-aye, Parker-aye, Hare-aye. CARRIED.

### #3-MOTION TO APPOINT ZONING BOARD OF APPEALS MEMBER

Motion by Hare to reappoint Donald Sue to the Zoning Board of Appeals with his term expiring 12/31/2020. 2<sup>nd</sup> Koebelin. Koebelin-aye, Martin-aye, Hitchcock-aye, Parker-aye, Hare-aye. CARRIED.

### #4-MOTION TO APPROVE WEEKLY PAY PERIODS FOR HIGHWAY UNION EMPLOYEES

Motion by Hare to approve weekly pay periods for highway union employees. 2<sup>nd</sup> by Koebelin. Koebelin-aye, Martin-aye, Hitchcock-aye, Parker-aye, Hare-aye. CARRIED.

### #5-MOTION TO APPROVE BI-WEEKLY PAY-PERIODS

Motion by Hare to approve bi-weekly pay periods for the following: Highway/Water/Sewer Superintendent; Comptroller; Deputy Town Clerk; Highway & Court Clerk; Deputy Comptroller; Recreation/Parks Director; Code Enforcement Officer; Town Clerk; Zoning Clerk; Cemetery Caretakers; Cemetery Superintendent; Highway & Town Hall Cleaner; Tax Collector; Registrar of Vital Statistics; Permanent Recreation Supervisor. 2<sup>nd</sup> by Parker. Koebelin-aye, Martin-aye, Hitchcock-aye, Parker-aye, Hare-aye. CARRIED.

### #6-MOTION TO APPROVE MONTHLY PAY PERIODS

Motion by Hare to approve monthly pay periods for the following: Town Justices; Town Supervisor; Zoning Board of Appeals Secretary; School Crossing Guard; Town Hall Custodian; Town Councilmen; Town Attorney; Planning Board Secretary; part-time Recreation/Parks employees, Dog Control Officer. 2<sup>nd</sup> by Hitchcock. Koebelin-aye, Martin-aye, Hitchcock-aye, Parker-aye, Hare-aye. CARRIED.

### #7-MOTION TO APPROVE ANNUAL PAYMENTS

Motion by Hare to approve annual payments for the following: Zoning Board of Appeals and Planning Board Members. 2<sup>nd</sup> by Martin. Koebelin-aye, Martin-aye, Hitchcock-aye, Parker-aye, Hare-aye. CARRIED.

### #8-MOTION TO AUTHORIZE TOWN SUPERVISOR TO INVEST TOWN MONIES

Motion by Hare to authorize the Town Supervisor to invest town monies. 2<sup>nd</sup> by Parker. Koebelin-aye, Martin-aye, Hitchcock-aye, Parker-aye, Hare-aye. CARRIED.

### #9-MOTION TO DESIGNATE OFFICIAL TOWN NEWSPAPER

Motion by Hare to designate the official town newspaper: Olean Times Herald. 2<sup>nd</sup> by Koebelin. Koebelin-aye, Martin-aye, Hitchcock-aye, Parker-aye, Hare-aye. CARRIED.

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### #10-MOTION TO APPROVE PROCUREMENT POLICY FOR 2016

Motion by Hare to approve the procurement policy for the town for 2016. 2<sup>nd</sup> by Martin. Koebelin-aye, Martin-aye, Hitchcock-aye, Parker-aye, Hare-aye. CARRIED.

### #11-MOTION TO APPROVE INVESTMENT POLICY

Motion by Hare to approve the Investment Policy. 2<sup>nd</sup> by Koebelin. Koebelin-aye, Martin-aye, Hitchcock-aye, Parker-aye, Hare-aye. CARRIED.

### #12-MOTION TO APPROVE CODE OF ETHICS

Motion by Hare to approve the Code of Ethics. 2<sup>nd</sup> by Parker. Koebelin-aye, Martin-aye, Hitchcock-aye, Parker-aye, Hare-aye. CARRIED.

### #13-MOTION TO DESIGNATE OFFICIAL BANKS

Motion by Hare to designate official banks as(Five Star Bank and Community Bank NA. 2<sup>nd</sup> by Hitchcock. Koebelin-aye, Martin-aye, Hitchcock-aye, Parker-aye, Hare-aye. CARRIED.

### #14-MOTION TO ESTABLISH PETTY CASH FUND

Motion by Hare to establish petty cash funds (Town Clerk & Town Court Clerk) \$25.00 each. 2<sup>nd</sup> by Hitchcock. Koebelin-aye, Martin-aye, Hitchcock-aye, Parker-aye, Hare-aye. CARRIED.

### #15-MOTION TO ESTABLISH TOWN BOARD MEETING DAYS AND TIMES

Motion by Hare to establish Town Board meeting dates and times as 2<sup>nd</sup> & 4<sup>th</sup> Tuesdays @ 7:00 pm. 2<sup>nd</sup> by Koebelin. Koebelin-aye, Martin-aye, Hitchcock-aye, Parker-aye, Hare-aye. CARRIED.

### #16-MOTION TO ESTABLISH MILEAGE REIMBURSEMENT RATE FOR 2016

Motion by Hare to establish mileage reimbursement rate at \$.54/mile for 2016. 2<sup>nd</sup> by Parker. Koebelin-aye, Martin-aye, Hitchcock-aye, Parker-aye, Hare-aye. CARRIED.

### #17-MOTION TO ESTABLISH PER DIEM RATES

Motion by Hare to approve the per diem rates per New York State. 2<sup>nd</sup> by Parker. Koebelin-aye, Martin-aye, Hitchcock-aye, Parker-aye, Hare-aye. CARRIED. Will be attached in the minutes book.

### #18-MOTION TO ESTABLISH PAY RATES FOR ZBA AND PLANNING BOARD

Motion by Hare to establish pay rates for Zoning Board of Appeals and Planning Board Members: Chairmen: \$110.00/meeting & Board Members: \$80.00/meeting. CARRIED.

### #19-MOTION TO APPOINT LAWN MOWER PERSON AND GROUNDSKEEPER

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Motion by Hare to appoint Bob Riehle as lawn mower person at \$9.25/hr , and Mike Niles as groundskeeper at a wage of \$2312.00/yr. 2<sup>nd</sup> by Martin. Koebelin-aye, Martin-aye, Hitchcock-aye, Parker-aye, Hare-aye. CARRIED.

### #20-MOTION TO APPOINT DOG CONTROL OFFICER AND WAGE

Motion by Hare to appoint Scott Peters as dog control officer at \$5250.00 per year plus mileage. 2<sup>nd</sup> by Parker. Koebelin-aye, Martin-aye, Hitchcock-aye, Parker-aye, Hare-aye. CARRIED.

### #21-MOTION TO APPOINT PRIMARY KENNEL FOR 2016

Motion by Hare to appoint Joyful Rescues as the Primary Kennel for 2016 (same agreement). 2<sup>nd</sup> by Hitchcock. Koebelin-aye, Martin-aye, Hitchcock-aye, Parker-aye, Hare-aye. CARRIED.

### #22-MOTION TO HAVE OVER TIME APPROVED BEFORE-HAND

Motion by Hare to have all over-time pre-approved by Town Supervisor. (non-union) 2<sup>nd</sup> by Hitchcock. Koebelin-aye, Martin-aye, Hitchcock-aye, Parker-aye, Hare-aye. CARRIED.

### #23-MOTION TO APPOINT PLANNING BOARD CHAIRMAN

Motion by Hare to appoint Frank DeFiore as planning board chairman for 2016. 2<sup>nd</sup> by Martin. Koebelin-aye, Martin-aye, Hitchcock-aye, Parker-aye, Hare-aye. CARRIED.

### #24-MOTION TO CONTINUE WITH TOWN ENGINEER

Motion by Hare to continue on with Clark-Patterson-Lee as the Town Engineer for 2016. 2<sup>nd</sup> by Parker. Koebelin-aye, Martin-aye, Hitchcock-aye, Parker-aye, Hare-aye. CARRIED.

### #25-MOTION TO APPOINT TRAIL MAINTENANCE WORKER AND WAGES

Motion by Hare to appoint Phil Snyder as Trail Maintenance worker at a wage of \$9.31/hr. 2<sup>nd</sup> by Hitchcock. Koebelin-aye, Martin-aye, Hitchcock-aye, Parker-aye, Hare-aye. CARRIED.

### #26-MOTION TO APPROVE PARKS & RECREATION WORKERS AND WAGES

Motion by Hare to approve the following parks & recreation workers and wages:

- |                            |             |
|----------------------------|-------------|
| a). Gary Phearsdorf        | \$11.11/hr  |
| b) Nolan Phearsdorf        | \$ 9.00/hr  |
| c). Nancy Phearsdorf       | \$10.15/hr  |
| d). Jen Margeson           | \$ 9.00/hr  |
| e). Lori Lombardo          | \$ 10.89/hr |
| f). Steve Piccirillo       | \$ 10.86/hr |
| g). Chelsea Carey          | \$ 9.00/hr  |
| h). Colette Harrison       | \$ 9.00/hr  |
| i). Debbie Beatty          | \$ 9.69/hr  |
| j) Nicole Barton           | \$ 9.00/hr  |
| k). Aquatics Director      | \$ 9.25/hr  |
| l). Lifeguards             | \$ 9.15/hr  |
| m) Youth Center Supervisor | \$ 9.00/hr  |

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- n) Playground Supervisor \$9.00/hr  
o) Golf, Tennis, Volleyball Inst. \$ 9.00/hr  
p) Parks Maintenance \$ 9.15/hr . 2<sup>nd</sup> by Martin. Koebelin-aye, Martin-aye, Hitchcock-aye, Parker-aye, Hare-aye. CARRIED.

### #27-MOTION TO APPROVE COMMITTEE APPOINTMENTS FOR 2016

Motion by Hare to approve the following committee appointments for 2016:

- 1) Negotiation: John Hare & David Koebelin
- 2) Personnel Kathy Martin & David Koebelin
- 3) Highway Bob Parker & John Hare
- 4) Recreation & Parks Jim Hitchcock & Bob Parker
- 5) Building/Grounds & Safety Kathy Martin & Bob Parker
- 6) Water/Sewer Jim Hitchcock & John Hare
- 7) Technology John Hare & Bob Parker
- 8) Cemetery John Hare & Jim Hitchcock. 2<sup>nd</sup> by Martin. Koebelin-aye, Martin-aye, Hitchcock-aye, Parker-aye, Hare-aye. CARRIED.

### #28-MOTION TO APPOINT ZONING BOARD OF APPEALS CHAIRMAN

Motion by Hare to appoint John Jones as Zoning Board of Appeals Chairman for 2016. 2<sup>nd</sup> by Parker. Koebelin-aye, Martin-aye, Hitchcock-aye, Parker-aye, Hare-aye. CARRIED.

### #29-MOTION TO APPROVE LEASE AGREEMENT WITH HALL DEVELOPMENT FOR GYMNASIUM

Motion by Hare to approve the lease agreement with Hall Development for the use of the gymnasium and another room for two years: \$2781.79/mo for 2016 and \$2837.43/mo for 2017. 2<sup>nd</sup> by Hitchcock. Koebelin-aye, Martin-aye, Hitchcock-aye, Parker-aye, Hare-aye. CARRIED.

- Supervisor Hare gave a summary of the need to comply with NYS DOL regulations regarding workplace violence and a preventative policy. There is much information that needs to be submitted to the NYS DOL in order for the Town to be in compliance with their regulations.

### #30-MOTION TO APPROVE THE WORKPLACE VIOLENCE PREVENTION STATEMENT POLICY & INCIDENT REPORTING

Motion by Hare to approve the Workplace Violence Prevention Statement Policy & Incident Reporting. 2<sup>nd</sup> by Koebelin. Koebelin-aye, Martin-aye, Hitchcock-aye, Parker-aye, Hare-aye. CARRIED.

### #31-MOTION TO APPROVE THE VIOLENCE INCIDENT REPORT

Motion by Hare to formally approve the Violence Incident Report and to make it part of the personnel program handbook. 2<sup>nd</sup> by Koebelin. Koebelin-aye, Martin-aye, Hitchcock-aye, Parker-aye, Hare-aye. CARRIED.

### #32-MOTION TO DEVELOP A FIRE EMERGENCY/EXIT PROCEDURE

Motion by Hare to develop a fire emergency/exit procedure for Town Employees and to submit same to the NYS DOL. 2<sup>nd</sup> by Parker. Koebelin-aye, Martin-aye, Hitchcock-aye, Parker-aye, Hare-aye. CARRIED.

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#33-MOTION TO ADJOURN MEETING

Motion by Hare to adjourn meeting. 2<sup>nd</sup> by Parker. Koebelin-aye, Martin-aye, Hitchcock-aye, Parker-aye, Hare-aye. CARRIED.

Meeting adjourned at 7:49 pm

Respectfully submitted,

Mary M. Peck, Town Clerk  
1-5-16