

MINUTES – TOWN OF ALLEGANY REGULAR BOARD MEETING TUESDAY, OCTOBER 11, 2016 7:00 PM TOWN HALL

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

ALSO PRESENT: H. Larson, D. Sue, S. Guthrie

ABSENT: Hwy. Supt. Moshier

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

AUDITED CLAIMS

Gen A	\$46,117.31	Hwy DA	\$ 10,869.44
Gen B	\$ 1,442.00	Hwy DB	\$239,868.48
Sp Dist	\$41,382.34		

MONTHLY REPORTS

Town Clerk	Building & Zoning
Highway Dept.	Recreation & Parks

Town Justice D. Porter – report for September 2016 – amount of check \$6522.50.

Town Justice A. Spears – report for September 2016 – amount of check \$7990.00.

#153-MOTION TO APPROVE MINUTES

Motion by Martin to approve the minutes from the Sept. 27, 2016 regular board meeting as written. 2nd by Parker. Koebelin-aye, Martin-aye, Hitchcock-aye, Parker-aye, Hare-aye.

CARRIED.

CORRESPONDENCE

1. City of Olean – copy of calculations for the annual sewer payment for 2015 – 2016.
2. Catt. Co. Real Property – 2016 cost for tax bill printing & processing: \$4429.00.
3. NYS DOL – Notice of Violation & Order to Comply(Recreation Dept. Site) *** **Per Supervisor Hare, the Hall Bros. have advised that the violations have been corrected. A letter will be sent to the NYS DOL to advise that corrections have been completed.*****

UNFINISHED BUSINESS

1. Approve changes to Zoning Ordinance II
2. Resolution for NYS Retirement reporting

#154-MOTION TO ACCEPT SEQR AS NO SIGNIFICANT IMPACT

Motion by Hare to accept the SEQR form as prepared by Carol Horowitz be approved as no significant adverse impact for the changes to the Zoning Ordinance II. 2nd by Koebelin. Koebelin-aye, Martin-aye, Hitchcock-aye, Parker-aye, Hare-aye. CARRIED.

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#155-MOTION TO APPROVE ZONING ORDINANCE II CHANGES

Motion by Hare to approve the Zoning Ordinance III as recommended by the Planning Board per their 11/9/15 meeting and per the Town Board Public Hearing on 8/16/16; it shall become effective 10/11/16. 2nd by Hitchcock. Koebelin-aye, Martin-aye, Hitchcock-aye, Parker-aye, Hare-aye. CARRIED.

#156-MOTION TO ESTABLISH STANDARD WORKDAY FOR EMPLOYEES

Motion by Hare: BE IT RESOLVED: that the Town of Allegany Town Board hereby establishes the following as a standard workday for elected and appointed officials for the purpose of determining days worked reportable to the New York State and Local Employees' Retirement System: ALL ELECTED OFFICIALS: Supervisor, Councilpersons, Town Justices – an eight (8) hour day. Superintendent of Highways and Town Clerk – a five (5) day work week and eight (8) hour day. APPOINTED OFFICIALS: Members of the Zoning Board of Appeals, Members of the Planning Board, Town Attorney, Recreation Department Workers, Cemetery Workers: an eight (8) hour day. Comptroller, Code Enforcement Officer, Recreation Dept. Director, Highway Workers- a five (5) day work week and an eight (8) hour day. 2nd by Hitchcock. Koebelin-aye, Martin-aye, Hitchcock-aye, Parker-aye, Hare-aye. CARRIED.

#157-MOTION TO ESTABLISH RECORD KEEPING PROCEDURES FOR NYS RETIREMENT REPORTING

Motion by Hare : BE IT RESOLVED, that the Town of Allegany hereby established the following as the record keeping procedure for determining time worked by full-time Town of Allegany employees and elected and appointed officials in the Town of Allegany who are members of the NYS and Local Employees' Retirement System: FULL-TIME EMPLOYEES: All full-time employees shall be required to keep daily time sheets showing an actual record of time worked each day and shall sign and certify said time sheets as to truth and accuracy, which time sheets shall be submitted to the Town Comptroller on a weekly basis. ELECTED AND APPOINTED OFFICIALS: All elected and appointed officials shall be required to keep a monthly log of work related activities to be kept for three (3) consecutive months at the beginning of their respective terms of office, which shall be signed and certified as to truth and accuracy, and submitted to the Town Comptroller. 2nd by Hitchcock. Koebelin-aye, Martin-aye, Hitchcock-aye, Parker-aye, Hare-aye. CARRIED.

- Per Supervisor Hare, Motions #156 & 157 will be incorporated into the Organizational Minutes of each year from now on. The persons identified by the NYS Retirement System in their letter dated 8/10/16 were: D.Piccioli- Town Comptroller, J.Dzuroff- Code Enforcement Officer, C. Moshier- Court & Highway Clerk, J. Moshier- Highway Superintendent; The aforesaid four (4) individuals have been routinely submitting times sheets as required which are on file. A. Spears- Town Justice, & B. Elderkin- Town Assessor have been notified that they will need to create a 3 month record for reporting purposes.

NEW BUSINESS

1. Executive Session on a personnel issue
- Per Supervisor Hare, there will be a budget work session on Tuesday, Oct. 25, 2016 at 6:00 pm at the Town Hall, prior to the regular board meeting.

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#158-MOTION TO ADJOURN TO EXECUTIVE SESSION ON A PERSONNEL ISSUE

Motion by Hare to adjourn to executive session on a personnel issue. 2nd by Parker. Koebelin-aye, Martin-aye, Hitchcock-aye, Parker-aye, Hare-aye. CARRIED.

Regular portion of meeting adjourned at 7:20 pm.

#159-MOTION TO ADJOURN EXECUTIVE SESSION AND RE-ENTER REGULAR SESSION

Motion by Parker to adjourn executive session and re-enter regular session. 2nd by Martin. Koebelin-aye, Martin-aye, Hitchcock-aye, Parker-aye, Hare-aye. CARRIED.

#160-MOTION TO ADJOURN ENTIRE MEETING

Motion by Hitchcock to adjourn entire meeting. 2nd by Koebelin. Koebelin-aye, Martin-aye, Hitchcock-aye, Parker-aye, Hare-aye. CARRIED.

Meeting adjourned at 8:16 pm

Respectfully submitted,

Mary M. Peck, Town Clerk
10/12/16