

MINUTES – TOWN OF ALLEGANY ORGANIZATIONAL MEETING THURSDAY – JANUARY 2, 2014 7:00 PM TOWN HALL

PRESENT WERE: Supervisor Hare Councilman Koebelin
Councilman O’Dell Councilman Hitchcock
Councilman Parker Comptroller C.Hemphill
Town Clerk M. Peck

ABSENT: John Moshier, Hwy Superintendent, Attorney Tuttle

ALSO PRESENT: J.Dzuroff- CEO, D.Porter Town Justice

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

Town Justice David F. Porter swore in the newly elected officials: Town Supervisor, John Hare, Town Councilmen, Jim Hitchcock and Robert Parker, Town Clerk – Mary Peck

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

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

a. Town Comptroller	Carolyn Hemphill	\$48,400.00/yr
b. Dep. Comptroller	Helen Monroe	\$14.70/hr
c. Town Hall Custodian	Donald Sue	\$10.72/hr
d. Town Hall & Hwy Grg Cleaner	Connie Sue	\$10.72/hr
e. Emergency Preparedness Dir	John Hare	\$ -0-
f. Budget Officer	John Hare	\$ -0-
g. Dep. Budget Officer	Carolyn Hemphill	\$ -0-
h. Court & Highway Clerk	Cynthia Moshier	\$16.21/hr
i. Z.B.A. Secretary	Carolyn Hemphill	\$38.58/hr (OT)
j. Water Superintendent	John M. Moshier	\$6,000.00/yr
k. Sewer Superintendent	John M. Moshier	\$6,000.00/yr
l. Code Enforcement Officer	Gerard Dzuroff	\$46,200.00/yr
m. School Crossing Guard	Gayle Swatt	\$8.70/hr
n. Dept. Hwy Superintendent	Jim Hitchcock	\$ -0-
o. Dep. Town Supervisor	Jim Hitchcock	\$ 300.00/yr
p. Town Historian	Nancy Phearsdorf	\$ 200.00/yr
q. Tax Collector	Mary M. Peck	\$4,000.00/yr
r. Reg. of Vital Statistics	Mary M. Peck	\$2040.00/yr
s. Water Clerk	Carolyn Hemphill	\$3065.00/yr
t. Sewer Clerk	Carolyn Hemphill	\$2035.00/yr
u. Planning Board Secretary	Lynette Semsel	\$75.00/meeting
v. Zoning Clerk	Lynette Semsel	\$9.36/hr
w. Cemetery Superintendent	Stephanie Guthrie	\$12.48/hr
x. Cemetery Caretakers	Vernon P. Baker	\$9.95/hr
	Ronald Putt	\$9.95/hr
y. Recreation/Parks Director	Abigail Kalinowski	\$35,000.00/yr
z. Dep. Town Clerk	Michelle Trietley	\$9.50/hr
aa. Town Assessor	Bobbi Elderkin	\$25,500.00/yr
bb. Town Attorney	Wendy A. Tuttle	\$27,500.00/yr
cc. Records Management Officer	Mary M. Peck	\$ -0- 2 nd by Koebelin.

Koebelin-aye, O’Dell-aye, Hitchcock-aye, Parker-aye, Hare-aye. CARRIED.

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#2-MOTION TO APPOINT PLANNING BOARD MEMBER

Motion by Hare to appoint Frank DeFiore as Planning Board Member for a 5-year term (1/1/14 – 12/31/18); And also to appoint him as Chairman for 1/1/14 – 12/31/14. 2nd by O'Dell. Koebelin-aye, O'Dell-aye, Hitchcock-aye, Parker-aye, Hare-aye. CARRIED.

#3-MOTION TO APPOINT ZONING BOARD OF APPEALS MEMBER

Motion by Hare to appoint John Jones as Zoning Board of Appeals Member for a 5-year term (1/1/14 – 12/31/18); and to also appoint him as Chairman for 1/1/14 – 12/31/14. 2nd by Parker. Koebelin-aye, O'Dell-aye, Hitchcock-aye, Parker-aye, Hare-aye. CARRIED.

#4-MOTION TO APPROVE WEEKLY PAY-PERIODS

Motion by Hare to approve weekly pay periods for union employees. 2nd by Hitchcock. Koebelin-aye, O'Dell-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; Recreation Supervisor. 2nd by Koebelin. Koebelin-aye, O'Dell-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. 2nd by Hitchcock. Koebelin-aye, O'Dell-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. 2nd by Parker. Koebelin-aye, O'Dell-aye, Hitchcock-aye, Parker-aye, Hare-aye. CARRIED.

#8-MOTION TO AUTHORIZE SUPERVISOR TO INVEST TOWN MONIES

Motion by Hare to authorize the Town Supervisor to invest Town monies. 2nd by Koebelin. Koebelin-aye, O'Dell-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. 2nd by O'Dell. Koebelin-aye, O'Dell-aye, Hitchcock-aye, Parker-aye, Hare-aye. CARRIED.

#10-MOTION TO APPROVE THE PROCUREMENT POLICY

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Motion by Hare to approve the Procurement Policy (this was updated in 2013). 2nd by O'Dell. Koebelin-aye, O'Dell-aye, Hitchcock-aye, Parker-aye, Hare-aye. CARRIED.

#11-MOTION TO APPROVE THE INVESTMENT POLICY

Motion by Hare to approve the Investment Policy 2nd by Parker. Koebelin-aye, O'Dell-aye, Hitchcock-aye, Parker-aye, Hare-aye. CARRIED.

#12-MOTION TO APPROVE CODE OF ETHICS

Motion by Hare to approve the Code of Ethics. 2nd by Hitchcock. Koebelin-aye, O'Dell-aye, Hitchcock-aye, Parker-aye, Hare-aye. CARRIED.

#13-MOTION TO DESIGNATE OFFICIAL BANKS

Motion by Hare to designate official banks: Five Star Bank and Community Bank NA. 2nd by Koebelin. Koebelin-aye, O'Dell-aye, Hitchcock-aye, Parker-aye, Hare-aye. CARRIED.

#14-MOTION TO ESTABLISH PETTY CASH FUNDS

Motion by Hare to establish petty cash funds for Town Clerk & Town Court Clerk at \$25.00 each. 2nd by O'Dell. Koebelin-aye, O'Dell-aye, Hitchcock-aye, Parker-aye, Hare-aye. CARRIED.

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

Motion by Hare to establish Town Board meeting dates and times as the 2nd & 4th Tuesdays @ 7:00 pm. 2nd by Hitchcock. Koebelin-aye, O'Dell-aye, Hitchcock-aye, Parker-aye, Hare-aye. CARRIED.

#16-MOTION TO ESTABLISH MILEAGE RATE REIMBURSEMENT

Motion by Hare to establish mileage rate reimbursement at \$.56/mile. 2nd by Hitchcock. Koebelin-aye, O'Dell-aye, Hitchcock-aye, Parker-aye, Hare-aye. CARRIED.

#17-MOTION TO ESTABLISH PER DIEM RATES

Motion by Hare to establish per diem rates as per the attachment at the end of the minutes. 2nd by Koebelin. Koebelin-aye, O'Dell-aye, Hitchcock-aye, Parker-aye, Hare-aye. CARRIED.

#18-MOTION TO ESTABLISH PAY RATES FOR ZONING BOARD OF APPEALS AND PLANNING BOARD MEMBERS

Motion by Hare to establish pay rates for Zoning Board of Appeals and Planning Board Members: Chairmen: \$105.00/meeting & Board Members: \$75.00/meeting. 2nd by Parker. Koebelin-aye, O'Dell-aye, Hitchcock-aye, Parker-aye, Hare-aye. CARRIED.

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

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Motion by Hare to appoint Mike Niles as groundskeeper at \$2295.00/yr and the lawn mower person will earn \$9.03/hr. 2nd by Hitchcock. Koebelin-aye, O'Dell-aye, Hitchcock-aye, Parker-aye, Hare-aye. CARRIED.

#20-MOTION TO APPOINT DOG CONTROL OFFICER

Motion by Hare to appoint Hugh A. Morrow as Dog Control Officer at \$5000.00 per year plus mileage. 2nd by O'Dell. Koebelin-aye O'Dell-aye, Hitchcock-aye, Parker-aye, Hare-aye. CARRIED.

#21-MOTION TO APPOINT PRIMARY KENNEL FOR 2014

Motion by Hare to appoint Joyful Rescues as the Primary Kennel for 2014 (same agreement as 2013). 2nd by O'Dell. Koebelin-aye, O'Dell-aye, Hitchcock-aye, Parker-aye, Hare-aye. CARRIED.

#22-MOTION TO APPROVE THE LIBRARY CONTRACT WITH THE VILLAGE

Motion by Hare to approve the Library Contract with the Village at \$31,350.00/yr. 2nd by Koebelin. Koebelin-aye, O'Dell-aye, Hitchcock-aye, Parker-aye, Hare-aye. CARRIED.

#23-MOTION TO APPROVE COURT SECURITY AGREEMENT WITH THE VILLAGE

Motion by Hare to approve the Court Security Contract with the Village of Allegany. 2nd by Parker. Koebelin-aye, O'Dell-aye, Hitchcock-aye, Parker-aye, Hare-aye. CARRIED.

#24-MOTION TO APPROVE SPECIAL EVENTS AGREEMENT WITH THE VILLAGE

Motion by Hare to approve Special Events Agreements with the Village of Allegany. 2nd by O'Dell. Koebelin-aye, O'Dell-aye, Hitchcock-aye, Parker-aye, Hare-aye. CARRIED.

#25-MOTION TO HAVE OVERTIME APPROVED BEFORE-HAND

Motion by Hare to have overtime approved before-hand (non-union). 2nd by O'Dell. Koebelin-aye, O'Dell-aye, Hitchcock-aye, Parker-aye, Hare-aye. CARRIED.

#26-MOTION TO ESTABLISH HEALTH-CARE-BUY-BACK

Motion by Hare to establish health-care buy-back at \$1750.00 per year. 2nd by O'Dell. Koebelin-aye, O'Dell-aye, Hitchcock-aye, Parker-aye, Hare-aye. CARRIED.

#27-MOTION TO APPROVE CONTRACT WITH ALLEGHENY PLANNING SERVICES

Motion by Hare to approve contract with Allegheny Planning Services for 2014 at the 2013 rate. 2nd by Koebelin. Koebelin-aye, O'Dell-aye, Hitchcock-aye, Parker-aye, Hare-aye. CARRIED.

#28-MOTION TO APPROVE CONTRACT WITH CLARK-PATTERSON-LEE

Motion by Hare to approve the contract with Clark-Patterson-Lee as Town Engineer for 2014, with Mr. McElheney as the Engineer and at 2013 rate. 2nd by Hitchcock. Koebelin-aye, O'Dell-aye, Hitchcock-aye, Parker-aye, Hare-aye. CARRIED.

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- Resolution to approve the Emergency Services Agreement with the Village of Allegany.
*****TABLE AS NEW AGREEMENT TO BE WRITTEN *****

#29-MOTION TO APPOINT TRAIL MAINTENANCE WORKER

Motion by Hare to appoint Phil Snyder as trail maintenance worker at \$9.21/hr. 2nd by Hitchcock. Koebelin-aye, O'Dell-aye, Hitchcock-aye, Parker-aye, Hare-aye. CARRIED.

#30-MOTION TO APPROVE PARKS & RECREATION WORKERS & WAGES

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

- | | |
|------------------------------|--|
| a). Gary Phearsdorf | \$11.01/hr |
| b). Nolan Phearsdorf | \$ 8.67/hr |
| c). Nancy Phearsdorf | \$10.05/hr |
| d). Jen Margeson | \$ 8.57/hr |
| e). Lori Lombardo | \$ 9.99/hr |
| f). Steve Piccirillo | \$ 10.76/hr |
| g). Chelsea Carey | \$ 8.57/hr |
| h). David Washington | \$ 8.00/hr |
| j). Tim Lavis | \$ 8.00/hr |
| k). Colette Harrison | \$ 8.00/hr |
| l). Paul Cleveland | \$ 9.99/hr |
| m). Debbie Beatty | \$ 9.69/hr |
| n). Julie Guidice | \$ 8.00/hr |
| o). Aquatics Director | \$ 8.67/hr |
| p). Lifeguards (+2 yrs exp.) | \$ 8.67/hr |
| q). Lifeguards | \$ 8.42/hr. 2 nd by Hitchcock. Koebelin-aye, O'Dell-aye, Hitchcock-aye, Parker-aye, Hare-aye. <u>CARRIED.</u> |

#31-MOTION TO APPROVE THE FOLLOWING COMMITTEES

Motion by Hare to approve the following committee appointments:

Negotiation	John Hare & David Koebelin
Personnel	John Hare & David Koebelin
Highway	David O'Dell & John Hare
Recreation & Parks	Jim Hitchcock & Robert Parker
Building/Grounds & Safety	David O'Dell & John Hare
Water/Sewer	Jim Hitchcock & John Hare
Technology	John Hare & Robert Parker
Cemetery	David O'Dell & Jim Hitchcock. 2 nd by Koebelin.
Koebelin-aye, O'Dell-aye, Hitchcock-aye, Parker-aye, Hare-aye. <u>CARRIED.</u>	

From the Floor: Nothing from the floor.

#32-MOTION TO ADJOURN

Motion by Hare to adjourn meeting. 2nd by Hitchcock. Koebelin-aye, O'Dell-aye, Hitchcock-aye, Parker-aye, Hare-aye. CARRIED.

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Meeting adjourned at 7:29 pm

Respectfully submitted,

Mary M. Peck, Town Clerk
1/3/14

Adjourn