MINUTES – TOWN OF ALLEGANY
ORGANIZATIONAL MEETING
WEDNESDAY, JANUARY 2, 2020 4:30 PM TOWN HALL

PRESENT WERE:
Supervisor Hitchcock
Councilman Parker
Councilman Cooper
Town Clerk D. Pinney
Comptroller D. Piccioli
Attorney Tuttle
Hwy. Superintendent Moshier

ABSENT:
Councilman Maguire, Councilwoman Martin

ALSO PRESENT:
Jerry Dzuroff

Salute to the Flag at 4:30PM opened the meeting

#1 MOTION TO APPROVE ONE-YEAR APPOINTMENTS AND WAGES
Motion by Supervisor Hitchcock to approve the following one-year appointments and wages. 2nd by Councilman Parker. Martin - absent, Cooper - aye, Hitchcock - aye, Maguire - absent, Parker - aye. CARRIED:

1. Approve one-year appointments and wages

- Town Comptroller Diana Piccioli $49,442/yr
- Dep. Comptroller Rosanne Capra $12.25/hr
- Town Hall Custodian $/hr
- Town Hall & Hwy Grg Cleaner $/hr
- Emergency Preparedness Dir James Hitchcock $-0-
- Budget Officer James Hitchcock $-0-
- Dep. Budget Officer Diana Piccioli $-0-
- Court & Highway Clerk Cynthia Moshier $18.50/hr
- Z.B.A. Secretary Kari Dugan $82/mtg
- Water Superintendent John M. Moshier $6,872/yr
- Sewer Superintendent John M. Moshier $6,872/yr
- Code Enforcement Officer Gerard Dzuroff $51,777/yr
- Zoning, Floodplan, 911 Coord. Gerard Dzuroff $4,000/yr
- Dep. Hwy Superintendent James Hitchcock $-0-
- Dep. Town Supervisor Craig Maguire $300/yr
- Town Historian Nancy Phearsdorf $200/yr
- Dog Control Officer Cindy Nupp $5657/yr
- Animal Control Officer Cindy Nupp $19.00 hr. with a 2hr cap
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- Tax Collector Carolyn Hemphill $4,776/yr
- Reg. of Vital Statistics Deryle L. Pinney $2,123/yr
- Water Clerk Diana Piccioli $3,438/yr
- Sewer Clerk Diana Piccioli $2,287/yr
- Planning Board Secretary Kari Dugan $82/mtg
- Zoning Clerk Kari Dugan $12.25/hr
- Cemetery Superintendent Stephanie Guthrie $36,400/yr
- Cemetery Caretaker Aaron Harris $12.30/hr
- Cemetery Caretaker Dana Spring $12.65/hr
- Cemetery Caretaker Zach Kriner $12.20/hr
- Recreation Director Danielle Nugent $16.32/hr
- Parks Director Stephanie Guthrie $4000/yr
- Dep. Town Clerk Kathleen Dempsey $12.25/hr
- Dep. Town Clerk (2) Carole Sandburg $11.80/hr
- Dep. Town Clerk (3) Michelle Zink $11.80/hr
- Town Assessor Bobbi Elderkin $28,563/yr
- Town Attorney Wendy A. Tuttle $27,500/yr
- Records Management Officer Deryle L. Pinney $-0-
- Dep. Sewer Clerk Rosanne Capra $12.25/hr
- Dep. Water Clerk Rosanne Capra $12.25/hr
- Dep. Court Clerk Bonnie Harrier $11.80/hr
- Cemetery Equip. Operator Jeremy Guthrie $150.00/grave & $15.30/hr

#2-MOTION TO APPROVE PARKS & RECREATION WAGES
Motion by Councilman Cooper to approve the following Parks & Recreation wages. 2nd by Councilman Parker. Martin- absent, Cooper-aye, Hitchcock-aye, Maguire-absent, Parker-aye. CARRIED:

2. Approve Parks & Recreation Department Workers
   - Gary Phearsdorf $11.90/hr
   - David Bess $11.80/hr
   - Charlene Cleveland $11.80/hr
   - Paul Cleveland $11.80/hr
   - Kyle Colburn $11.80/hr
   - Zack Kriner $11.80/hr
   - Nancy Phearsdorf $11.80/hr
   - Steve Piccirillo $11.80/hr
3. Others

1. Reappoint Planning Board Member E. Peter Hellier – 5-year term

#3-MOTION TO REAPPOINT PLANNING BOARD MEMBER E. PETER HELLIER FOR A 5-YEAR TERM
Motion by Councilman Parker to re-appoint Planning Board Member E. Peter Hellier for a 5-year term (1/1/20-12/31/24), he has fulfilled his training requirements. 2nd by Councilman Cooper. Martin- absent, Cooper-aye, Hitchcock-aye, Maguire-absent, Parker-aye. CARRIED:

2. Reappoint Planning Board Chairman E. Peter Hellier 1-year term

#4-MOTION TO REAPPOINT PLANNING BOARD CHAIRMAN E. PETER HELLIER FOR A 1-YEAR TERM
Motion by Councilman Parker to re-appoint Planning Board Chairman E. Peter Hellier for a 1-year term (1/1/20-12/31/20). 2nd by Councilman Cooper. Martin- absent, Cooper-aye, Hitchcock-aye, Maguire-absent, Parker-aye. CARRIED:
3. Reappoint ZBA member Ron Kyser – 5-year term

**#5-MOTION TO REAPPOINT ZBA MEMBER RON KYSER FOR A 5-YEAR TERM**  
Motion by Councilman Parker to re-appoint Planning Board Member Ron Kyser for a 5-year term (1/1/20-12/31/24), he has fulfilled his training requirements. 2\textsuperscript{nd} by Councilman Cooper. Martin- absent, Cooper-aye, Hitchcock-aye, Maguire-absent, Parker-aye. CARRIED:

4. Reappoint ZBA Chairman John Jones 1-year term

**#6-MOTION TO REAPPOINT ZBA CHAIRMAN JOHN JONES FOR A 1-YEAR TERM**  
Motion by Councilman Cooper to re-appoint ZBA Chairman E. Peter Hellier for a 1-year term (1/1/20-12/31/20). 2\textsuperscript{nd} by Councilman Parker. Martin- absent, Cooper-aye, Hitchcock-aye, Maguire-absent, Parker-aye. CARRIED:

5. Appoint Kathleen Martin as Town Board Member to fill vacancy left by James Hitchcock

**#7-MOTION TO APPOINT KATHLEEN MARTIN AS TOWN BOARD MEMBER TO FILL VACANCY**  
Motion by Councilman Parker to appoint Kathleen Martin as Town Board Member to fill vacancy left by James Hitchcock. 2\textsuperscript{nd} by Councilman Cooper. Martin- absent, Cooper-aye, Hitchcock-aye, Maguire-absent, Parker-aye. CARRIED:

6. Approve annual payments: Zoning Board of Appeals and Planning Board Members  
ZBA/Planning Board Chairmen \$112.00/mtg.  
ZBA/Planning Board Members \$82.00/mtg.

**#8-MOTION TO APPROVE ANNUAL PAYMENTS FOR THE ABOVE-MENTIONED POSITIONS**  
Motion by Councilman Cooper to approve annual payments of \$112.00/mtg. for ZBA/Planning Board Chairmen & \$82.00/mtg. for ZBA/Planning Board Members. 2\textsuperscript{nd} by Councilman Parker. Martin- absent, Cooper-aye, Hitchcock-aye, Maguire-absent, Parker-aye. CARRIED:

7. Approve weekly pay periods: Highway Union Employees

**#9-MOTION TO APPROVE WEEKLY PAY PERIODS FOR HIGHWAY UNION EMPLOYEES**  
Motion by Councilman Parker to approve weekly pay periods for the Highway Union employees. 2\textsuperscript{nd} by Councilman Cooper. Martin- absent, Cooper-aye, Hitchcock-aye, Maguire-absent, Parker-aye. CARRIED:
8. Approve biweekly pay periods: 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.

#10-MOTION TO APPROVE BIWEEKLY PAY PERIODS FOR THE ABOVE-MENTIONED DEPARTMENTS
Motion by Councilman Cooper to approve biweekly pay periods for the 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 employees. 2nd by Councilman Parker. Martin- absent, Cooper-aye, Hitchcock-aye, Maguire-absent, Parker-aye. CARRIED:

9. Approve monthly pay periods: Town Justices; Town Supervisor; Zoning Board of Appeals Secretary; Town Hall Custodian; Town Councilmen; Town Attorney; Planning Board Secretary; part-time Recreation/Parks employees; Dog Control Officer; Animal Control Officer.

#11-MOTION TO APPROVE MONTHLY PAY PERIODS FOR THE ABOVE-MENTIONED DEPARTMENTS
Motion by Councilman Parker to approve monthly pay periods for the Town Justices; Town Supervisor; Zoning Board of Appeals Secretary; Town Hall Custodian; Town Councilmen; Town Attorney; Planning Board Secretary; part-time Recreation/Parks employees; Dog Control Officer. 2nd by Councilman Cooper. Martin- absent, Cooper-aye, Hitchcock-aye, Maguire-absent, Parker-aye. CARRIED:

10. Authorize Supervisor to invest Town monies

#12-MOTION TO AUTHORIZE SUPERVISOR HITCHCOCK TO INVEST TOWN MONIES
Motion by Councilman Parker to authorize Supervisor Hitchcock to invest Town monies. 2nd by Councilman Cooper. Martin- absent, Cooper-aye, Hitchcock-aye, Maguire-absent, Parker-aye. CARRIED:

11. Designate official town newspaper (Olean Times Herald)

#13-MOTION TO DESIGNATE TOWN’S OFFICIAL NEWSPAPER
Motion by Councilman Cooper to authorize Supervisor Hitchcock to designate the official town newspaper as the Olean Times Herald. 2nd by Councilman Parker. Martin- absent, Cooper-aye, Hitchcock-aye, Maguire-absent, Parker-aye. CARRIED:
12. Approve Procurement Policy (unchanged from 2019)

**#14-MOTION TO APPROVE THE TOWN’S PROCUREMENT POLICY**
Motion Councilman Parker to authorize Supervisor Hitchcock to approve the Town’s Procurement Policy (unchanged from 2019). 2nd by Councilman Cooper. Martin-absent, Cooper-aye, Hitchcock-aye, Maguire-absent, Parker-aye. CARRIED:

13. Approve Investment Policy (unchanged from 2019)

**#15-MOTION TO APPROVE THE TOWN’S INVESTMENT POLICY**
Motion by Councilman Cooper to authorize Supervisor Hitchcock to approve the Town’s Investment Policy (unchanged from 2018). 2nd by Councilman Parker. Martin-absent, Cooper-aye, Hitchcock-aye, Maguire-absent, Parker-aye. CARRIED:


**#16-MOTION TO APPROVE THE TOWN’S CODE OF ETHICS**
Motion by Councilman Parker to authorize Supervisor Hitchcock to approve the Town’s Code of Ethics (unchanged from 2019). 2nd by Councilman Cooper. Martin-absent, Cooper-aye, Hitchcock-aye, Maguire-absent, Parker-aye. CARRIED:

15. Designate Official Banks (Five Star & Community Bank)

**#17-MOTION TO DESIGNATE TOWN’S OFFICIAL BANKS**
Motion by Councilman Cooper to authorize Supervisor Martin to Designate official banks as Five Star & Community Bank. 2nd by Councilman Parker. Martin-absent, Cooper-aye, Hitchcock-aye, Maguire-absent, Parker-aye. CARRIED:

16. Establish Town Board meeting days and times: 2nd & 4th Tuesday of each month at 7pm

**#18-MOTION TO ESTABLISH TOWN BOARD MEETING DAYS & TIMES**
Motion by Councilman Parker to establish Town Board meeting days and times (2nd & 4th Tuesday of each month) at 7:00pm. 2nd by Councilman Cooper. Martin-absent, Cooper-aye, Hitchcock-aye, Maguire-absent, Parker-aye. CARRIED:
17. Establish mileage rate (.575 cents per mile)

**#19-MOTION TO ESTABLISH THE MILEAGE RATE**
Motion by Councilman Parker to establish Town mileage rate (.575 cents per mile). 2nd by Councilman Cooper. Martin- absent, Cooper-aye, Hitchcock-aye, Maguire-absent, Parker-aye. CARRIED:

18. Establish per diem rates as listed on www.gsa.gov/perdiem

**#20-MOTION TO ESTABLISH THE PER DIEM RATES**
Motion by Councilman Parker to establish Town per diem rates www.gsa.gov/perdiem. 2nd by Councilman Cooper. Martin- absent, Cooper-aye, Hitchcock-aye, Maguire-absent, Parker-aye. CARRIED:

19. Appoint Primary Kennel for 2020 (Town of Olean)

**#21-MOTION TO APPOINT PRIMARY KENNEL**
Motion by Councilman Cooper to appoint Primary Kennel for 2020 (Town of Olean). 2nd by Councilman Parker. Martin- absent, Cooper-aye, Hitchcock-aye, Maguire-absent, Parker-aye. CARRIED:

20. Approve Library Contract with the Village: $42,350.00 for 2020

**#22-MOTION TO APPROVE LIBRARY CONTRACT WITH THE VILLAGE**
Motion by Councilman Parker to approve Library Contract with the Village: $42,350.00 for 2020. 2nd by Councilman Cooper. Martin- absent, Cooper-aye, Hitchcock-aye, Maguire-absent, Parker-aye. CARRIED:

21. Approve Overtime beforehand (non-union only)

**#23-MOTION TO HAVE OVERTIME PRE-APPROVED**
Motion by Councilman Parker to have overtime approved beforehand (non-union only). 2nd by Councilman Cooper. Martin- absent, Cooper-aye, Hitchcock-aye, Maguire-absent, Parker-aye. CARRIED:

22. Establish Health Care Buy Back at $2,500.00/year

**#24-MOTION TO ESTABLISH HEALTH CARE BUY BACK**
Motion by Councilman Cooper to establish Health Care Buy Back at $2,500.00/year. 2nd by Councilman Parker. Martin- absent, Cooper-aye, Hitchcock-aye, Maguire-absent, Parker-aye. CARRIED:
23. Approve Clark-Patterson-Lee as Town Engineer for 2020

**#25-MOTION TO ESTABLISH TOWN ENGINEER**
Motion by Councilman Parker to approve Clark-Patterson-Lee as Town Engineer for 2020. 2nd by Councilman Cooper. Martin-absent, Cooper-aye, Hitchcock-aye, Maguire-absent, Parker-aye. CARRIED:

24. Approve Court Security Agreement with the Village

**#26-MOTION TO APPROVE THE COURT SECURITY AGREEMENT**
Motion by Councilman Cooper to approve the Court Security Agreement with the Village. 2nd by Councilman Parker. Martin-absent, Cooper-aye, Hitchcock-aye, Maguire-absent, Parker-aye. CARRIED:

25. Approve Special Events Agreement with the Village

**#27-MOTION TO APPROVE THE SPECIAL EVENTS AGREEMENT**
Motion by Councilman Parker to approve the Special Events Agreement with the Village. 2nd by Councilman Cooper. Martin-absent, Cooper-aye, Hitchcock-aye, Maguire-absent, Parker-aye. CARRIED:

26. Approve Emergency Services Agreement with the Village ($10,000.00 FOR 2020)

**#28-MOTION TO APPROVE THE EMERGENCY SERVICES AGREEMENT**
Motion by Councilman Parker to approve the Emergency Services Agreement with the Village ($10,000.00 FOR 2020). 2nd by Councilman Cooper. Martin-absent, Cooper-aye, Hitchcock-aye, Maguire-absent, Parker-aye. CARRIED:

27. Approve Committee Appointments for 2020

**#29-MOTION TO APPROVE COMMITTEE ASSIGNMENTS FOR 2020**
Motion by Councilman Cooper to approve Committee Assignments for 2020 as listed below. 2nd by Councilman Parker. Martin-absent, Cooper-aye, Hitchcock-aye, Maguire-absent, Parker-aye. CARRIED:

- Negotiation - Craig Maguire & Open
- Personnel – Kathy Martin & Craig Maguire
- Highway - Kathy Martin & Andy Cooper
- Recreation – Jim Hitchcock & Andy Cooper
- Building/Grounds & Safety – Craig Maguire & Jim Hitchcock
- Water/Sewer – Kathy Martin & Open
o Technology – Craig Maguire & Andy Cooper
o Cemetery – Jim Hitchcock & Open
o Parks – Jim Hitchcock & Kathy Martin

- Councilman Robert Parker gave his verbal resignation.

#27-MOTION TO ADJOURN THE 2020 ORGANIZATIONAL MEETING AT 5:00 PM:
Motion by Councilman Cooper to adjourn the 2020 Organizational meeting at 5:00PM. 2nd by Councilman Parker. Martin- absent, Cooper-aye, Hitchcock-aye, Maguire-absent, Parker-aye. CARRIED:

Respectfully submitted,

Deryle L. Pinney, Town Clerk
1/2/20
Adjourn