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:

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

#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. 2nd 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. 2nd 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. 2nd 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. 2nd 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. 2nd 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. 2nd 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. 2nd 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. 2nd by Koebelin. Koebelin-aye, Martin-aye, Hitchcock-aye, Parker-aye, Hare-aye. CARRIED.
#10-MOTION TO APPROVE PROCUREMENT POLICY FOR 2016  
Motion by Hare to approve the procurement policy for the town for 2016. 2nd 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. 2nd 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. 2nd 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. 2nd 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. 2nd 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 2nd & 4th Tuesdays @ 7:00 pm. 2nd 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. 2nd 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. 2nd 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
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. 2nd 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. 2nd 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). 2nd 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) 2nd 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. 2nd 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. 2nd 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. 2nd 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
n) Playground Supervisor $9.00/hr
o) Golf, Tennis, Volleyball Inst. $ 9.00/hr
p) Parks Maintenance $ 9.15/hr . 2nd 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. 2nd 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. 2nd 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. 2nd 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. 2nd 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. 2nd 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. 2nd by Parker. Koebelin-aye, Martin-aye, Hitchcock-aye, Parker-aye, Hare-aye. CARRIED.
#33-MOTION TO ADJOURN MEETING
Motion by Hare to adjourn meeting. 2nd 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