

MINUTES – TOWN OF ALLEGANY REGULAR BOARD MEETING TUESDAY, MAY 28, 2013 7:00 PM TOWN HALL

PRESENT WERE: Supervisor Hare Councilman Koebelin
Councilman O’Dell Councilman Hitchcock
Councilman Allen Highway Superintendent Moshier
Attorney Tuttle Comptroller C. Hemphill
Town Clerk M. Peck

ALSO PRESENT: G.Ayers, D.Sue, H.Larson, S.Guthrie, F.DeFiore, B.Parker, 4 high school students

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

#115-MOTION TO APPROVE MINUTES

Motion by Koebelin to approve the minutes from the May 14, 2013 Regular Board Meeting as written. 2nd by Hitchcock. Koebelin-aye, O’Dell-aye, Hitchcock-aye, Allen-aye, Hare-aye. CARRIED.

CORRESPONDENCE

1. NYS ORPS – notice of Tentative Equalization Rate: 100.00
2. Letter from NYS DEC regarding a resident and violations of Article 19 of Environmental Conservation Law
3. Memo from Mark Lombardo regarding his consultant work ending date: June 7th
4. Southern Tier Extension Railroad Authority- RE: extension of PILOT Agreement
5. Notice of Union Dues changes by AFSCME (highway dept.)
6. Catt. Co. Health Dept. – Larvicide Notice and Maps.
7. Time Warner Cable – notice of franchise fee payment to be forthcoming.
8. Town Calls reports from Village Police for January 2013 to April 2013

#116-MOTION TO THANK MARK LOMBARDO FOR HIS HELP

Motion by Koebelin to thank Mark Lombardo for his help in this transition to the new recreation director. 2nd by Allen. Koebelin-aye, O’Dell-aye, Hitchcock-aye, Allen-aye, Hare-aye. CARRIED.

UNFINISHED BUSINESS

1. Cash Management Procedures – Town Hall Offices
2. NYS DOT Surplus property #05-111-2470 (Corner of Constitution & Cranberry)
3. Obtaining funds held by NYS for maintenance of Allegany Cemeteries. (Attorney Tuttle)*** **This is being worked on by Attorney Tuttle, a petition is being prepared, plus she must meet with the Town Comptroller for further information as per NYS not-for-profit laws, we cannot touch this money without a Court Order. A Petition should be ready by the next board meeting.*****

#117-MOTION TO APPROVE CASH MANAGEMENT PROCEDURES FOR TOWN HALL- CREATED MAY 2013

Motion by Allen to approve the Cash Management Procedures as follows for the Town

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Town of Allegany
Cash Management Procedures
(New 5/13)

Cash Receipts:

Funds Received by Town Clerk:

Town Clerk opens all mail. Stamps each check received “for deposit only.”

Funds received for Town Clerk functions are::

Dog Licenses Fees-	Logged in Town Clerks Cashbook
Marriage Licenses Fees-	Logged in Town Clerks Cashbook
Certified Copies of Death Certificates	Logged in Town Clerks Cashbook
Transfer Tickets Sales	Logged in Town Clerks Cashbook
Cemetery Receipts	
Water & Sewer Receipts	
Town Tax Bill Receipts	

Cemetery Receipts: Checks received by Cemetery Supervisor. She gives family or funeral director a written “Town of Allegany Cemetery’ receipt, describing services rendered, amount received.

A copy of this receipt and the actual payment is given to the Town Clerk, who then gives to Town Comptroller for proper recording of Cemetery Revenues.

Water & Sewer Receipts:

Town Clerk checks off Water & Sewer Billing Log to verify correct amount due from resident.

Records receipt of payment on Water & Sewer Billing Log which are saved in a file.

Late payments are recorded on a supplemental Water & Sewer Billing log as above.

A receipt is written by the Town Clerk, only if requested.

Money received is given to the Deputy Comptroller to prepare the bank deposit slip.

Town Tax Bill Receipts:

Town Tax Receipts received by Town Clerk:

Town Clerk has a Checking Account with Five Star Bank-Tax Collector Checkbook.

Town Clerk pulls individual tax bill invoice and matches the payment to the invoice.

Enters the receipt into a manual log – reconciles at the end of each day.

Fills out a deposit slip with each individual receipts being listed on the deposit slip into Tax Collector Checkbook.

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Cash Disbursements:

Purchase of goods or services:

Upon a receipt of a completed and approved Town Voucher, the Town Comptroller enters into the Towns Accounting Software all details required for each voucher. The Comptroller runs an "Invoice Audit Journal" of every invoice that has been entered for payment. On the face of each Town Voucher, the Comptroller marks the check number and the expense account so as to evidence that the invoice has been paid. A copy of the Invoice Audit Journal will be made available before the regular Town Board Meeting, on the counter in the Town Clerks office. Each Board Member should review this before the start of the regular meeting. This will give the Board a chance to question or inquire about a particular invoice or payment. The prepared checks are forwarded to the town Supervisor for approval and signature. Only the Town Supervisor and the Deputy Supervisor have check signing authority. All checks only require one signature. Once the checks are signed they are returned to the comptroller for mailing.

Bank Reconciliations:

The Deputy Town Comptroller prepares bank reconciliations on a monthly basis, although the Town Comptroller does on occasion. Once the reconciliations are complete, they are forwarded to the Comptroller for review. The bank statements are given directly to the Deputy Comptroller, unopened. Any stale items are investigated by calling the employee if it is a payroll check or the vendor for all other checks. If it still remains outstanding after six months to a year, it is voided and added back to cash.

Bank Transfers:

Bank transfers are not typical. When they are done, the Comptroller does an electronic transfer or writes a check out of one account into another. All transfers are maintained for the town's records.

Payroll:

Highway department employees are paid weekly, the hourly and salaried office employees are paid biweekly and the remaining employees are paid monthly.

Each week, the weekly payroll register is reviewed by the Town Supervisor. The Town Supervisor then signs a certification sheet verifying his approval and review (signs the payroll register).

Once hours have been entered into the computer, the Deputy Comptroller prints a report and checks that the times have been entered correctly and also verifies pay rates, deductions, withholdings, the expense account charged, etc. The report is forwarded to the Comptroller for review. If complete the Deputy Comptroller runs the payroll checks. All checks are given to the

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Town Supervisor along with the payroll report and he reviews everything and signs each check. Once a year, the payroll reports are sent to County Civil Service for their approval.

All payroll checks are put into an envelope. The Highway payroll checks are put into the Highway Superintendent's mail slot for distribution. The Comptroller is responsible for handing out the office employee checks. Other employees who are not present have their checks mailed. If an employee is absent from work their check will be kept in the safe. 2nd by Koebelin. Koebelin-aye, O'Dell-aye, Hitchcock-aye, Allen-aye, Hare-aye. CARRIED.

#118-MOTION TO PURCHASE PARCEL FROM NYS DOT – CRANBERRY & CONSTITUTION CASE NO. 05-III-2470

Motion by Hare WHEREAS, the Town of Allegany wishes to purchase a certain parcel of land from the State of New York, said parcel of land being described as Olean-Allegany Map 39-C, Parcel 48, and WHEREAS, the State of New York wishes to convey said parcel to the Town of Allegany, NOW, THEREFORE, BE IT RESOLVED, that the Town of Allegany hereby makes and approves an offer to purchase parcel 48 on Olean-Allegany Map 39-C from the State of New York for the sum of \$1,000.00. 2nd by Hitchcock. Koebelin-aye, O'Dell-aye, Hitchcock-aye, Allen-aye, Hare-aye. CARRIED.

OTHER BUSINESS

1. Engineer's Report on re-pointing of the Town Hall *****not as bad as thought, TABLE*****
2. Engineer's Report on Generator & Expansion at Senior Center
3. Update on Public Services from Village of Allegany (Councilmen Allen & Hitchcock)
4. Executive Session to discuss personnel issue and to obtain legal advice.

#119-MOTION TO GO OUT FOR BIDS TO RE-POINT THE TOWN HALL BUILDING

Motion by Allen to move forward and go out for bids on fixing the exterior of the Town Hall. 2nd by Hare. Koebelin-aye, O'Dell-aye, Hitchcock-aye, Allen-aye, Hare-aye. CARRIED.

COMMITTEE REPORTS

- Councilman Allen-he and Councilman Hitchcock had a meeting with Village Police regarding the Police Emergency Services Contract. There is to be a meeting scheduled with the Mayor, Village Trustees and Town Board Members regarding this. Councilman Allen also provided a handout of statistics of police calls for the past 10 years.

#120-MOTION TO SEND THANK YOU TO LYNN SHAFFER FOR TRAIL MAINTENANCE

Motion by Hitchcock to send a Thank you letter to Lynn Shaffer for his time given to keep the trail in shape over the years. 2nd by Hare. Koebelin-aye, O'Dell-aye, Hitchcock-aye, Allen-aye, Hare-aye. CARRIED.

From the floor: nothing from the floor

#121-MOTION TO ADJOURN TO EXECUTIVE SESSION ON A PERSONNEL MATTER AND LEGAL ADVICE

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Motion by Hare to adjourn to executive session to discuss a personnel matter and to seek legal advice. 2nd by Hitchcock. Koebelin-aye, O'Dell-aye, Hitchcock-aye, Allen-aye, Hare-aye. CARRIED.

Regular session adjourned at 7:45pm

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

Motion by O'Dell to adjourn executive session and re-enter regular session. 2nd by Hare. Koebelin-aye, O'Dell-aye, Hitchcock-aye, Allen-aye, Hare-aye. CARRIED.

#123-MOTION TO ADJOURN ENTIRE MEETING

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

Entire meeting adjourned at 9:20 pm

Respectfully submitted,

Mary M. Peck, Town Clerk
6/3/13