PRESENT WERE: Councilman Hitchcock John E. Hare
David O’Dell David Koebelin
Highway Superintendent Gleason
Attorney W. Tuttle Comptroller C. Hemphill
Town Clerk M. Peck
Also present: Ed & Nancy Allen, M.O’Dell, J.Dzuroff, C.Hare, D. Sue, H. Larson, K. Mosman, N.Mosman, F. DeFiore, R. Kavanagh, Justice D. Porter

Salute to the Flag at 7:00 pm opened the meeting. (by Councilman and Deputy Supervisor J. Hitchcock)

Town Justice David Porter swore in the following people: John E. Hare as Town Supervisor; Rodney F. Gleason as Highway Superintendent; David J. Koebelin as Councilman, Dave O’Dell as Councilman.

Meeting now turned over to John E. Hare, Supervisor

#01-MOTION TO APPOINT COUNCIL MEMBER
Motion by Hare to appoint Ed Allen as Councilman to fill his vacancy on the Town Board for a one-year appointment. 2nd by Hitchcock. Koebelin –aye, O’Dell-aye, Hitchcock-aye, Hare-aye. CARRIED

Town Justice David Porter then swore in Ed Allen as Councilman.

#02-MOTION TO APPROVE ONE-YEAR APPOINTMENTS AND WAGES
Motion by Hare to approve the one-year appointments and wages as follows:
a. Town Comptroller Carolyn Hemphill $22.81/hr
b. Dept. Comptroller Helen Monroe $14.14/hr
c. Town Hall Custodian Don Sue $10.30/hr
d. Hwy Grg & Town Hall Cleaner Connie Sue $10.30/hr
e. Emerg. Preparedness Director John E. Hare -0-
f. Budget Officer John E. Hare -0-
g. Dept. Budget Officer Carolyn Hemphill -0-
h. Court/Highway Clerk Cynthia Mosher $15.59/hr
i. Z.B.A. Secretary Carolyn Hemphill $37.20/hr (o/t)
j. Water Superintendent Rodney Gleason $8,000.00/yr
k. Sewer Superintendent Rodney Gleason $8,000.00/yr
l. Code Enforcement Officer Jerry Dzuroff $21.35/hr
m. Recreation Clerk Romayne Gilbert $9.50/hr
n. School Crossing Guard Martha Maroney $8.70/hr
o. Dept. Hwy Superintendent Jim Hitchcock -0-
p. Dept. Town Supervisor Jim Hitchcock $300.00/yr
q. Town Historian Nancy Phearsdorf $200.00/yr
r. Tax Collector Mary Peck $3500.00/yr
s. Town Attorney Wendy A. Tuttle $27,000.00/yr
t. Reg. of Vital Statistics Mary Peck $2,000.00/yr
u. Records Management Officer Mary Peck -0-
v. Water Clerk Carolyn Hemphill $2580.00/yr
MINUTES – TOWN OF ALLEGANY ORGANIZATIONAL MEETING
MONDAY, JANUARY 2, 2012 7:00 PM TOWN TALL

w. Sewer Clerk Carolyn Hemphill $1550.00/yr
x. Planning Board Secretary Lynnette Semsel $75.00/meeting
y. Zoning Clerk Lynnette Semsel $9.00/hr
z. Cemetery Superintendent Stephanie Guthrie $12.00/hr
aa. Cemetery Caretakers Vernon P. Baker, Ronald Putt $9.75/hr
bb. Recreation/Parks Director Thomas Gilbert $30,000.00/$2,000/yr
c. EDZ Representative TABLE
d. Deputy Town Clerk Cheryl Collins $10.00/hr 2nd by Hitchcock. Koebelin-aye, O’Dell-aye, Hitchcock-aye, Allen-aye, Hare-aye. CARRIED.

1. Appoint Planning Board Member (Bob Phillips – 1/1/12-12/31/16) ***TABLE***

#03-MOTION TO APPOINT ZONING BOARD OF APPEALS MEMBER
Motion by Hare to appoint Carol Ozzella to the Zoning Board of Appeals – term of 1/1/12 – 12/31/16. 2nd by Koebelin. Koebelin-aye, O’Dell-aye, Hitchcock-aye, Allen-aye, Hare-aye. CARRIED.

#04-MOTION TO APPROVE WEEKLY PAY-PERIODS
Motion by Hitchcock to approve weekly pay-periods for highway employees. 2nd by Allen. Koebelin-aye, O’Dell-aye, Hitchcock-aye, Allen-aye, Hare-aye. CARRIED.

#05-MOTION TO APPROVE BI-WEEKLY PAY-PERIODS
Motion by O’Dell to approve bi-weekly pay periods for: Highway/Water/Sewer Superintendent, Comptroller, Recreation Clerk, Deputy Town Clerk, Highway & Court Clerk, Deputy Comptroller, Recreation/Parks Director, Code Enforcement Officer, Town Clerk, Zoning Clerk, Permanent Recreation Supervisor, Cemetery Caretakers, Cemetery Superintendent. 2nd by Hitchcock. Koebelin-aye, O’Dell-aye, Hitchcock-aye, Allen-aye, Hare-aye. CARRIED.

#06-MOTION TO APPROVE MONTHLY PAY PERIODS
Motion by Hare to approve monthly pay periods for Town Justices, Town Supervisor, Tax Collector, Zoning Board of Appeals Secretary, School Crossing Guard, Town Hall Custodian, Town Councilmen, Town Attorney, Planning Board Secretary, Registrar of Vital Statistics, Recreation/Parks Employees, (part-time) Highway Garage & Town Hall Cleaner. 2nd by Koebelin. Koebelin-aye, O’Dell-aye, Hitchcock-aye, Allen-aye, Hare-aye. CARRIED.

#07-MOTION TO APPROVE ANNUAL PAYMENTS
Motion BY Hare to approve annual payments: Zoning Board of Appeals and Planning Board Members. 2nd by O’Dell. Koebelin-aye, O’Dell-aye, Hitchcock-aye, Allen-aye, Hare-aye. CARRIED.

#08-MOTION TO AUTHORIZE SUPERVISOR TO INVEST TOWN MONIES
Motion by Hitchcock to authorize the Town Supervisor to invest town monies. 2nd by Allen. Koebelin-aye, O’Dell-aye, Hitchcock-aye, Allen-aye, Hare-aye. CARRIED.

#09-MOTION TO DESIGNATE OFFICIAL NEWSPAPER
Motion by Hare to designate the Times Herald of Olean, New York as the official Town newspaper. 2nd by O’Dell. Koebelin-aye, O’Dell-aye, Hitchcock-aye, Allen-aye, Hare-aye. CARRIED.

#10-MOTION TO DESIGNATE OFFICIAL TOWN BANKS
Motion by Hare to designate Five Star Bank and Community Bank, NA as the official banks for the Town of Allegany. 2nd by Koebelin. Koebelin-aye, O’Dell-aye, Hitchcock-aye, Allen-aye, Hare-aye. CARRIED.

#11-MOTION TO ESTABLISH PETTY CASH FUNDS
Motion by Hare to establish petty cash funds in the Town Clerk and Court Clerk offices at $25.00 each. 2nd by Hitchcock. Koebelin-aye, O’Dell-aye, Hitchcock-aye, Allen-aye, Hare-aye. CARRIED.

#12-MOTION TO ESTABLISH TOWN BOARD MEETING DATES AND TIME
Motion by Hare to establish the Town Board meeting dates and times as the second and fourth Tuesdays of each month at 7:00 PM at the Town Hall. 2nd by Koebelin. Koebelin-aye, O’Dell-aye, Hitchcock-aye, Allen-aye, Hare-aye. CARRIED.

#13-MOTION TO ESTABLISH MILEAGE RATE REIMBURSEMENT
Motion by Hare to establish the mileage rate reimbursement for the Town of Allegany at $.55 ½ per mile, which is the federal amount. 2nd by Hitchcock. Koebelin-aye, O’Dell-aye, Hitchcock-aye, Allen-aye, Hare-aye. CARRIED.

#14-MOTION TO ESTABLISH PER DIEM RATES
Motion by Hare to establish per diem rates per the attached sheets. 2nd by Hitchcock. Koebelin-aye, O’Dell-aye, Hitchcock-aye, Allen-aye, Hare-aye. CARRIED.

#15-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 as follows: $105.00/meeting for Zoning Board Chair; $75.00/meeting for Zoning Board Members; $105.00/meeting for Planning Board Chair; $75.00/meeting for Planning Board Members. 2nd by Koebelin. Koebelin-aye, O’Dell-aye, Hitchcock-aye, Allen-aye, Hare-aye. CARRIED.

#16-MOTION TO APPOINT LAWN MOWER PERSON AND GROUNDSKEEPER AND WAGES
Motion by Hare to appoint Bob Nolan as lawn mower person at $8.25/hr and Mike Niles as groundskeeper at $2,200.00/yr. 2nd by Allen. Koebelin-aye, O’Dell-aye, Hitchcock-aye, Allen-aye, Hare-aye. CARRIED

#17-ESTABLISH PAY RATES FOR PARKS & RECREATION DEPARTMENT EMPLOYEES
Motion by Hare to establish the following pay rates for parks & recreation department employees:

a. Gary Phearsdorf $10.70/hr
b. Steve Piccirillo $10.45/hr
c. Nancy Phearsdorf $9.75/hr
d. Paul Cleveland $9.70/hr
e. Lori Lombardo $9.70/hr
f. Debra Beatty $9.40/hr
g. Robert Phillips $8.45/hr
h. Rita Besok $8.45/hr
i. Richard Collins $8.45/hr
j. Abigail Abdo $8.40/hr
k. Nolan Phearsdorf $8.40/hr
l. Jennifer Pleakis $8.35/hr
m. Chelsea Carey $8.30/hr
n. Jennifer Margeson $8.30/hr
o. Julie Guidice $7.70/hr
p. Aquatics Director $9.00/hr
q. Lifeguard (2 or more yrs) $8.50/hr
r. Lifeguards $8.25/hr
s. Playground Directors $7.50/hr
t. Parks Maintenance $8.85/hr
u. Lynn Shaffer $9.60/hr. 2nd by Hitchcock. Koebelin-aye, O’Dell-aye, Hitchcock-aye, Allen-aye, Hare-aye. CARRIED.

#18-MOTION TO ESTABLISH PROCUREMENT POLICY
Motion by Hare to establish the procurement policy for the Town of Allegany which is the current policy on file. 2nd by Koebelin. Koebelin-aye, O’Dell-aye, Hitchcock-aye, Allen-abstain, Hare-aye. CARRIED.

#19-MOTION TO ESTABLISH INVESTMENT POLICY
Motion by Hare to establish an Investment Policy for the Town of Allegany which is the current policy on file. 2nd by O’Dell. Koebelin-aye, O’Dell-aye, Hitchcock-aye, Allen-abstain, Hare-aye. CARRIED.

#20-MOTION TO APPROVE THE CODE OF ETHICS FOR THE TOWN OF ALLEGANY
Motion by Hare to approve the Code of Ethics for the Town of Allegany which is the current policy which is on file. 2nd by Koebelin. DISCUSSION: Councilman Koebelin questioned the frequency of the “gift”. This will be researched. Koebelin-aye, O’Dell-aye, Hitchcock-aye, Allen-abstain, Hare-aye. CARRIED.
#21- MOTION TO APPOINT DOG CONTROL OFFICER
Motion by Hare to appoint Hugh Al Morrow as Dog Control Officer for the year 2012 at $5,000.00 per year plus mileage. 2nd by Hitchcock. Koebelin-aye, O’Dell-aye, Hitchcock-aye, Allen-aye, Hare-aye. CARRIED.

#22- MOTION TO APPOINT JOYFUL RESCUES AS THE PRIMARY KENNEL FOR 2012
Motion by Hare to appoint Joyful Rescues as the Primary Kennel for the Town of Allegany for 2012, which is the same as 2011. 2nd by O’Dell. Koebelin-aye, O’Dell-aye, Hitchcock-aye, Allen-aye, Hare-aye. CARRIED.

#23- APPROVE LIBRARY CONTRACT WITH THE VILLAGE
Motion by Hare to approve the library contract with the Village of Allegany for the year 2012 in the amount of $30,750.00. 2nd by Koebelin. Koebelin-aye, O’Dell-aye, Hitchcock-aye, Allen-aye, Hare-aye. CARRIED.

#24- APPROVE POLICE CONTRACT WITH THE VILLAGE OF ALLEGANY
Motion by Hare to approve the police contract with the Village of Allegany for 2012 in the amount of $18,000.00/yr. 2nd by Hitchcock. DISCUSSION: question regarding item #4 – monthly reports. Per Town Clerk these have not been received in a very long time. A letter will be sent to the Village requesting these reports once again. (monthly) Koebelin-aye, O’Dell-aye, Hitchcock-aye, Allen-aye, Hare-aye. CARRIED.

#25- APPROVE COURT SECURITY CONTRACT WITH VILLAGE OF ALLEGANY
Motion by Hare to approve the court security contract with the Village of Allegany. 2nd by Allen. Koebelin-aye, O’Dell-aye, Hitchcock-aye, Allen-aye, Hare-aye, CARRIED.

#26- MOTION TO APPROVE SPECIAL EVENTS AGREEMENT WITH VILLAGE OF ALLEGANY
Motion by Hare to approve the special events agreement with the Village of Allegany. 2nd by Koebelin. Koebelin-aye, O’Dell-aye, Hitchcock-aye, Allen-aye, Hare-aye. CARRIED.

#27- MOTION TO HAVE OVERTIME APPROVED
Motion by Hare to have all overtime “pre-approved” (non-union) 2nd by Koebelin. Koebelin-aye, O’Dell-aye, Hitchcock-aye, Allen-aye, Hare-aye. CARRIED.

#28- MOTION TO ESTABLISH HEALTH-CARE BUY-BACK
Motion by Hare to establish the health-care buy-back at $1750.00 per year. 2nd by Hitchcock. Koebelin-nay, O’Dell-aye, Hitchcock-aye, Allen-aye, Hare-aye. CARRIED.

#29- MOTION TO APPROVE CONTRACT WITH ALLEGHENY PLANNING SERVICES FOR 2012
Motion by Hare to approve the contract with Allegheny Planning Services for 2012. 2\textsuperscript{nd} by Koebelin. ($65.00/hr) Koebelin-aye, O’Dell-aye, Hitchcock-aye, Allen-aye, Hare-aye.  \textbf{CARRIED}

\textbf{#30-MOTION TO APPOINT TOWN ENGINEER}

Motion by Hare to appoint Tom McElheny of Clark-Patterson-Lee for 2012 as Town Engineer. 2\textsuperscript{nd} by Allen. Koebelin-aye, O’Dell-aye, Hitchcock-aye, Allen-aye, Hare-aye.  \textbf{CARRIED}.

\textbf{COMMITTEES}

\begin{tabular}{ll}
Negotiation & John Hare & David Koebelin \\
Personnel & John Hare & David Koebelin \\
Highway & Jim Hitchcock & John Hare \\
Recreation & Parks & Jim Hitchcock & Dave O’Dell \\
Building/Grounds & Safety & Dave O’Dell & Ed Allen \\
Water/Sewer & Jim Hitchcock & John Hare \\
Technology & John Hare & Ed Allen \\
Cemetery & Dave O’Dell & Ed Allen \\
\end{tabular}

From the floor: nothing

\textbf{#31-MOTION TO ADJOURN MEETING}

Motion by Hitchcock to adjourn meeting. 2\textsuperscript{nd} by Koebelin. Koebelin-aye, O’Dell-aye, Hitchcock-aye, Allen-aye, Hare-aye.  \textbf{CARRIED}.

Meeting adjourned at 7:53 pm

Respectfully submitted,

Mary M. Peck, Town Clerk
1/6/2012