

# MINUTES – TOWN OF ALLEGANY ORGANIZATIONAL MEETING MONDAY, JANUARY 2, 2012 7:00 PM TOWN TALL

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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 . 2<sup>nd</sup> 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 Moshier	\$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

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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	\$9.75/hr
	Ronald Putt	\$9.75/hr
bb. Recreation/Parks Director	Thomas Gilbert	\$30,000.00/\$2,000/yr
cc. EDZ Representative	<b>TABLE</b>	
dd. Deputy Town Clerk	Cheryl Collins	\$10.00/hr 2 <sup>nd</sup> by Hitchcock. Koebelin-aye, O'Dell-aye, Hitchcock-aye, Allen-aye, Hare-aye. <u>CARRIED.</u>

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. 2<sup>nd</sup> 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. 2<sup>nd</sup> 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. 2<sup>nd</sup> 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. 2<sup>nd</sup> 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. 2<sup>nd</sup> 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. 2<sup>nd</sup> by Allen. Koebelin-aye, O'Dell-aye, Hitchcock-aye, Allen-aye, Hare-aye. CARRIED.

## #09-MOTION TO DESIGNATE OFFICAL NEWSPAPER

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Motion by Hare to designate the Times Herald of Olean, New York as the official Town newspaper. 2<sup>nd</sup> by O'Dell. Koebelin-aye, O'Dell-aye, Hitchcock-aye, Allen-aye, Hare-aye. CARRIED.

## #10-MOTION TO DESIGNATE OFFICAL TOWN BANKS

Motion by Hare to designate Five Star Bank and Community Bank, NA as the official banks for the Town of Allegany. 2<sup>nd</sup> 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. 2<sup>nd</sup> 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. 2<sup>nd</sup> 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. 2<sup>nd</sup> 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. 2<sup>nd</sup> 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. 2<sup>nd</sup> 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. 2<sup>nd</sup> by Allen. Koebelin-aye, O'Dell-aye, Hitchcock-aye, Allen-aye, Hare-aye. CARRIED

## #17-ESTABLISH PAY RATES FOR PARKS & RECREATION DEPARTMENT EMPLOYEEES

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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. 2<sup>nd</sup> 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. 2<sup>nd</sup> 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. 2<sup>nd</sup> 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. 2<sup>nd</sup> 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.

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## #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. 2<sup>nd</sup> 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. 2<sup>nd</sup> 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. 2<sup>nd</sup> 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. 2<sup>nd</sup> 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. 2<sup>nd</sup> 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. 2<sup>nd</sup> 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) 2<sup>nd</sup> 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. 2<sup>nd</sup> 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

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Motion by Hare to approve the contract with Allegheny Planning Services for 2012. 2<sup>nd</sup> by Koebelin. (\$65.00/hr) Koebelin-aye, O'Dell-aye, Hitchcock-aye, Allen-aye, Hare-aye. CARRIED

## #30-MOTION TO APPOINT TOWN ENGINEER

Motion by Hare to appoint Tom McElheny of Clark-Patterson-Lee for 2012 as Town Engineer. 2<sup>nd</sup> by Allen. Koebelin-aye, O'Dell-aye, Hitchcock-aye, Allen-aye, Hare-aye. CARRIED.

## COMMITTEES

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

From the floor: nothing

## #31-MOTION TO ADJOURN MEETING

Motion by Hitchcock to adjourn meeting. 2<sup>nd</sup> by Koebelin. Koebelin-aye, O'Dell-aye, Hitchcock-aye, Allen-aye, Hare-aye. CARRIED.

Meeting adjourned at 7:53 pm

Respectfully submitted,

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