

**MINUTES – TOWN OF ALLEGANY
ORGANIZATIONAL MEETING
MONDAY, JANUARY 3, 2022 5:30 PM TOWN HALL**

PRESENT WERE:

Supervisor Higgins	Dep. Town Clerk C. Sandburg
Councilman Cooper	Councilman Nazemetz
Comptroller D. Piccioli	Attorney Tuttle
Councilman Maguire	Councilwoman Martin

ABSENT:

Town Clerk D. Pinney, Attorney Tuttle, Hwy. Superintendent Moshier

ALSO PRESENT:

Judge Porter, Bob Parker

Salute to the Flag opened the meeting

- Mike Higgins thanked Jim Hitchcock for his service to the Town.

#1-MOTION TO APPROVE ONE-YEAR APPOINTMENTS AND WAGES

Motion by Supervisor Higgins to approve the following one-year appointments and wages. 2nd by Councilwoman Martin. Higgins-aye, Martin- aye, Cooper-aye, Maguire-aye, Nazemetz-aye. CARRIED:

1. Approve one-year appointments and wages

• Town Comptroller	Diana Piccioli	\$55,520/yr
• Dep. Comptroller	Rosanne Capra	\$17.00/hr
• Town Hall Custodian	Cody Guthrie	\$15.00/hr
• Town Hall & Hwy Grg Cleaner	Esther Cook	\$17.00/hr
• Emergency Preparedness Dir	Mike Higgins	\$-0-
• Budget Officer	Mike Higgins	\$-0-
• Dep. Budget Officer	Diana Piccioli	\$-0-
• Court & Highway Clerk	Cynthia Moshier	\$21.47/hr
• Z.B.A. Secretary	Kari Dugan	\$82/mtg
• Water Superintendent	John M. Moshier	\$8,670/yr
• Sewer Superintendent	John M. Moshier	\$8,670/yr
• Code Enforcement Officer	Gerard Dzuroff	\$53,870/yr
• Zoning, Floodplan, 911 Coord.	Gerard Dzuroff	\$4,000/yr
• Dep. Hwy Superintendent	Mike Higgins	\$-0-
• Dep. Town Supervisor	Kathleen Martin	\$300/yr
• Town Historian	Nancy Phearsdorf	\$200/yr
• Dog Control Officer	Cindy Nupp	\$5886/yr
• Animal Control Officer	Cindy Nupp	\$19.00 hr. with a 2hr cap

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• Tax Collector	Carolyn Hemphill	\$5,000/yr
• Reg. of Vital Statistics	Deryle L. Pinney	\$2,209/yr
• Water Clerk	Diana Piccioli	\$3,750/yr
• Sewer Clerk	Diana Piccioli	\$2,500/yr
• Planning Board Secretary	Kari Dugan	\$82/mtg
• Zoning Clerk	Kari Dugan	\$19.48/hr
• Cemetery Superintendent	Stephanie Guthrie	\$46,300/yr
• Cemetery Caretaker	Aaron Harris	\$16.00/hr
• Cemetery Caretaker	Dana Spring	\$16.00/hr
• Cemetery Caretaker	Zach Kriner	\$16.00/hr
• Recreation Director	Karen Wilder	\$18.36/hr
• Parks Director	Stephanie Guthrie	\$4,162/yr
• Dep. Town Clerk	Kathleen Dempsey	\$15.00/hr
• Dep. Town Clerk (2)	Carole Sandburg	\$15.00/hr
• Dep. Town Clerk (3)	Nancy Phearsdorf	\$15.00/hr
• Town Assessor	Bobbi Elderkin	\$29,717/yr
• Town Attorney	Wendy A. Tuttle	\$27,500/yr
• Records Management Officer	Deryle L. Pinney	\$-0-
• Dep. Sewer Clerk	Rosanne Capra	\$17.00/hr
• Dep. Water Clerk	Rosanne Capra	\$17.00/hr
• Dep. Court Clerk	Bonnie Harrier	\$15.00/hr
• Cemetery Equip. Operator	Jeremy Guthrie	\$175.00/grave& \$17.50

#2-MOTION TO APPROVE PARKS & RECREATION WAGES

Motion by Councilwoman Martin to approve the following Parks & Recreation wages. 2nd by Councilman Cooper. Higgins-aye, Martin- aye, Cooper-aye, Maguire-aye, Nazemetz-aye. CARRIED:

2. Approve Parks & Recreation Department Workers

• Gary Phearsdorf	\$15.00/hr
• David Bess	\$15.00/hr
• Charlene Cleveland	\$15.00/hr
• Jocelyn Decker	\$15.00/hr
• Michele Devine	\$15.00/hr
• Steve Piccirillo	\$15.00/hr
• Mariyah Jackson	\$15.00/hr
• Mikayla King	\$15.00/hr
• Jenna Margeson	\$15.00/hr
• Matthew Kuzdal	\$15.00/hr
• Kortney Magara	\$15.00/hr

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- James Marcellin \$15.00/hr
- Aquatics Director \$16.00/hr
- Lifeguards \$15.50/hr
- Youth Center Supervisors \$15.00/hr
- Playground Supervisors \$15.00/hr
- Parks Maint - (Karl Larrabee) \$15.50/hr
- Groundskeeper - Mike Niles \$1,625/yr

3. Others

1. Appoint Planning Board Member Jim Finch for a 5-year term from 1/1/2022-12/31/2026

#3-MOTION TO REAPPOINT PLANNING BOARD MEMBER JIM FINCH FOR A 5-YEAR TERM

Motion by Supervisor Higgins to appoint Planning Board Member Jim Finch for a 5-year term from (1/1/2022-12/31/2026), he has fulfilled his training requirements. 2nd by Councilman Nazemetz. Higgins-aye, Martin- aye, Cooper-aye, Maguire-aye, Nazemetz-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 Cooper to re-appoint Planning Board Chairman E. Peter Hellier for a 1-year term (1/1/22-12/31/22). 2nd by Councilwoman Martin. Higgins-aye, Martin- aye, Cooper-aye, Maguire-aye, Nazemetz-aye. CARRIED:

3. Appoint Zoning Board of Appeals Member Carol Ozella for a 5-year term from 1/1/2022-12/31/2026

#5-MOTION TO REAPPOINT ZBA MEMBER CAROL OZELLA FOR A 5-YEAR TERM

Motion by Supervisor Higgins to Appoint Zoning Board of Appeals Member Carol Ozella for a 5-year term from (1/1/2022-12/31/2026), she has fulfilled her training requirements. 2nd by Councilwoman Martin. Higgins-aye, Martin- aye, Cooper-aye, Maguire-aye, Nazemetz-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 Supervisor Higgins to re-appoint ZBA Chairman John Jones for a 1-year term (1/1/22-12/31/22). 2nd by Councilman Maguire. Higgins-aye, Martin- aye, Cooper-aye, Maguire-aye, Nazemetz-aye. CARRIED:

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5. Approve annual payments: Zoning Board of Appeals and Planning Board Members

ZBA/Planning Board Members	\$82.00/mtg.
ZBA/Planning Board Chairmen	\$112.00/mtg.

#7-MOTION TO APPROVE ANNUAL PAYMENTS FOR THE ABOVE-MENTIONED POSITIONS

Motion by Councilwoman Martin to approve annual payments of \$82.00/mtg. for ZBA/Planning Board Members & \$112.00/mtg. for ZBA/Planning Board. 2nd by Councilman Maguire. Higgins-aye, Martin- aye, Cooper-aye, Maguire-aye, Nazemetz-aye. CARRIED:

6. Approve weekly pay periods: Highway Union Employees

#8-MOTION TO APPROVE WEEKLY PAY PERIODS FOR HIGHWAY UNION EMPLOYEES

Motion by Supervisor Higgins to approve weekly pay periods for the Highway Union employees. 2nd by Councilman Nazemetz. Higgins-aye, Martin- aye, Cooper-aye, Maguire-aye, Nazemetz-aye. CARRIED:

7. 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.

#9-MOTION TO APPROVE BIWEEKLY PAY PERIODS FOR THE ABOVE-MENTIONED DEPARTMENTS

Motion by Supervisor Higgins 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 Maguire. Higgins-aye, Martin- aye, Cooper-aye, Maguire-aye, Nazemetz-aye. CARRIED:

8. 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.

#10-MOTION TO APPROVE MONTHLY PAY PERIODS FOR THE ABOVE-MENTIONED DEPARTMENTS

Motion by Supervisor Higgins 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

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employees; Dog Control Officer. 2nd by Councilman Cooper. Higgins-aye, Martin- aye, Cooper-aye, Maguire-aye, Nazemetz-aye. CARRIED:

9. Authorize Supervisor to invest Town monies

#11-MOTION TO AUTHORIZE SUPERVISOR TO INVEST TOWN MONIES

Motion by Councilwoman Martin to authorize Supervisor Higgins to invest Town monies. 2nd by Councilman Maguire. Higgins-aye, Martin- aye, Cooper-aye, Maguire-aye, Nazemetz-aye. CARRIED:

10. Designate official town newspaper (Olean Times Herald)

#12-MOTION TO DESIGNATE TOWN'S OFFICIAL NEWSPAPER

Motion by Councilwoman Martin to authorize Supervisor Higgins to designate the official town newspaper as the Olean Times Herald. 2nd by Councilman Cooper. Higgins-aye, Martin- aye, Cooper-aye, Maguire-aye, Nazemetz-aye. CARRIED:

11. Approve Procurement Policy (unchanged from 2021)

#13-MOTION TO APPROVE THE TOWN'S PROCUREMENT POLICY

Motion Councilman Cooper to authorize Supervisor Higgins to approve the Town's Procurement Policy (unchanged from 2021). 2nd by Councilwoman Martin. Higgins-aye, Martin- aye, Cooper-aye, Maguire-aye, Nazemetz-aye. CARRIED:

12. Approve Investment Policy (unchanged from 2021)

#14-MOTION TO APPROVE THE TOWN'S INVESTMENT POLICY

Motion by Councilman Nazemetz to authorize Supervisor Higgins to approve the Town's Investment Policy (unchanged from 2021). 2nd by Councilman Maguire. Higgins-aye, Martin- aye, Cooper-aye, Maguire-aye, Nazemetz-aye. CARRIED:

13. Approve Code of Ethics (unchanged from 2021)

#15-MOTION TO APPROVE THE TOWN'S CODE OF ETHICS

Motion by Councilman Maguire to authorize Supervisor Higgins to approve the Town's Code of Ethics (unchanged from 2021). 2nd by Councilwoman Martin. Higgins-aye, Martin- aye, Cooper-aye, Maguire-aye, Nazemetz-aye. CARRIED:

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

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#16-MOTION TO DESIGNATE TOWN'S OFFICIAL BANKS

Motion by Councilwoman Martin to authorize Supervisor Higgins to Designate official banks as Five Star & Community Bank. 2nd by Councilman Maguire. Higgins-aye, Martin- aye, Cooper-aye, Maguire-aye, Nazemetz-aye. CARRIED:

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

#17-MOTION TO ESTABLISH TOWN BOARD MEETING DAYS & TIMES

Motion by Supervisor Higgins to establish Town Board meeting days and times (2nd & 4th Tuesday of each month) at 7:00pm. 2nd by Councilman Cooper. Higgins-aye, Martin- aye, Cooper-aye, Maguire-aye, Nazemetz-aye. CARRIED:

16. Establish mileage rate (.585 cents per mile)

#18-MOTION TO ESTABLISH THE MILEAGE RATE

Motion by Supervisor Higgins to establish Town mileage rate (.585 cents per mile). 2nd by Councilman Nazemetz. Higgins-aye, Martin- aye, Cooper-aye, Maguire-aye, Nazemetz-aye. CARRIED:

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

#19-MOTION TO ESTABLISH THE PER DIEM RATES

Motion by Councilman Nazemetz to establish Town per diem rates www.gsa.gov/perdiem. 2nd by Councilman Maguire. Higgins-aye, Martin- aye, Cooper-aye, Maguire-aye, Nazemetz-aye. CARRIED:

18. Appoint Primary Kennel for 2021 (Town of Olean)

#20-MOTION TO APPOINT PRIMARY KENNEL

Motion by Councilman Cooper to appoint Primary Kennel for 2021 (Town of Olean) 2nd by Councilwoman Martin. Higgins-aye, Martin- aye, Cooper-aye, Maguire-aye, Nazemetz-aye. CARRIED:

19. Approve Library Contract with the Village: \$49,350.00 for 2022

#21-MOTION TO APPROVE LIBRARY CONTRACT WITH THE VILLAGE

Motion by Supervisor Higgins to approve Library Contract with the Village: \$49,350.00 for 2022. 2nd by Councilman Maguire. Higgins-aye, Martin- aye, Cooper-aye, Maguire-aye, Nazemetz-aye. CARRIED:

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20. Approve Overtime beforehand (non-union only)

#22-MOTION TO HAVE OVERTIME PRE-APPROVED

Motion by Councilwoman Martin to have overtime approved beforehand (non-union only). 2nd by Councilman Nazemetz. Higgins-aye, Martin- aye, Cooper-aye, Maguire-aye, Nazemetz-aye. CARRIED:

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

#23-MOTION TO ESTABLISH HEALTH CARE BUY BACK

Motion by Supervisor Higgins to establish Health Care Buy Back at \$2,500.00/year. 2nd by Councilman Cooper. Higgins-aye, Martin- aye, Cooper-aye, Maguire-aye, Nazemetz-aye. CARRIED:

22. Approve Clark-Patterson-Lee as Town Engineer for 2022

#24-MOTION TO ESTABLISH TOWN ENGINEER

Motion by Supervisor Higgins to approve Clark-Patterson-Lee as Town Engineer for 2020. 2nd by Councilwoman Martin. Higgins-aye, Martin- aye, Cooper-aye, Maguire-aye, Nazemetz-aye. CARRIED:

23. Approve Court Security Agreement with the Village

#25-MOTION TO APPROVE THE COURT SECURITY AGREEMENT

Motion by Councilman Cooper to approve the Court Security Agreement with the Village. 2nd by Councilman Maguire. Higgins-aye, Martin- aye, Cooper-aye, Maguire-aye, Nazemetz-aye. CARRIED:

24. Approve Special Events Agreement with the Village

#26-MOTION TO APPROVE THE SPECIAL EVENTS AGREEMENT

Motion by Supervisor Higgins to approve the Special Events Agreement with the Village. 2nd by Councilwoman Martin. Higgins-aye, Martin- aye, Cooper-aye, Maguire-aye, Nazemetz-aye. CARRIED:

25. Approve Emergency Services Agreement with the Village (\$10,000.00 FOR 2022)

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#27-MOTION TO APPROVE THE EMERGENCY SERVICES AGREEMENT

Motion by Councilman Nazemetz to approve the Emergency Services Agreement with the Village (\$10,000.00 FOR 2022). 2nd by Councilman Nazemetz. Higgins-aye, Martin- aye, Cooper-aye, Maguire-aye, Nazemetz-aye. CARRIED:

26. Approve Committee Appointments for 2022

#28-MOTION TO APPROVE COMMITTEE ASSIGNMENTS FOR 2022

Motion by Supervisor Higgins to approve Committee Assignments for 2022 as listed below. 2nd by Councilman Cooper. Higgins-aye, Martin- aye, Cooper-aye, Maguire-aye, Nazemetz-aye. CARRIED:

- Union Negotiation – Mike Higgins & Kathy Martin
- Personnel – Alex Nazemetz & Craig Maguire
- Highway – Mike Higgins & Andy Cooper
- Recreation – Alex Nazemetz & Andy Cooper
- Building/Grounds & Safety – Kathy Martin & Mike Higgins
- Water/Sewer – Kathy Martin & Craig Maguire
- Technology – Craig Maguire & Andy Cooper
- Parks & Cemetery – Kathy Martin & Alex Nazemetz

#29-MOTION TO ADJOURN THE 2022 ORGANIZATIONAL MEETING

Motion by Supervisor Higgins to adjourn the 2022 Organizational meeting at 6:12 PM. 2nd by Councilwoman Martin. Higgins-aye, Martin- aye, Cooper-aye, Maguire-aye, Nazemetz-aye. CARRIED:

Respectfully submitted,

Carole Sandburg, Deputy Town Clerk for Deryle Pinney, Clerk
1/3/21
Adjourn