

**MINUTES – TOWN OF ALLEGANY
ORGANIZATIONAL MEETING
MONDAY, JANUARY 4, 2021 5:30 PM TOWN HALL**

PRESENT WERE:

Supervisor Hitchcock	Councilman Nazemetz
Councilman Cooper	Deputy Town C. Sandburg
Comptroller D. Piccioli	Attorney Tuttle
Councilman Maguire	Councilwoman Martin
Hwy. Superintendent Moshier	

ABSENT:

Town Clerk D. Pinney

ALSO PRESENT:

Salute to the Flag opened the meeting

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

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

1. Approve one-year appointments and wages

• Town Comptroller	Diana Piccioli	\$54,431/yr
• Dep. Comptroller	Rosanne Capra	\$13.50/hr
• Town Hall Custodian		\$14.50/hr
• Town Hall & Hwy Grg Cleaner		\$14.50/hr
• Emergency Preparedness Dir	James Hitchcock	\$-0-
• Budget Officer	James Hitchcock	\$-0-
• Dep. Budget Officer	Diana Piccioli	\$-0-
• Court & Highway Clerk	Cynthia Moshier	\$19.00/hr
• Z.B.A. Secretary	Kari Dugan	\$82/mtg
• Water Superintendent	John M. Moshier	\$8,500/yr
• Sewer Superintendent	John M. Moshier	\$8,500/yr
• Code Enforcement Officer	Gerard Dzuroff	\$52,813/yr
• Zoning, Floodplan, 911 Coord.	Gerard Dzuroff	\$4,000/yr
• Dep. Hwy Superintendent	James Hitchcock	\$-0-
• Dep. Town Supervisor	Alex Nazemetz	\$300/yr
• Town Historian	Nancy Phearsdorf	\$200/yr
• Dog Control Officer	Cindy Nupp	\$5770/yr
• Animal Control Officer	Cindy Nupp	\$19.00 hr. with a 2hr cap

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• Tax Collector	Carolyn Hemphill	\$4,872/yr
• Reg. of Vital Statistics	Deryle L. Pinney	\$2,166/yr
• Water Clerk	Diana Piccioli	\$3,506/yr
• Sewer Clerk	Diana Piccioli	\$2,333/yr
• Planning Board Secretary	Kari Dugan	\$82/mtg
• Zoning Clerk	Kari Dugan	\$14.25/hr
• Cemetery Superintendent	Stephanie Guthrie	\$37,128/yr
• Cemetery Caretaker	Aaron Harris	\$13.75/hr
• Cemetery Caretaker	Dana Spring	\$13.75/hr
• Cemetery Caretaker	Zach Kriner	\$13.75/hr
• Recreation Director	Danielle Nugent	\$16.65/hr
• Parks Director	Stephanie Guthrie	\$4080/yr
• Dep. Town Clerk	Kathleen Dempsey	\$12.50/hr
• Dep. Town Clerk (2)	Carole Sandburg	\$12.50/hr
• Town Assessor	Bobbi Elderkin	\$29,134/yr
• Town Attorney	Wendy A. Tuttle	\$27,500/yr
• Records Management Officer	Deryle L. Pinney	\$-0-
• Dep. Sewer Clerk	Rosanne Capra	\$13.50/hr
• Dep. Water Clerk	Rosanne Capra	\$13.50/hr
• Dep. Court Clerk	Bonnie Harrier	\$12.50/hr
• Cemetery Equip. Operator	Jeremy Guthrie	\$150.00/grave& \$15.30

#2-MOTION TO APPROVE PARKS & RECREATION WAGES

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

2. Approve Parks & Recreation Department Workers

- Gary Phearsdorf \$12.50/hr
- David Bess \$12.50/hr
- Charlene Cleveland \$12.50/hr
- Paul Cleveland \$12.50/hr
- Jocelyn Decker \$12.50/hr
- Steve Piccirillo \$12.50/hr
 - Morgan King \$12.50/hr
- Jenna Margeson \$12.50/hr
- Aquatics Director \$13.00/hr

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- Lifeguards \$12.80/hr
- Youth Center Supervisors \$12.50/hr
- Youth Center Supervisors \$12.50/hr
- Playground Supervisors \$12.50/hr
- Playground Supervisors \$12.50/hr
- Playground Supervisors \$12.50/hr
- Parks Maint - (Karl Larrabee) \$12.90/hr
- Groundskeeper - Mike Niles \$1,625/yr

3. Others

1. Reappoint Planning Board Member Joe Chamberlain – 5-year term

#3-MOTION TO REAPPOINT PLANNING BOARD MEMBER JOE CHAMBERLAIN FOR A 5-YEAR TERM

Motion by Councilwoman Martin to re-appoint Planning Board Member Joe Chamberlain for a 5-year term (1/1/21-12/31/25), he has fulfilled his training requirements. 2nd by Councilman Maguire. Martin- aye, Cooper-aye, Hitchcock-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 Nazemetz to re-appoint Planning Board Chairman E. Peter Hellier for a 1-year term (1/1/21-12/31/21). 2nd by Councilman Maguire. Martin-aye, Cooper-aye, Hitchcock-aye, Maguire-aye, Nazemetz-aye. CARRIED:

3. Reappoint ZBA member Don Due – 5-year term

#5-MOTION TO REAPPOINT ZBA MEMBER DON SUE FOR A 5-YEAR TERM

Motion by Councilman Cooper to re-appoint Planning Board Member Don Sue for a 5-year term (1/1/21-12/31/25), he has fulfilled his training requirements. 2nd by Councilwoman Martin. Martin- aye, Cooper-aye, Hitchcock-aye, Maguire-aye, Nazemetz-aye. CARRIED:

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4. Reappoint ZBA Chairman John Jones 1-year term

#6-MOTION TO REAPPOINT ZBA CHAIRMAN JOHN JONES FOR A 1-YEAR TERM

Motion by Councilman Maguire to re-appoint ZBA Chairman John Jones for a 1-year term (1/1/21-12/31/21). 2nd by Councilman Nazemetz. Martin- aye, Cooper-aye, Hitchcock-aye, Maguire-aye, Nazemetz-aye. CARRIED:

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 Councilman Nazemetz to approve annual payments of \$82.00/mtg. for ZBA/Planning Board Members & \$112.00/mtg. for ZBA/Planning Board. 2nd by Councilman Cooper. Martin- aye, Cooper-aye, Hitchcock-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 Councilwoman Martin to approve weekly pay periods for the Highway Union employees. 2nd by Councilman Maguire. Martin- aye, Cooper-aye, Hitchcock-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 Councilman Nazemetz 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. Martin- aye, Cooper-aye, Hitchcock-aye, Maguire-aye, Nazemetz-aye. CARRIED:

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

9. Authorize Supervisor to invest Town monies

#11-MOTION TO AUTHORIZE SUPERVISOR HITCHCOCK TO INVEST TOWN MONIES

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

11. Approve Procurement Policy (unchanged from 2020)

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

Motion Councilman Cooper to authorize Supervisor Hitchcock to approve the Town's Procurement Policy (unchanged from 2020). 2nd by Councilwoman Martin. Martin- aye, Cooper-aye, Hitchcock-aye, Maguire-aye, Nazemetz-aye. CARRIED:

12. Approve Investment Policy (unchanged from 2020)

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

Motion by Councilman Nazemetz to authorize Supervisor Hitchcock to approve the Town's Investment Policy (unchanged from 2020). 2nd by Councilman Maguire. Martin- aye, Cooper-aye, Hitchcock-aye, Maguire-aye, Nazemetz-aye. CARRIED:

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13. Approve Code of Ethics (unchanged from 2020)

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

Motion by Councilman Maguire to authorize Supervisor Hitchcock to approve the Town's Code of Ethics (unchanged from 2020). 2nd by Councilwoman Martin. Martin-aye, Cooper-aye, Hitchcock-aye, Maguire-aye, Nazemetz-aye. CARRIED:

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

#16-MOTION TO DESIGNATE TOWN'S OFFICIAL BANKS

Motion by Councilwoman Martin to authorize Supervisor Hitchcock to Designate official banks as Five Star & Community Bank. 2nd by Councilman . Martin-aye, Cooper-aye, Hitchcock-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 Councilman Nazemetz to establish Town Board meeting days and times (2nd & 4th Tuesday of each month) at 7:00pm. 2nd by Councilman Cooper. Martin-aye, Cooper-aye, Hitchcock-aye, Maguire-aye, Nazemetz-aye. CARRIED:

16. Establish mileage rate (.56 cents per mile)

#18-MOTION TO ESTABLISH THE MILEAGE RATE

Motion by Councilwoman Martin to establish Town mileage rate (.56 cents per mile). 2nd by Councilman Maguire. Martin-aye, Cooper-aye, Hitchcock-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. Martin-aye, Cooper-aye, Hitchcock-aye, Maguire-aye, Nazemetz-aye. CARRIED:

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18. Appoint Primary Kennel for 2020 (Town of Olean) tabled

19. Approve Library Contract with the Village: \$44,850.00 for 2021

#20-MOTION TO APPROVE LIBRARY CONTRACT WITH THE VILLAGE

Motion by Councilwoman Martin to approve Library Contract with the Village: \$44,850.00 for 2020. 2nd by Councilman Maguire. Martin- aye, Cooper-aye, Hitchcock-aye, Maguire-aye, Nazemetz-aye. CARRIED:

20. Approve Overtime beforehand (non-union only)

#21-MOTION TO HAVE OVERTIME PRE-APPROVED

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

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

#22-MOTION TO ESTABLISH HEALTH CARE BUY BACK

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

22. Approve Clark-Patterson-Lee as Town Engineer for 2021

#23-MOTION TO ESTABLISH TOWN ENGINEER

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

23. Approve Court Security Agreement with the Village

#24-MOTION TO APPROVE THE COURT SECURITY AGREEMENT

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

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24. Approve Special Events Agreement with the Village

#25-MOTION TO APPROVE THE SPECIAL EVENTS AGREEMENT

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

25. Approve Emergency Services Agreement with the Village (\$10,000.00 FOR 2020)

#26-MOTION TO APPROVE THE EMERGENCY SERVICES AGREEMENT

Motion by Councilman Nazemetz to approve the Emergency Services Agreement with the Village (\$10,000.00 FOR 2021). 2nd by Councilman Maguire. Martin- aye, Cooper-aye, Hitchcock-aye, Maguire-aye, Nazemetz-aye. CARRIED:

26. Approve Committee Appointments for 2021

#27-MOTION TO APPROVE COMMITTEE ASSIGNMENTS FOR 2021

Motion by Councilwoman Martin to approve Committee Assignments for 2021 as listed below. 2nd by Councilman Nazemetz. Martin- aye, Cooper-aye, Hitchcock-aye, Maguire-aye, Nazemetz-aye. CARRIED:

- Negotiation - Craig Maguire & Kathy Martin
- Personnel – Alex Nazemetz & Craig Maguire
- Highway - Kathy Martin & Andy Cooper
- Recreation – Jim Hitchcock & Andy Cooper
- Building/Grounds & Safety – Kathy Martin & Jim Hitchcock
- Water/Sewer – Kathy Martin & Andy Cooper
- Technology – Craig Maguire & Andy Cooper
- Cemetery – Jim Hitchcock & Alex Nazemetz
- Parks – Jim Hitchcock & Alex Nazemetz
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#28-MOTION TO ADJOURN THE 2021 ORGANIZATIONAL MEETING AT 6:00 PM:

Motion by Councilman Maguire to adjourn the 2021 Organizational meeting at :00PM. 2nd by Councilman Nazemetz. Martin- aye, Cooper-aye, Hitchcock-aye, Maguire-aye, Nazemetz-aye. CARRIED:

Respectfully submitted,

Carole Sandburg, Deputy Town Clerk
1/4/21
Adjourn