

MINUTES – TOWN OF ALLEGANY ORGANIZATIONAL MEETING MONDAY JANUARY 4, 2010 7:00 PM TOWN HALL

PRESENT WERE: Supervisor Eaton Councilman Jonak
Councilman Sendlakowski Councilman Hitchcock
Councilman Hare Hwy Superintendent Gleason
Comptroller C. Hemphill Town Clerk M. Peck

ALSO PRESENT: H.Larson, D. Sue, R. Kavanagh, M. Lombardo, J.Dzuroff, P.Eaton, C. Hare

ABSENT: Attorney Tuttle

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

Town Justice Alan Spears swore in the newly elected and re-elected officials: Patrick H. Eaton, Sr. – Town Supervisor; Jim Hitchcock-Town Councilman, John E. Hare – Town Councilman; Mary M. Peck – Town Clerk

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

Motion by Eaton to approve the following one-year appointments and wages:

a. Comptroller	Carolyn Hemphill	\$ 22.81/hr
b. Deputy Comptroller	Helen Monroe	\$ 13.66/hr
c. Town Hall Custodian	Don Sue	\$10.05/hr
d. Hwy Grge & Town Hall Cleaner	Connie Sue	\$10.05/hr
e. Emergency Preparedness Dir.	Patrick H. Eaton, Sr.	\$ -0-
f. Budget Officer	Patrick H. Eaton, Sr.	\$ -0-
g. Deputy Budget Officer	Carolyn Hemphill	\$ -0-
h. Court & Highway Clerk	Cindy Booth	\$ 15.11/hr
i. Deputy Court Clerk	Joyce Kibler	\$ 10.95/hr
j. Recreation/Parks Director	Mark Lombardo	\$ 46,798.00/yr
k. Zoning Board of Appeals Sec.	Carolyn Hemphill	\$ 36.48/hr (o/t)
l. Water Superintendent	Rodney Gleason	\$ 7500.00/yr
m. Sewer Superintendent	Rodney Gleason	\$ 7500.00/yr
n. Code Enforcement Officer	Jerry Dzuroff	\$ 20.86/hr
o. Recreation Clerk	Cheryl Collins	\$ 10.90/hr
p. School Crossing Guard	Martha Maroney	\$ 8.70/hr
q. Dep. Hwy Superintendent	Hans Sendlakowski	\$ -0-
r. Dep. Town Supervisor	Jim Hitchcock	\$ 300.00/yr
s. EDZ Representative	Ray Jonak	\$ -0-
t. Town Historian	Nancy Phearsdorf	\$ 200.00/yr
u. Deputy Town Clerk	Joyce Kibler	\$ 10.95/hr
v. Deputy Town Clerk	Helen Monroe	\$ 13.66/hr
w. Tax Collector	Mary Peck	\$ 3500.00/yr
x. Deputy Tax Collector	Andrea Peck	\$ 7.25/hr
y. Town Attorney	Wendy Tuttle	\$ 27,000.00/yr
z. Registrar of Vital Statistics	Mary Peck	\$ 2000.00/yr
aa. Records Management Officer	Mary Peck	\$ -0-
bb. Water Clerk	Carolyn Hemphill	\$ 2080.00/yr
cc. Sewer Clerk	Carolyn Hemphill	\$ 1050.00/yr

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dd. Parks Director	Mark Lombardo	\$4900.00/yr
dd. Planning Board Secretary	Joyce Kibler	\$16.43/hr (o/t)
ff. Zoning Clerk	Joyce Kibler	\$10.95/hr
gg. Cemetery Superintendent	Stephanie Guthrie	\$12.00/hr
hh. Cemetery Caretakers	Vernon P. Baker	\$9.75/hr
	Ronald Putt	\$9.75/hr. 2 nd by Hare.

Jonak-aye, Sendlakowski-aye, Hitchcock-aye, Hare-aye, Eaton-aye. CARRIED.

#2-MOTION TO APPOINT PLANNING BOARD MEMBER

Motion by Eaton to appoint Sheree Kellogg to the Planning Board for a term 1/1/2010 – 12/31/2014. 2nd by Sendlakowski. Jonak-aye, Sendlakowski-aye, Hitchcock-aye, Hare-aye, Eaton-aye. CARRIED.

#3-MOTION TO APPOINT PLANNING BOARD MEMBER TO FULFILL TERM

Motion by Eaton to appoint Helen Larson to fulfill the term of John Hare on the Planning Board for the period 1/1/2010 – 12/31/2012. 2nd by Jonak. Jonak-aye, Sendlakowski-aye, Hitchcock-aye, Hare-aye, Eaton-aye. CARRIED.

#4-MOTION TO APPOINT PLANNING BOARD CHAIRMAN

Motion by Eaton to appoint Robert Phillips as Planning Board Chairman for 2010. 2nd by Hare. Jonak-aye, Sendlakowski-aye, Hitchcock-aye, Hare-aye, Eaton-aye. CARRIED.

#5-MOTION TO APPOINT ZONING BOARD OF APPEALS MEMBER

Motion by Eaton to appoint John Gangemi as a Zoning Board of Appeals member for the 5-year term of 1/1/2010 – 12/31/2014. 2nd by Hitchcock. Jonak-aye, Sendlakowski-aye, Hitchcock-aye, Hare-aye, Eaton-aye. CARRIED.

#6-MOTION TO APPOINT ZONING BOARD OF APPEALS CHAIRMAN

Motion by Eaton to appoint Donald Bigler as Zoning Board of Appeals Chairman for 2010. 2nd by Sendlakowski. Jonak-aye, Sendlakowski-aye, Hitchcock-aye, Hare-aye, Eaton-aye. CARRIED.

#7-MOTION TO APPROVE WEEKLY PAY PERIODS FOR HIGHWAY EMPLOYEES

Motion by Eaton to approve weekly pay periods for highway employees. 2nd by Sendlakowski. Jonak-aye, Sendlakowski-aye, Hitchcock-aye, Hare-aye, Eaton-aye. CARRIED.

#8-MOTION TO APPROVE BI-WEEKLY PAY PERIODS

Motion by Eaton to approve bi-weekly pay periods for the following: Highway/Water/Sewer Superintendent, Comptroller, Recreation Clerk, Deputy Town Clerk, Highway & Court Clerk, Deputy Comptroller, Recreation/Parks Director, Code Enforcement Officer, Town Clerk, Permanent Recreation Supervisor, Deputy Tax Collector, Highway Garage Cleaners, Cemetery Caretakers, Cemetery Superintendent. 2nd by Jonak. Jonak-aye, Sendlakowski-aye, Hitchcock-aye, Hare-aye, Eaton-aye. CARRIED.

#9-MOTION TO APPROVE MONTHLY PAY PERIODS

Motion by Eaton to approve monthly pay periods for the following: Town Justices, Town Supervisor, Tax Collector, Zoning Board of Appeals Secretary, School Crossing Guard, Town Hall

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Custodian, Town Councilmen, Town Attorney, Planning board Secretary, Registrar of Vital Statistics, Recreation/Parks Employees (part-time). 2nd by Jonak. Jonak-aye, Sendlakowski-aye, Hitchcock-aye, Hare-aye, Eaton-aye. CARRIED.

#10-MOTION TO APPROVE ANNUAL PAYMENTS

Motion by Eaton to approve annual payments for Zoning Board of Appeals members, Planning Board members, Deputy Town Supervisor and Town Historian. 2nd by Hare. Jonak-aye, Sendlakowski-aye, Hitchcock-aye, Hare-aye, Eaton-aye. CARRIED.

#11-MOTION TO AUTHORIZE SUPERVISOR TO INVEST TOWN MONIES

Motion by Jonak to authorize the Town Supervisor to invest town monies. 2nd by Hitchcock. Jonak-aye, Sendlakowski-aye, Hitchcock-aye, Hare-aye, Eaton-aye. CARRIED.

#12-MOTION TO DESIGNATE OFFICAL TOWN NEWSPAPER

Motion by Eaton to designate the Olean Times Herald of Olean, NY as the Official Newspaper for the Town of Allegany. 2nd by Jonak. Jonak-aye, Sendlakowski-aye, Hitchcock-aye, Hare-aye, Eaton-aye. CARRIED.

#13-MOTION TO DESIGNATE THE OFFICAL BANKS FOR THE TOWN OF ALLEGANY

Motion by Eaton to designate Five Star Bank and Community Bank, NA as the official banks for the Town of Allegany. 2nd by Sendlakowski. Jonak-aye, Sendlakowski-aye, Hitchcock-aye, Hare-aye, Eaton-aye. CARRIED.

#14-MOTION TO ESTABLISH PETTY CASH FUNDS

Motion by Eaton to establish petty cash funds in the Town Clerk's Office and Town Court Clerk's Office at \$25.00 each. 2nd by Hitchcock. Jonak-aye, Sendlakowski-aye, Hitchcock-aye, Hare-aye, Eaton-aye. CARRIED.

#15-MOTION TO ESTABLISH TOWN BOARD MEETING DAYS

Motion by Eaton to establish the Town Board Meeting days as the 2nd and 4th Thursday of each month at 7:00PM at the Town Hall. 2nd by Jonak. Jonak-aye, Sendlakowski-aye, Hitchcock-aye, Hare-aye, Eaton-aye. CARRIED.

#16-MOTION TO ESTABLISH MILEAGE RATE REIMBURSEMENT

Motion by Eaton to establish mileage rate reimbursement at \$.50 per mile which is the Federal Rate. 2nd by Jonak. Jonak-aye, Sendlakowski-aye, Hitchcock-aye, Hare-aye, Eaton-aye. CARRIED.

#17-MOTION TO ESTABLISH PER DIEM RATES

Motion by Eaton to establish the per diem rates as per the attached information. 2nd by Sendlakowski. Jonak-aye, Sendlakowski-aye, Hitchcock-aye, Hare-aye, Eaton-aye. CARRIED.

#18-MOTION TO ESTABLISH PAY RATES

Motion by Eaton to establish the pay rates for the following:

Zoning Board of Appeals Chair	\$ 105.00/meeting
Zoning Board of Appeals Member	\$ 75.00/meeting

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Zoning Board of Appeals Secretary	\$ overtime
Planning Board Chair	\$ 105.00/meeting
Planning Board Member	\$ 75.00/meeting
Planning Board Secretary	\$ overtime .2 nd by Hare. Jonak-aye, Sendlakowski-aye, Hitchcock-aye, Hare-aye, Eaton-aye. <u>CARRIED.</u>

#19-MOTION TO APPOINT LAWN MOWER PERSON AND GROUNDSKEEPER

Motion by Eaton to appoint Vince Riehle as lawn mower person at \$2100.00 per year and Mike Niles as groundskeeper at \$2100.00 per year. 2nd by Jonak. Jonak-aye, Sendlakowski-aye, Hitchcock-aye, Hare-aye, Eaton-aye. CARRIED.

#20-MOTION TO APPROVE CONTRACT WITH ALLEGHENY PLANNING SERVICES

Motion by Eaton to approve the contract with Allegheny Planning Services for 2010. 2nd by Jonak. Jonak-aye, Sendlakowski-aye, Hitchcock-aye, Hare-aye, Eaton-aye. CARRIED.

#21`-MOTION TO ESTABLISH PAY RATES FOR PARKS & RECREATION EMPLOYEES

Motion by Hitchcock to approve the pay rates for the following:

Gary Phearsdorf	\$10.40/hr
Steve Piccirillo	\$10.15/hr
Nancy Phearsdorf	\$9.45/hr
Paul Cleveland	\$9.40/hr
Lori Lombardo	\$9.40/hr
Debra Beatty	\$9.10/hr
Bob Phillips	\$8.15/hr
Rita Besok	\$8.15/hr
Richard Collins	\$8.15/hr
Abigail Abdo	\$8.10/hr
Jennifer Pleakis	\$8.05/hr
Chelsea Carey	\$8.00/hr
Aquatics Director	\$8.75/hr
Lifeguards	\$8.25/hr (2+yrs-\$8.50/hr)
All other supervisors	\$7.25/hr
Lynn Shaffer	\$9.30/hr
Ryan Lombardo	\$8.10/hr
Jennifer Cleveland	\$8.00/hr
Victor Rabatoy	\$9.30/hr
Julie Guidice	\$7.70/hr
Playground Directors	\$7.50/hr
Ryan Lombardo (Prks Maint)	\$9.30/hr
Sarah Offenbach	\$7.55/hr. 2 nd by Eaton. Jonak-aye, Sendlakowski-aye, Hitchcock-aye, Hare-aye, Eaton-aye. <u>CARRIED.</u>

#22-MOTION TO APPROVE PROCUREMENT POLICY FOR 2010 FOR THE TOWN OF ALLEGANY

Motion by Eaton to approve the procurement policy for the year 2010 for the Town of Allegany the same as has been approved for 2009. 2nd by Sendlakowski. Jonak-aye, Sendlakowski-aye, Hitchcock-aye, Hare-aye, Eaton-aye. CARRIED.

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#23-MOTION TO APPROVE INVESTMENT POLICY FOR 2010

Motion by Eaton to approve the Investment Policy for the Town for 2010 the same as has been approved for 2009. 2nd by Hitchcock. Jonak-aye, Sendlakowski-aye, Hitchcock-aye, Hare-aye, Eaton-aye. CARRIED.

#24-MOTION TO APPOINT DOG CONTROL OFFICER AND KENNEL

Motion by Jonak to appoint the SPCA in Cattaraugus County as Dog Control Officer and Kennel for 2010 for a total cost of \$4500.00/year. 2nd by Hare. Jonak-aye, Sendlakowski-nay, Hitchcock-aye, Hare-aye, Eaton-aye. CARRIED.

#25-MOTION TO APPOINT TOWN ENGINEER

Motion by Eaton to appoint Kirk Wilson of Foit-Albert Associates as the Town Engineer for 2010. 2nd by Sendlakowski. Jonak-aye, Sendlakowski-aye, Hitchcock-aye, Hare-aye, Eaton-aye. CARRIED.

27. Approval of Contract for use of old high school gym. *****TABLE AS NO CONTRACT REC'D YET *****

#26—MOTION TO APPROVE LIBRARY CONTRACT WITH VILLAGE OF ALLEGANY

Motion by Eaton to approve the library contract with the Village of Allegany for 2010 in the amount of \$30,000.00. 2nd by Hare. Jonak-aye, Sendlakowski-aye, Hitchcock-aye, Hare-aye, Eaton-aye. CARRIED.

#27-MOTION TO APPROVE POLICE CONTRACT WITH VILLAGE OF ALLEGANY

Motion by Eaton to approve the police contract with the Village of Allegany in the amount of \$16,490.00 for the year 2010. 2nd by Sendlakowski. Jonak-aye, Sendlakowski-aye, Hitchcock-aye, Hare-aye, Eaton-aye. CARRIED.

#28-MOTION TO APPROVE COURT SECURITY AGREEMENT WITH THE VILLAGE OF ALLEGANY

Motion by Eaton to approve the court security agreement with the Village of Allegany for the year 2010. 2nd by Hitchcock. Jonak-aye, Sendlakowski-aye, Hitchcock-aye, Hare-aye, Eaton-aye. CARRIED.

#29-MOTION TO APPROVE SPECIAL EVENTS AGREEMENT WITH VILLAGE OF ALLEGANY

Motion by Eaton to approve the Special Events Agreement with the Village of Allegany for the year 2010. 2nd by Hitchcock. Jonak-aye, Sendlakowski-aye, Hitchcock-aye, Hare-aye, Eaton-aye. CARRIED.

#30-MOTION TO HAVE OVERTIME APPROVED

Motion by Eaton to have all overtime approved by Town Supervisor with the exception of the union highway employees. 2nd by Jonak. Jonak-aye, Sendlakowski-aye, Hitchcock-aye, Hare-aye, Eaton-aye. CARRIED.

#31-MOTION TO APPROVE ESCROW AGREEMENT WITH ROSS-WILSON ASSOC.

Motion by Eaton to approve the escrow agreement with Ross-Wilson Assoc. for the Bona Square Project. 2nd by Jonak. Jonak-aye, Sendlakowski-aye, Hitchcock-aye, Hare-aye, Eaton-aye. CARRIED.

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#32-MOTION TO KEEP HEALTH-CARE BUY-BACK THE SAME

Motion by Eaton to keep the Health-Care Buy-Back at \$1750.00 per year. 2nd by Hitchcock. Jonak-aye, Sendlakowski-aye, Hitchcock-aye, Hare-aye, Eaton-aye. CARRIED.

#33-MOTION TO APPROVE NEW WRITTEN COMPLAINT FORMS

Motion by Eaton to approve the new written procedure and form for complaints within the Town. 2nd by Sendlakowski. DISCUSSION: this form will be used for anything that cannot be resolved within the department. Complaint will be given an Incident number and be filed in the Town Clerk's Office. Jonak-aye, Sendlakowski-aye, Hitchcock-aye, Hare-aye, Eaton-aye. CARRIED.

COMMITTEES

Negotiation	Patrick H. Eaton, Sr.
Personnel	John E. Hare and Patrick Eaton
Highway	Jim Hitchcock and Hans Sendlakowski
Recreation & Parks	Jim Hitchcock and Ray Jonak
Building, Grounds & Safety	John Hare and Ray Jonak
Water/Sewer	Jim Hitchcock and Patrick H. Eaton, Sr.
Technology	Hans Sendlakowski and John E. Hare
Cemetery	Hans Sendlakowski and Ray Jonak

From the Floor: Nothing

#34-MOTION TO ADJOURN MEETING

Motion by Hitchcock to adjourn meeting. 2nd by Eaton. Jonak-aye, Sendlakowski-aye, Hitchcock-aye, Hare-aye, Eaton-aye. CARRIED.

Meeting adjourned at 7:45 pm

Respectfully submitted,

Mary M. Peck, Town Clerk
Jan. 7, 2010