

JANUARY 8, 2014

The organizational meeting of the Ellington Town Board was held on January 8, 2014 at 7:00p.m. at the Ellington Town Hall, 813 W. Main Street, Ellington, N.Y.

PRESENT: Laura M. Cronk, Supervisor  
Tamara Miles, Councilwoman  
Roger D. Brainard, Councilman  
Sharon J. Berg, Councilwoman  
Jeffrey L. Chase, Councilman  
Dennis Colvenback, Highway Superintendent  
William Duncanson, Attorney  
Andrew Miller, Student at Pine Valley School  
Sandy Colvenback, Resident

Supervisor opened the meeting at 7:00p.m. followed by the Pledge of Allegiance. At this time, Supervisor Cronk proposed the appointments of the following standing committees for the year 2014 are:

Highway:	Tamara O. Miles Roger D. Brainard
Cemetery & Cemetery Preservation:	Roger D. Brainard Sharon J. Berg
Insurance:	Laura M. Cronk w/insurance carrier Karen G. Bifaro Dennis Colvenback
Recreation:	Jeffrey L. Chase Tamara O. Miles
Parks & Ball fields: Tractor Pulls	Roger Brainard Sharon J. Berg

Public Safety & Sanitation: Jeffrey L. Chase  
Tamara O. Miles

Renewable Energy: James V. Beightol-advisory  
Tamara O. Miles

Ellington Beautification: Jeffrey L. Chase  
Sharon J. Berg

Motion made by Miles, seconded by Chase to approve appointments of all committees.

VOTE: Miles-aye, Brainard-aye, Berg-aye, Chase-aye, Cronk-aye Carried.

Motion made by Brainard, seconded by Berg to set mileage reimbursement at \$.48 per mile when Town Official drive their own vehicles for Town business as of January 1, 2014 until December 31, 2014. Vouchers for expenses to be turned in monthly. Possibility to amend mileage reimbursement if needed during the year.

VOTE: Miles-aye, Brainard-aye, Berg-aye, Chase-aye, Cronk-aye Carried.

Motion made by Miles, seconded by Berg that transfers of all Budget monies be done by Bahget & Laurito-Bahgat CPAs, P.C. and approved by a majority vote of the Town Board. Transfers are done by the accountant as needed and reported in the accountant's monthly financial report and the monthly minutes.

VOTE: Miles-aye, Brainard-aye, Berg-aye, Chase-aye, Cronk-aye Carried.

Motion made by Brainard, seconded by Chase to authorize the Supervisor to sign the 2014 annual contract with the accounting firm of Bahgat & Laurito-Bahgat for \$8,750.00.

VOTE: Miles-aye, Brainard-aye, Berg-aye, Chase-aye, Cronk-aye Carried.

Motion made by Chase, seconded by Miles to authorize Bahgat & Laurito-Bahgat CPAs, P.C. to pay utility or any other bills before audit when necessary to avoid late charges.

VOTE: Miles-aye, Brainard-aye, Berg-aye, Chase-aye, Cronk-aye Carried.

Motion made by Miles, seconded by Berg to authorize the Town Clerk's petty cash to be kept at \$100.00. The Tax Collector's petty cash to be kept at \$200.00 and will be returned to the Town after tax collection period.

VOTE: Miles-aye, Brainard-aye, Berg-aye, Chase-aye, Cronk-aye Carried.

Motion made by Berg, seconded by Chase to designate the Post Journal, 15 West Second Street, Jamestown, N.Y. to be the official newspaper for the year 2013 for publications of all local news, notices and all other matters required by law to be published.

VOTE: Miles-aye, Brainard-aye, Berg-aye, Chase-aye, Cronk-aye Carried.

Motion made by Miles, seconded by Brainard to designate Cattaraugus County Bank, 120 Main Street, Little Valley, N.Y.(using South Dayton, Randolph and Jamestown branch) as the depositories for all Town funds for the year 2014.

VOTE: Miles-aye, Brainard-aye, Berg-aye, Chase-aye, Cronk-aye Carried.

Motion made by Brainard, seconded by Berg to hold the Ellington Town Board meetings on the second and fourth Wednesdays of each month at 7:00p.m. at the Ellington Town Hall, 813 W. Main Street, Ellington, N.Y. unless otherwise advertised. A Legal Notice will be posted in the Post Journal listing all meeting dates of the Ellington Town Board.

VOTE: Miles-nay, Brainard-aye, Berg-aye, Chase-nay, Cronk-aye Carried.

Motion made by Chase, seconded by Miles that the purchase policy in 2014 for the Town will be the voucher system with the approval of the Department Heads and Town Board.

VOTE: Miles-aye, Brainard-aye, Berg-aye, Chase-aye, Cronk-aye Carried.

The Town Investment Policy was read by the Supervisor.

Motion made by Miles, seconded by Berg to continue with the Investment Policy for the Town of Ellington for the year 2014.

VOTE: Miles-aye, Brainard-aye, Berg-aye, Chase-aye, Cronk-aye Carried.

Motion made by Miles, seconded by Berg to continue the Procurement Policy (purchase policy) for the year 2014.

VOTE: Miles-aye, Brainard-aye, Berg-aye, Chase-aye, Cronk-aye Carried.

Motion made by Brainard, seconded by Miles to accept the Sexual Harassment Policy that had been adopted in November 1998 for the Town of Ellington for the year 2014.

VOTE: Miles-aye, Brainard-aye, Berg-aye, Chase-aye, Cronk-aye Carried.

Motion made by Miles, seconded by Brainard to comply with Local Law #1 - 2010 "Code of Ethics Law for the Town of Ellington" and continue with the committee previously selected.

VOTE: Miles-aye, Brainard-aye, Berg-aye, Chase-aye, Cronk-aye Carried.

Motion made by Chase, seconded by Berg to appoint Wanda Crossley as Justice Court Clerk with a yearly salary of \$2,900. for the year 2014.

VOTE: Miles-aye, Brainard-aye, Berg-aye, Chase-aye, Cronk-aye Carried.

Motion made by Miles, seconded by Berg to appoint Kate A. Conti as Deputy Town Clerk/Tax Collector, Deputy Registrar of Vital Statistics, Deputy Cemetery Coordinator with a salary of \$11.00 per hour for the year 2014, having budgeted \$6000. For 2014.

VOTE: Miles-aye, Brainard-aye, Berg-aye, Chase-aye, Cronk-aye Carried.

Motion made by Miles, seconded by Chase to appoint Supervisor Laura M. Cronk as Service Officer for the year 2014.

VOTE: Miles-aye, Brainard-aye, Berg-aye, Chase-aye, Cronk-aye Carried.

Motion made by Brainard, seconded by Chase to appoint Supervisor Cronk as Budget Officer with a salary of \$550.00 for the year 2014.

VOTE: Miles-aye, Brainard-aye, Berg-aye, Chase-aye, Cronk-aye Carried.

Motion made by, Berg seconded by Brainard to appoint Tamara Miles as Deputy Town Supervisor for the year 2014.

VOTE: Miles-abstain, Brainard-aye, Berg-aye, Chase-aye, Cronk-aye Carried.

Motion made by Miles, seconded by Chase to table the appointment of the Building Code Officer until further discussion.

VOTE: Miles-aye, Brainard-aye, Berg-aye, Chase-aye, Cronk-aye Carried.

Motion made by Chase, seconded by Berg to appoint Rebecca (Becki) Heyl, 62 N. Rte 62, Conewango Valley, N.Y. as Dog Control Officer at \$2,000. yearly plus mileage for the year 2014.

VOTE: Miles-aye, Brainard-aye, Berg-aye, Chase-aye, Cronk-aye Carried.

Motion made by Berg, seconded by Miles to appoint Elizabeth M. Dickerson, 886 W. Main Street-Ellington, N.Y. as Town Historian with a salary of \$460.00 for the year 2014.

VOTE: Miles-aye, Brainard-aye, Berg-aye, Chase-aye, Cronk-aye Carried.

Motion made by Chase, seconded by Miles to appoint Karen G. Bifaro as Registrar of Vital Statistics with a salary of \$500.00 for the year 2014.

VOTE: Miles-aye, Brainard-aye, Berg-aye, Chase-aye, Cronk-aye Carried.

Motion made by Berg, seconded by Miles to appoint Karen G. Bifaro as Cemetery Coordinator at a rate of \$625.00 per year for services in the year 2014.

VOTE: Miles-aye, Brainard-aye, Berg-aye, Chase-aye, Cronk-aye Carried.

Motion made by Chase, seconded by Brainard to appoint the Records Management Advisory Board for 2014, which consists of Karen G. Bifaro, Town Clerk; Tamara O. Miles, Councilwoman; Elizabeth M. Dickerson, Historian; and Laura M. Cronk, Supervisor.

VOTE: Miles-aye, Brainard-aye, Berg-aye, Chase-aye, Cronk-aye Carried.

Motion made by Miles, seconded by Berg to continue our policy of any Certificate of Liability Insurance from contractors to be set at \$1,000,000. Aggregate and name the Town of Ellington as coinsured.

VOTE: Miles-aye, Brainard-aye, Berg-aye, Chase-aye, Cronk-aye Carried.

Motion made by Chase, seconded by Berg to authorize the Supervisor or Deputy Supervisor to attend the monthly Supervisor's meetings in 2014.

VOTE: Miles-aye, Brainard-aye, Berg-aye, Chase-aye, Cronk-aye Carried.

Motion made by Berg, seconded by Brainard to accept the Highway Superintendent's appointment of Niel G. Frazier as Deputy Highway Superintendent with an additional salary of \$650.00 for the year 2014.

VOTE: Miles-aye, Brainard-aye, Berg-aye, Chase-aye, Cronk-aye Carried.

Motion made by Brainard seconded by Miles to approve the Highway Superintendent to attend Highway School, Watershed meetings(also any interested Town Board members) and monthly Hwy. Supt. meetings.

VOTE: Miles-aye, Brainard-aye, Berg-aye, Chase-aye, Cronk-aye Carried.

Motion made by Berg, seconded by Chase to approve the Town Clerk to attend Chaut. Co. Clerks Assoc. meetings monthly and NYSTCA meeting annually.

VOTE: Miles-aye, Brainard-aye, Berg-aye, Chase-aye, Cronk-aye Carried.

Motion made by Brainard, seconded by Miles to approve the salary of \$16.25 per hour for the year 2014 for part time/seasonal MEO highway employee with a CDL license. Part time/seasonal MEO highway employee with CDL license will be paid time and  $\frac{1}{2}$  for working on a holiday. Part time/ seasonal MEO highway employee w/o a CDL license will be paid \$13.50/hr.

VOTE: Miles-aye, Brainard-aye, Berg-aye, Chase-aye, Cronk-aye Carried.

Motion made by Miles, seconded by Chase to approve the salary of \$11,220. for the Assessor, Sonya Chadwick, and approve her attending annual and monthly Assessor meetings for the year 2014, plus mileage.

VOTE: Miles-aye, Brainard-aye, Berg-aye, Chase-aye, Cronk-aye Carried.

Motion made by Berg, seconded by Miles to approve appointment of Kate Conti as a Deputy Assessor at \$11 an hour, budgeting \$500. for 2014.

VOTE: Miles-aye, Brainard-aye, Berg-aye, Chase-aye, Cronk-aye Carried.

Motion made by Brainard, seconded by Berg to appoint Karen G. Bifaro as Fair Housing Officer for the year 2014.

VOTE: Miles-aye, Brainard-aye, Berg-aye, Chase-aye, Cronk-aye Carried.

Motion made by Miles, seconded by Cronk to appoint Councilman Chase, Councilwoman Berg and Councilman Brainard to audit the Town of Ellington's accounts and records for the year 2014.

VOTE: Miles-aye, Brainard-aye, Berg-aye, Chase-aye, Cronk-aye Carried.

Motion made by Miles, seconded by Chase to allow \$150 for Highway Superintendent clothing allowance for the year 2014.

VOTE: Brainard-aye, Chase-aye, Miles-aye, Berg-aye, Cronk-aye Carried.

Shared Services Contract will be discussed at the next Town Board meeting. Will be done at Organizational next year.

At this time the Supervisor called the regular Town Board meeting to order. No one was present for Public Participation, that portion closed.

**Highway Superintendent's Report**

Plowed snow on New Year's Eve and New Year's Day morning. Hauling in sand from Tri-James in Frewsburg and salt from the County. Changed the auger in truck #5. Saved a lot of money by buying through Boyles. Replaced fan and alternator belts on truck #6. The Lo-Pro plow does not angle, something in the hydraulics. Taking truck #7 to Boyles and plug into computers. Hwy. Supt. Feels part-time MEO employees with CDL need to be compensated for working on holidays.

Motion made by Brainard, seconded by Miles to accept the Hwy. Supt. Report as submitted.

VOTE: Brainard-aye, Chase-aye, Miles-aye, Berg-aye, Cronk-aye Carried.

At this time the Town Board reviewed the bills as follows:

General Fund Claim Nos:	#1 - #13	\$3,803.05
Highway Fund Claim Nos:	#1 - #8	18,449.69
Trust & Agency Fund Claim Nos:	#1 - #2	<u>45,010.96</u>
ABSTRACT NO. 1	TOTAL	\$67,263.70

Motion made by Brainard, seconded by Miles to pay the bills as submitted.

VOTE: Brainard-aye, Chase-aye, Miles-aye, Berg-aye, Cronk-aye Carried.

Supervisor received the following checks for deposit:

12/12/14	\$100.00	Time Warner rent (electronically deposited)
01/08/14	733.69	Town Clerk fees - December 2013

Recreation Committee will remove the decorations in the Park on Friday.



## Monthly Reports

Assessor's report was verbally given to Supervisor and read from her notes.

Motion made by Miles, seconded by Berg to accept the Town Clerk report as submitted.

VOTE: Brainard-aye, Chase-aye, Miles-aye, Berg-aye, Cronk-aye Carried.

Motion made by Brainard, seconded by Miles to accept the Dog Control Officer's report as submitted.

VOTE: Brainard-aye, Chase-aye, Miles-aye, Berg-aye, Cronk-aye Carried.

Motion made by Miles, seconded by Berg to accept the Financial Report submitted by Bahgat & Laurito-Bahgat CPAs for the monthly of December 2013.

VOTE: Brainard-aye, Chase-aye, Miles-aye, Berg-aye, Cronk-aye Carried.

Motion made by Brainard, seconded by Miles to accept the minutes of December 30, 2013 as submitted.

VOTE: Brainard-aye, Chase-aye, Miles-aye, Berg-aye, Cronk-aye Carried.

After last Town Board meeting, Matthew McCarthy of Solar Liberty was emailed the agreements discussed and signed by the Town Supervisor. He returned an email thanking the Town of Ellington and telling us that the agreements would now go to NYSERDA for their part of the agreement and he will be back in contact with us.

The annual "Agreement to Spend Highway Funds" was discussed.

Motion made by Chase, seconded by Miles to approve the agreement and be signed by the Town Board, Supervisor and Highway Superintendent. This will be sent off to the County Highway Dept.

VOTE: Brainard-aye, Chase-aye, Miles-aye, Berg-aye, Cronk-aye Carried.

Phone system for the Town Hall and Highway Bldg. were discussed.

Motion made by Brainard, seconded by Miles to change over to Time Warner for phones and internet service.

VOTE: Brainard-aye, Chase-aye, Miles-aye, Berg-aye, Cronk-aye Carried.

Correspondence received by email from George Fuller questioning a bunker on 28 Creek Road. This was discussed by everyone present with no results.

Respectfully Submitted,

Karen G. Bifaro

Town Clerk/Recd Secy.