

JANUARY 3, 2018

The organizational meeting of the Ellington Town Board was held on January 3, 2018 at 7:00p.m.at the Ellington Town Hall, 813 W. Main Street, Ellington, N.Y.

PRESENT: Laura M. Cronk, Supervisor  
Barbara Beightol, Councilwoman  
Kelly Rhinehart, Councilman  
Kevin D. Colburn, Councilman  
Jeffrey Reynolds, Councilman  
Dennis Colvenback, Highway Superintendent  
Karen G. Bifaro, Town Clerk/Recording Secretary  
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 2018 are:

Highway: Kevin Colburn

Cemetery & Cemetery Preservation & Restoration Jeffrey Reynolds

Insurance: Laura M. Cronk w/insurance carrier  
Barbara Beightol  
Dennis Colvenback

Information needs to be generated and kept at Town offices

Recreation: Barbara Beightol  
Kevin Colburn

Parks & Playgrounds: Kelly Rhinehart  
Barbara Beightol

Tractor Pulls: Jeff Reynolds  
Kelly Rhinehart

Working in conjunction with Ellington Town Picnic Association

Ellington Beautification: Kelly Rhinehart

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

VOTE: Beightol-aye, Rhinehart-aye, Colburn-aye, Reynolds-aye, Cronk-aye Carried.

Motion made by Beightol, seconded by Rhinehart to set mileage reimbursement at \$.48 per mile when Town Officials drive their own vehicles for Town business as of January 1, 2018 until December 31, 2018. **Vouchers for expenses to be turned in monthly.** Possibility to amend mileage reimbursement if needed during the year.

VOTE: Beightol-aye, Rhinehart-aye, Colburn-aye, Reynolds-aye, Cronk-aye Carried.

Motion made by Rhinehart, seconded by Beightol 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: Beightol-aye, Rhinehart-aye, Colburn-aye, Reynolds-aye, Cronk-aye Carried.

Motion made by Beightol, seconded by Rhinehart to authorize the Supervisor to sign the 2018 engagement letter with the accounting firm of Bahgat & Laurito-Bahgat for \$9,350.00.

VOTE: Beightol-aye, Rhinehart-aye, Colburn-aye, Reynolds-aye, Cronk-aye Carried.

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

VOTE: Beightol-aye, Rhinehart-aye, Colburn-aye, Reynolds-aye, Cronk-aye Carried.

Motion made by Beightol, seconded by Colburn 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: Beightol-aye, Rhinehart-aye, Colburn-aye, Reynolds-aye, Cronk-aye Carried.

Motion made by Rhinehart, seconded by Colburn to designate the Post Journal, 15 West Second Street, Jamestown, N.Y. to be the official newspaper for the year 2018 for publications of all local news, notices and all other matters required by law to be published.

VOTE: Beightol-aye, Rhinehart-aye, Colburn-aye, Reynolds-aye, Cronk-aye Carried.

Motion made by Reynolds, seconded by Beightol 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 2018.

VOTE: Beightol-aye, Rhinehart-aye, Colburn-aye, Reynolds-aye, Cronk-aye Carried.

Motion made by Rhinehart, seconded by Colburn to hold the Ellington Town Board meetings once a month on the fourth Wednesdays of each month at 7:00p.m. at the Ellington Town Hall, 813 W. Main Street, Ellington, N.Y. for a 6 month trial basis unless otherwise advertised. A Legal Notice will be posted in the Post Journal listing all meeting dates of the Ellington Town Board.

VOTE: Beightol-aye, Rhinehart-aye, Colburn-aye, Reynolds-aye, Cronk-aye Carried.

Motion made by Beightol, seconded by Rhinehart that the purchase policy in 2017 for the Town will be the voucher system with the approval of the Department Heads and Town Board.

VOTE: Beightol-aye, Rhinehart-aye, Colburn-aye, Reynolds-aye, Cronk-aye Carried.

The Town Investment Policy was read by the Supervisor.

Motion made by Beightol, seconded by Rhinehart to continue with the Investment Policy for the Town of Ellington for the year 2018.

VOTE: Beightol-aye, Rhinehart-aye, Colburn-aye, Reynolds-aye, Cronk-aye Carried.

Motion made by Beightol, seconded by Colburn to continue the Procurement Policy (purchase policy) for the year 2018.

VOTE: Beightol-aye, Rhinehart-aye, Colburn-aye, Reynolds-aye, Cronk-aye Carried.

Motion made by Rhinehart, seconded by Beightol to accept the Sexual Harassment Policy that had been adopted in November 1998 for the Town of Ellington and continued for the year 2018.

VOTE: Beightol-aye, Rhinehart-aye, Colburn-aye, Reynolds-aye, Cronk-aye Carried.

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

VOTE: Beightol-aye, Rhinehart-aye, Colburn-aye, Reynolds-aye, Cronk-aye Carried.

Motion made by Beightol, seconded by Colburn to appoint Wanda Crossley as Justice Court Clerk with a yearly salary of \$3,400. for the year 2018.

VOTE: Beightol-aye, Rhinehart-aye, Colburn-aye, Reynolds-aye, Cronk-aye Carried.

Motion made by Beightol, seconded by Rhinehart to appoint Kate A. Conti as Deputy Town Clerk/Tax Collector, Deputy Registrar of Vital Statistics, Deputy Cemetery Coordinator with a salary of \$12.00 per hour for the year 2018, having budgeted \$6,500. for 2018.

VOTE: Beightol-aye, Rhinehart-aye, Colburn-aye, Reynolds-aye, Cronk-aye Carried.

Motion made by Beightol, seconded by Rhinehart to appoint Supervisor Laura M. Cronk as Service Officer for the year 2018.

VOTE: Beightol-aye, Rhinehart-aye, Colburn-aye, Reynolds-aye, Cronk-abstain Carried.

Motion made by Colburn, seconded by Beightol to appoint Supervisor Cronk as Budget Officer with a salary of \$550.00 for the year 2018.

VOTE: Beightol-aye, Rhinehart-aye, Colburn-aye, Reynolds-aye, Cronk-abstain Carried.

Motion made by Rhinehart seconded by Colburn to appoint Barbara Beightol as Deputy Town Supervisor for the year 2018.

VOTE: Beightol-abstain, Rhinehart-aye, Colburn-aye, Reynolds-aye, Cronk-aye Carried.

Motion made by Beightol, seconded by Rhinehart to appoint Rodney Lind as the Building Code Officer with a salary of \$4,100.for the year 2018.

VOTE: Beightol-aye, Rhinehart-aye, Colburn-aye, Reynolds-aye, Cronk-aye Carried.

Motion made by Rhinehart, seconded by Beightol to appoint Keith Hitchcock, as Dog Control Officer at \$2,000. yearly plus mileage for the year 2018.

VOTE: Beightol-aye, Rhinehart-aye, Colburn-aye, Reynolds-aye, Cronk-aye Carried.

Motion made by Beightol, seconded by Colburn to appoint Laura A. Gilbert, 4225 Butman Road, Kennedy, N.Y. as Town Historian with a salary of \$460.00 for the year 2018.

VOTE: Beightol-aye, Rhinehart-aye, Colburn-aye, Reynolds-nay, Cronk-aye Carried.

Motion made by Beightol, seconded by Colburn to appoint Karen G. Bifaro as Registrar of Vital Statistics with a salary of \$500.00 for the year 2018.

VOTE: Beightol-aye, Rhinehart-aye, Colburn-aye, Reynolds-aye, Cronk-aye Carried.

Motion made by Beightol, seconded by Rhinehart to appoint Karen G. Bifaro as Cemetery Coordinator at a rate of \$700.00 per year for services in the year 2018.

VOTE: Beightol-aye, Rhinehart-aye, Colburn-aye, Reynolds-aye, Cronk-aye Carried.

Motion made by Rhinehart, seconded by Colburn to appoint the Records Management Advisory Board for 2018, which consists of Barbara Beightol, Councilwoman; Laura Gilbert, Historian; Laura M. Cronk, Supervisor and Records Manager Officer, Karen G. Bifaro, Town Clerk.

VOTE: Beightol-aye, Rhinehart-aye, Colburn-aye, Reynolds-aye, Cronk-aye Carried.

Motion made by Beightol, seconded by Colburn 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: Beightol-aye, Rhinehart-aye, Colburn-aye, Reynolds-aye, Cronk-aye Carried.

Motion made by Rhinehart, seconded by Colburn to authorize the Supervisor, Deputy Supervisor or Town Clerk to attend the monthly Supervisor's meetings in 2018.

VOTE: Beightol-aye, Rhinehart-aye, Colburn-aye, Reynolds-aye, Cronk-aye Carried.

Motion made by Beightol, seconded by Colburn to accept the Highway Superintendent's appointment of Dean Crandall as Deputy Highway Superintendent with an additional salary of \$650.00 for the year 2018.

VOTE: Beightol-aye, Rhinehart-aye, Colburn-aye, Reynolds-aye, Cronk-aye Carried.

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

VOTE: Beightol-aye, Rhinehart-aye, Colburn-aye, Reynolds-aye, Cronk-aye Carried.

Motion made by Beightol, seconded by Colburn to approve the Town Clerk attending Chaut. Co. Municipal Clerks Assoc. meetings monthly and NYSTCA meeting annually.

VOTE: Beightol-aye, Rhinehart-aye, Colburn-aye, Reynolds-aye, Cronk-aye Carried.

Motion made by Rhinehart, seconded by Beightol to approve the salary of \$17.75 per hour for the year 2018 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 \$15.00/hr.

VOTE: Beightol-aye, Rhinehart-aye, Colburn-aye, Reynolds-aye, Cronk-aye Carried.

Motion made by Beightol, seconded by Colburn to approve appointment of Kate Conti as a Deputy Assessor at \$12.00 an hour, budgeting \$500 for 2018.

VOTE: Beightol-aye, Rhinehart-aye, Colburn-aye, Reynolds-aye, Cronk-aye Carried.

Motion made by Rhinehart, seconded by Beightol to appoint Karen G. Bifaro as Fair Housing Officer for the year 2018.

VOTE: Beightol-aye, Rhinehart-aye, Colburn-aye, Reynolds-aye, Cronk-aye Carried.

Motion made by Beightol, seconded by Rhinehart to appoint Councilman Reynolds, Councilman Rhinehart and Councilman Colburn to audit the Town of Ellington's accounts and records for the year 2017.

VOTE: Beightol-aye, Rhinehart-aye, Colburn-aye, Reynolds-aye, Cronk-aye Carried.

Motion made by Beightol, seconded by Colburn to allow \$200 for Highway Superintendent clothing allowance for the year 2018.

VOTE: Beightol-aye, Rhinehart-aye, Colburn-aye, Reynolds-aye, Cronk-aye Carried.

Motion made by Rhinehart, seconded by Beightol to accept the Shared Services Contract for 2018. Resolution to be reviewed in the business part of the meeting.

VOTE: Beightol-aye, Rhinehart-aye, Colburn-aye, Reynolds-aye, Cronk-aye Carried.

Motion made by Beightol, seconded by Reynolds to accept William Duncanson Jr. as the Town Attorney with a retainer of \$3,750. Per year and \$150. per hour.

VOTE: Beightol-aye, Rhinehart-aye, Colburn-aye, Reynolds-aye, Cronk-aye Carried.

At this time, a motion was made by Beightol, seconded by Rhinehart to go into Executive Session at 7:51p.m.

Motion made by Rhinehart, seconded by Colburn to reconvene in open session to discuss applications for Assessor.

VOTE: Beightol-aye, Rhinehart-aye, Colburn-aye, Reynolds-aye, Cronk-aye Carried.

Motion made by Beightol, seconded by Colburn to appoint Roxanne Aucoin as Assessor for the Town of Ellington with a salary of \$11,385.

VOTE: Beightol-aye, Rhinehart-aye, Colburn-aye, Reynolds-aye, Cronk-aye Carried.

Motion made by Rhinehart to adjourn the meeting at 8:10p.m. Next meeting of the Town Board will be held on January 24<sup>th</sup>, 2018 at 7:00p.m.

Respectfully Submitted,

Karen G. Bifaro  
Town Clerk/Recd Secy