

Perrysburg Town Board

Minutes of the Organizational and Regular Monthly Meeting of the Town Board, Town of Perrysburg, Cattaraugus County, NY, January 11, 2021 at the Town Hall

PRESENT: Dennis Parker, Town Supervisor • Andy Lord, Councilman *by phone • Michael Becker, Councilman • Lisa Towne, Councilwoman *by phone

***NEW! December 2020: Governor Andrew M. Cuomo extends suspension of in-person meeting requirement of Open Meetings Law until January 29 in Executive Order 202.87**

ABSENT: Richard Gabel, Councilman

ALSO PRESENT: Tamara A Utley, Town Clerk
Dan Stang, Highway Supt.
Tim Mesch

Supervisor called the meeting to order at 7:00 p.m. with the Pledge of Allegiance

PUBLIC COMMENTS/QUESTIONS: Tim Mesch inquired about plans to do anything with the JN Adam property; trespassers enter through his property

MINUTES OF THE PREVIOUS MEETING: Motion by Councilman Becker, second by Councilwoman Towne to approve the December 30, 2020 minutes as submitted
BECKER – AYE TOWNE – AYE PARKER – AYE LORD – AYE

2021 ORGANIZATIONAL RESOLUTIONS

RESOLUTION #1 OF 2021 - BE IT HEREBY RESOLVED BY THE PERRYSBURG TOWN BOARD TO MAKE THE FOLLOWING APPOINTMENTS:

OFFICIAL BANKS: Community Bank of Gowanda and Evans National Bank of Forestville

INSUFFICIENT FUNDS CHARGE FOR RETURNED CHECK: \$18 (eighteen dollars)

OFFICIAL NEWSPAPER: The Dunkirk Observer

MILEAGE RATE: Forty five (.45) cents per mile

INSURANCE COMPANY: NYMIR (broker: Evans Agency)

PETTY CASH FOR THE OFFICE OF THE TOWN CLERK: \$100.00 to be used for change and small purchases.

RECORDS RETENTION & DISPOSITION SCHEDULE: NYS Records Retention and Disposition Schedule LGS-01

RESOLUTION #2 OF 2021 - BE IT HEREBY RESOLVED BY THE PERRYSBURG TOWN BOARD TO MAKE THE FOLLOWING SPECIAL APPOINTMENTS

Deputy Supervisor – Richard Gabel

* The Deputy Supervisor has the authority to sign checks or documents in the Supervisors absence

Highway Liaison – Dennis Parker

Building & Grounds Manager – Richard Gabel

Water & Sewer Liaison – Andrew Lord

Parks Liaison- Michael Becker

Versailles Fire Department Liaison – Lisa Towne

Assessor Liaison – Lisa Towne
Perrysburg Fire Liaison- Richard Gabel
Court Liaison – Michael Becker
Dog Control Liaison- Andy Lord
Code Enforcement Liaison- Dennis Parker

Be it resolved that each Department will provide a written report for every Town Board meeting to be kept on file in the Office of the Town Clerk

RESOLUTION # 3 OF 2021 - BE IT HEREBY RESOLVED BY THE PERRYSBURG TOWN BOARD:

All regular monthly Town Board Meetings will be held on the second Monday of each month at 7:00pm at the Perrysburg Town Hall, 10460 Peck Hill Road, Perrysburg NY. If Monday is a holiday, the meeting will be held on Tuesday.

RESOLUTION #4 OF 2021 - BE IT HEREBY RESOLVED BY THE PERRYSBURG TOWN BOARD: to allow the Town Supervisor to invest money not currently in use in savings accounts and certificates of deposit, without Board approval, in order to take advantage of interest gains to the Town budget and shall be allowed to transfer funds from the accounts, as needed, within each fund.

BE IT FURTHER RESOLVED to set the value of fixed assets to be inventoried yearly at more than \$1,000.00. All other items are considered supplies or materials.

BE IT FURTHER RESOLVED to adopt the Investment Plan, the Procurement Plan currently in place after review by the Board members, the Workplace Prevention of Violence, Sexual Harassment Policy, Employment and Harassment Policy, and to update the Hazardous Materials Manual and Disaster Plans.

RESOLUTION #5 OF 2021 - BE IT FURTHER RESOLVED BY THE PERRYSBURG TOWN BOARD to make the following appointments and salaries and to establish, for the purpose of calculation NYS Retirement Benefits, an eight (8) hour day for full time employees and a six (6) hour day for elected or appointed officials:

The 2021 Appointments and Pay Rates are as follows:

Attorney for the Town	Jim Mussachio	\$6,000.00
Board of Assessment Review Members (Christopher, Everetts, Pecnik	\$100.00 / per member
Code Enforcement Officer	Dave Heckman	\$5,980.00
Court Clerk	Ruth Bennett	\$15.00/hr
Court Officer	Jack Ellis & Paige Sultemeier	\$15.00/hr
Deputy Town Clerk/Registrar/Tax Collector		\$12.00/hr
Dog Control Officer	Kathy Hagner	\$4,505.00
Highway Supt.	Dan Stang	\$53,057.00
Historian	Jody Shaw	\$832.00
Justice	Lori Dankert	\$13,770.00
Planning Board Secretary		\$350.00
Planning Zoning Board Members (5)	Dabolt, Everetts, Gernatt, Pecnik	\$200.00 per member
Supervisor	Dennis Parker	\$7,140.00
Town Clerk/Tax Collector/Registrar	Tamara Utley	\$26,350.00
Town Council (x4)	Becker, Gabel, Lord, Towne	\$2,600.00
Town Hall Custodian	Lori Dankert	\$4,244.00
Traffic Court Prosecutor	Jim Mussachio	\$3,000.00

Each water and Sewer District will pay an additional amount of \$750.00 per year to Town Clerk for billing and clerical work.

The Deputy Highway Superintendent, **Robert Frank**, will be paid an additional .50 cents per hour.

RESOLUTION #6 OF 2021 – BE IT RESOLVED BY THE PERRYSBURG TOWN BOARD to name Bahgat, Laurito & Bahgat as the CPA firm for the following: Bookkeeper to the Supervisor, completion and submission of the Annual Update Document (AUD), payroll and retirement reporting purposes.

RESOLUTION #7 OF 2021 - BE IT RESOLVED BY THE PERRYSBURG TOWN BOARD to provide the following benefits to full-time highway employees (all other employees are to be considered part time)

1. New employees will contribute five percent (5%) of health insurance premium per year
2. The Town will pay a maximum of \$1,000.00 per employee for non-cosmetic co-pays, non-cosmetic dental/vision
3. A uniform work boot allowance for Highway Employees: \$150.00
4. One eight (8) hour sick day accumulating one day per month/ 60 days maximum
5. Vacation: Two (2) weeks after one year service / Three (3) weeks after five years of service / Four (4) weeks after ten years of service
6. Four (4) personal leave days per year
7. Three bereavement days for immediate family - parent, child, spouse, in-laws, (others at the discretion of the Town Board).

8. Ten paid holidays: New Years Day, Good Friday, Memorial Day, July 4th, Labor Day, Columbus Day, Thanksgiving Day, Christmas Day, and two (2) floating holidays.
9. Double time will be paid to full time highway employees for a call out after regular hours on Christmas Eve, Christmas Day, New Years Eve and New Years Day.
10. Retirement benefits are state mandated for full time employees.
11. A limit of 240 hours comp time may be carried over from year to year.
12. A return to work slip from a doctor is required to return to work after an absence of 3 or more days.
13. Vacation and time off requests should be in writing and are granted on a first come first serve basis and employees should keep copies of all requests.

SALARIES FOR FULL TIME HIGHWAY EMPLOYEES SHALL BE:

* Current full and part time Highway employees will receive a rate increase of .50 per hour

* Starting wage of \$14.00 per hour with CDL (All full time highway employees must have a valid CDL).

* All wage increases are given for meritorious service with an evaluation process performed by the Highway Superintendent.

* A twenty year longevity payment of \$500.00 annually to employees working 20 years or more on the first regular payday following their anniversary date.

* New employee probationary period is six (6) months - upon completion of a positive evaluation by the Highway Supervisor, the employee will receive a .50 cent increase.

PART TIME EMPLOYEES:

Current minimum wage rate per hour with CDL, mechanic experience, other specialized skills

Current minimum wage rate per hour for general laborer

* Full time employees will be paid a minimum of 3 hours pay when they are called in during off hours.

* The foregoing raises are for full or part time employees in continuous employment for the Town of Perrysburg.

RESOLUTION #8 OF 2021 - TOWN CLERK BENEFITS

BE IT HEREBY RESOLVED by the Perrysburg Town Board to provide the following benefits to the Town Clerk: the Town Clerk will be considered a full time employee and have office hours open to the public for a minimum of 35 hours per week and will be the primary office employee staffing the office during those hours. The Town Clerk will contribute five percent (5%) towards the cost of health insurance. The Town will pay a maximum of \$1,000 for non-cosmetic co-pays including non-cosmetic dental/vision

RESOLUTION #9 OF 2021 – PERRYSBURG LIASION TO GOWANDA AMBULANCE BOARD

Be it hereby resolved that Georgia Robbins be re-appointed the Town of Perrysburg Liaison to the Gowanda Ambulance

Be it further resolved that a letter from the Town of Perrysburg will be sent to the Gowanda Ambulance Service stating re-appointment

Motion by Councilman Becker to adopt Resolution numbers one through nine (1-9), second by Councilwoman Towne

AYE – BECKER AYE-TOWNE AYE – LORD AYE - PARKER

RESOLUTION #10 OF 2021 – EXPENDITURE AMENDMENT OF THE 2020/21 MUNICIPAL SNOW AND ICE AGREEMENT

WHEREAS, the Town of Perrysburg, pursuant to section 12 of Highway Law, relating to control of snow and ice on State Highways in Towns and Villages, has been requested to enter into a lump sum municipal snow and ice agreement with the State of New York for such purposed and

WHEREAS, the State of New York and the Town of Perrysburg have entered into such an agreement for a contract period of July 1, 2019 and to expire June 30, 2024

WHEREAS, this resolution will amend the estimated expenditure for the 2020/21 season by adding funding to account for increases in labor, materials, equipment and/or overall costs, per terms in paragraphs 9 and 10 in the original agreement

THEREFORE, BE IT RESOLVED, that the Supervisor of the Town of Perrysburg is hereby authorized and directed on behalf of the Perrysburg Town Board to execute this contract extension.

Motion by Supervisor Parker, second by Councilman Becker to adopted Resolution #10 of 2021

PARKER – AYE BECKER – AYE LORD – AYE TOWNE - AYE

REPORTS:

Building & Code Enforcement Officer: Worked in the office for 22.25 hours, completed nine (9) inspections

Assessor's Report: Senior Citizen Exemption renewal process changed for 2021 requiring local governments to carry over Senior Citizen exemptions from the 2020 assessment roll to 2021; Annual renewal applications for the Agricultural Assessment have been mailed, Enhanced STAR exemptions are renewed automatically-applicants will not be receiving renewal applications; the Assessing Office has corresponded with several property owners about their assessments, tax bills and exemptions; two (2) property transfers were added for the month of November

RESOLUTION #11 OF 2021 – SENIOR CITIZEN EXEMPTION 2021

WHEREAS, on March 7, 2020, Governor Andrew M. Cuomo issued Executive Order Number 202, declaring a State disaster emergency for the entire State of New York and

WHEREAS, on December 18, 2020 said declaration was extended to include:

Subdivision 7, 7-a and 8 of section 459-c of the Real Property Tax Law, and subdivisions 5, 5-a, 5-b, 5-c and 6 of section 467 of the Real Property Tax Law, which permits the governing body of an assessing unit to adopt a resolution directing the assessor to grant exemptions pursuant to such section on the 2021 assessment roll to all property owners who received that exemption on the 2020 assessment roll, thereby dispensing with the need for renewal applications from such persons, and further dispensing with the requirement for assessors to mail renewal applications to such persons, and

WHEREAS, the Town is desirous in adopting such resolution while also allowing the assessor to require a renewal application to be filed when he or she has reason to believe that an owner who qualified for the exemption on the 2020 assessment roll may have since changed his or her primary residence, added another owner to the deed, transferred the property to a new owner, or died, now, therefore, be it

RESOLVED, that the Town Board is authorized to pass such resolution, and that the assessor is instructed to take any such necessary actions in the above described directives

GABEL – AYE BECKER – AYE PARKER – AYE TOWNE - AYE

Water Dept. Report: Perrysburg processed 1,885,000 gallons for a daily average of 60,807 gallons. Four (4) UFPO and two (2) work orders. Flushed and greased hydrants throughout the town; read meters; still waiting on quotes for the leak on Parker Road

Versailles used 161,138 over the month of December for an average of 5,198 gallons per day. Flushed hydrants and read meters

Sewer Report: Councilman Lord reported that he has been talking with Gowanda about options to replace or repair the generators; Councilman Lord will contact companies for pricing and options

Highway Supt. Report: Repairing equipment, #16 sander; working in shop, hung new lights in two bays, pipe replacement to be done; not much plowing except for Christmas, a lot of freezing rain

Justice Report: Justice Dankert closed nine (9) V/T cases and one (1) animal control case for the month of December. \$1053 was the total reported to the State Comptroller

Town Clerk /Tax Collector: Town Clerk collected \$2063.25 for the month of December. \$1306.80 was the town portion paid to the Supervisor. For 2020 the Town Clerk collected \$40,255.96. The Town portion paid to the Supervisor was \$16,096.02.

January 2nd thru 9th the Tax Collector has collected \$248,409.35 in Town and County taxes – the tax collector has paid the Town Supervisor \$100,000.

Dog Control Officer's Report: None

Supervisor's Report: Supervisor Parker reported that he has been at Town Hall to sign checks, go over Town business with the Town Clerk and his financial report prepared by Bahgat & Laurito-Bahgat is on file in the Town Clerk's office

CORRESPONDENCE

- Gowanda High School seeking year book ad
- Gowanda Ambulance Service –motion by Councilman Becker, second by Councilwoman Towne to send a 911 Service Designation letter
ALL AYE MOTION CARRIED
- Winfred Jacob seeking expansion of Versailles water district – following discussion, it was decided that the expansion would be too costly, therefore, the request is denied. Councilman Lord will contact Mr. Jacob
- Cattaraugus County DPW regarding access from Eaton Road to the County owned property and pond known as "Bob's Pond"– Councilman Lord reported that he has spoken with Mark Burr, Director of Engineering regarding access

from Eaton Road; Councilman Lord feels it is in the best interest of all to improve access, he reported that the County has thought about turning the property over to the Town. It is noted in the correspondence that both the Town Board and the County Legislature will need to review and approve the scope of work before any actions can be undertaken.

- Association of Towns Annual Business information packet

OLD BUSINESS

- Comprehensive Plan draft – table until next month
- Reschedule audit dates for Town Justice, Town Clerk/Tax Collector/water billing clerk – the Justice audit is scheduled for January 18th at 10:00 a.m. pending Justice Dankert’s availability
- Town Clerk/Tax Collector/Water Billing Clerk, Versailles VFD & Perrysburg VFD scheduled for February 8th at 6:00 pm

BOARD MEMBER COMMENTS

- Councilwoman Towne asked to repost the advertisement for both the Board and Secretary openings on the Planning & Zoning Board with a due date of February 4th
- Free Zoom meetings have a limit of forty minutes – following discussion, Town Clerk will look into the cost of upgrade; Councilwoman Towne suggested Microsoft Teams
- Supervisor Parker asked Town Board members to notify him and/or Town Clerk if you are going to be absent for a meeting

ABSTRACT #1 of 2021, Vouchers #1-30 – Audit of Claims

General Fund Townwide	A	\$ 14,352.15		
Highway Fund Townwide	DA	\$ 1,094.52		
Gowanda Prospect St. Water	GW	\$ 163.62		
Capital Projects Fund	H			
Central Water	PW	\$ 968.41		
Fire Protection Districts	SF	\$ 150,883.00		
Street Lighting	SL	\$ 302.60		
Special Residential	SR	\$ 924.17		
Special Sewer	SS	\$ 5,041.69		
Versailles Water	VW	\$ 633.38		
Total:		\$ 174,363.54		

Totals from each fund were read by the Town Clerk. Motion by Councilman Becker, second by Supervisor Parker to pay all audited vouchers #1-30 in the amount of \$174,363.54

BECKER - AYE PARKER - AYE LORD – AYE TOWNE - AYE

8:02 p.m. motion by Councilman Becker to adjourn

Respectfully Submitted,

Tamara A. Utley, Town Clerk