

Perrysburg Town Board

Minutes of the Annual Reorganizational & Regular Monthly Meeting of the Town Board,
Town of Perrysburg, Cattaraugus County, NY, January 14, 2019 at the Town Hall

PRESENT: Jennifer Dabolt, Town Supervisor • Richard Gabel, Councilman • Dennis Parker, Councilman • Andy Lord, Councilman/Deputy Town Supervisor • Michael Becker, Councilman

ALSO PRESENT: Tamara A Utley, Town Clerk
Dan Stang, Highway Supt.
Jake Hansen-Ivett, Gowanda Water Dept.
Connie Johnson
David Swift
Gary Lauer

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

GOOD OF THE COMMUNITY: Justice Dankert was elected the Secretary/Treasurer for the County Magistrates Association for the sixth straight year

PUBLIC COMMENTS/QUESTIONS: NONE

MINUTES OF THE PREVIOUS MEETING: Motion by Councilman Lord, second by Councilman Parker to accept the minutes of the December 10th and December 27th meetings as submitted. ALL AYE MOTION CARRIED

REPORTS:

Building & Code Enforcement Officer: None

Supervisor's Financial Report prepared by Bahgat & Laurito-Bahgat: On file in the Town Clerk's office

Town Clerk/ Tax Collector Report: Town Clerk collected \$2413.65 for the month of December. \$1170.43 was the town portion paid to the Supervisor. Tax Collector has collected \$335,618.27 to date; Town Supervisor has been paid \$270,220.42

Highway Supt. Report: Plowing snow, dealing with freezing rain. Repairing trucks and equipment. Cleaning up trees from windstorm. Cutting trees on Prospect Street at the project site. Request for a set of keys to the out building on the grounds of the Highway Department to be kept at the Town Hall.

Prospect Street: Trees taken down, permits for Army Corp and DEC submitted, proposed schedule for meeting in early February with Supervisor, Highway Superintendent, engineer and consultant to develop a plan and late February for the RFP to be published. Proposed date for construction to begin is June 1st.

Water/Sewer Dept. Report: Given by Jake Hansen Ivett. All water and sewer sites were maintained as per the contract. Back flush the Perrysburg system weekly. Well #4 repaired by Ehmke and back on line. DPW moved parts and pieces to the blue storage building by the wells. Meter reads for Perrysburg and Versailles, file sent to clerk for processing. Perrysburg processed 1,496,000 gallons for the month of December, Versailles processed 178,000 gallons for the month of December. Jake Hansen Ivett inquired about the Town thawing machine - he will pick it up from Highway Supt. Dan Stang. Councilman Gabel inquired about maps of the water district, Jake responded that maps are at the Town Hall, on the Central Water District laptop and at the Water Treatment Plant. A backup drive for the Water District laptop will be purchased by the Town and the backup of the Water District laptop will be kept at the Town Hall. The laptop is kept in Versailles. Tree down at the Water Treatment Plant that will need to be removed, Supervisor suggested it wait until better weather as long as it is not in the way

Justice Report: Justice Dankert closed the following cases: 14 V/T, 6 Penal Law, 1 Animal Control. \$3257 reported to State Comptroller: Town portion \$2210, State portion \$1047.

Dog Control Officer's Report: None

Assessor's Report: Exemption questions and applications are in full swing. All exemptions are due by March 1. January office hours rescheduled to January 19th from 9am-Noon. Will be attending the February meeting

Resolution # 1 of 2019 - TOWN BOARD ANNUAL FIRE COMPANY AUDITS,
WHEREAS, Town Law Section 123 requires that each town officer and employee who disbursed any moneys in the previous fiscal year shall account with the town board for such moneys.

WHEREAS, the Perrysburg Town Board performed the annual audit of the Perrysburg Vol. Fire Company's 2018 books and the Versailles Vol. Fire Company's 2018 books on January 14, 2019.

The Board found the Perrysburg Fire Department books are in order.

The Board found that the Versailles Fire Departments books are neat & orderly.

RESOLUTION # 2 OF 2019 - TOWN BOARD ANNUAL AUDIT OF THE TAX COLLECTOR, TOWN CLERK, TOWN JUSTICE

WHEREAS, Town Law Section 123 requires that each Town Officer and employee who received or disbursed any moneys in the previous fiscal year shall account with the Town Board for such moneys.

WHEREAS, the Perrysburg Town Board performed an annual audit of the 2018 books of the Perrysburg Town Tax Collector/Town Clerk and the Town Justice on January 14, 2019

The Town Board found the record keeping of the Tax Collector neat and orderly. All accounts reconcile and well organized

The Board found that all records for the Town Clerk are detailed and well kept.

The Board found the Town Justice books to be very thorough. The Board is pleased with the record keeping, it is neat eligible and up to date.

RESOLUTION #3 OF 2019 - 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

OFFICIAL NEWSPAPER: The Dunkirk Observer

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

INSURANCE COMPANY: The Evans Agency (NYMIR)

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

RECORDS RETENTION: Adopts the NYS Records Retention and Disposition Schedule MU-1

RESOLUTION #4 OF 2019 - BE IT HEREBY RESOLVED BY THE PERRYSBURG TOWN BOARD TO MAKE THE FOLLOWING SPECIAL APPOINTMENTS

Deputy Supervisor - Andy Lord

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

Highway Liaison – Mike Becker

Building & Grounds Manager - Dick Gabel

Water & Sewer Liaison - Andy Lord

Parks & Youth- Mike Becker

Versailles Fire Department Liaison - Dick Gabel

Assessor Liaison – Dennis Parker

Perrysburg Fire Liaison- Dick Gabel

Court Liaison - Jenny Dabolt

Dog Control Liaison- Andy Lord

Code Enforcement Liaison- Dennis Parker

Be it Resolved that each Department will have a written report for the Town Board at each meeting. Be it further Resolved that each Board Member will be expected to speak with the Department they are Liaison for before each board meeting. If an employee from said Department will not be present at the Board meeting said Board member will request and read the report from said Department.

RESOLUTION # 5 OF 2019 - BE IT HEREBY RESOLVED BY THE PERRYSBURG TOWN BOARD:

All regular monthly Town Board Meetings will be held on the second (2nd) Monday of each month at 7:00pm at the Perrysburg Town Hall, 10460 Peck Hill Road., Perrysburg NY, 14129 unless the second Monday falls on a State or Federal holiday. If the second Monday is a holiday, the meeting will be held on the 3rd Monday.

RESOLUTION # 6 OF 2019 - 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 she 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 # 7 OF 2019 - 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 hour day for full time employees and a six hour day for elected or appointed officials: The 2019 Pay Rates are as follows

Town Supervisor:	\$ 7,000.00
Highway Superintendent:	\$ 51,036.00
Town Clerk/Tax Collector/Registrar:	\$ 24,853.00
Town Councilmen: (4)	\$ 2,550.00
Town Justice:	\$ 13,500.00
Town Attorney John Grennell	\$ 2,913.00
Traffic Court Prosecutor Rachel Mitchell	\$ 3,000.00
Court Clerk:	\$ 12.25 hr.
Court Officer:	\$ 12.25 hr.
Town Historian Jody Shaw:	\$ 800.00
Code Enforcement Officer David Heckman	\$ 5,748.00
Dog Control Officer Kathy Hagner	\$ 4,330.00
Assessor - Bonnie Rae Strickland	\$ 9,268.00
Town Hall Custodian:	\$ 4,080.00
Board of Assessment Review: (3)	\$ 50.00
Deputy Town Clerk /Tax Collector/Registrar:	\$ 11.25 hr

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

Deputy Highway Superintendent will be paid an additional .50 cents per hour.

RESOLUTION #8 OF 2019 – BE IT RESOLVED BY THE PERRYSBURG TOWN BOARD TO NAME BAHGAT, LAURITO & BAHGAT AS THE CPA FIRM FOR BOOKKEEPER TO THE SUPERVISOR, FOR THE ANNUAL FINANCIAL REPORT DOCUMENTS, PAYROLL & RETIREMENT REPORTING PURPOSES.

RESOLUTION # 9 OF 2019 - 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. Medical insurance allowance to be as follows:

Single: \$ 579.65

Double: \$1159.30

Employee & Children: \$985.41

Family: \$1652.01

* With a cap to be in place for 2019 of \$1640.55 for the Family plan.

* The Town will pay a maximum of \$1,000.00 per employee for non-cosmetic co-pays, non-cosmetic dental/vision. New hires will pay 5% of the cost of health insurance

2. A uniform allowance/work boots for Highway Employees - \$150.00

3. One eight (8) hour sick day accumulating one day per month/ 60 days maximum

4. Vacation: Two (2) weeks after one year service

Three (3) weeks after five years of service

Four (4) weeks after ten years of service

5. Four (4) personal leave days per year
6. Three bereavement days for immediate family - parent, child, spouse, in-laws, (others at the discretion of the Town Board).
7. 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.
8. 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.
9. Retirement benefits are state mandated for full time employees.
10. A limit of 240 hours comp time may be carried over from year to year.
11. A return to work slip from a doctor is required to return to work after an absence of 3 or more days.
12. 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:

- * 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 -

\$11.10 per hour with CDL, Mechanic experience, other specialized skills

\$ 11.10 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 #10 OF 2019 - 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 35 hours per week and will be the primary office employee staffing the office during those hours. The office of the Town Clerk will not have a designated closing time for lunch but will close as necessary to conduct Town business including banking, post office and necessary meeting attendance on behalf of the Town. The Town Clerk will contribute five percent (5%) towards the cost of said insurance. The Town will pay a maximum of \$1,000 for non-cosmetic co-pays including non-cosmetic dental/vision when receipts are submitted

Motion by Councilman Lord, second by Councilman Parker to adopt the 2019

Reorganizational Resolutions #1-#10

ALL AYE

MOTION CARRIED

NEW BUSINESS

- Supervisor Dabolt signed the Lease Agreement with the SPCA allowing seized dogs to be offered for adoption

- Supervisor, Town Board members and Highway Superintendent will sign the Agreement to Spend Highway Funds from Cattaraugus County this evening
- Lease agreement with DCO Kathy Hagner to use her facilities to carry out her duties paying \$15 per day for boarding
- Gowanda Ambulance Service will be the Town's designated 911 Service per correspondence signed by the Supervisor

ABSTRACT #1 of 2019 – Audit of Claims

General Fund Townwide	A	\$ 27,161.40		
Highway Fund Townwide	DA	\$ 27,368.00		
Gowanda Prospect St. Water	GW	\$ 9,387.58		
Capital Projects Fund	H	\$ 828.92		
Central Water	PW	\$ 2,991.69		
Fire Protection	SF	\$ 150,883.00		
Street Lighting	SL	\$ 684.93		
Special Residential	SR	\$ 1,324.61		
Special Sewer	SS	\$ 1,248.30		
Versailles Water	VW	\$ 649.89		
Total:		\$ 222,528.32		

Totals from each fund were read by the Town Clerk. Motion by Councilman Gabel, second by Councilman Lord to pay all audited vouchers #1 thru # 38 in the amount of \$222,528.32

GABEL - AYE PARKER - AYE DABOLT - AYE LORD - AYE BECKER - AYE

BOARD MEMBER COMMENTS

Councilman Gabel reported the Town Hall roof is finished and new windows installed Still waiting to hear from NYSEG regarding installation of new street light on Prospect Street

7:34pm Motion by Supervisor Dabolt, Councilman Gabel to adjourn

Respectfully Submitted,

Tamara A. Utley, Town Clerk