

**REGULAR TOWN BOARD MEETING
HELD AT THE MANSFIELD TOWN HALL
IN EDDYVILLE
DECEMBER 17, 2018 AT 7:00 P.M.**

PRESENT

**Robert Keis, Town Supervisor
Nancy Meeder, Councilwoman
Greg Meyer, Councilman
Robert Schmidt, Councilman**

ALSO PRESENT

BRAD HURLEY, HIGHWAY SUPERINTENDENT

ABSENT

Larry Johnson, Councilman

PLEDGE OF ALLEGIANCE/BOARD MEETING BROUGHT TO ORDER

After all those present said the Pledge of Allegiance, Supervisor Keis brought the December Town Board Meeting to order.

MINUTES NOVEMBER 19, 2018/APPROVED

For approval of the November Town Board Meeting Minutes **A MOTION WAS GIVEN BY** Councilwoman Meeder seconded by Councilman Schmidt no opposed carried to approve the November 19, 2018, Town Board Meeting Minutes by noting that Highway Superintendent Hurley was not in attendance at the November Meeting.

SUPERVISOR'S AND TOWN CLERK'S MONTHLY REPORTS/APPROVED

After Supervisor Keis presented his monthly report and the monthly report of Town Clerk **A MOTION WAS GIVEN BY** Councilman Meyer seconded by Councilwoman Meeder to approve the financial reports of Supervisor and Town Clerk as presented, no opposed motion carried.

SALT/STORAGE SHED BUILDING UPDATE

With regard to the Salt/Storage Shed Building construction, Superintendent Hurley reported that it should be completed by March 2019.

Supervisor Keis was authorized by the Town Board at the Special Meeting held October 1, 2018, to contact the Cattaraugus County Bank for a short-term loan, in the amount of the Grant awarded. Supervisor Keis reported a \$300,000.00 short-term loan was approved, a 2 percent interest rate to be charged. All loan documents have been executed.

HEAT SENSORS

With regard to Heat Sensors for the Highway Garage there was no update to report.

SEXUAL HARRASSMENT POLICY AND TRAINER

With regard to State requirements that municipalities adopt a Sexual Harassment Policy and those employed must have training. Supervisor Keis stated that he recently completed a Sexual Harassment Webinar. He learned that training must be completed by October of 2019.

Supervisor Keis stated that NYMER is talking about scheduled training for municipalities, as well as Association of Towns. Also Benitec Company offers Webinar training for \$30.00 a month, for 1 to 30 employees, their company must be accepted by the State. Supervisor Keis stated that he would keep track of scheduled training as it moves along.

2018 FINANCIAL TRANSFERS

Supervisor Keis asked Board members for their approval to transfer 2018 Budget transfers to close out Year-End Books. **A MOTION WAS MADE BY** Councilman Schmidt seconded by Councilman Meyer no opposed carried to approve the following 2018 Budget transfers.

Highway Fund: From DA5120.4 Bridges to DA5130.4 Machinery C.E. \$2,420.30

General Fund: From A1990.4 Contingent to A1440.4 Engineer \$500.00

From A1990.4 Contingent to A6772.4 Aging \$2.81

From A1990.4 Contingent to A8810.4 Cemeteries \$45.00.

HIGHWAY REPORT

Highway Superintendent Hurley reported a couple of minor accidents that happened during the recent snow storm. A snow plow truck driver hit the corner of an out building, another driver's snow plow truck was hit on its side when a driver was backing out of their driveway. There were no injuries reported.

Also Taylor Grinols submitted his two weeks notice, prompting Superintendent Hurley to hire Dylan Armstrong, who was out of the Military about a year ago. He resides in Salamanca.

AUDIT FINANCIAL ACCOUNTS 3 CHECKING ACCOUNTS/APPROVED

After Board members audited Supervisor Keis 3 checking accounts, Board members voted unanimously **ON A MOTION GIVEN BY** Councilwoman Meeder seconded by Councilman Meyer to acknowledge and approve Supervisor Keis 3 checking accounts that were in balance as presented. No opposed motion carried.

AUDIT BILLS SUBMITTED FOR PAYMENT/APPROVED

After Board members audited billing statements submitted by vendors for payment **A MOTION WAS MADE** BY Councilman Schmidt seconded by Councilman Meyer no opposed carried to approve to pay the following:

General Fund Voucher Numbers 245 to 275 in the amount of \$7,583.00
Highway Fund Voucher Numbers 191 to 193 in the amount of \$23,301,60
Capital Improvements Voucher Numbers 4 to 5, in the amount of \$7,591.93.

A motion to adjourn was made by Councilman Schmidt seconded by Councilman Meyer at 7:53 p.m.

Respectfully Submitted,

Betty Jane Horning, Town Clerk