

**REGULAR TOWN BOARD MEETING
COMBINED WITH THE ANNUAL ORGANIZATIONAL AND APPOINTMENTS MEETING
HELD AT THE MANSFIELD TOWN HALL IN EDDYVILLE
JANUARY 21, 2019 AT 7:00 P.M.**

PRESENT

**Robert Keis, Town Supervisor
Larry Johnson, Councilman
Robert Schmidt, Councilman**

ALSO PRESENT

Brad Hurley, Town Highway Superintendent

ABSENT

**Nancy Meeder, Councilwoman
Greg Meyer, Councilman**

PLEDGE OF ALLEGIANCE/MEETING BROUGHT TO ORDER

After all those present said the Pledge of Allegiance, Supervisor Keis brought the January 21, 2019 meeting to order.

DECEMBER 17, 2018 TOWN BOARD MEETING MINUTES/APPROVED

For approval of the December 17, 2018 Town Board Meeting Minutes **A MOTION WAS MADE BY** Councilman Schmidt seconded by Councilman Johnson, no opposed carried to approve the December 17, 2018 Town Board Meeting Minutes as read.

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

After Supervisor Keis presented his and Town Clerk's monthly reports **A MOTION WAS MADE BY** Councilman Johnson seconded by Councilman Schmidt no opposed motion carried to approve the financial reports of both Town Supervisor and Town Clerk.

SALT/STORAGE SHED BUILDING/122 SENATE PROJECT AGREEMENT AND CONTRACTS/AUTHORIZATION

With regard to the construction of the Salt/Storage Shed Building Grant the Town received in the amount of \$300,000.00, Supervisor Keis informed Board members that the Town would be receiving documents for his signature and needs Board approval authorizing him to sign an Agreement for "Senate 122 Project" and to sign contracts as needed.

For approval to sign the Agreement **A MOTION WAS MADE BY** Councilman Johnson seconded by Councilman Schmidt no opposed motion carried to Resolve to pass a Resolution to authorize Supervisor Keis to sign the Agreement called "122 Senate Project".

For Board approval to sign contracts **A MOTION WAS MADE BY** Councilman Schmidt seconded by Councilman Johnson no opposed motion carried to Resolve to pass a Resolution for Supervisor Keis to sign contracts as needed.

2018 FINANCIAL TRANSFERS/APPROVED

After Supervisor Keis presented the following 2018 General and Highway Fund transfers **A MOTION WAS MADE BY** Councilman Schmidt seconded by Councilman Johnson no opposed motion carried to approve Supervisor Keis's transfer of funds:

General Fund	\$ 150.00 to A7510.4 Historian	From A1990.4 Contingent
Highway Fund	\$5,000.00 to DA5142.4 C.E. Snow Removal	From DA962 Contingent
	\$1,377.86 to DA5142.4 C.E. Snow Removal	From DA5110.1 Gen. Repairs
	\$1,261.56 to DA5142.1 P.C. Snow Removal	From DA9060.8 Medical Insurance
	\$ 246.51 to DA5142.1 P.C. Snow Removal	From DA9730.7 Debt Service

HEAT SENSORS

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

ANNUAL AGREEMENT TO SPEND TOWN HIGHWAY FUNDS -2019

Regarding the Annual Agreement to the Expenditure of Highway moneys Pursuant to Section 284 of the New York State Highway Law. The Agreement must be signed by Supervisor Keis, Board members, and Highway Superintendent, to spend moneys levied and collected in the Town for the repair and improvement of Town highways and received from the State for State Aid for the repair and improvement of highways. Highway Superintendent Hurley reported for GENERAL REPAIRS. The sum of \$275,000.00, shall be set aside to be expended for primary work and general repairs upon 54 miles of Town highways, including sluices, culverts and bridges having a span of less than five feet and boardwalks or renewals thereof. For PERMANENT IMPROVEMENTS \$183,970.00 shall be set aside to be expended for the permanent improvement of Town highways. The Agreement was signed in duplicate, both copies will be mailed to the County Superintendent for approval, a copy will be filed in the Town Clerk's office and the County Superintendent's office.

2019 ORGANIZATIONAL APPOINTMENTS AND DESIGNATIONS

ANNUAL APPOINTMENTS

After Supervisor Keis presented the Annual Appointments for 2019 **A MOTION WAS MADE BY** Councilman Johnson seconded by Councilman Schmidt no opposed carried to approve the following for 2019.

- Supervisor Keis appoints Councilwoman Nancy Meeder, as Deputy Supervisor
- Highway Superintendent appoints Donald Thompson, as Working Supervisor
- Dale W. Baldwin and Leonard Horning appointed as Deputy Town Clerks
- Dale W. Baldwin and Leonard Horning as Deputy Tax Collectors
- Betty Jane Horning appointed Registrar of Vital Statistics
- Dale W. Baldwin appointed Deputy Registrar
- For Youth Director Supervisor Keis will contact Anne Adams, Youth Director about attendance
- Mary Dankert appointed Dog Control Officer
- Jim Scott appointed Building Custodian

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- Gil Wiswall appointed as Coded Enforcement Officer, Building Inspector
- Brady & Swenson appointed as Town Legal Consul and Town Prosecutor
- Town Board Meetings to be held the Third Monday of each month to begin at 7:00 p.m.
- Town Depository Banks will be the Bank of Cattaraugus, Cattaraugus County Band and M & T Bank
- Supervisor is authorized to conduct Town business, pay all salaries as budgeted, utility claims, health insurance claims, postage, express freight charges, to transfer funds as necessary, and \$.50 per mile is established when personal vehicles are used to conduct Town business.

HIGHWAY EMPLOYEES HEALTH INSURANCE/PLANNING BOARD/SAFETY DINNER

A MOTION WAS GIVEN BY Councilman Schmidt seconded by Councilman Johnson no opposed carried to approve the following

- The Town agrees to pay \$1,250.00 towards the Health Insurance deductible for the highway employees and Highway Superintendent. The Highway employees and Highway Superintendent are responsible for any deductibles or co-pays over \$1,250.00. The Health Insurance Contribution by the Town was frozen in the amount of the Town's contribution in 2010 plus 50 percent of any increase in premium. The Highway Superintendent and the Highway employees are responsible for 50 percent of any increases in excess of the 2010 contribution.

- The Planning Board members will receive a stipend of \$25.00 per meeting plus an annual dinner in the fall.

- For Highway employees the Town will host and annual Safety Dinner if there is no lost time from injuries during a calendar year.

TOWN HISTORIAN

For Town Historian **A MOTION WAS MADE BY** Councilman Schmidt seconded by Councilman Johnson no opposed carried to appoint Sue Cross, as Town Historian.

JOB OPENINGS PAID HOLIDAYS SICK LEAVE VACATION DAYS BEREAVEMENT DAYS NEW YEARS DAY FOR 2019/APPROVED

A MOTION WAS GIVEN BY Councilman Schmidt seconded by Councilman Johnson no opposed carried to approve the following for highway employees job openings, paid holidays, sick leave, vacation days, bereavement days, New Years day.

EMPLOYMENT OPENINGS

- When hiring employees all job openings are to be advertised and Highway Superintendent is to give preference to Town residents over non-residents if equally qualified.

PAID HOLIDAYS

- January 1, 2019 New Years Day
- April 19, 2019 Good Friday
- May 27, 2019 Memorial Day
- July 4, 2019 Independence Day
- September 2, 2019 Labor Day
- November 28, 2019 Thanksgiving Day
- December 25, 2019 Christmas Day

HIGHWAY EMPLOYEES SICK LEAVE, ACCUMULATE UP TO 240 HOURS SICK LEAVE, ONE ROVING HOLIDAY GRANTED

-If Town highway employees are called in on any of the above mentioned holidays, they are to receive time and a half for hours worked, time and a half for hours over 40 actually worked, there is a minimum of four-hour call out pay that does not count as over time. Sick days are not to be considered workdays, but holidays are considered time worked, 2.16 hours of sick leave will be granted to highway employees for each two week pay period worked.

Employees are allowed to accumulate up to 240 hours sick leave. For any illness over three days a doctor's excuse must be turned in. One roving holiday is granted subject to the approval of Highway Superintendent, and all employees are to take the same day off.

VACATION PAY WILL BE BASED ON EIGHT HOUR DAYS AND WILL BE GRANTED AS FOLLOWS:

- One year of service 6 days
- Two years of service 7 days
- Three years of service 8 days
- Four years of service 9 days
- Five years of service 10 days
- Ten years of service 15 days
- Thirty years of service 20 days
- Vacation to be taken with permission of Highway Superintendent

POLICY FOR VACATION DAYS

- The Town Policy for Highway Employees vacation days, vacation time will be granted in the next calendar year after the service level has been reached.

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BEREAVEMENT DAY

-The intention of bereavement days is to grant employees time off with pay for the funeral and necessary legal business at the discretion of the Highway Superintendent

-Bereavement days are 8-hour days. Up to three bereavement days per death for immediate family will be granted with pay.

-Less than three days per death may be granted if a weekend or holiday is involved immediate family being spouse, mother, father, son, daughter, sister, brother, mother-in-law, father-in-law and grandparents.

-For spouse's grandparents, one bereavement day is granted.

INVESTMENT AND PROCUREMENT POLICIES/TOWN'S OFFICIAL NEWSPAPER

For approval of the Town's Investment and Procurement Policies **A MOTION WAS GIVEN** by Councilman Johnson seconded by Councilman Schmidt no opposed carried to approve the Town Investment and Procurement Policies for 2019.

Board members also approved the Ellicottville Times as the Town's Official Newspaper for 2019.

TOWN BOARD AUTHORIZES FOR 2019 HISTORICAL SOCIETY, YOUTH GROUP, HALLOWEEN, CHRISTMAS, EASTER PARTIES AND SENIOR CITIZENS ORGANIZATION

For Board approval of authorizing for 2019 the Town Historical Society, Youth Group, Halloween, Christmas, Easter Parties and Senior Citizens Organization **A MOTION WAS MADE BY** Councilman Schmidt, seconded by Councilman Johnson no opposed motion carried.

SCRAP METAL

For approval of the Town's policy for scrap metal, **A MOTION WAS MADE BY** Councilman Johnson seconded by Councilman Schmidt no opposed carried to approve that all proceeds are to be paid by check made payable to the Town of Mansfield.

REAPPOINTMENTS TO THE PLANNING BOARD AND ZONING BOARD OF APPEALS

For Board approval to reappoint Margaret Puszcz to the Town Planning Board and reappoint Alan Stocker to the Zoning Board of Appeals **A MOTION WAS MADE BY** Councilman Schmidt seconded by Councilman Johnson no opposed motion carried. Margaret Puszcz's 7- year term ends December 31, 2026. Alan Stocker's 5- year term ends December 31, 2024.

With regard to the Planning Board members, Supervisor Keis stated that he contacted Timothy Jacobson and he said that he would be able to attend meetings.

FEBRUARY TOWN BOARD MEETING

For approval to change the February Town Board Meeting **A MOTION WAS MADE BY** Councilman Johnson seconded by Councilman Schmidt to change the next Board meeting to the second Tuesday February 11, 2019 at 7:00 p.m. Clerk to have notice published in the Ellicottville Times.

BENETECH COMPANY

With regard to prior discussion regarding the adoption of a Sexual Harassment Policy/Work Place Violence. Supervisor Keis informed Board members that he went to a website and learned about the Benetech Company who offers Sexual Harassment Training for all employees for \$180.00 for the first year sign up, next year would be \$360.00, Supervisor Keis stated that he would like to communicate with them. After discussion Board members voted **ON A MOTION MADE BY** Councilman Schmidt seconded by Councilman Johnson no opposed carried to authorize Supervisor Keis to move forward to Benetech Company.

AUDIT FINANCIAL ACCOUNTS

After Board members audited Supervisor Keis three checking accounts and two savings accounts **A MOTION WAS MADE BY** Councilman Johnson seconded by Councilman Schmidt no opposed carried to acknowledge and approve Supervisor Keis financial accounts that were in balance as presented.

AUDIT OF BILLS

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

General Fund Voucher Numbers 1-28, 31-32 in the amount of \$51,969.97. Vouchers 29 and 30 were removed.
Highway Fund Voucher Number 1-25 in the amount of \$18,360.90.

A motion to adjourn was made by Councilman Johnson at 8:25 p.m.

Respectfully Submitted,

