

**TOWN OF MANSFIELD  
REGULAR & ANNUAL ORGANIZATIONAL MEETING  
JANUARY 17, 2022  
7:00 P.M.**

**PRESENT**

**Carl Calarco, Town Supervisor  
Robert Schmidt, Councilman  
Mike Telaak, Councilman**

**ABSENT**

**Nancy Meeder, Councilwoman  
Brad Hurley, Highway Superintendent**

**ALSO PRESENT**

**Dale Baldwin, Town Justice  
Betty Jane Horning, Town Clerk**

**PLEDGE OF ALLEGIANCE/MEETING CALLED TO ORDER**

After all those present said the Pledge of Allegiance, Supervisor Calarco brought the meeting to order at 7:20 p.m.

**1. MEETING MINUTES OF DECEMBER 20, 2021/APPROVED**

For approval of the meeting minutes of the Board Meeting held December 20, 2021

- a. Motion made by Councilman Schmidt second by Councilman Telaak no
- b. opposed, to approve the minutes by clarifying a Bookkeeper to the Supervisor. Also the Supervisor's salary was revised in the 2022 Budget to permit a bookkeeper to the Supervisor.

**2. RESIGNATION OF CARL CALARCO AS TOWN BOARD COUNCILMAN**

a. Carl Calarco resigned as Town Board Councilman to fulfill position of Town Supervisor a **MOTION WAS MADE BY** Councilman Schmidt seconded by Councilman Telaak no opposed motion carried.

**3. APPOINTMENT OF ANDY PASCARELLA AS TOWN BOARD MEMBER**

a. For approval to appoint Andy Pascarella as Town Board member, to fill the vacancy created by the resignation of Carl Calarco a **MOTION WAS MADE BY** Councilman Telaak seconded by Councilman Schmidt no opposed carried to appoint Andy Pascarella to the Town Board, effective immediately for a one year term.

**4. ORGANIZATIONAL AND DESIGNATIONS FOR 2022**

**A MOTION WAS MADE BY** Councilman Schmidt seconded by Councilman Telaak no opposed carried to approve the following appointments:

- a. Deputy Supervisor, Councilman Robert Schmidt
- b. Bookkeeper to the Supervisor - Aimee Kilby
- c. Working Highway Supervisor - To be determined
- d. Deputy Town Clerks - Dale Baldwin and Leonard Horning
- e. Deputy Tax Collectors - Dale Baldwin, Leonard Horning
- f. Town Registrar of Vital Statistics - Betty Jane Horning
- g. Deputy Registrar - Dale Baldwin
- h. Dog Control Officer - Samantha Smith

- i. Building Custodian – William Leek
- j. Code Enforcement Officer / Building Inspector – Gary Brecker
- k. Town Assessor – Cattaraugus County
- l. Town Legal Council – Brady & Swenson
- m. Town Board Meetings held the third Monday of each month at 7p.m.
- n. Town Depository Banks to be Cattaraugus County Bank, M&T Bank, and Bank of Cattaraugus
- o. Town 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 58 cents per mile when personal vehicles are used to conduct Town business.

5. **Highway Employees, Health Insurance/Safety Dinner, Planning Board Stipend.**

A **MOTION WAS MADE BY** Councilman Telaak seconded by Councilman Schmidt no opposed to approve the following:

- a. The Town agrees to pay \$1,250.00 toward the Health Insurance deductible for 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 2010, in the amount of the Town’s contribution, plus 50 percent of any increase in premium. The Highway Superintendent and highway employees are responsible for 50 percent of any increases in excess of the 2010 contribution.
  - b. For Highway employees the Town will host an annual Safety Dinner if no time is lost from injuries during a calendar year.
  - c. For Planning Board members, a stipend in the amount of \$35.00 per meeting attended, plus an annual dinner in the fall. A **MOTION WAS MADE** by Councilman Telaak seconded by Councilman Schmidt no opposed to approve the stipend increase to \$35.00.
6. Job Openings, Paid Holidays, Sick Leave, Vacation & Bereavement Days, New Years Day for 2022. A **MOTION WAS MADE BY** Councilman Schmidt, second by Councilman Telaak no opposed to approve the following;
- a. **Employment Openings** – When hiring employees all job openings are to be advertised and the Highway Superintendent shall give preference to Town residents over non-residents, if equally qualified.
  - b. **Paid Holidays**
    - January 1, New Years Day
    - April 15, Good Friday
    - May 31, Memorial Day
    - July 4, 5, Independence Day
    - September 5, Labor Day
    - November 24, Thanksgiving Day
    - December 23, 26 Christmas Day
  - c. 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. Highway employees shall be permitted to accumulate up to 240 hours of 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 the Highway Superintendent, all employees are to take the same day off.

- d. Vacation Pay will be based on eight (8) hour days and shall 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 time will be granted in the next calendar year after the service level has been reached
  - Vacation to be taken with the permission of the Highway Superintendent
- e. Bereavement Days - It is the intent to grant Highway employees time off with pay for the funeral and necessary legal business at the discretion of the Highway Superintendent. Bereavement days are to be 8-hour days. Up to three (3) bereavement days per year will be granted with pay per death for immediate family, being spouse, mother, father, son, daughter, sister, mother-in-law, father-in-law, and grandparents. Less than three (3) days per death may be granted if a weekend or holiday is involved. For spouse's grandparents, one (1) bereavement day is granted.
- f. Investment and Procurement Policies. A **MOTION WAS MADE BY** Councilman Telaak second by Councilman Schmidt, to approve the Town's Investment and Procurement Policies for the year 2022.
- g. Town's Official Newspaper. A **MOTION WAS MADE** by, Councilman Telaak second by Councilman Schmidt, to continue to utilize The Villager as the Town's official paper.
- h. Authorized Activities for 2022. A **MOTION WAS MADE BY** Councilman Schmidt, second by Councilman Telaak to approve activities by the Town Youth Group, Halloween, Christmas, Easter parties, and Senior Citizen Organization.
- I Scrap Metal Policy. A **MOTION WAS MADE** by Councilman Telaak second by Councilman Schmidt to approve the Scrap Metal Policy for 2022, whereby all proceeds are to be paid by check, payable to the Town of Mansfield.
- j. Executive Session. A **MOTION WAS MADE BY** Councilman Schmidt seconded by Councilman Telaak, to enter into executive session at 7:50 p.m. **MOTION WAS MADE** by Councilman Telaak second by Councilman Schmidt to come out of executive session at 8:00 p.m.
- k. **MOTION WAS MADE BY** Councilman Schmidt second by Councilman Telaak, to approve the terms of settlement, 3 AYES 0 NAYES.
- l. Supervisor Calarco read the **Resolution Authorizing Execution of Legal Settlement of Lawsuit Entitled: Robin Pearl v. Town of Mansfield**  
The Resolution is attached.

## **7 SUPERVISOR'S AND TOWN CLERK'S MONTHLY REPORTS**

Supervisor and Town Clerk's monthly reports to be presented at the next Town Board Meeting.

## **8 AUDIT FINANCIAL ACCOUNTS**

The financial accounts to be presented at the next Town Board Meeting.

9 **AUDIT GENERAL AND HIGHWAY FUND BILLS**

A **MOTION WAS MADE** by Councilman Telaak second by Councilman Schmidt, the Board authorized payment of the general and highway bills submitted for payment as follows:

General Fund Voucher numbers 1 to 14, in the amount of \$50,901.31  
Highway Fund Voucher numbers 1 to 15, in the amount of \$22,404.81

10 **GENERAL DISCUSSION**

Regarding the Mansfield Volunteer Fire Department, Councilman Telaak reported that currently 16 persons have joined. Also the Little Valley Volunteer Fire Department took 7 members to begin training at the end of March.

Supervisor Calarco, gave a report from Cattaraugus County Assessors for December 2021. The Assessing Office are processing renewal applications for Agricultural Assessments and Senior Citizen Exemptions, and have corresponded with several property owners about their assessments, tax bills, and exemptions.

Also noted the Town Planning Board is updating the Zoning Law.

Motion to adjourn was made by Councilman Schmidt seconded by Councilman Telaak at 8:30 p.m.

Respectfully Submitted,

Betty Jane Horning, Town Clerk