

MINUTES OF THE
REGULAR MEETING OF THE TOWN BOARD
OF THE TOWN OF ELLICOTTVILLE MARCH 20, 2019 at 6:00 pm
ELLCOTTVILLE TOWN HALL

<u>Present:</u>	Mathew McAndrew	Supervisor
	Ken Hinman	Councilman
	Greg Fitzpatrick	Councilman
	Steve Crowley	Councilman
	John Zervas	Councilman
	Niles Pierson	Town Engineer
	Tom Scharf	Highway Superintendent
	Kathleen Moriarty	Attorney for Town
	Robyn George	Town Clerk
	Don Auge	Officer-in-Charge
	Harry Weissman	Town Assessor

Others present: Paul Timkey, John Thomas, press

Call meeting to order:

Supervisor McAndrew called the meeting to order at 6:00pm and led the Pledge to the Flag.

Privilege of the Floor

Paul Timkey submitted a letter of interest to fill the position of Town Dog Control Officer which was recently vacated. Tom Scharf and the Highway Department will work with Paul to move the Town's Kennel.

On **motion** by Mr. Zervas second by Mr. Hinman the following resolution was

Accepted Ayes 5 - McAndrew, Crowley, Zervas, Hinman & Fitzpatrick
 Nays 0

Resolved that the Town hire Paul Timkey as Dog Control Officer at the budgeted amount for that position.

Approve Minutes

- Town Board Meeting - February 20, 2019

On motion by Mr. Hinman and second by Mr. Zervas the minutes of the February 20, 2019 Board meeting were

Accepted Ayes 5 - McAndrew, Crowley, Zervas, Hinman & Fitzpatrick

Nays 0

Audit of Claims

- Pay Town bills on Distribution Report #03-19

On motion by Mr. Crowley and second by Mr. Fitzpatrick the following resolution was

Accepted Ayes 5 - McAndrew, Crowley, Zerfas, Hinman & Fitzpatrick
Nays 0

Resolved that the Town bills be paid on General Ledger Distribution Report 03-19 as follows:

001 - General Fund A:	\$ 40,745.11		
002 - General Fund B:	\$ 1,370.00		
		General Fund Total:	\$ 42,115.11
004 - Highway DB	\$167,032.22		
		Highway Fund Total:	\$167,032.22
006 - Water	\$ 9,076.16		
		006 - Water Fund Total	<u>\$ 9,076.16</u>
		Grand Total:	\$218,223.49

Supervisor's Reports

- Supervisor's Report

On motion by Mr. Zerfas and second by Mr. Hinman the Supervisor's February 2019 Financial Report was

Accepted Ayes 5 - McAndrew, Crowley, Zerfas, Hinman & Fitzpatrick
Nays 0

- Supervisor's Meeting - Shared Services & County Assessing

The Shared Services Plan showed a savings of \$930,146.90, county-wide, \$31,117.29 of that is Ellicottville's share. The submission of the grant for reimbursement of half was put to a vote and passed with a 2/3 majority from all of the Town Supervisors, Village/City Mayors and County Administrator. NYS is requiring that the County/municipalities go through the same process and submit

a new plan for 2019-2020. They are committing to reimburse municipalities for 1/2 of the savings again for 2019-2020.

The County has 3 full-time Assessors and is doing the assessing for 6 Towns right now. They expect to be servicing 13 by the end of October.

- Houghton Training - May 9th
- Assessor's Report

The Assessor, Harry Weissman, explained how the State comes up with the Equalization Rate. Right now, the Town is at 97.5% which is better than most Town's in the County. The Town could pursue an update, but Mr. Weissman suggested that the Town wait since there will be new software in the next year or so. He also provided Sales Analysis Reports and reviewed them.

- Contracts for AUD and Court Audit

On **motion** by Mr. Hinman second by Mr. Zerfas the following resolution was

Accepted Ayes 5 - McAndrew, Crowley, Zerfas, Hinman & Fitzpatrick
 Nays 0

Resolved that the Board authorize the Supervisor to sign the contracts presented by Tronconi, Segarra & Associates to conduct an audit of the Annual Financial Update Document and Audit of the Courts for \$7,600.00 and \$1,450.00, respectively.

- Local Leaders Conference - Holiday Valley - April 2nd and 3rd.

Supervisor McAndrew and Engineer Pierson will be attending.

- Village Judge Jack Rogan

The Board recognized Jack Rogan for his 43 years of service as the Village Justice. He will be retiring at the end of the month.

Present Written Department Reports for Approval

- Clerk's , Justices', Building Inspector's, Planners and Police Reports

On **motion** by Mr. Fitzpatrick and second by Mr. Zerfas the Clerk's Report, Justice Report, Building Inspectors Report, Planners and the Police Report were:

Accepted Ayes 5 - McAndrew, Hinman, Crowley, Zerfas & Fitzpatrick
 Nays 0

Department Heads.

Don Auge - Police Department

- TNT Training

All of the full-time officers and OIC Auge attended Tactics and Traffic Stops training in Hamburg. Auge said it was a great class and they all learned a lot.

- Mardi Gras Weekend

Auge reported that the police department answered the typical calls and complaints for a festival weekend. However, he is concerned about crowd safety associated with the parade. The road was shut down longer than usual and the planning was insufficient.

Niles Pierson - Engineering Department

- Highway Barn Electrical Project

Final inspection for the Electrical work on the Highway Barn is scheduled for tomorrow. Mr. Pierson was satisfied with the work of ESSI. The amperage was measured before and after and there is a significant reduction.

- Sommerville Valley/Jed Lane Culvert Bids

The following bids were received for the Sommerville Valley/Jed Lane box culvert project:

Binghamton Precast & Supply:	\$85,100.00
Lakelands Concrete Products, Inc.:	\$68,738.00
Kistner Concrete Products, Inc.:	\$66,360.00

On **motion** by Mr. Crowley second by Mr. Fitzpatrick the following resolution was

Accepted Ayes 5 - McAndrew, Crowley, Zerfas, Hinman & Fitzpatrick
 Nays 0

Resolved that the Town accept the low bid of \$66,360.00 from Kistner Concrete Products, Inc. for the Sommerville Valley/Jed Lane box culvert project.

- NYSERDA Grant

The design to upgrade the Town Center Windows and air conditioners with the grant money is almost complete. It will be going out to bid in April and the project should be complete by the end of the summer.

- Historical Society Building

The scope of work will be developed for minor maintenance and HVAC work for the Historical Society Building and will go out to bid. The existing floor is sagging along the perimeter of the exterior wall and needs to be sealed to make it weather tight. A mini-split A/C system will also be added to the building in order to protect the items within the space.

- Mini Excavator

The water department is looking to purchase a mini-excavator. It would greatly improve the ability to perform work themselves in "tight" areas that aren't conducive to working with larger equipment. The department has already started performing more work and have brought in revenue. 5 models have been demoed and the one they liked the best is a New Holland model costing \$53,850.00 including the trailer. That was also the cheapest model tested. Mr. Pierson suggested taking the money out of water fund reserve. Discussion followed on whether some of the cost ought to come from the sewer fund because it would also be used by the Sewer Department.

On **motion** by Mr. Crowley second by Mr. Zerfas the following resolution was

Accepted Ayes 5 - McAndrew, Crowley, Zerfas, Hinman & Fitzpatrick
 Nays 0

Resolved that the Town purchase the New Holland mini-excavator contingent on the Village funding the purchase of the trailer for transporting the mini-excavator.

- DOS Grant

The grant request has been resubmitted without the \$28,000.00 cost associated with the DPW Building renovations. The purchase of the GPS equipment will replace that expense in the submission.

Tom Scharf - Highway Department

Besides winding up winter activities, the department has been clearing brush and trees. They will begin cold patching May 1st.

New Business

- Advisory Board Memberships

Gary Palumbo and John Zerfas drafted a document outlining rules and procedures to provide a detailed process for the Town Board to follow in filling the membership of the following advisory board: ZBA, Planning Board and BAR. Attorney Moriarty will review and it will on next month's agenda.

- Cemetery Mowing Bids

On motion by Mr. Crowley and second by Mr. Zerfas the following resolution was

Accepted: Ayes 5 - McAndrew, Hinman, Crowley, Zerfas & Fitzpatrick
Nays 0

Resolved that the Town Clerk obtain a proposal for the following:

Proposals for the Maintenance of the Jefferson Street, Niles (Rt. 242 W) and Bryant Hill Cemeteries.

Requirements:

- First Clean up, mowing and trimming to be complete by May 7, 2018.
- Clean up, mowing and trimming three times per month in May, June and July.
- Clean up, mowing and trimming two times a month for the remainder of the season
- Must provide Certificate of Insurance for liability.

If the proposal comes in under \$3,000.00, it will not have to go out to bid according to the Town's Procurement Policy.

Old Business

- 28 Parkside, Legal Description Revision

Freeman and Freeman have been contacted to do the survey.

- EVGV Trail

There is a meat raffle and fund raiser scheduled for June 9th at the American Legion. The Town's grant writer and Kate O'Stricker are pursuing numerous grants (AARP and Historic Preservation, among others).

- Joint Water District Meeting - March 21st at 1:30pm
- Northgate Village Drive

The Board reviewed the map and determined which property owners would be asked for easements. Attorney Moriarty hopes to have the road dedication documents ready for next meeting.

- Bicentennial Planning Meeting

The next Committee meeting is scheduled for March 27th at 5:00. Mr. Crowley reviewed the Committee's preliminary plans. Proclamation Day will be April 20, 2020 with local officials invited. A tent will be set up at Winter Carnival with photos, games and speakers. They are proposing that the theme of Winter Carnival at Holiday Valley be the Bicentennial Celebration. The Chamber is getting involved and will provide posters, logos and welcome signs. The Villager newspaper has asked to be the official sponsor of the festivities. The Historical Society will also be involved. Participation in the Memorial Day Parade is being considered.

Adjournment

Motion by Mr. Hinman and second by Mr. Zerfas to adjourn the meeting at 7:40pm. All Ayes. Carried.

I, Robyn A. George, Clerk of the Town of Ellicottville, County of Cattaraugus, State of NY, do hereby certify that the foregoing constitutes the complete minutes of the Town Board Meeting held on the 20th day of March, 2019, approved by said Board on the 17th day of April, 2019.

Robyn A. George, Town Clerk