

**MINUTES OF THE
REGULAR MEETING OF THE TOWN BOARD
OF THE TOWN OF ELLICOTTVILLE
March 15, 2017 at 6:00 pm
ELLICOTTVILLE TOWN HALL**

<u>Present:</u>	Mathew McAndrew	Supervisor
	Rick Jackson	Councilman
	Steve Crowley	Councilman
	Greg Fitzpatrick	Councilman
	Robyn George	Town Clerk
	Mark Alianello	Town Engineer
	Kathleen Moriarty	Attorney for Town
	Don Auge	Officer in Charge
	Tom Scharf	Highway Superintendent
	Bob Scharf	Water Operator

Absent: Ken Hinman Councilman

Also Present: John Thomas, Press, Mayor John Burrell, Greg Cappelli, Sherman Wilkens

Call meeting to order:

Supervisor McAndrew called the meeting to order at 6:05pm and led the Pledge to the Flag.

Privilege of the Floor

Diana Cihak of Upper Edge Consulting addressed the Board by conference call. She presented a proposal to the Town and Village to work as a Grant's Writer. She outlined her qualifications and how she would work with the Town and Village to pursue funding opportunities.

Mayor Burrell said that a Grant's Writer would be aware of grants as they become available and that the grants obtained could more than make up for her fee. Greg Cappelli said that Ms. Cihak's experience and connections are impressive.

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

Accepted Ayes 4 - McAndrew, Fitzpatrick, Crowley & Jackson
Nays 0

Resolved that the Town, in conjunction with the Village of Ellicottville, hire Diana Cihak of Upper Edge Consulting at a cost to be negotiated by the Village.

Further resolved that the length of the contract be 2 years with a one year opt out clause.

Approve Minutes

- Town Board Meeting - February 15, 2017

On motion by Mr. Fitzpatrick and second by Mr. Jackson the minutes of the February 15, 2017 Board Meetings were

Accepted Ayes 4 - McAndrew, Crowley, Fitzpatrick & Jackson
 Nays 0

Audit of Claims

- Pay Town bills on Distribution Report #03-17

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

Accepted Ayes 4 - McAndrew, Fitzpatrick, Crowley & Jackson
 Nays 0

Resolved that the Town bills be paid on General Ledger Distribution Report 03-15 as follows:

001 - General Fund A:	\$ 51,582.91	
002 - General Fund B:	\$ 9,393.54	
		General Fund Total: \$60,976.45
004 - Highway DB	\$ 23,734.11	
		Highway Fund Total: \$23,734.11
		006 - Water Fund Total <u>\$ 3,022.75</u>
		Grand Total: \$87,733.31

Supervisor's Reports

- Supervisor's Report

On motion by Mr. Crowley and second by Mr. Fitzpatrick the Supervisor's February 2017 Financial Report was

Accepted Ayes 4 - McAndrew, Fitzpatrick, Crowley & Jackson
 Nays 0

- Town/Village Public Works Position

A meeting was held with Jeff Smith and Steve Mountain who will be assisting in structuring the position of Public Works Director. They are also working on finding an implementation grant. In response to the meeting, Mr. Alianello made a list outlining the circumstances, needs and goals of the Town in relation to the position. Some of the responsibilities of the Public Works Director discussed were:

- Providing technical and administrative support to Highway Department.
- Creating and maintaining a GIS mapping system for Town sewer and water system.
- Review and revise current water related contracts with the Village.
- Working on consolidating the water systems of the Village and the Town.
- Supervise the Water Department
- Assisting the Planning and Zoning Boards in engineering reviews.

A job description and salary range should be ready by next month's meeting.

- Four Flushers Meeting

Bob Scharf presented the Board with a list of issues with the water system that are either ongoing or need to be addressed. Some of the issues discussed were Confined Space Training, monitoring plans, CUPSS, meters, leak detection, reservoirs, hydrants and equipment.

- Supervisor's Meeting

The State's mandated efficiency plan was the focus of the Supervisor's meeting. Also discussed was the Land Bank and Broad Band Phase 2.

- Annual Financial Report

The AUD was presented to the Board for their review.

Present Written Department Reports for Approval

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

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

Accepted Ayes 4 - McAndrew, Crowley, Fitzpatrick & Jackson
 Nays 0

Department Heads

Don Auge – Police Department

- Mardi Gras

OIC Auge reported that there were 6 fights over the weekend, one of which involved 25 people. He expressed concern that there weren't any committee meetings to prepare for the weekend like there were in past years.

- Patrol Rifles

The Department has ordered Patrol rifles which were paid for with a grant. A 3 day training course will be needed.

- Alarm Law

Auge says that procedure for collecting fines needs to be in place before the Police can start writing tickets. He will meet with Mr. Jackson about the forms and tickets needed.

Tom Scharf - Highway Department

- Agreement to Spend Highway Funds

A report generated by the CAMP-RS System was handed out. It lists all Town roads and assigns a priority value to each. The roads that the Highway Department will concentrate on this year are Horn Hill, High Meadows, Valley Village, Witch Hollow and Bryant Hill.

- Loader Prices/Trade-in

Superintendent Scharf said that the past policy of the Highway Department was to replace the loader every 3 years when the warranty expires. He received a quote on State Bid for \$130,000 with a trade-in allowance of \$97,000 for the 2014 loader.

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

Accepted Ayes 4 - McAndrew, Fitzpatrick, Crowley & Jackson
 Nays 0

Resolved that Highway Superintendent Scharf is authorized to buy a new loader at State Bid and trade in the 2014 one.

It was suggested that the Highway Department come up with a list of vehicles and a schedule of when they may need replacement.

- Rental of Road Sweeper

Mr. Scharf is looking into renting a Road Sweeper at a cost of \$2,500 for one month. He says it is needed because the Tow Behind Broom blows a lot of pumps when over-worked. The Board agreed that the Road Sweeper be rented.

- Highway Superintendent's Gathering- Albany

Mr. Scharf attended the Highway Superintendent's Gathering along with 13 other Superintendents from Cattaraugus County.

Mark Alianello - Engineering Department

- HVAC System - Award of Bid

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

Accepted Ayes 4 - McAndrew, Fitzpatrick, Crowley & Jackson
 Nays 0

Resolved that Innovative Mechanical System, Inc. be awarded the contract to install the Town Hall HVAC System with a low bid of \$88,900 and a contingency of \$5,000.

- Quackenbush Water Extension

An Insurance Company contacted Mr. Alianello about extending Town water service to a residence on Quackenbush Road at their expense. If they decided to proceed, a district extension may be required.

- Inventory of Assets - awaiting response from the Village

New Business

- Chamber Request

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

Accepted Ayes 4 - McAndrew, Fitzpatrick, Crowley & Jackson
 Nays 0

Resolved that the Ellicottville Chamber of Commerce be granted permission to use the Town Gazebo for this year's Gazebo Series starting Friday, June 30th and continuing Thursdays through August 11th with entertainment from 7pm-9pm.

Further resolved that the Chamber be granted permission to use the Gazebo on Fridays starting August 11th through September 15th for their Stroll the Streets Movie Nights.

Further resolved that the Chamber be allowed to use the Gazebo on June 3rd for the Ellicottville Outdoor Expo, July 1st and 2nd for the Summer Music Festival, September 17th for Rock N Oldies Weekend, October 7th and 8th for Fall Festival, and December 2nd for the Christmas Stroll.

Further resolved that the Chamber be required to provide the Town with an insurance certificate naming the Town as additional insured.

- Cemetery Maintenance/Lawn Mowing

A bid for the maintenance of Town cemeteries will be advertised.

- NYSERDA Grant Update

The process is moving along. The Benchmarking High Impact Action has been completed and the Town has received the incentive award of \$2,500 for adoption of the NYS Unified Solar Permit. The Building Department has begun the Energy Code Enforcement training process.

Old Business

- EVGV Trail

A Ham and Turkey raffle fundraiser is scheduled for June 4th at the American Legion.

The Board met with their Attorney under Attorney/Client Privilege.

Adjournment

Motion by Mr. Jackson and second by Mr. Crowley to adjourn the meeting at 9:35pm. 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 15th day of March, 2017, approved by said Board on the 19th day of April, 2017.

Robyn A. George, Town Clerk