

Hinsdale Town Board

Meeting Minutes

January 8, 2018

I. Call to order

Supervisor Bishop called to order the reorganizational and regular meeting of the Hinsdale Town Board at 7:03pm on January 8, 2018 at The Town Board Room. The Pledge was recited.

II. Roll call

The following persons were present: Monroe Bishop - Supervisor, Ronald Brown, MaryAnn Powley, Joseph Noll, Douglas Wilson- Board members, Ann Carr- Town Clerk, Ted Mascho- Hwy Supt., Jeff VanDeCar- Budget Officer, Michael Gilliland- Justice, Earl Dutton, Tim Tuttle, Scott Linderman Hwy. Employees, Carol Hooper - Resident.

III. Approval of minutes from last meeting

The minutes were presented from the last meeting. The minutes were approved as presented on a motion from Councilman Wilson. Seconded by Councilman Noll. Ayes all.

IV. Supervisor's Report: Received- December 2017

- a) Supervisor Bishop stated that he is looking forward to working with the new board.
- b) Supervisor Bishop has agreed to waive \$2,200. From his pay to make up the difference in pay for the new Bookkeeper for this year only. Next year they will budget money for her salary. **Motion** to agree to the salary transfer for 2018 made by Councilman Wilson. Seconded by Councilman Noll Ayes all.

V. Highway Supt. Report:

- a) The 550 will go on Auction site starting Jan. 09, 2018.
- b) Need to look into quotes for replacing Mower and Snow plow. Councilman Brown will look into quotes for them.

VI. Town Clerk's Report: Received Dec. 2017

VII. Justice Report:

- a) Justice Gilliland reported that his Clerk now has to have 12 credits of training and to be certified annually.

b) Justice Gilliland will be applying for a J-cap grant this year to possibly put on an addition for a conference room to make the courtroom handicap accessible for the lawyer and their clients.

VIII. Dog Control Report: None received

IX. Code enforcement Report: received Dec. 2017 no permits.

X. Water Dept. Report: Received Dec. 2017

XI. Appointments 2018: Motion made by Councilman Wilson. Seconded by Councilman Brown to accept the following Appointments for 2018. Ayes **all**

Appointments 2018

Deputy Supervisor:	Ronald Brown
Bookkeeper:	Diane Finch
Budget Officer:	Jeffrey VanDeCar
Deputy Highway Superintendent:	Tim Tuttle
Deputy Town Clerk/Tax Collector:	Candace Gaylor & JoAnn Bishop
Court Clerk:	Susan Talbott
Assessor:	Suzanne Putt
Dog Control Officer:	Cynthia Nupp
Deputy Dog Control Officer:	Robert Nupp
Building and Code Enforcement:	Walter Putt
Flood Plan Administrator:	Walter Putt
Historian:	Stephen Clute
Planning Board:	Susan Folts, Leon Buckwalter & Charles Struble

Youth Commission: Nancy Hurlburt / Jessica Kramer
Water Dept. Superintendent: Greg Church
Deputy Water Dept. Superintendent: Jeffrey VanDeCar
Meter Reader: Jeffrey VanDeCar
Meter Repairs: Daniel Zawatski
Water Billing and Collector: JoAnn Bishop

- XII. Resolutions #1 thru #17: Motion** made to adopt the following **Resolutions #1 thru #17** as a whole by Councilman Noll. Seconded by Councilman Wilson. Roll call Vote. Councilman Brown- Aye, Councilwoman Powley- Aye, Councilman Noll- aye Councilman Wilson Aye, supervisor Bishop- Aye. Ayes all. Resolutions passed.

Town of Hinsdale Reorganizational Meeting

January 08, 2018

Resolutions

1-2018: The “regular” town board meetings throughout the year of 2018 will be held at 7:00 p.m. on the second Monday of the month in the boardroom of the town hall in the Town of Hinsdale.

2-2018: Designating the following banks and trust companies as the depositories where town officials shall deposit all monies coming into their hands. Five Star Bank, Community Bank N.A., and Cattaraugus County Bank.

3-2018: Authorizing Monroe Bishop, Jeffrey VanDeCar and Joann Bishop to act as signatories for all Town Bank Accounts as per the Five Star Bank Resolution.

4-2018: Authorizing the Town Tax Collector to designate Five Star Bank as the official depository for the collection of the 2018 Town, County and Fire District’s property taxes to be held in an interest bearing account.

5-2018: Authorizing the Town Supervisor to invest the Town's monies as they become available, as allowed under the laws of the State of New York and the Town's Investment Policy in the approved depositories.

6-2018: Designating the Olean Times Herald as the Town of Hinsdale's official Newspaper.

7-2018: Establishing the 2018 mileage rate of \$.50 per mile for approved travel for all town employees. Where this rate may be adjusted with changes in the Federal mileage reimbursement rate.

8-2018: Authorizing an Agreement between the Town Board and Highway Superintendent to expend up to \$245,000.00 for the repairs and maintenance of the fifty-four (54) miles of road.

9-2018: Authorizing the Highway Superintendent to purchase tools and equipment with costs less than \$500.00 without Town Board approval. All other purchase must follow the Towns procurement policy of 2009.

10-2018: Authorizing the Highway Superintendent to purchase supplies, material and services utilizing the New York State and Cattaraugus County bids. Whereas, purchases from any other sources must follow the purchasing laws of the State of New York and the Town of Hinsdale purchasing policy.

11-2018: Authorizing the Town Board to solicit qualified and properly insured individuals or companies as inspectors for electrical inspections in the Town of Hinsdale.

12-2018: Authorizing the Building and Code Enforcement Official to collect all fees for license and permits and to turn over all collected fees to the Town Clerk monthly.

13-2018: Requesting the Town Clerk, Town Justice, Code enforcement and Water Collector to meet with the Town Board prior to February 28, 2018 for the purpose of an official review and reconciliation of their financial books and monies they received during 2017.

14-2018: Authorizing that there will be not be a late notice fee for tax collection in March for 2018 Town and County Taxes.

15-2018: Authorizing the Town Tax Collector to bill Sanzo Beverage Inc. The Rehabilitation Centers, Inc. and Route 9 Travel Center for the 2018 PILOT payments.

16-2018: Authorizing Diane Finch, Bookkeeper to make electronic transfers among bank accounts to pay all bills and payrolls.

17-2018: Establishing the annual salaries and compensation for town elected officials and appointed employees as appropriated in the Adopted 2018 budget.

<u>Position</u>	<u>Annual</u>	
	<u>Compensation</u>	<u>Pay Frequency</u>
Town Supervisor	\$ 6,670.00	Quarterly
Town Councilmen (4)	\$ 1,675.00 (each)	Quarterly
Town Justice	\$10,300.00	Quarterly
Town Clerk/ Tax Collector	\$10,575.00	Quarterly
Highway Superintendent	\$42,120.00	Bi-Weekly
Budget Officer	\$ 1,200.00	Quarterly
Justice Clerk	\$ 13.00 per hour	Bi-Weekly
Assessor	\$12,428.00	Bi-Weekly
Code Enforcement Officer	\$ 7,092.00	Monthly
Town Historian	\$ 500.00	Quarterly
Bookkeeper	\$ 7,200.00	Bi-weekly
Dog Control Officer	\$ 2,060.00	Bi-weekly
Deputy Town Clerk	\$ 200.00	Annually
Water Superintendent	\$ 4,400.00	Quarterly
Water Meter Reader	\$ 65.00	Quarterly
Water Collector	\$ 1,340.00	Annually
Water Meter Repairs	\$ 14.00 per hour	By Voucher
Sidewalk Plowing	\$ 30.00 per run	By Voucher
Court Officer	\$ 35.00 per court session	Bi-weekly
Registrar of Vital Statistics	Fee Collected	Quarterly
Assessment Board of Review (3)	\$ 150.00 (each)	By Voucher

XIII. New Business:

- a) The Following Resolution #18-2018 was passed to balance the Highway Fund Accounts for 2017.

Resolution # 18-2018

Be it resolved that the following budgetary amendments are required in order to balance the following Highway Fund accounts which ended fiscal year 2017 over budget. And, the Hinsdale Town Board hereby authorizes the Supervisor to make the follow budget transfers.

Highway Fund Budget Transfers

<u>Account No.</u>	<u>Description</u>	<u>Increases</u>	<u>Decreases</u>
DA5110.1	Increase General Repair Wage Expense	\$ 11,691.00	

DA.5110.4	Increase General Repair Contractual Expense	\$	2,433.00	
DA9010.8	Increase NYS Retirement Contractual Expense	\$	694.00	
DA9030.8	Increase FICA Expense	\$	651.00	
DA9050.8	Increase Unemployment Insurance Expense	\$	904.00	
DA5120.4	Decrease Bridge Repair Contractual Expense			11015
DA5142.1	Decrease Snow Removal Wage Expense			3177
DA5142.4	Decrease Snow Removal Contractual			2181
		\$		\$
	TOTAL APPROPRIATION AMENDMENTS	16,373.00		16,373.00

Motion By: Councilman Brown

Second By: Councilman Noll

<u>Vote:</u>		<u>Aye or Nay</u>
Douglas Wilson	Councilman	Aye
Mary Ann Powley	Councilman	Aye
Joseph Noll	Councilman	Aye
Ronald Brown	Councilman	Aye
Monroe Bishop	Supervisor	Aye

January 8, 2018

- b) The Following resolution #19-2018 was passed to balance the General fund accounts for 2017

Resolution # 19-2018

Be it resolved that the following budgetary amendments are required in order to balance the following General Fund accounts which ended fiscal year 2017 over budget. And, the Hinsdale Town Board hereby authorizes the Supervisor to make the follow budget transfers.

General Fund Budget Transfers

<u>Account No.</u>	<u>Description</u>	<u>Credits</u>	<u>Debits</u>
A1220.4	Increase Town Supervisor Contractual Expense	\$	405.00
A1310.4	Increase Finance Contractual Expense	\$	30.00

A1410.4	Increase Town Clerk Contractual Expense	\$	449.00	
A1670.4	Increase Central Printing Contractual Expense	\$	39.00	
A1910.4	Increase Shared Insurance Contractual Expense	\$	755.00	
A3510.4	Increase Dog Control Contractual Expense	\$	1,213.00	
A3620.4	Increase Building Inspection Contractual Expense	\$	124.00	
A4620.4	Increase Registrar Contractual Expense	\$	184.00	
A1623	Increase Vital Statistic Fees Revenue			184
A1990.4	Decrease Contingent Contractual Expense			3015
TOTAL BUDGETARY AMENDMENTS		\$	\$	
		3,199.00	3,199.00	

Motion By: Councilman Noll

Second By: Councilman Brown

<u>Vote:</u>		<u>Aye or Nay</u>
Douglas Wilson	Councilman	Aye
Mary Ann Powley	Councilman	Aye
Joseph Noll	Councilman	Aye
Ronald Brown	Councilman	Aye
Monroe Bishop	Supervisor	Aye

January 8, 2018

- c) Highway Supt. Mascho asked the board if he could go ahead and order the 2019 Freightliner Truck that he had a quote on. **Motion** made to allow Hwy. Supt. Mascho to order the Truck by Councilman Noll. Seconded by Councilman Brown. Ayes all. Motion passed.
- d) Motion made to authorize Supervisor Bishop to solicit quotes for financing the new truck by Councilman Noll. Seconded by Councilman Wilson. Ayes all. Motion passed.
- e) Motion made to allow Councilman Wilson and Supervisor Bishop to audit the Justice and Town Clerks Books for 2017 by Councilman Noll. Seconded by Councilwoman Powley. Ayes all Motion passed. Supervisor Bishop will contact them to set up a time.
- f) Motion made to accept **Resolution #20 Standard Work Day Reporting for Elected officials** as attached by Councilman Wilson. Seconded by Councilman Noll Ayes all.

- g) Budget Officer VanDeCar has turned in the application to Senator Young's office to try to recover \$12,000. In relief funds from the flooding of 2016.
- h) A resident inquired about why there is no report from our Code Enforcement officer on what violations he finds each month also said we should be looking into replacing our code enforcement officer. Supervisor Bishop said he would address the matter.

XIV. Motion to pay the bills made by Councilman Noll Seconded by Councilwoman Powley. Ayes all

General Fund Claims:	1 thru 16	\$28,574.38
Highway Fund Claims:	1 thru 07	\$13,383.70
Water Fund Claims:	1 thru 2	\$ 263.35

XV. Adjournment: Motion made by Councilman Wilson, Seceded by Councilman Brown to adjourn the meeting. Ayes all

Supervisor Bishop adjourned the meeting at 8:34pm.

Next meeting February 12, 2018

Minutes submitted by: Ann L. Carr

Minutes approved by: