

Hinsdale Town Board Reorganizational and Regular Meeting Minutes

January 7, 2019

I. Call to order

Supervisor Bishop called to order the regular meeting of the Hinsdale Town Board at 7:02pm on January 7, 2019 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, Walt Putt- Code Enforcement Officer, Greg Church- Water Dept. Supt, Stephen Clute- Historian, Nanci Hurlburt and Amie Hurlburt-Peck - Youth Commission.

III. The Following **Resolutions 1 thru 17** were past as a whole by a **motion** from Councilman Brown. Seconded by Councilman Noll. Supervisor Bishop-Aye, Councilman Brown- Aye, Councilman Noll- Aye, Councilwoman Powley- Aye, Councilman Wilson- Aye.

Town of Hinsdale Reorganizational Meeting

January 07, 2019

Resolutions

1-2019: The “regular” town board meetings throughout the year of 2019 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.

2-2019: 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.

3-2019: Authorizing Monroe Bishop, Jeffrey VanDeCar and Joann Bishop to act as signatories for all Town Bank Accounts as per the Five Star Bank Resolution.

4-2019: Authorizing the Town Tax Collector to designate Five Star Bank as the official depository for the collection of the 2019 Town, County and Fire District’s property taxes to be held in an interest bearing account.

5-2019: 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.

6-2019: Designating the Olean Times Herald as the Town of Hinsdale's official Newspaper.

7-2019: Establishing the 2019 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.

8-2019: 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.

9-2019: Authorizing the Highway Superintendent to purchase tools and equipment with costs less than \$300.00 without Town Board approval. All other purchase must follow the Towns procurement policy of 2009.

10-2019: 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.

11-2019: Authorizing the Town Board to solicit qualified and properly insured individuals or companies as inspectors for electrical inspections in the Town of Hinsdale.

12-2019: 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.

13-2019: Requesting the Town Clerk, Town Justice, Code enforcement and Water Collector to meet with the Town Board prior to February 28, 2019 for the purpose of an official review and reconciliation of their financial books and monies they received during 2018.

14-2019: Authorizing that there will be not be a late notice fee for tax collection in March for 2019 Town and County Taxes.

15-2019: Authorizing the Town Tax Collector to bill Sanzo Beverage Inc. The Rehabilitation Centers, Inc. and Route 9 Travel Center for the 2019 PILOT payments.

16-2019: Authorizing Diane Finch, Bookkeeper to make electronic transfers among bank accounts to pay all bills and payrolls.

17-2019: Establishing the annual salaries and compensation for town elected officials and appointed employees as appropriated in the Adopted 2019 budget.

<u>Position</u>	<u>Annual Compensation</u>	<u>Pay Frequency</u>
Town Supervisor	\$ 6,870.00	Quarterly
Town Councilmen (4)	\$ 1,725.00 (each)	Quarterly
Town Justice	\$10,610.00	Quarterly
Town Clerk	\$ 8,240.00	Quarterly
Tax Collector	\$ 2,652.00	Quarterly
Highway Superintendent	\$43,384.00	Bi-Weekly
Budget Officer	\$ 1,236.00	Quarterly
Justice Clerk	\$ 13.39 per hour	Bi-Weekly
Assessor	\$12,800.00	Bi-Weekly
Code Enforcement Officer	\$ 7,305.00	Monthly
Town Historian	\$ 515.00	Quarterly
Bookkeeper	\$ 8,000.00	Bi-weekly
Dog Control Officer	\$ 2,560.00	Bi-weekly
Deputy Town Clerk	\$ 200.00	Annually
Water Superintendent	\$ 4,532.00	Quarterly
Water Meter Reader	\$ 268.00	Quarterly
Water Collector	\$ 1,380.00	Annually
Water Meter Repairs	\$ 14.00 per hour	By Voucher
Sidewalk Plowing	\$ 30.00 per run	By Voucher
Court Officer	\$ 36.00 per court session	Bi-weekly
Registrar of Vital Statistics	Fee Collected	Quarterly
Assessment Board of Review (3)	\$ 150.00 (each)	By Voucher

IV. The Following Appointments were made by Supervisor Bishop. Motion by to approve the Appointments made by Councilman Noll. Seconded BY Councilman Brown. Ayes all

Appointments 2019

Deputy Supervisor:	Ronald Brown
Bookkeeper:	Diane Finch
Budget Officer:	Jeffrey VanDeCar
Deputy Highway Superintendent:	Tim Tuttle

VIII. Highway Supt. Report: Hwy. Supt. Mascho stated one truck went down. The dept. borrowed a sander from the County. The New Truck on order should be finished in about 8 weeks. The rain And freezing have been causing problems with keeping sand on the roads.

IX. Town Clerk's Report: Received December 2018

X. Justice Report: Received November 2018

XI. Dog Control Report: none received

XII. Code Enforcement Report: Received December 2018- no permits were issued

XIII. Water Dept. Report: Received Dec. 2018

XIV. New business

- a) Oaths of offices were given to all the appointed officials in attendance.
- b) The Justice Dept. is looking into getting a new printer. Budget Officer VanDeCar was going to look into the County bid for Printers for both the Justice and Assessors/Clerks office.
- c) A Voucher for the Youth commission, Grant money received and was paid to them on Dec. 29 2018 was paid but not submitted to the Clerk was added to Abstract # 12A.

XV. Motion to pay the bills made by Councilman Brown. Seconded by Councilman Noll. Ayes all

General Fund Claims: 1 thru 20 - \$41,354.96
Highway Fund Claims 1 thru 9 - \$32,060.15
Water Dept., Fund Claims 1 thru 4 - \$ 1,275.10
Special Project Fund Claims 1 - \$ 1705.00

XVI. Adjournment: Motion to adjourn the meeting made by Councilman Brown. Seconded by Councilwoman Powley. Ayes all

Supervisor Bishop adjourned the meeting at 7:55pm.

Minutes submitted by: Ann L. Carr

Minutes approved by: