

Hinsdale Town Board

Meeting Minutes

January 4, 2021

I. Call to order

Supervisor VanDeCar called to order the Reorganizational and Regular meeting of the Hinsdale Town Board at 7:00pm on January 4, 2021 at the Town Board Room via Zoom.

II. Roll call

The following persons were present: Jeffrey VanDeCar - Supervisor, Ronald Brown, Gerald Maerten, Joseph Noll, Douglas Wilson- Board members, Ann Carr- Town Clerk, All via Zoom

III. Supervisor VanDeCar read over the Resolutions, Appointments and Committees for 2021.

Resolutions 1 thru 20

1-2021: The “*regular*” town board meetings throughout the year of 2021 will be held at 7:00p.m. on the second Monday of the month in the boardroom of the town hall in the Town of Hinsdale. Exception when the second Monday is a National Holiday. On such occasions the regular meeting will be held on the second Tuesday of the month.

2-2021: Due to the COVID-19 pandemic and to ensure the health and safety of our town employees and the general public, “*Regular and Special Meetings*” may be conducted remotely by utilizing the ZOOM meeting platform.

3-2021: 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.

4-2021: Authorizing Jeffrey VanDeCar, Ronald Brown and Ann Carr to act as signatories for all Town Bank Accounts as per the Five Star Bank Resolution.

5-2021: Authorizing the Town Tax Collector to designate Five Star Bank as the official depository for the collection of the 2021 Town, County and Fire District’s property taxes to be held in an interest bearing account.

6-2021: 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.

7-2021: Designating the Olean Times Herald as the Town of Hinsdale's official Newspaper.

8-2021: Establishing the 2021 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.

9-2021: Authorizing an Agreement between the Town Board and Highway Superintendent to expend up to \$260,000.00 for the repairs and maintenance of the fifty-four (54) miles of road.

10-2021: 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.

11-2021: 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.

12-2021: Authorizing the Town Board to solicit qualified and properly insured individuals or companies as inspectors for electrical inspections in the Town of Hinsdale.

13-2021: Authorizing the Building and Code Enforcement Official to collect all fees for licenses and permits and to turn over all collected fees to the Town Clerk monthly.

14-2021: Requesting the Town Clerk, Town Justice, Code enforcement and Water Collector to meet with the Town Board prior to February 28, 2021 for the purpose of an official review and reconciliation of their financial books and monies they received during 2020.

15-2021: Authorizing that there will be not be a late notice fee for tax collection in March for 2021 Town and County Taxes.

16-2021: Authorizing the Town Tax Collector to bill Sanzo Beverage Inc., The Rehabilitation Centers, Inc. and Route 9 Travel Center for the 2021 PILOT payments.

17-2021: Authorizing Diane Finch, Bookkeeper to make electronic transfers among bank accounts to pay all bills and payrolls approved by the Town Supervisor and Town Board.

18-2021: The regular work hours of the Highway Dept. will be scheduled as follows:

Summer Hours – Monday thru Friday 7:00am – 3:30pm (April 4 thru Nov. 6)

Winter Hours – Monday thru Friday 6:00am – 2:30pm (Jan 1 thru April 3 and Nov. 7 thru Dec.

31)

19-2021: The Town Supervisor is authorized to amend and transfer funds between accounts for any appropriation accounts that may have been over expended for the 2020 fiscal year.

20-2021: Establishing the annual salaries and compensation for town elected officials and appointed employees as appropriated in the Adopted 2021 budget.

Annual

Position Compensation Pay Frequency

Town Supervisor \$ 7,275.00 Quarterly

Town Councilmen (4) \$ 1,825.00 (each) Quarterly

Town Justice \$11,250.00 Quarterly

Town Clerk \$ 8,750.00 Quarterly

Tax Collector \$ 2,800.00 Quarterly

Highway Superintendent \$44,750.00 Bi-Weekly

Budget Officer \$ 1,300.00 Quarterly

Justice Clerk \$ 14.20 per hour Bi-Weekly

Assessor \$13,580.00 Bi-Weekly

Code Enforcement Officer \$ 7,700.00 Bi-weekly

Town Historian \$ 550.00 Quarterly

Bookkeeper \$ 8,500.00 Bi-weekly

Dog Control Officer \$ 2,715.00 Bi-weekly

Deputy Town Clerk \$ 300.00 Annually

Water Superintendent \$ 4,800.00 Quarterly

Water Meter Reader \$ 285.00 Quarterly

Water Collector \$ 1,460.00 Quarterly

Water Meter Repairs \$ 15.00 per hour By Voucher

Sidewalk Plowing \$ 30.00 per run By Voucher

Court Officer \$ 38.00 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 VanDeCar. Motion by to approve the appointments made by Councilman Wilson. Seconded by Councilman Brown. Ayes all Councilman Noll- Absent

Appointments 2021

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
Court Officer	Cynthia Nupp
Court Officer	Village of Portville Police Department
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:	Nanci Hurlburt, Amie Hurlburt Peck and William Moran
Water Dept. Superintendent:	Greg Church
Meter Reader:	Susan VanDeCar
Meter Repairs:	Daniel Zawatski
Water Billing and Collector:	JoAnn Bishop

2021 Committees

Rules and Regulations Codes

Douglas Wilson
Joseph Noll
Gerald Maerten

Highway

Douglas Wilson
Ronald Brown
Jeff VanDeCar

Junkyard and

Ronald Brown
Joseph Noll
Gerald Maerten

Publicity and Events

Ann Carr
Gerald Maerten
Jeffrey VanDeCar

Water Department

Douglas Wilson
Joseph Noll
Jeffrey VanDeCar

V. Approval of minutes from last meeting

Clerk Carr presented the minutes from the last meeting. The minutes were approved as presented by a **motion** from Councilman Brown. Seconded by Councilman Wilson. Ayes All.

VI. Supervisor's Report: Received December 2020.

VII. Highway Supt. Report: The Caterpillar grader has been ordered. The Case excavator was received on December 18, 2020.

VIII. Town Clerk's Report: Received December 2020

IX. Justice Report: Received November payment 2020

X. Dog Control Report: none received

XI. Code Enforcement Report: None Received

XII. Water Dept. Report: Received December 2020

XIII. Open issues

- a) After some discussion about a solar project being put up on Town property. The town board decided that they were not ready to move forward with it the land was in the floodplain and more investigation would be needed.
- b) Supervisor VanDeCar is to contact Mike Burke our Town Attorney and have him work on a proposed a Solar Law for the Town of Hinsdale.
- c) Supervisor VanDeCar will be meeting with Penn Power Group for an estimate on a generator for the well house.
- d) **Motion** to accept the proposal from National grid for led lighting upgrades to the Food Pantry and Museum made by Councilman Brown. Seconded by Councilman Wilson. Ayes all. The Total cost will be \$4,458.02, with National Grid contributing \$2307.20. After a 10% savings for a lump sum payment the Town will pay \$2,000.86.
- e) **Motion** to adopt **Resolution #22 of 2021. Budget Amendments** made by Councilman Brown. Seconded by Councilman Maerten. Ayes all. Reads as Follows:

RESOLUTION #22-2021

Be it resolved that the following budgetary amendments are required to balance the following town appropriation and revenue accounts which are over budget for Fiscal Year 2020. And, the Hinsdale Town Board hereby authorizes the Supervisor to make the following budget transfers.

General Fund Budget Transfers

<u>Account No.</u>	<u>Description</u>	<u>DEBIT (Increases)</u>	<u>CREDIT (Decreases)</u>
A.1603	Increase Vital Statistic Fees (REVENUE)	\$ -	\$ 294.00
A.4020.1	Increase Registrar of Vital Statistics Wages	\$ 294.00	
A.1110.1	Increase Justice Wages	\$ 78.00	
A.1110.4	Decrease Justice Contractual		\$ 78.00
A.7140.1	Decrease Playground/Rec Park Wages		\$ 344.00
A.7140.4	Increase Playground/Rec Park Contractual	\$ 344.00	
TOTAL APPROPRIATION AMENDMENTS		\$ 716.00	\$ 716.00

Highway Fund Budget Transfers

<u>Account No.</u>	<u>Description</u>	<u>DEBIT (Increases)</u>	<u>CREDIT (Decreases)</u>
DA.9030.8	Increase Social Security Expense	\$ 894.00	
DA.9060.8	Decrease Medical Insurance		\$ 894.00
TOTAL APPROPRIATION AMENDMENTS		\$ 894.00	\$ 894.00

Motion By: Joseph Noll

Second By: Douglas Wilson

<u>Vote:</u>	<u>Aye or Nay</u>
<u>Douglas Wilson Councilman</u>	<u>Aye</u>
<u>Gerald Maerten Councilman</u>	<u>Aye</u>
<u>Joseph Noll Councilman</u>	<u>Aye</u>
<u>Ronald Brown Councilman</u>	<u>Aye</u>
<u>Jeffrey VanDeCar Supervisor</u>	<u>Aye</u>
	1/4/2021

- a) The Justice, Clerk, Water Dept. and Code Enforcement need to have their books audited by Feb. 29, 2021.
- b) Hwy Superintendent Mascho presented the 2021 Highway Spending Agreement to the Board.
- c) The Water Dept. has a new company for the water testing, Alpha Analytical. They seem to have a considerable savings in costs of testing. Water Dept. Superintendent will look into using them more in the future.
- d) Southern Tier West has cancelled their regular training conference this spring at Houghton due to the Pandemic. Instead they will be offering Webinars in Feb. March and April and May for Town Officials.
- e) The Town received a letter from the Association of Towns stating that their annual meeting will be virtual this year due to the Pandemic.
- f) **Motion** made to pass **Resolution # 21 of 2021** to grant exemption for this year from renewal applications for Exemption of property taxes made by Councilman Wilson. Seconded by Councilman Maerten. Ayes all.

RESOLUTION #21-2021

I. WHEREAS, on March 7, 2020, Governor Andrew M. Cuomo issued Executive Order Number 202, declaring a State disaster emergency for the entire State of New York, and

II. WHEREAS, on December 18, 2020 said declaration was extended to include: Subdivisions 7, 7-a and 8 of section 459-c of the Real Property Tax Law, and subdivisions 5, 5-a, 5-b, 5-c and 6 of section 467 of the Real Property Tax Law, which permits the governing body of an assessing unit to adopt a resolution directing the assessor to grant exemptions pursuant to such section on the 2021 assessment roll to all property owners who received that exemption on the 2020 assessment roll, thereby dispensing with the need for renewal applications from such persons, and further dispensing with the requirement for assessors to mail renewal applications to such persons, and

III. WHEREAS, the Town is desirous in adopting such resolution while also allowing the assessor to require a renewal application to be filed when he or she has reason to believe that an owner who qualified for the exemption on the 2020 assessment roll may have since changed his or her primary residence, added another owner to the deed, transferred the property to a new owner, or died, now, therefore, be it

IV. RESOLVED, that the Town Board is authorized to pass such resolution, and that the assessor is instructed to take any such necessary actions in the above-described directives.

V. Adopted this 4th day of January 2021.

Ann Carr Town Clerk Seal

**XV. Motion to approve the bills of Abstract 12A made by Councilman Brown.
Seconded by Councilman Noll Ayes all**

Abstract 12A of 2020

**General Fund Claims: 259 thru 261 - \$ 823.68
Highway Fund Claims: 158 thru 162 - \$ 90,384.31
Water Fund Claim: 76 - \$ 75.96**

**Motion to pay the bills of Abstract 1 of 2021 made by Councilman Wilson. Seconded
by Councilman Noll. Ayes all**

Abstract 1 of 2021

**General Fund Claims: 1 thru 8 - \$ 2,998.98
Highway Fund Claims: 1 thru 3- \$ 6,127.54
Water Fund Claims: 1 thru 5- \$ 193.48**

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

Supervisor VanDeCar adjourned the meeting at 8:40pm.

Next Meeting February 8, 2021 at 7:00pm

Minutes submitted by: Ann L Carr

Minutes approved by: