

# **Hinsdale Town Board Reorganizational and Regular Meeting Minutes**

January 7, 2019

## **I. Call to order**

Supervisor VanDeCar called to order the Reorganizational meeting for 2020 and the regular Board meeting for January for the Hinsdale Town Board at 7:00pm on January 6, 2020 at the Town Board Room. The pledge was recited.

## **II. Roll call**

The following persons were present: Jeffrey VanDeCar - Supervisor, Ronald Brown, Gerald Maerten, Douglas Wilson- Board members, Ann Carr- Town Clerk, Ted Mascho-Hwy Supt., Walt Putt- Code Enforcement Officer, Tim Tuttle- Dept. Hwy Supt., Absent-Councilman Joseph Noll.

III. The Following **Resolutions 1 thru 19** were past as a whole by a **motion** from Councilman Bown. Seconded by Councilman Wilson. Supervisor VanDeCar-Aye, Councilman Brown- Aye, Councilman Noll- Aye, Councilwoman Maerten- Aye, Councilman Noll- Absent.

## **Town of Hinsdale Reorganizational Meeting**

January 06, 2020

### **Resolutions**

**1-2020:** The “regular” town board meetings throughout the year of 2020 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. With the exception of when the second Monday is a national Holiday. On such occasions the monthly meeting will be held on the second Tuesday.

**2-2020:** 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.

**3-2020:** Authorizing Jeffrey VanDeCar, Ronald Brown and Ann Carr to act as signatories for all Town Bank Accounts as per the Five Star Bank Resolution.

**4-2020:** 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.

**5-2020:** 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.

**6-2020:** Designating the Olean Times Herald as the Town of Hinsdale's official Newspaper.

**7-2020:** Establishing the 2020 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.

**8-2020:** Authorizing an Agreement between the Town Board and Highway Superintendent to expend up to \$280,000.00 for the repairs and maintenance of the fifty-four (54) miles of road.

**9-2020:** 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 Town's procurement policy of 2009.

**10-2020:** 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.

**11-2020:** Authorizing the Town Board to solicit qualified and properly insured individuals or companies as inspectors for electrical inspections in the Town of Hinsdale.

**12-2020:** 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.

**13-2020:** Requesting the Town Clerk, Town Justice, Code enforcement and Water Collector to meet with the Town Board prior to February 28, 2020 for the purpose of an official review and reconciliation of their financial books and monies they received during 2019.

**14-2020:** Authorizing that there will be not be a late notice fee for tax collection in March for 2020 Town and County Taxes.

**15-2020:** Authorizing the Town Tax Collector to bill Sanzo Beverage Inc. The Rehabilitation Centers, Inc. and Route 9 Travel Center for the 2020 PILOT payments.

**16-2020:** Authorizing Diane Finch, Bookkeeper to make electronic transfers among bank accounts to pay all bills and payrolls.

**17-2020:** 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 Oct. 31)  
 Winter Hours- Monday thru Friday 6:00am – 2:30pm (Jan1 thru April 4 and Nov 1 thru Dec. 31)

**18-2020:** The Town Supervisor is authorized to amend and transfer funds between accounts for any appropriation accounts that may have been over expended for the 2019 fiscal year.

**19-2020:** Establishing the annual salaries and compensation for town elected officials and appointed employees as appropriated in the Adopted 2020 budget.

<u>Position</u>	<u>Annual Compensation</u>	<u>Pay Frequency</u>
Town Supervisor	\$ 7,07500	Quarterly
Town Councilmen (4)	\$ 1,775.00 (each)	Quarterly
Town Justice	\$10,925.00	Quarterly
Town Clerk	\$ 8,485.00	Quarterly
Tax Collector	\$ 2,730.00	Quarterly
Highway Superintendent	\$43,384.00	Bi-Weekly
Budget Officer	\$ 1,273.00	Quarterly
Justice Clerk	\$ 13.79 per hour	Bi-Weekly
Assessor	\$13,184.00	Bi-Weekly
Code Enforcement Officer	\$ 7,500.00	Monthly
Town Historian	\$ 530.00	Quarterly
Bookkeeper	\$ 8,240.00	Bi-weekly
Dog Control Officer	\$ 2,635.00	Bi-weekly
Deputy Town Clerk	\$ 300.00	Annually
Water Superintendent	\$ 4,665.00	Quarterly
Water Meter Reader	\$ 276.00	Quarterly
Water Collector	\$ 1,420.00	Annually
Water Meter Repairs	\$ 15.00 per hour	By Voucher
Sidewalk Plowing	\$ 30.00 per run	By Voucher
Court Officer	\$ 37.00 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 2yr 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 2020**

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:	Scott Folts
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 & William Moran
Water Dept. Superintendent:	Greg Church
Meter Reader:	Susan VanDeCar
Meter Repairs:	Daniel Zawatski
Water Billing and Collector:	JoAnn Bishop

**V. The following Committees were appointed by Supervisor VanDeCar for 2020**

**2020 Committees**

**Rules and Regulations**

Douglas Wilson  
Joseph Noll  
Gerald Maerten

**Highway**

Douglas Wilson  
Ron Brown  
Jeffrey VanDeCar

**Junkyard and Codes**

Ron Brown  
Joseph Noll  
Jeffrey VAnDeCar

**Publicity and Events**

Ann Carr  
Gerald Maerten  
Jeffrey VanDeCar

**Water Department**

Douglas Wilson  
Joseph Noll  
Jeffrey VanDeCar

**VI. Approval of minutes from last meeting:**

Clerk Carr presented the minutes from Dec. 11, 2019. The minutes were approved as presented by a motion from Councilman Brown. Seconded by Councilman Wilson. Ayes All.

**VII. Supervisor's Report:**

**VIII. Highway Supt. Report: Finally received occupancy of the new building. Weather has been bad for the dirt roads. They will need gravel in the spring. Tim's Truck the 2010 Kenworth in very rusty Hwy Supt. Mascho would like to look into having it sandblasted and painted in order to save it before it starts to rust thru. He has one bid and the board asked him to come back next month with 2 more and they would discuss it.**

**IX. Town Clerk's Report: Received December 2019 on 1/4/2020**

**X. Justice Report: Received**

**XI. Dog Control Report: none received**

**XII. Code Enforcement Report: Received December 2019- no permits were issued**

**XIII. Water Dept. Report: Received Dec. 2019.**

**XIV. Old business:**

- a) Supervisor VanDeCar asked permission to continue discussion with the New York State Police regarding the proposed Trooper Barracks & Crime Lab. on the Town of Hinsdale Property.
- b) The new building almost all 100% completed. Duggan and Duggan came in at \$29,600 under budget. DV Brown has a \$9600. credit. We will be able to purchase a few extra things with the money that is needed such as 3 HD spring retractors, Hose reels, lubricators, air hoses, steam generator.

**XV. New business**

- a) Oaths of offices were given to all the Elected and appointed officials in attendance.
- b) Councilman Maerten asked the board about looking into upgrading the Street lighting in the Town in 2021. He would like to address the issue sometime before budget time in 2020.
- c) Motion to expend up to \$280,000. For the expenditure of Highway Funds between the Town of Hinsdale and Cattaraugus County made by Councilman Brown. Seconded by Councilman Wilson. Roll Call: Councilman Brown- Aye, Councilman Maerten- Aye, Councilman Wilson Aye, Supervisor VanDeCar- Aye, Councilman Noll- Absent.
- d) Suprvisor VanDeCar discussed the shared services contract and asked Hwy Supt, Mascho to purchase as much as he could off the contract as it would benefit the Town.
- e) **Motion** to purchase a Knox Box surface mount key vault for the new building made by Councilman Brown. Seconded by Councilman Maerten. Ayes all. Councilman Noll- Absent
- f) **Motion** to give the Supervisor permission to lease a new copier thru Cattaraugus County made by Councilman Brown. Seconded by Councilman Wilson. Ayes all. Councilman Noll- Absent
- g) Supervisor VanDeCAr discussed with the board that we may need to switch the Highway telephone to a cellular number until such time as the new telephone and internet can be hooked up in the new garage.
- h) Supervisor VanDeCar discussed with the Board permission to establish electronic payment accounts for Utility companies such as National Grid and Spectrum. The board was agreeable.
- i) Supervisor VanDeCar went over his goals for 2020. They included the following:
  - 1. Update Equipment Capital Plan.
  - 2. Establish Capital Plan for Buildings.
    - a. Upgrade internet at office building.
    - b. Exterior lights on the Office Building.
    - c. Natural gas and new heaters at the well house.
    - d. Natural Gas and new Furnaces at Museum and Food Pantry.
    - e. New Boiler and Garage Heater for Office Building.
  - 3. Investigate direct deposits for payrolls.

4. Have all 2020 road projects completed by the end of August.
  5. Upgrade equipment at the Hinsdale Memorial park.
- j) Deputy Hwy. Supt. Tuttle asked why the Town Didn't have its name on the new building. It was discussed and would be taken care of.
- k) Deputy Hwy Supt. Tuttle asked if the Town could help him look into having some bushes trimmed back on State Route 16 and Sherlock Hollow rd. The bushes make it very hard to see when pulling out with the plows onto Rt.16. Councilman Brown would look into it and see if they are on the State right of way or the property owners.

**XVI. The Claim #'s and amounts were inadvertently left out of the Dec. 2019 Minutes they are as follows:**

- Abstract 12 General Fund Claims: 235 thru 261- \$12,406.60**
- Highway Fund Claims: 143 thru 156- \$60,878.03**
- Water Fund Claims: 68 thru 73- \$683.88**
- Special Project Fund Claims: 24 thru 27- \$5,787.25**
- Abstract 12A General Fund Claims: 262 thru 265 \$ 2,236.27**
- Highway Fund Claims; 157 thru 162 - \$6,802.03**
- Water Fund Claims: 74 - \$ 21.67**
- Special Project Fund Claims: 28 thru 31 -\$132,701.82**

**XVII. Motion to pay the bills made by Councilman Brown. Seconded by Councilman Wilson. Ayes all Councilman Noll- Absent**

- January 2020 Claims**
- General Fund Claims: 1 thru 18 - \$ 4,300.21**
- Highway Fund Claims 1 thru 3 - \$ 5,537.99**
- Water Fund Claims 1 thru 4 - \$ 743.71**
- Special Project Fund Claims 1 thru 2- \$ 393.02**

**XVIII. Adjournment: Motion to adjourn the meeting made by Councilman Wilson. Seconded by Councilwoman Brown. Ayes all. Councilman Noll- Absent.**

Supervisor VanDeCar adjourned the meeting at 8:45pm.

Minutes submitted by: Ann L. Carr

Minutes approved by: