

MINUTES OF THE
REGULAR MEETING OF THE TOWN BOARD
OF THE TOWN OF ELLICOTTVILLE SEPTEMBER 16, 2020 at 6:00 pm
ELLICOTTVILLE TOWN HALL

<u>Present:</u>	Matthew McAndrew	Supervisor
	Greg Fitzpatrick	Councilman
	Steve Crowley	Councilman
	John Zervas	Councilman
	Kathleen Moriarty	Attorney for Town
	Robyn George	Town Clerk
	Ken Hinman	Councilman - via phone
	Tom Scharf	Highway Superintendent
	Don Auge	Officer in Charge - via phone
	Gary Palumbo	Town Planner - via phone

Others present: John Thomas - press, Ben Slotman

Call meeting to order:

Supervisor McAndrew called the meeting to order at 6:00pm and led the Pledge to the Flag. The meeting was open to the public and could also be accessed via teleconferencing.

Approve Minutes

- Town Board Meeting - August 19, 2020
- Budget Meeting - September 9, 2020

On motion by Mr. Zervas and second by Mr. Hinman the minutes of the August 19th and September 9th Board meetings were:

Accepted Ayes 5 - McAndrew, Crowley, Zervas, Hinman & Fitzpatrick
 Nays 0

Audit of Claims

- Pay Town bills on Distribution Report #09-2020

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

Accepted Ayes 5 - McAndrew, Crowley, Zervas, Hinman & Fitzpatrick
 Nays 0

Resolved that the Town bills be paid on General Ledger Distribution Report 08-20 as follows:

001 - General Fund A:	\$ 25,863.57		
002 - General Fund B:	\$ 4,491.33		
		General Fund Total:	\$ 30,354.90
004 - Highway DB	\$ 22,965.03		
		Highway Fund Total:	\$ 22,965.03
006 - Water	\$ 25,455.46,		
		<u>006 - Water Fund Total</u>	<u>\$ 25,455.46</u>
		Grand Total:	\$ 78,775.39

Supervisor's Reports

- Accept Supervisor's August 2020 Financial Report

On motion by Mr. Fitzpatrick and second by Mr. Crowley the Supervisor's August 2020 Financial Report was

Accepted Ayes 5 - McAndrew, Crowley, Zerfas, Hinman & Fitzpatrick
Nays 0

- 2021 Budget Meeting

MOTION: by Mr. Crowley and seconded by Mr. Hinman to hold a budget workshop meeting on Weds., September 23rd at 4:00pm at the Town Hall. All Ayes. Carried.

- Supervisor's Meeting

At the September meeting there was a presentation reviewing the Hazardous Mitigation Plan. It should be finalized the first part of October. Local laws governing solar and wind farms were discussed.

- Accept AUD and Court Audits Procedures

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

Accepted Ayes 5 - McAndrew, Crowley, Zerfas, Hinman & Fitzpatrick
Nays 0

Resolved that the Town Supervisor is authorized to sign the letters to Tranconi, Segarra & Associates. LLP regarding audit procedures for the Town and Town Court.

Present Written Department Reports for Approval

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

On **motion** by Mr. Fitzpatrick and second by Mr. Hinman the Clerk's, Building Inspector, Police, Justice and Planners reports were:

Accepted Ayes 5 - McAndrew, Crowley, Zerfas, Hinman & Fitzpatrick
 Nays 0

Department Heads

- **OIC Auge - Police Department**

OIC Auge met with the Chamber and Sheriff's Department to discuss police coverage for what would have been Fall Festival weekend. Although the event itself has been canceled, an influx of visitors is expected. Auge would like to schedule additional officers to make sure there is enough coverage to handle anything that may come up. The Town Board agreed that Auge should have as much coverage as he thinks he will need.

- **Tom Scharf - Highway Department**

The Highway Department continues to patch roads. They helped the Village for a week and took 25 loads of debris from the EVGV Trail.

The CHIPS paperwork has been submitted, but will be cut to 80%.

Mr. Scharf presented a quote for a new 12" chipper. The one currently being used is a 1990 model. The total cost would be around \$32,000. The Board will consider during the budget process.

- Copier Quotes

Clerk George is asking the Board to approve getting a new copier and seeking input as to whether to buy or lease so she can budget for it in 2021. Discussion followed on the pros and cons. She will do a little more research on the expense of both options and have a recommendation at next month's meeting.

- Host Community Agreement - Solar - Legal Counsel

Town Planner, Gary Palumbo, reached out to attorneys asking them to submit proposals to provide assistance in reviewing solar applications and preparing Host Agreements. Richard Stanton and Robert Murray responded with proposals. Although Mr. Palumbo agreed that both attorneys are capable, Mr. Stanton would be able to help through all stages of the projects. He pointed out that the Attorney fees would be charged to the developer.

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

Accepted Ayes 5 - McAndrew, Crowley, Zerfas, Hinman & Fitzpatrick
 Nays 0

Resolved that the Town retain the services of Attorney Richard Stanton to assist the Town with Solar Farm applications as needed.

- Engineer Position

After many interviews and much consideration, the Town is offering Ben Slotman the position of Town Engineer and has prepared a formal written offer.

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

Accepted Ayes 5 - McAndrew, Crowley, Zerfas, Hinman & Fitzpatrick
 Nays 0

Resolved that the Town offer Ben Slotman the position of Town Engineer. Duties, pay scale and benefits are outlined in the written offer.

The Board members congratulated and welcomed him. He said he is "looking forward to the new challenge".

- Nannen Arboretum Mowing Bid

The Town is taking over the mowing of the Nannen Arboretum and needs to put it out for bid so the cost can be included in next year's budget. Supervisor McAndrew went over the some of the details with Mr. Slotman who will be asked to prepare the bid specs.

- Resolution - Records Retention

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

Accepted Ayes 5 - McAndrew, Crowley, Zerfas, Hinman & Fitzpatrick

Nays 0

RESOLVED, by the Town Board of the Town of Ellicottville, that *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A:

(a) only those records will be disposed of that are described in that *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, after they have met the minimum retention periods described therein;

(b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

Old Business

- Valley Village

The Attorney for Valley Village emailed Town Attorney Moriarty a "Memorandum of Understanding Valley Village Association, Inc. to take Ownership of Valley Village Road". Ms. Moriarty and the Town Board reviewed it and made suggestions and asked for clarification of several items. The Town emphasized that it will only pay to upgrade the portion of the project that is in the Town ROW and will have to determine to what specifications. Utility easements will have to be researched.

- Quackenbush Update

The Town Highway Superintendent sent a letter to the Cattaraugus County DPW requesting that they survey Quackenbush Road, as maintained by the Town over a month ago. To date, there has been no response from the County.

- EVGV Trail

Bill Steinbroner and Phil Vogt provided equipment and help to dig out stumps, etc. The Ellicottville highway departments hauled out 25 loads of debris. After the County finishes re-surveying the Trail, a cost estimate and design will be prepared to assist in future grant applications.

- Catt. Co. Extension Lease

The Town will meet with the Extension the first part of October.

Adjournment

Motion by Mr. Zerfas and second by Mr. Fitzpatrick to adjourn the meeting at 7:02pm. 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 16th day of September, 2020, approved by said Board on the 21st day of October, 2020.
