

MINUTES OF THE
REGULAR MEETING OF THE TOWN BOARD
OF THE TOWN OF ELLICOTTVILLE APRIL 18, 2018 at 6:00 pm
ELLICOTTVILLE TOWN HALL

<u>Present:</u>	Mathew McAndrew	Supervisor
	Ken Hinman	Councilman
	Greg Fitzpatrick	Councilman
	Steve Crowley	Councilman
	John Zervas	Councilman
	Robyn George	Town Clerk
	Kathleen Moriarty	Attorney for the Town
	Niles Pierson	Town Engineer

Also Present: Kerry Steele, Caitlyn Croft, Press

Call meeting to order:

Supervisor McAndrew called the meeting to order at 6:00 pm and led the Pledge to the Flag.

Approve Minutes

- Town Board Meeting - March 21, 2018

On motion by Mr. Hinman and second by Mr. Zervas the minutes of the March 21, 2018 Board meetings were

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

Audit of Claims

- Pay Town bills on Distribution Report #04-18

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

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

Resolved that the Town bills be paid on General Ledger Distribution Report 04-18 as follows:

001 - General Fund A:	\$28,684.58
002 - General Fund B:	\$ 3,496.13

	General Fund Total:	\$ 32,180.71
004 - Highway DB	\$65,956.82	
	Highway Fund Total:	\$ 65,956.82
	006 - Water Fund Total	<u>\$ 2,971.87</u>
	Grand Total:	\$101,646.67

Supervisor's Reports

- Supervisor's Report

On motion by Mr. Zervas and second by Mr. Hinman the Supervisor's February 2018 Financial Report was

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

- Catt. Co. Supervisor's Meeting

The following topics were discussed at the meeting:

- The County Planning & Tourism Department will be conducting the census for those Towns not doing their own.
- Individuals that want Broadband from Armstrong will be able to register with the County.
- County-wide Assessing continues to grow.
- Shared Services - no news from the State.

- Approve Annual Update Document

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

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

Resolved that the Town Board accept the 2017 Annual Update Document as prepared by Tronconi, Segarra & Associates.

- Public Meetings - DRI Grants

Supervisor McAndrew reported that the Public Meetings were well attended.

Present Written Department Reports for Approval

- Clerk's , Justices', Building Inspector's, Planners and Police Reports

On **motion** by Mr. Hinman and second by Mr. Zervas the Clerk's Report, Justice Report, Building Inspectors Report, Planners and the Police Report were:

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

Department Heads.

Niles Pierson - Engineering Department

- LGE Grant Budget/Department Organization Plan

Mr. Pierson outlined his 1 year Organization Plan for the Engineering Department as follows:

Step 1: Organize and Formalize Department

As part of this step, Mr. Pierson intends to implement monthly Engineering meetings and define the roles and responsibilities of staff.

Step 2: Build Department "Foundation"

In this step the IT/Network Infrastructure will be developed, software procured and Asset Inventory completed. An Assistant Engineer will be hired with Grant funds.

Step 3: Implement New Policies/Procedures

Corrective maintenance and prioritizing of projects will be addressed as well implementing GIS database.

Step 4: Continuously Improve and Adapt

Mr. Pierson also presented a proposed budget that needs to be sent to the Department of State for the Local Government Grant. The budget includes Engineer's salaries, Software, Office Renovation, GIS Database and Equipment purchasing and totals \$449,590.00, \$400,000.00 of which will be paid for by the Grant.

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

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

Resolved that Town Engineer Pierson is authorize to send the proposed budget as presented to the Department of State.

- Joint Water District and Intermunicipal Water Agreements

The setting up of a Joint Water District was discussed. The Board asked Mr. Pierson to put together steps needed to accomplish this and a timeline. The fact that the Water Intermunicipal Agreements with the Village have expired also needs to be addressed.

- GIS/GPS

The GPS mapping of assets is on schedule. The Village portion is almost done and they will be moving forward with the mapping of theTown's assets.

- Dave Golley Dr. Culvert Bid Opening

The bids for the David Golley Dr. Culvert Project were opened on April 18th and came in as follows:

Lakeland's Concrete:	\$62,536.00
Binghamton Precast:	\$65,795.00
Kistner Concrete:	\$68,100.00

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

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

Resolved that the Town accept the low bid of \$62,536.00 from Lakeland's Concrete.

- Sewer System/WWTP Update

Sewer Operator, Gerard Stokes has rescinded his resignation. Brian Clark will be attending Sewer Training.

Don Auge - Police Department -Absent

Tom Scharf - Highway Department

- Approval to Spend Highway Funds - Crane and Dooley Roads

Midland quoted a total cost of \$163,161.72 for the Coldmix Paving of Dooley and Crane Roads starting at Bryant Hill Road and ending at Simmons Road. It includes surface treatment. Mr. Scharf pointed out that the Town budgeted \$200,000.00 for the project.

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

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

Resolved that the Town accept the quote of \$163,161.72 from Midland and authorize Mr. Scharf to move forward with the project.

- Asphalt Pavers

After talking to other Towns, Mr. Scharf concluded that it would be more cost effective to hire out an Asphalt Paver when the Town needs one then to buy one.

- Paving of Intersections

Mr. Scharf is waiting for prices to have the intersections of Irish and Jackman Hill Roads paved.

- Gravel Pit

Supervisor McAndrew is asking that the Highway Department get a dozer and materials and cover up, clean up and cap the Town's old gravel pit so the property can be sold. He also asked the Highway Department to take care of the debris that will be generated on the Arboretum clean-up days.

New Business

- Cemetery Mowing Bids

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

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

Whereas, the Town has been satisfied with the work of D & J's Lawn Service and the Town's Procurement policy does not require bids for Maintenance and service contracts less than \$5,000,

Be it resolved that the Town hire D & J's Lawn Service at a cost of \$3,000.00 for maintenance of the Jefferson Street, Niles and Bryant Hill cemeteries for the 2018 season and authorize the Supervisor to sign a contract with them.

- Zoning Amendment - Electronic Signs - Set Public Hearing

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

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

Resolved that the Town set a Public Hearing on Local Law No. 2 - 2018 entitled "A Local Law amending the Zoning Code, as it was set forth in Local Law No. 3 - 2009 entitled "Town of Ellicottville Zoning Law" on May 16, 2018 at the Town Hall at 6pm..

- MEGA

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

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

Resolved that the Supervisor is authorized to sign a 2 year agreement with MEGA as presented at an estimated annual savings of \$849.42

- Water Bill Adjustments

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

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

Resolved that the Town Board approve the adjustment (credit) of water account #2148 for the Tamarack Club of \$5,088.68 due to a manual calculation error. Further resolved that the Board approve the credit of \$259.42 to Account #2001 because of a software malfunction.

Old Business

- EVGV Trail

Money has been appropriated for tree clearing but the Trail Committee is still in negotiations with some of the property owners for ROW's.

- Auction of Town Vehicles

Tom Scharf reported that the 1997 International plow truck was auctioned off for \$17,600 and the 2013 Impala brought \$3,275.

Adjournment

Motion by Mr. Hinman and second by Mr. Zerfas to adjourn the meeting at 6:55pm. 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 18th day of April, 2018, approved by said Board on the 16th day of May, 2018.

Robyn A. George, Town Clerk