

MINUTES OF THE
REGULAR MEETING OF THE TOWN BOARD
OF THE TOWN OF ELLICOTTVILLE NOVEMBER 20, 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
	Kathleen Moriarty	Attorney for Town
	Robyn George	Town Clerk

Also Present: John Thomas, Press

Call meeting to order:

Supervisor McAndrew called the meeting to order at 6:03pm and led the Pledge to the Flag.

Approve Minutes

- Town Board Meeting - October 17, 2018
- Joint Village/Town Meeting - October 24, 2018
- Public Hearing and Special Meeting - November 7, 2018

On motion by Mr. Crowley and second by Mr. Hinman the minutes of the October 17, October 24 and November 7, 2018 Board meetings were

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

Audit of Claims

- Pay Town bills on Distribution Report #11-18

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 11-18 as follows:

001 - General Fund A: \$182,973.80

002 - General Fund B:	\$ 20,727.19	General Fund Total:	\$203,700.99
004 - Highway DB	\$ 86,808.32	Highway Fund Total:	\$ 86,808.32
		006 - Water Fund Total	<u>\$ 45,400.14</u>
		Grand Total:	<u>\$335,909.45</u>

Supervisor's Reports

- Supervisor's Report

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

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

- Supervisor's Meeting

Windmill projects in Farmersville and Franklinville were discussed. The County is working on a formula for quantifying the value of shared services in order to qualify for a grant.

- 2019 Budget Adopted

The 2019 Budget was adopted on November 7th. Once again, the Town stayed under the tax cap with a tax increase of a little over 1%. That amounts to about 2 cents per thousand. The rate is 1.29004, one of the lowest in the County.

- NYCOM Workshop

There will be a NYCOM Workshop held on Thursday, November 29th at Holiday Valley at 6:30pm.

- Active Shooter Safety

An Active Shooter Safety session will be held at the Town Center on November 29th from 10:00am to noon.

Present Written Department Reports for Approval

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

On **motion** by Mr. Crowley and second by Mr. Hinman 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.

Don Auge - Police Department - Absent

Niles Pierson - Engineering Department

- Monthly Report
 - GIS map is 75% complete and includes Town Highway culvert inventory, water and sewer inventory. Training in the use of handheld GPS device will be held on December 11th.
 - Engineering website is now live. There is a link on the Town's website.
 - New IT server and phone system has been installed.
 - Redesign of drainage layout on Upper Holiday Valley Road is on-going and about 30% complete.
 - New PRV's have been ordered
 - EFC Grant Award announcements should occur within the next 1-2 weeks.
 - New water and sewer rates are being written.

- Adopt New Permit Forms and Rates

The Engineering Department has undergone a review of the current Town and Village permit applications, forms, and rate structure. The current rates and forms haven't been updated in years. In an effort to streamline the application process and increase efficiency, the Department has consolidated the existing forms so they are identical for the Town and Village.

On **motion** by Mr. Crowley second by Mr. Zervas the following resolution was

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

Resolved that the Town adopt the new permit forms as presented.

Mr. Pierson explained how they came up with the new rate schedule. They took into account the cost of labor associated with reviewing a project and overhead. The cost of a building permit has gone down, but there will be additional fees if a

project has to go to the Planning Board and ZBA or other review. The overall increase in fees is approximately 16%.

Some discussion followed on driveway and storm sewer permits.

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

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

Resolved that the Town adopt the new rate schedule as presented subject to revisions and review in the future.

- Detail Drawings

The Board was presented with updated detail drawings at last month's meeting. The biggest change was to the Town Road Standard, requiring new roads to be more substantial. Mr. Hinman questioned whether the standard was substantial enough.

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

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

Resolved that the Town adopt the Detail Drawings as presented, noting that there may be revisions as design standards change.

- Internet - Highway Barn

Spectrum will only offer fiber internet at the Highway Barn and it will cost \$360.00/month in addition to the initial cost of \$5k to have the line brought from the pole to the building. The consensus was that that was a lot of money for the service that was being provided. Mr. Pierson will look into other options.

- Proposed Permitting Software for CEO

Mr. Pierson presented a proposal from Dude Solutions for permitting software for the Building Department. The initial fee for set-up and implementation is \$22,305.42 which includes a one year contract. Pricing for First Renewal Term is \$7,675.00. The program will tie into the GIS software which is also from Dude Solutions. It will allow the Building Department to be more efficient and organized. Mr. Pierson believes that there could be a cost savings over time because it would make it possible for the Department to share their services with other municipalities. Mr. McAndrew asked if there would be an addition license fee to add another municipality to the software. Mr. Pierson will look into that. In

light of the substantial cost of the subscription, the Board would like Mr. Pierson to get more information and recommendations from other municipalities who use this or other software.

- Approve Tree Service Contract

Mr. Pierson advertised for bids to allow the Town to partner with a tree service company every year for the purpose of trimming limbs out of the right of way on Town Roads. The bids were opened on October 19th. He received the following bids:

Good Neighbor Services	\$400.00/hour
Fries Tree Service	\$175.00/hour
Great Lakes Tree Services	\$425.00/hour

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

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

Resolved to sign a contract with the low bidder, Fries Tree Service as presented.

Tom Scharf - Highway Department - Absent

New Business

- Set Public Hearing for Comprehensive Plan

On motion by Mr. Hinman, second by Mr. Zerfas the following resolution was accepted:

Ayes – 5 McAndrew, Hinman, Zerfas, Fitzpatrick, Crowley
Nays - 0

AUTHORIZING PUBLIC HEARING ON RESOLUTION

Amending Comprehensive Plan

Pursuant to Town Law §272-a

WHEREAS, it is proposed that the Town Board enact a resolution amending the Comprehensive Plan adopted June 28, 2006, amended September 22, 2009, January 26, 2011 and May 16, 2012

WHEREAS, Town Law §272-a requires that either the Town Board or the special board appointed to prepare amendments to the Comprehensive Plan hold at least one public hearing and such other meetings as it deems necessary to assure full opportunity for public participation in the preparation of the proposed amendment and, in addition, requires that the Town Board hold one or more public hearings prior to the adoption thereof, therefore be it

RESOLVED, that the Town Board of the Town of Ellicottville shall hold a public hearing at 6:00 p.m. at the Town Hall on December 19, 2018, prior to the Board's consideration of such resolution, and be it further

RESOLVED, that the Town Clerk is hereby authorized and directed to publish notice of such public hearing in a newspaper of general circulation in the Town at least ten (10) calendar days in advance thereof and to make the proposed amendment available for public review in her office during said period.

- Water Bills to Levy onto 2019 Taxes

On **motion** by Mr. Crowley seconded by Mr. Fitzpatrick the following resolution was accepted:

Ayes 5– McAndrew, Hinman, Fitzpatrick, Zervas and Crowley
Nays 0

RESOLVED that the Town Clerk is authorized to levy any and all water bills which are delinquent more than two (2) quarters onto the 2019 Town & County tax bills as presented in the amount of \$5,286.29.

Old Business

- EVGV Trail

Liability and Insurance issues were discussed.

- Cemetery Maintenance

Supervisor McAndrew met with Crandalls to discuss maintenance of the Jefferson Street Cemetery. They didn't think it would require a lot of work and will get to it as soon as possible.

- CEO Position

Attorney Moriarty presented an updated Intermunicipal Agreement for Shared Services of Code Enforcement Officer. It is the Town's intention for the CEO to become a Town employee on January 1st.

On **motion** by Mr. Crowley seconded by Mr. Fitzpatrick the following resolution was accepted:

Ayes 5– McAndrew, Hinman, Fitzpatrick, Zerfas and Crowley
Nays 0

Resolved that the Town send the agreement to the Village Board for review and adoption.

- Town Center Window's Grant

Mr. Pierson will put the design together and put the project out for bid in the Spring.

Adjournment

Motion by Mr. Hinman and second by Mr. Zerfas to adjourn the meeting at 7:55pm. 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 20th day of November, 2018, approved by said Board on the 19th day of December, 2018.

Robyn A. George, Town Clerk