

TOWN OF FRIENDSHIP ORGANIZATIONAL MINUTES

JANUARY 3, 2019

7:00PM

Call to order by Deputy Supervisor Russell Hall

Pledge of Allegiance observed by all.

Roll call: Deputy Supervisor Russell Hall- present

Councilperson-Jill Hoopes-present

Councilperson-Carolyn Carney-present

Councilperson-Linda Mascho-present

Also Present: Town Clerk: Patricia Schurr

Assemblage: Oakley Sortore, Tiffany Bencoter

Motion to appoint Russell Hall to the position of Town Deputy Supervisor for 2019, offered by Carolyn Carney, seconded by Jill Hoopes.

Motion to Appoint the Town Clerk as Registrar of Vital Statistics. Fees go to the Town Clerk, payable by voucher, offered by Jill Hoopes, seconded by Carolyn Carney. All approve.

Motion to Designate the Olean Times Herald as the Official Newspaper, offered by Jill Hoopes, seconded by Carolyn Carney. All approve.

Motion to Designate the Community Bank, NA as the Official Depository, offered by Carolyn Carney, seconded by Jill Hoopes. All approve.

Motion setting the regular Town Board Meeting for the 3rd Wednesday of the month at 7:00pm, in the Depot Street meeting room, offered by Jill Hoopes, seconded by Linda Mascho. All approve.

NOTED: The Town Clerk has appointed Tiffany Bencoter as the Deputy Town Clerk/registrar.

Motion setting the rate of reimbursement for the use of private vehicles on Town Business at .545 cents per miles, with motion requiring all mileage reimbursement /vouchers to be turned in at the end of each month, offered by Jill Hoopes, seconded by Carolyn Carney. All approve.

Motion Appointing Patricia Schurr as Records Management Officer(RMO) for the Year 2019, offered by Linda Mascho, seconded by Carolyn Carney. Russell Hall approved, Jill Hoopes abstained.

Motion designating David Pullen , as the Town Attorney for year 2019 payable on a monthly basis, offered by Linda Mascho, seconded by Jill Hoopes. All approve.

Motion appointing Tonia Witter as Town Assessor at 9,793.00 per year, payable bi-weekly, offered by Linda Mascho, seconded by Jill Hoopes. All approve.

Motion Appointing Kevin Margerum as Building Inspector/Code Enforcement Officer at 10,405.00 per year, payable bi-weekly, offered by Carolyn Carney, seconded by Jill Hoopes. All approve.

Motion Appointing Mark Voorheis town Historian for 2019 at an annual expense of 800.00. (400.00 salary/400.00 Expenses), offered by Jill Hoopes, seconded by Carolyn Carney. All approve.

Motion to set the Salary of David Szucs and James Lewis for Town Justice each at the rate of 6,666.00 per year, payable bi-weekly, offered by Jill Hoopes, seconded by Linda Mascho. Carolyn Carney abstained. Russell Hall approved.

Motion appointing Jill Hoopes the Fair Housing Officer for 2019, offered by Carolyn Carney, seconded by Linda Mascho. All approve.

Motion to renew contracts between the Town of Friendship and Jacqueline White as the office cleaner at 11.10 per hour, paid monthly, offered by Linda Mascho, seconded by Carolyn Carney. Jill Hoopes abstained. Russell Hall approved.

Motion approving the Justice Audit **tabled**, Tiffany Benscoter will look into an auditing service, Baldwin's Business Service had not completed last audit.

Motion to grant 200.00 to the Friendship American Legion for Memorial Services, offered by Jill Hopes, seconded by Carolyn Carney. All approve.

RESOLUTION 1-2019

It is hereby Resolved that Russell Hall, Deputy Supervisor of the Town of Friendship is hereby designated as having the powers and duties of Administration, including transfer of monies within each fund. Transfer of monies between funds will still need to be approved by the Board, offered by Carolyn Carney, seconded by Jill Hoopes. All approve.

Motion to assign all Town Board members to the Board of Police Commissioners, offered by Jill Hopes, seconded by Carolyn Carney. All approve.

Motion to appoint Connie Otto as Dog Control Officer for the year 2019 at an annual salary of 3,700.00 per year payable bi-weekly with mileage reimbursement paid monthly, and to approve the reimbursement in the amount of 100.00 annually for the Town Share of the Mobile phone usage, offered by Linda Mascho, seconded by Jill Hopes. All approve.

Motion to approve to set Michael Bidwell, Highway Superintendent's salary of 50,000.00, payable bi-weekly and to approve reimbursement in the amount of 50.00 per month for the Town's share of the mobile phone usage, offered by Linda Mascho, seconded by Jill Hoopes. All approve.

Motion setting the salaries of Elected Officials and other personnel as follows:

Deputy Supervisor	5,200.00/year payable quarterly
Town Clerk/tax collector	17,427.00/year payable bi-weekly
Deputy Town Clerk	13.55/hour payable bi-weekly
Councilpersons(3)	2400.00/year payable quarterly
Justices(2)	6,666.00/year payable quarterly
Court Clerk(20 hrs./wk)	11.10/hour payable bi-weekly
Officer in Charge	10,200.00/year payable bi-weekly
Officer in Charge(Patrol)	15.35/hour payable bi-weekly
Part time Police Officers(max30hrs.wk)	15.35/hour payable bi-weekly
Bookkeeper(#1)	15.36/hour payable bi-weekly
Superintendent of Highways	50,000.00/year payable bi-weekly
Superintendent of Public Works	51,454.50/year payable bi-weekly
Water Bookkeeper	6,146.00/year payable bi-weekly
Sewer Bookkeeper	6,146.00/year payable bi-weekly
Part Time Refuse Truck drivers	13.67/hr payable bi-weekly
Part Time Refuse Workers	11.83/hour payable bi-weekly
Part Time Bookkeeper(#2)	13.55/hour payable bi-weekly

Motion above offered by Jill Hoopes, seconded by Carolyn Carney. Approved by all.

Motion to authorizing Lisa Szucs and Frank Mitchell Bush as the Board of Assessment Review to be recompensed at 50.00 each. (Note: one more Board member is needed), offered by Jill Hopes, seconded by Linda Mascho. Carolyn Carney abstained. Russ Hall approved.

Motion Authorizing Petty Cash :

100.00 to Town Clerk for Change Fund
25.00 to Water Clerk for Change Fund
25.00 to Sewer Clerk for Change Fund
25.00 to Police for Petty Cash fund(to be looked into if needed)
50.00 to Justice Department for Petty Cash Fund
above offered by Linda Mascho, seconded by Jill Hoopes. All approve.

Deputy Supervisor Russell Hall appointed the following to Designated Committees:

Audit: Full Board

Highway: Carolyn Carney, Linda Mascho

Water/Sewer/Sidewalks/Storm/Drains/Shut review: Russ Hall, Jill Hoopes

Public Safety/Justice Courts/Fire Department and Ambulance Squad: Russ Hall and Carolyn Carney

Code Enforcement/Bldg Permits: Carolyn Carney, Jill Hoopes

Buildings/Grounds/Parks: Carolyn Carney and Linda Mascho

Personnel Contract Negotiations: Carolyn Carney, Linda Mascho

Refuse: Carolyn Carney, Linda Mascho

Assessment Committee/Review: Carolyn Carney, Russ Hall

Belvidere project committee: Jill Hoopes, Linda Mascho

Note: The Supervisor is a member of all committees. In those cases where more than one person is one a committee, the first name listed shall be the chairman of the committee.

Motion the Oakley Sortore be appointed Sidewalk District Supervisor for the Town of Friendship in the amount of 10,805.44 per year payable bi-weekly.

That Oakley Sortore be appointed in charge of Storm Sewers at 1,029.00 per year payable bi-weekly.

That Oakley Sortore be appointed in charge of Buildings at 1,029.00 per year payable bi-weekly.

That Oakley Sortore be appointed in charge of Parks at 1,029.00 per year payable bi-weekly.

That Oakley Sortore be appointed in charge of Refuse at 1,029.00 per year payable bi-weekly.
Above offered by Jill Hoopes, seconded by Linda Mascho. Carolyn Carney abstained. Russ Hall approved.

WATER DISTRICT

Motion appointing Deputy Supervisor Russell Hall as Deputy Supervisor of the Water District for 2019
Offered by Carolyn Carney, seconded by Jill Hoopes.

Motion that Patricia Schurr be appointed Water District Usage Collector at an annual Salary of 6,146.00 per year payable bi-weekly, offered by Carolyn Carney, seconded by Linda Mascho. All approve.

Motion that Oakley Sortore be appointed be appointed Water District Superintendent at an annual salary of 10,805.44 per year, payable bi-weekly. To approve reimbursement in the amount of 50.00 , monthly for the Town Share of the Mobile phone usage, offered by Jill Hoopes, seconded by Linda Mascho. Carolyn Carney abstained. Russ Hall approved.

RESOLUTION 2-2019

It is hereby resolved that Carolyn Carney of the Town of Friendship is hereby designated as giving the powers and duties of administration, including transfers of monies within various water fund accounts. Transfer of monies between account will still need to be approved by the Board, offered by Jill Hoopes, seconded by Linda Mascho. Carolyn Carney abstained, Russ Hall approved.

FRIENDSHIP SEWER DISTRICT I AND II

Russell Hall appointed Jill Hoopes Deputy Supervisor of the Sewer Districts for 2019.

Motion that Patricia Schurr be appointed Sewer Districts Usage Collector at an annual salary of 6,146.00 per year, payable bi-weekly, offered by Carolyn Carney, seconded by Linda Mascho. Approved by all.

Motion that Oakley Sortore be appointed Sewer District Superintendent at an annual salary of 25,727.25 per year, payable bi-weekly, offered by Jill Hoopes, seconded by Linda Mascho. Carolyn Carney abstained. Russell Hall approved.

RESOLUTION 3-2019

It is hereby resolved that Russell Hall, Deputy Supervisor of the Town of Friendship is hereby designated as having the powers and duties of administration, including transfer of monies within various Sewer fund accounts. Transfer of monies between accounts will still need to be approved by the Town Board, offered by Jill Hoopes, seconded by Carolyn Carney. All approve.

Motion to approve to amend the following end of year transfers, offered by Carolyn Carney, seconded by Jill Hoopes, all approve.

GENERAL FUND

Transfer from A1910.4	Unallocated Insurance	\$1124.00
A1990.4	Contingency	7623.00
	TOTAL	<u>\$8,747.00</u>
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Transfer to A1110.1A	Court Monitor	50.00
A1220.4	Supervisor Contra	89.00
A1355.4	Assessor Contr	102.00
A1450.4	Election Contr	59.00
A 1631.4	Fuel Farm- O & M	856.00
A1670.2	Central Printing Equip.	285.00
A3120.4	Police Contr	2,956.00
A3510.4	Dog Control Contr	196.00
A5010.2	HWY Supt. Equip.	11.00
A8540.1	Drainage Services	266.00
A8540.4	Drainage Contr	374.00
A9060.8	Hospital/Medical Ins.	3,503.00
	TOTAL	<u>\$8,747.00</u>
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HIGHWAY FUND

Transfer from DA5130.4	Machinery Contr.	\$11,760.00
DA3501	CHIPS	38.00
	TOTAL	<u>\$11,798.00</u>
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Transfer to: DA5110.0	General Repairs Serv	2,550.00
DA5112.2	CHIPS	39.00
DA5120.4	Bridges Contractual	949.00
DA9060.8	HOSPITAL/Medical Ins.	8,260.00
	TOTAL	<u>\$11,798.00</u>
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SEWER DISTRICT

Transfer from:	SS8130.4	Treatment & Disposal Contr.	88.00
		Unanticipated Revenue	
	SS2770	Customer Deposits	150.00
		TOTAL	<u>\$ 238.00</u>

Transfer to:	SS1990.4A	Customer Deposits	150.00
	SS8110.4	Admin.Contract	71.00
	SS9730.7	BAN Interest	17.00
		TOTAL	<u>\$ 238.00</u>

SPECIAL DISTRICT(SIDEWALKS)

Transfer from:	SM5410.1	Sidewalk Services	\$419.00
		TOTAL	<u>\$419.00</u>
			=====

Transfer to:	SM5410.4	Sidewalks Contra.	\$419.00
		TOTAL	<u>\$419.00</u>
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SPECIAL DISTRICT (REFUSE & GARBAGE)

Transfer from	SR8160.4	Refuse & Garbage Contr	\$10.00
		TOTAL	<u>\$10.00</u>
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Transfer to:	SR9030.8	Social Security	\$10.00
		TOTAL	<u>\$10.00</u>
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TRANSFERS NOT APPROVED UNTIL BALDWIN'S ACCOUNTING EXPLAINS:

Plan to see if Justin(with Baldwin's) will come prior to Board meeting to meet with 2 Board members and Oakley Sortore to explain the transfer motion offered by Carolyn Carney, seconded by Jill Hoopes. Roll call: Russ Hall-aye, Jill Hoopes-aye, Carolyn Carney-aye, Linda Mascho-aye.

WATER DISTRICT

Transfer from: SW1440.4 Engineer	\$ 5,000.00
SW1910.4 Unallocated Insurance	2,201.00
SW8320.1 Source of Supply Svc	15,961.00
SW8340.2 Meter Projects	144,450.00
SW8340.1 Trans & Distrib	5,140.00
Unanticipated Revenue	
SW5731 BAN	300,000.00
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TOTAL	\$ 472,563.00
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Transfer to: SW9730.6 BAN Prinicpal-Meter Project	\$ 472,563.00
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TOTAL	\$ 472,563.00
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RESOLUTION 4-2019

BE IT HEREBY RESOLVED THAT THE TOWN BOARD will decline Christian Lewis's offered to tear down building on South Street due to the cost of 2 dumpsters and cost of renting a excavator for a month, and due to the Town not having the funds to do so. It's been known that the building on South Street was the Hwy's and they are storing some things in there. Between Oakley Sortore and Mike Bidwell they hopefully will work together to tear down the bldg on South Street and the old pump house on Sunnyside. For the time being the bldgs to be torn down should be roped off.

MOTION TO APPROVE THE LEACHATE AGREEMENT

Motion to approve the agreement between the Town of Friendship and Allegany County regarding the treatment of Leachate(2 yr. agreement, need to give 30 days to get out of contract), offered by Jill Hoopes, seconded by Linda Mascho. All approve.

Motion to adjourn offered by Jill Hoopes, seconded by Carolyn Carney. All approve.
adjourned 9pm

Respectfully submitted,

Patricia Schurr, Town Clerk

