

TOWN OF FRIENDSHIP MEETING MINUTES

JANUARY 16, 2019

Deputy Supervisor Russell Hall calls meeting to order.

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: Patricia Schurr

Assemblage: Mike Stump, Sam Speta, Jim Monheim, Mark Voorheis, B.J. Howell, Kevin Synder, Justin Bennett, Christina Salmone, Brett Clouse, Oakley Sortore.

Motion to approve the minutes from December 19,2018 meeting, offered by Carolyn Carney, seconded by Jill Hoopes. All approve.

Motion to approve the minutes from the Organizational Meeting on 1/3/19, offered by Carolyn Carney, seconded by Jill Hoopes. All approve.

Motion to approve the Supervisor's report for December 2018, offered by Linda Mascho, seconded by Jill Hoopes., All approve.

Motion to approve the Audited bills in the amount of \$59,770.17, offered by Linda Mascho, seconded by Carolyn Carney. Roll Call vote: Russell Hall-aye  
Jill Hoopes-aye  
Carolyn Carney-aye  
Linda Mascho-aye

**SUPERVISOR'S CONCERNS**

**VOUCHER POLICY**

Deputy Supervisor Hall advises that he is changing **the Voucher Procedure/Policy**, the vouchers have to be signed by the department heads prior to being allocated. The vouchers do not need to be signed by the **vendor if there is an invoice or bill**, if no invoice then signature from vendor is required. The rest of the voucher procedure remains in force. This will reduce time spent on vouchers and will save on paper.

The above Voucher Policy/Procedure approved and offered by Linda Mascho, seconded by Carolyn Carney. All approve.

**UPDATE ON CROSSROADS WATER CONTRACT/AGREEMENT**

Per Deputy Supervisor Hall the Water Committee received contract back from the Engineer and cleared up and made changes to agreement. The water contract/agreement is now at the Lawyers office being reviewed, waiting on his response, maybe it's still not a good contract. If the contract is ready to go forward a conversation still will need to take place; whether a public hearing should be set or if it should go up for a public referendum. The County has already been putting it in the paper that they will be breaking ground, with no contract.

**Update on the posting for town assessor that was published in the paper 1/4/19.**

There was no response from the posting the position for the need for a certified assessor.

**Deputy Supervisor Hall** advised he has spoke to Russ Heslin about Michelle Clark working with him when she is not in this office working with Toni. The Town would pay her to follow and learn from Russ Heslin, which will help him. He will be in a Re-Val as Michelle would be learning the process, this would also benefit him. Deputy Hall advised it will take 3 years to complete Michelle's training, but if we let the State know the plan, they will also pay for her training/testing.

**PUBLIC CONCERNS**

**SAM SPETA-** Voiced concern regard peddlers coming to his door late at night, also they were dressed in black. He wanted to know if the Town had any regulations on peddlers. Deputy Supervisor Hall advised that there is a Town Law prohibiting peddlers, they must go through the process to be able to peddle. The process right now almost makes it impossible for someone to peddle in the Town of Friendship, the Board will look at the law however, if someone should come to your door, if they do not have a permit you should call the Police dept.

**LESLIE DAHILL-** Thanked the water dept. for assisting the Fire Dept. another tool/access for Fire water protection at Saputo.

**Motion to approve information given to Richardson & Stout for quote on Insurance for 2019**

Motion to approve information given to Richardson & Stout for quote on Insurance for 2019, also to keep liability on the 2 bldgs (one on Sunnyside and on South St.) but to take off coverage, still working on final quote, offered by Jill Hoopes, seconded by Carolyn Carney.

Roll call vote: Russell Hill-aye, Jill Hoopes-aye, Carolyn Carney-aye, Linda Mascho-aye.

**Motion to** advertise for fuel for the year 2019, bids to be advertised in the Olean Times Herald for non-collusive closed sealed bids to be received up till 4:00pm on Tuesday, February 19, 2019 and opened up on Wednesday, February 20, 2019 at 7:05 pm, offered by Jill Hoopes, seconded by Linda Mascho.

**Motion to** the Town Clerk's Annual Report for 2018 in the amount of \$7,775.69 ,offered by Linda Mascho, seconded by Carolyn Carney. All approve.

**Motion for** Oakley Sortore to start the grant for the "Bar Screen", there will be three different resolutions that will be needed, waiting for the correction verbiage, offered by Jill Hoopes, seconded by Carolyn Carney.

Roll call: Russell Hall-aye, Jill Hoopes-aye, Carolyn Carney-aye, Linda Mascho-aye.

**UPDATE ON JUSTICE AUDIT**

Deputy Supervisor Russell Hall advised that he will get with Justin Bennett(Baldwin's Accounting) to complete all Justice Audits that need to be completed, he had worked on Justice Schurr's but advised he was not able to get to all records at the Court house needed to complete the process. There was around \$170.00 left in that Justice account, no funds missing . His advice was just to send in the balance in the account to the State. The current Justice Audit's are a couple years behind.

**Motion to approve** to appoint **Nathan Frutiger** to the Board of Assessment Review, offered by Linda Mascho, seconded by Jill Hoopes. All approve.

**FUEL FARM AGREEMENT**

Fuel Farm Agreement was tabled to look into the billing and to make sure 3% would cover price increases and to make sure it can be modified if needed.

**Update on CM Account for fuel farm**

**THE CM accounts for the Fuel farm are set up and will be utilized.**

Russ Hall, Oakley Sortore, Tiffany Bencoster and Justin Bennett, Christina Salmone met and the following transfers were explained and understood.

**Motion to approve the Water District Transfer:**

Transfer from:	SW1440.4	Engineer	\$5,000.00
	SW1910.4	Unallocated Insurance	2,012.00
	SW8320.1	Source of Supply Serv.	15,961.00
	SW8340.2	Meter Projects	144,450.00
	SW8340.4	Trans & Distrib	5,140.00
		<b>unanticipated revenue</b>	
	SW5731	BAN	300,000.00
		<b>TOTAL</b>	<u>\$472,563.00</u>
			=====

Transfer To:	SW9730.6	BAN Principal-Meter Project	\$472,563.00
		<b>TOTAL</b>	<u>\$472,563.00</u>
			=====

Offered By Jill Hoopes, seconded by Linda Mascho.

- Roll call vote: Russ Hall-aye
- Jill Hoopes-aye
- Carolyn Carney-aye
- Linda Mascho-aye

**Department Reports Received**

**HWY Reports**

**Town Justice Report**

**Town Clerk Report for December 2018**

**Waste Water Report**

**\*Controller for Emergency Generator needed.** It was discussed to look into further on repairing it.

**Police report**

**Public works Dept.**

**Water Systems Report**

**Cuba/Friendship Refuse Report**

**Dog Control Report**

**Special Districts Reports-** Dates used where in question. Per the Deputy Supervisor he would rather see more current dates(date up to the meeting) rather than a month ago. Does not have to be month to month.

**Code Enforcement report**

**Fuel Farm Report**

8:10 Motion to go into executive session to discuss a personnel matter OIC, B.J. Howe invited in, offered by Jill Hoopes, seconded by Carolyn Carney.

8:40 Motion to go out of executive session back into regular session offered by Linda Mascho, seconded by Jill Hoopes.

Motion to adjourn offered by Linda Mascho, seconded by Carolyn Carney.

8:41 adjourned

Respectfully submitted,

Patricia Schurr,  
Town Clerk