

Minutes

Town of Persia Board Meeting

Reorganization Meeting

8 West Main Street, Gowanda, NY 14070

January 11, 2024

Workshop at 6:30pm to discuss the 2024 Reorganization.

Supervisor John Walgus calls the meeting to order at 7:00pm.

All stand for the Pledge of Allegiance

- Today is the first meeting of the new year, the Honorable Mark Hebner will officiate the swearing in ceremony for our newly elected officials:

Supervisor John T. Walgus

Councilperson Theresa A. Girome (Previously sworn in on January 2nd)

Councilperson Seth H. Howard

Town Clerk Denise M. Trumpore

Highway Superintendent Daniel H. Ackley

Roll Call:

Supervisor: John T. Walgus: present

Councilmember: Theresa A. Girome: absent

Councilmember: Gloria J. Tomaszewski: present

Councilmember Robert O. Dingman: absent

Councilmember: Seth H. Howard: present

Others present:

Highway Superintendent: Daniel H. Ackley

Town Clerk: Denise M. Trumpore

Jack Broyles

Tenley Howard

Jarek Howard

Supervisor John T. Walgus: * I ask for a resolution to accept the financial statement from December. * We will need a resolution to designate the Gowanda Ambulance Service Corporation as the town's 911 service. * We will need to have a resolution for the Standard Workday for Elected and Appointed Officials. * We will also need to approve the Reorganization for 2024. * There are three budget transfers that need a resolution.

Highway Superintendent Daniel H. Ackley: *Read highway bills. * I ask for a resolution to sign the agreement for the expenditure of highway money. * Any trees that fell in the road from the last storm did not hit any power lines, so we were lucky there.

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Councilmember Robert O. Dingman: * absent

Councilmember Gloria J. Tomaszewski: * Read the Assessors email.

Councilmember Theresa A. Girome: absent

Councilmember Seth H. Howard: Read general bills.

Assessor Liz Lerow: * by email * Renewal applications for Agricultural and Senior Citizen Exemptions are being submitted and processed. Thus far 54% of Agricultural Assessments and 19% of Senior Citizen renewal applications have been returned. * These applications are due March 1, 2024. Applicants are encouraged to contact the Assessor's Office Monday – Friday, 8:00am – 5:00pm with any questions. We will have additional hours for exemption season in Persia from 8:30 – 11:30 January 8th, and 29th, as well as February 12th and 26th. Our extended town hours for exemption season can also be found online at: <https://maps.cattco.org/taxes/assessors.php>

The Assessing Office has corresponded with several property owners about their assessments, tax bills, and exemptions. * There were 7 property transfers in November. You can find more information about these sales here:

<https://www.cattco.org/real-property-andgls/sales>

Town Clerk Denise M. Trumpore *

Total transactions for December – 63

Total Collected: \$ 846.00

Towns Portion: **\$ 300.79**

* I ask for a resolution to approve the minutes from December 14th. * I would like to wish a Happy Birthday to a certain supervisor, who would like to remain anonymous.

RESOLUTION # 1 Audit of Claims

On a motion of Councilperson Howard

Seconded by Councilperson Tomaszewski

The following was

ADOPTED AYES – 3 Howard, Tomaszewski, Walgus

NAYS – 0

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RESOLVED that the bills contained on Abstract #13 & 1 for General and Highway have been reviewed by the Town Board and are authorized for payment in the following amounts:

Abstract 13- General Vouchers # 210 to # 220	Total: \$ 8,096.93
Abstract 13 - Highway Vouchers # 88 to # 91	Total: \$ 3,579.08
Abstract 1 - General Vouchers #1 to # 18	Total: \$ 26,796.77
Abstract 1 - Highway Vouchers #1 to # 1	Total: \$ 729.06

RESOLUTION #2 Approval of Minutes

On a motion of Councilperson Tomaszewski

Seconded by Councilperson Howard

ADOPTED AYES – 3 Tomaszewski, Howard, Walgus

NAYS - 0

RESOLVED to approve the minutes from December 14th.

RESOLUTION # 3 Financial Report

On a motion of Councilperson Howard

Seconded by Councilperson Tomaszewski

ADOPTED AYES – 3 Howard, Tomaszewski, Walgus

NAYS - 0

RESOLVED to accept the financial reports for December.

RESOLUTION # 4 Supervisors Report

On a motion of Councilperson Howard

Seconded by Councilperson Tomaszewski

ADOPTED AYES – 3 Howard, Tomaszewski, Walgus

NAYS - 0

RESOLVED to accept the Supervisor's Report for December
Ending Balances as of December 31, 2023, as follows:

General Fund Checking - \$25,878.17
General Fund Savings - \$ 439,354.92
Highway Fund Checking - \$ 45,923.87
Highway Fund Savings - \$ 180,468.90
Trust & Agency Payroll - \$ 7,784.54
Highway Reserve Fund - \$ 29,854.54
Building Reserve Fund - \$ 38,380.07

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RESOLUTION # 5 911 Service

On a motion by Councilmember Howard

Seconded by Councilmember Tomaszewski, Walgus

ADOPTED AYES – 3 Howard, Tomaszewski, Walgus
 NAYS – 0

RESOLVED to designate Gowanda Ambulance Service Corporation as the Town of Persia's 911 service.

RESOLUTION #6 Agreement for the Expenditure of Highway Moneys

On a motion of Councilmember Tomaszewski

Seconded by Councilmember Howard

ADOPTED AYES – 3 Tomaszewski, Howard, Walgus
 NAYS – 0

RESOLVED to sign the agreement for the expenditure of highway moneys.

RESOLUTION #7 Standard Workday for Elected and Appointed Officials.

On a motion of Councilmember Howard

Seconded by Councilmember Tomaszewski

ADOPTED AYES – 3
 NAYS – 0

RESOLVED that the Town of Persia establishes 6 hours as a standard workday.

RESOLUTION # 8 Reorganizational Meeting 2024

On a motion of Councilmember Howard

Seconded by Councilmember Tomaszewski

ADOPTED AYES – 3 Howard, Tomaszewski, Walgus
 NAYS – 0

RESOLVED to accept the Reorganization for 2024.

****2024 Reorganization Meeting****

1. The regular Town Board meetings will be held at 7:00 pm on the second Thursday of each month in the Persia Town Hall at 8 West Main Street.
2. The Community Bank will be designated as the Town's official depository. Coeternal arrangements will be made to secure Town's deposits for amounts over \$100,000.00 by the State Comptroller's guidelines.
3. The official newspaper will be the Dunkirk Observer.
4. The officers will be compensated for the use of their vehicles in the performance of their official duties of obligations at a rate of 50.5 cents per mile.
5. "Official Undertaking" The Town of Persia will enter an insurance bond (blanket) to cover all employees with a separate bond to cover the Tax Collector & Town Supervisor and Director of Finance for the warrant and a policy to cover any lawsuits against the Town of Persia employees and all elected officials of the Town.
6. Councilperson Robert O. Dingman Jr. appointed as Deputy Supervisor.
7. Impose a charge of \$20.00 on each check as a service charge to be added to any account owing to the Town of Persia where a check is returned for insufficient funds.
8. James Musacchio, attorney, will be contracted by the Town to give professional services and advice, as required.
9. Entered into a contract with Bahgat & Laurito – Bahgat for auditing, payroll, and bookkeeping services.
10. Petty Cash for the Town Clerk will be \$100.00. Petty Cash for Tax Collector will be \$100.00. Petty cash for the Justice will be \$100.00.
11. Town Board authorizes payment of claims for public utilities, postage, credit card, freight, and express charges before they are audited.
12. The Assessment Review Board will receive \$60.00 for their one-day service, and \$15.00 for schooling plus mileage.
13. Authorize the Highway Superintendent to purchase tools, equipment and implements during the calendar year without prior approval in an amount not to exceed \$1,000.00.
14. Phil Palen as local Historian.
15. No charges will be placed on Taxpayer's tax accounts for the calendar year 2024. This is for the second billing of unpaid taxes that are sent out in March.

16. Bi-weekly payroll checks be paid to full-time and monthly payroll checks to part-time employees.
17. Part-time highway employees will receive \$19.00 per hour.
18. Appoint Allen Jones as Deputy Highway Superintendent at the rate of \$21.00 per hour.
19. Daniel Ackley, Superintendent of Highways will receive a salary of \$46,350.00.
20. John Walgus, Town Supervisor, will receive a salary of \$10,300.00.
21. John Walgus is appointed Director of Finance and will receive a salary of \$1,030.00.
22. Council people Robert Dingman, Gloria Tomaszewski, Theresa Girome and Seth Howard will receive a salary of \$3,615.00.
23. Town Justice Mark Hebner will receive a salary of \$11,330.00 per year.
24. The Town Justice and Court Clerk may attend mandatory schooling and attend Cattaraugus County Magistrate meetings and be compensated for meals and mileage.
25. Appoint Jillian Crouse as Court Clerk, a part-time employee for the Town Justice will receive a salary of \$1,030.00 a month.
26. Appoint Tammy Grimmer as Dog Control Officer, a part-time employee at a salary of \$4,120.00
27. Enter into agreement with Kathy Hagner for \$450.00 a year for kennel/board service
28. Appoint Denise Trumpore as town cleaner.
29. Contract with Catt. Co. Real Property Service Dept. for assessing at \$11,564.00 ending 9/30/2025.
30. Appoint _____ as Code Enforcement Officer at the salary of \$4,120.00 plus mileage and submit a quarterly report.
31. Denise Trumpore, Town Clerk, Tax Collector & Notary Public will receive a salary of \$28,325.00.
32. Denise Trumpore, Registrar of Vital Statistics will receive a salary of \$1,030.00.
33. Appoint Tammy Grimmer as Deputy Town Clerk & Deputy Tax Collector, a part-time position at the rate of \$16.00 per hour.
34. Appoint Thomas Povhe and Joshua Liskow as Town Constables, and Thomas Harrison as Court Officer, all part-time employees for the Town Justice at the rate of \$16.00 per hour.
35. Recognized Holidays - New Year's Eve (half day), New Year's Day, Martin Luther's Day, President's Day, Good Friday, Memorial Day, Independence Day, Juneteenth, Labor Day, Columbus Day, Veteran's Day, Thanksgiving, and the Friday after, Christmas Eve, Christmas Day.

36. Appoint Thomas Povhe as Disaster Coordinator.
37. The Dog Control Officer will submit a voucher for expenses incurred and a report twice a year.
38. Appoint Supervisor John Walgus as Marriage Officer.
39. Any new hire will have to have a background check.
40. Appoint Melvin T. Shaw as Flood Plan Administrator.
41. Appoint Robert Dingman as Fair Housing Officer.
42. Appoint John Walgus as ADA Coordinator.
43. Appoint Gloria Tomaszewski and Theresa Girome as Equal Employment Opportunity Committee.
44. Impose a charge of \$1.00 per copy made.
45. Dog Control Officer not to spend more than \$200.00 without prior approval.

(See attached)

- * Highway Benefit Package**
- * Code of Ethics**
- * Procurement Policy**
- * Councilperson Assignments**
- * Payroll**
- * Planning & Zoning Board including Zoning Board of Appeals**
- * Constable Duties**
- * Sexual Harassment & Violence in the Workplace Policy including Investigation Committee**
- * Dog kennel/board contract with Kathy Hagner (K-9 Clippers)**
- * Board of Assessment Review Member Listing**
- * Cyber Security Policy**

*** Standard Operating Procedures for Employees concerning COVID**

*** Equal Opportunity Statement & Policy**

*** ADA Notice and Grievance Policy**

Town of Persia Highway Department
Compensation and Benefit Summary Effective
January 1, 2024

Wages:

Deputy Highway Supervisor: \$21.00 per hour

Full-time: \$18.00 per hour/\$19.00 with CDL

Part-time: up to \$19.00 per hour

Probation:

New hires are on a three (3) month probation period.

Recognized Holidays:

New Year's Day, Martin Luther Day, President's Day, Memorial Day, Independence Day, Juneteenth, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day and the Friday after Thanksgiving, Christmas Day, and three (3) personal days.

Vacation:

One week after one year of service.

Two weeks after three years of service.

Three weeks after ten years of service.

Sick Days:

Twelve days per year. May be accumulated for a total of 30 days.

Compensation Time: (bankable overtime hours)

May be accumulated up to 240 hours but must be used prior to December 31, 2024.

Call in Time:

A highway employee who is called in to work before or after regular work hours will get a four (4) hour call out.

Health Insurance:

A full-time employee who elects not to participate in the health coverage offered by the Town may be entitled to a buy-out of \$1,000.

A full-time employee who wishes to participate in the single coverage health insurance package shall pay 33% of the premium. The Town will cover 67% of the premium.

Clothing Allowance:

Employees shall be entitled to reimbursement up to \$250.00 for clothing appropriate for the work requirements. Requests for reimbursement shall be submitted to the Highway Superintendent before December 31, 2024, for approval.

Bereavement Leave:

Any employee who has had a death in his immediate family, (mother, father, brother, sister, spouse, child, current mother or father in-law, grandchild, grandparent, current sister or brother in-law shall be entitled to three (3) working days off with pay. Employees will be allowed one (1) day off for the purpose of attending the funeral in the event of the death of an aunt, uncle, niece, or nephew.

Jury Duty:

While an employee is on jury duty, the Town shall make up the difference between the amounts received by the employee for the jury duty and his regular straight time pay not to exceed a maximum per employee of thirty (30) working days per occurrence, provided:

1. The employee notifies the Highway Supervisor upon receipt of notice to report to jury duty.
2. Provides proof of having performed the jury duty service.

Dog Kennel/Board Agreement

This Agreement is between the **Town of Persia** and **Kathy Hagner – K-9 Clippers** located at 10901 North Road Perrysburg NY 14129.

- \$20.00 per day for kenneling/boarding any dog brought to **Kathy Hagner** by the Persia Dog Warden to kennel/boarding facility at 10901 North Road Perrysburg for up to seven (7) days for identified dogs and up to five (5) days for unidentified dogs as determined by local and NYS Agriculture law.
- Fees for claimed dogs will be paid by dog owner directly to the **Town of Persia**. A receipt will be issued to the dog owner who will then present said receipt to **Kathy Hagner** to have dog released. **Kathy Hagner** will bill the **Town of Persia for services rendered**.
 - Fees for unclaimed dogs will be paid by the **Town of Persia** to **Kathy Hagner**.
- The seizure fee of \$50.00 for each claimed dog will be paid by the owner to the **Town of Persia**.
- The Persia Dog Warden will be liable to pick up any dog left unclaimed after allotted time.
- The **Town of Persia** will pay **Kathy Hagner** \$450.00 per year for board/kennel service.

BOARD OF ASSESSMENT REVIEW MEMBER LISTING
2024

Charlie Roe
84 West Main Street
Gowanda, NY 14070
Term ends 9-30-2025

Jack Broyles
93 Walnut Street
Gowanda, NY 14070
Term ends 9-30-2025

Julie Kewley
29 Kewley Road
Gowanda, NY 14070
Term ends 9-30-2027

Joe Tomaszewski
9956 Broadway Road
Gowanda, NY 14070
Term ends 9-30-2028

Laura Spruce
39 Miller Street
Gowanda, NY 14070
Term ends 9-30-2024

2024 COUNCILPERSON ASSIGNMENTS

ROBERT DINGMAN

Deputy Supervisor
Cattaraugus County Watershed
Thatcher Brook Task Force
Disaster Coordinator
Railroads
Economic Development Committee
Library
Chamber of Commerce
Special Districts (Water/Sewer)
Fair Housing Officer

GLORIA TOMASZEWSKI

Historical Society
Town Court
Assessor
Christmas in Gowanda
Equal Opportunity Officer
Dog Control

THERESA GIROME

Planning Board and Zoning Board
Village of Gowanda
Board of Assessment Review
Code Enforcement
Town Clerk
Equal Opportunity Officer

SETH HOWARD

Highway
Special Districts (Water/Sewer)
Fire Districts
Building
Cemetery
Correctional Facility

2024 TOWN OF PERSIA PAYROLL

VACANT	CODE ENFORCEMENT OFFICER	\$4,120.00/YR
ACKLEY, DANIEL	HIGHWAY SUPERINTENDENT	\$46,350.00/YR
CROUSE, JILLIAN	COURT CLERK	\$1,030.00/MO
DINGMAN, ROBERT	COUNCILPERSON	\$ 3,615.00/YR
GATTIE, MIKE	HIGHWAY WORKER	\$20.00/HOUR
GIBBS, MATTHEW	HIGHWAY WORKER	\$20.00/HOUR
GIROME, THERESA	COUNCILPERSON	\$3,615.00/HR
GRIMMER, TAMMY	DOG CONTROL OFFICER	\$4,120.00/YR
GRIMMER, TAMMY	DEPUTY CLERK	\$16.00/HOUR
HARRISON, THOMAS	COURT OFFICER	\$16.00/HOUR
HEBNER, MARK	JUSTICE	\$11,330.00
HOWARD, SETH	COUNCILPERSON	\$3,615.00/YR
JONES, ALLEN	DEP. HIGHWAY SUPERINTENDENT	\$21.00/HOUR
LISKOW, JOSHUA	CONSTABLE	\$16.00/HOUR
MUSACCHIO, JAMES	PROSECUTOR	\$ 3,715.00/YR
MUSACCHIO, JAMES	ATTORNEY	\$ 3,221.00/YR
POVHE, THOMAS	CONSTABLE	\$16.00/HOUR
TOMASZEWSKI, GLORIA	COUNCILPERSON	\$3,615.00/YR
TRUMPORE, DENISE	TOWN CLERK	\$28,325.00/YR
TRUMPORE, DENISE	REGISTRAR OF VITAL RECORDS	\$1,030.00/YR
WALGUS, JOHN	SUPERVISOR	\$10,300.00/YR
WALGUS, JOHN	DIRECTOR OF FINANCE	\$ 1,030.00/YR

TOWN OF PERSIA CONSTABLE DUTIES

Town of Persia Court Officers are responsible for maintaining order and providing security in the courtroom and grounds.

Duties may include:

- *Provide security by standing in the courtroom and patrolling the courthouse.
- *Maintain order by removing or calming individuals, bar entry into courtroom of individuals who are not properly attired or behaved.
- *Physically restrain disruptive individuals.
- *Detain individuals until proper authority arrives.
- *Escort, guard and deliver material to deliberating juries.
- *Operate security equipment including magnetometers and hand-held screening devices.
- *Use established search procedures to assure that no weapons are brought into the courtroom.
- *Report inoperative equipment to supervisor.
- *Provide general information to individuals on court premises.
- *Carry a legal firearm in courthouse and grounds and meet qualifications and standards.
- *Have peace officer status and powers.
- * Patrol and issue parking violations on all designated roads.

2024
Town of Persia Planning Board

1-year term (ending - 1/1/2025): Richard Bridges 9840 Broadway Road –716- 698-2329
2-year term (ending -1/1/2026): Deb Brown 140 Walnut Street – 716-532-3132
3-year term (ending -1/1/2027): Albert Wilkins 9820 Broadway Road- 716-208-8491
4-year term (ending -1/1/2028): David L. Allen 8997 Persia Road – 716-257-9045
5-year term (ending -1/1/2029): Jack Broyles 93 Walnut Street – 716-532-0490

Alternate: Mark Hojnacki 10333 Skinner Hollow Road – 716-713-9406

2024
Town of Persia Zoning Board

1-year term (ending -1/1/2025): David L. Allen 8997 Persia Road – 716-257-9045
2-year term (ending -1/1/2026): Richard Bridges 9840 Broadway Road – 716-698-2329
3-year term (ending -1/1/2027): David Redman 9825 Broadway Road – 716-984-8345
4-year term (ending -1/1/2028): Mark Hojnacki 10333 Skinner Hollow Road – 716-713-9406
5-year term (ending -1/1/2029): Jack Broyles 93 Walnut Street – 716-532-0490

Alternate: Deb Brown – 140 Walnut Street – 716-532-3132

Meetings are held on the 3rd Monday of March, July, and November at 7:00pm.
Monday, March 18, 2024
Monday, July 15, 2024
Monday, November 18, 2024

All meetings will be held at the Persia Town Hall 8 West Main Street, Gowanda NY

2024
Zoning Board of Appeals

1-year term (ending – 1/1/2025): Chair Robert Tiller 153 Beech Street – 716-253-0817
2-year term (ending – 1/1/2026): Stanley Sajdak 40 Miller Street – 716-860-8589
3-year term (ending – 1/1/2027): Laura Spruce 39 Miller Street – 716-225-1567
4-year term (ending – 1/1/2028): Joe Tomaszewski 9956 Broadway Road – 716-713-1044
5-year term (ending – 1/1/2029): Wanda Koch 114 West Main Street – 716-560-6620

*** Members will be paid \$60.00 per meeting attended.**

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RESOLUTION #9 Budget Transfers

On a motion of Councilmember Howard

Seconded by Councilmember Tomaszewski

ADOPTED AYES – 3 Howard, Tomaszewski, Walgus
 NAYS – 0

RESOLVED to transfer \$1,000.00 from A1990.4 – APEICAL ITEMS – CONTENGENT to A1110.11 – JUSTICES – PERSONAL SERVICES – CLERK, \$169.00 from A1990.4 – SPECIAL ITEMS – CONTENGENT to A1320.4 – INDEPENDENT ACCOUNTING – CONTRACTUAL, \$450.00 from B8020.1 – PLANNING – PERSONAL SERVICES to B8020.4 PLANNING – CONTRACTUAL.

Hearing no objection, Supervisor Walgus closed the meeting with a moment of silence in memory of town residents Michael Sladich, Frances Chmiel, Edward Bean and Elizabeth Bixby at 7:25 pm.



Respectfully submitted,
Denise M. Trumpore
Town Clerk