

A regular meeting (and Organization) of the Town Board of the Town of Ashford, County of Cattaraugus, and the State of New York was held at the Ashford Community Center, 9377 Route 240, West Valley, on the 10th day of January, 2024, at 6:00pm with John A. Pfeffer Town Supervisor presiding

Present: John A Pfeffer, Supervisor

Jean M. Bond, Council

Angela M. Santiago, Council

Absent: James P. Boberg, Council

William J. Heim, Council

Present: Patricia R. Dashnaw, Town Clerk

Keith R. Buther, Highway Superintendent

Larry Feldman, Code Enforcement Officer

Others present: Legislator Joe Boberg, Sue Feldman (TOA), Max Borsuk (Springville Journal), Jean Kwasnik (TOA), Tim Dashnaw (TOA)

Supervisor Pfeffer called the organization meeting to order with the Pledge of Allegiance to the United States Flag.

RESOLUTION 1-2024

AUTHORIZE REVIEW OF TOWN OF ASHFORD ORGANIZATION

On motion of Council Santiago seconded by Council Bond the following resolution was

ADOPTED	Ayes	3	Pfeffer, Bond, Santiago
	Nays	0	

Resolved the following requirements for organization be reviewed and all action be voted on at the closure of the meeting.

Regular Town Board meetings will be held the second Wednesday of each month at 6:00p.m. The Town Board will follow Roberts Rules of Order for Meeting Procedure.

All appointed positions will be advertised prior to appointment except in the case of an emergency. Amendments can be made when necessary by action of the Town Board.

ANNUAL APPOINTMENTS:

Water District Clerk:	Town Clerk	\$7,500.00 plus authorized expenses
Supervisors Bookkeeper:	Susan Feldman	\$19.00/hr
Code Enforcement Officer:	Larry Feldman	\$14,000.00 plus authorized expenses (plus \$25 cell phone)
Town Historian:	William King	\$50.00
Town Historian:	Erin Parish	\$50.00
Justice Court Clerk:	Jean I. Kwasnik	\$17.00/hr not to exceed annual budget appropriated amount
Comm Center Building Custodian:	Larry Feldman	\$16.50/hr
Assistant Records Mngmt Officer:	Susan Feldman	\$19.00/hr not to exceed annual budget appropriated amount
Student Worker:	Zach Kwasnik	\$15.00/hr not to exceed 100 hours per year
Budget Officer:	William King	\$3,366.00
Youth Recreation Member:	Cassie Klahn	(to 2028)
Youth Recreation Youth Member:	Maggie Parish	
Planning Board:	Scott Irvin	(to 2028)
Planning Board Chairperson:	Andrea Mellon	
Board of Appeals Chairperson:	Eric Boberg	
Board of Appeals Member:	Charles Schichtel	(to 2028)
Dog Control Officer:	Samantha Smith	\$3,400.00 paid quarterly plus authorized expenses. The DCO will report appraisal of damage by domestic animals.
Youth Program Director	Amanda Lawrence	\$3,200.00
Board of Assessment Review:	Jamie Hebdon	(to 2028)
Board of Assessment Review:	John Kwasnik	(to 2027)
Board of Assessment Review:	Anthony Arnone	(to 2025)
Lead Water Operator:	Bill Sloand	\$40/day
Water Operators:	Tom Miller, John Patti	\$25/hour

2 YEAR APPOINTMENTS:

Compensation will be budgeted annually

Constable:	Mike Parish, Kasey Cummings, Todd Miller	\$17/hour 2 hour minimum, mileage, approved expenses
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4 YEAR APPOINTMENTS:

Compensation will be budgeted annually

First Deputy Town Clerk:	Jean I. Kwasnik	2024 budget \$17.00/hour
Registrar:	Town Clerk Patricia R. Dashnaw	included in salary
Deputy Registrar:	Jean I. Kwasnik	Same as Deputy Town Clerk

The Supervisor have certified as required by County Civil Service, Payroll for Highway and General.

The Supervisor be authorized to pay without previous authorization of the Board, electric, gas, telephone, West Valley Fire District #1 Pilot & tax, internet fees, bonds & notes together with interest, the safety & street lighting districts bills and NYS unemployment, Justice court fines & fees to State Comptroller, Water District electric bill, Environmental Facilities Corporation (EFC) approved bills as preaudit, Justice Grant, Department of Energy Grant, and highway employees health insurance custodial account deductible monthly charges.

The mileage allowance be the same as federal mileage rate of \$.67 per mile for official business. Origin and Destination to be submitted using Google Maps. No allowance for fuel.

Town Officials receiving fees belonging to the Town shall turn the money over to the Supervisor by the end of each month.

Town Officials are authorized to attend training sessions connected to their position as allowed by the contractual budgeted amount and shall submit an expense voucher to the Supervisor’s bookkeeper for process. The Town will pay expenses from each respective appropriation.

Town records and other property must be kept at all times in the Town Community Center, unless authorized by the Town Board with the exception of certain highway manuals etc. that pertain to the operations of the highway department.

The Town accepts State and County bid prices where applicable.

The depositors for Town funds be M&T Bank (currently), or Cattaraugus County Bank or NYCLASS for General Funds, Highway Funds, Justice Funds, Town Clerk Funds, Tax Collector Funds, Water Funds, and Investment Funds.

The petty cash funds be the Town Clerk-\$300.00, Code Enforcement Officer-\$100.00, and Town Justice- \$200.00.

All checks paid to the Town of Ashford for all departments returned for non-sufficient funds will be charged an additional \$20 NSF fee.

The Supervisor shall have the authority to invest funds in certificates of deposit in any local bank authorized to do business in New York State and agree with the Towns adopted investment policy. Deputy supervisor and Supervisors bookkeeper shall have bank signature authority for emergency purposes only.

The **Springville Journal** be the **official paper** for the Town of Ashford to also be used for public notices.

Members of the Planning Board and Zoning Board be paid \$25 per meeting. Chairperson will receive \$35 per meeting.

Members of the Board of Appeals be paid \$20.00 per meeting if they choose to be compensated and also be paid mileage and other approved expenses.

Members of the Assessment Board of Review, appointed in September for a five year term, shall be compensated a fee of \$90.00 per year. Chairperson will receive \$100.

The Attorney for the Town be compensated as per fees based on required services and approved by the Town Board.

Supervisor of the Town of Ashford, may enter into agreements with the Cattaraugus County Youth Bureau, New York State Division for Youth, to run the youth program if the Board agrees to enter into such an agreement.

Certification of work time be as follows:

- 1. For all elected and appointed officials who are considered to be part time or full time, the standard work day will be eight (8) hours for full time and 6 hours for part time.
- 2. For all Highway or full time employees, the standard workday will be eight (8) hours per day and hourly forty (40) hours per week.

The **Supervisor** be designated as **Director of Purchasing** for the Town of Ashford.

The Supervisor appoint **James P. Boberg** as Deputy Supervisor.

The Supervisor established standing Committees as follows:

Insurance-	Bond, Heim
Planning-	Boberg, Santiago
Highway-	Heim, Butcher, Boberg
Sidewalks and Buildings-	Santiago Butcher, Boberg
Animal Control and Constables-	Boberg, Santiago
Youth and Senior Citizens-	Bond, Santiago
Water District-	Bond, Boberg
Audit-	Bond, Heim

Committees required to give reports within 30 days after meetings

The Supervisor be authorized to contract for lawn mowing services for the Town of Ashford cemeteries and the individual cost to be approved by the Town Board. Individuals hired by the Town of Ashford outside of contracted mowing services will be paid \$16.50 per hour for 2024.

The Highway Superintendent be authorized to spend up to the sum of \$2,000.00 during the current year on small tools and other small items without prior authorization of the Town Board, however purchases must comply with the thresholds procurement policy

The Highway Superintendent appoints **Jason Foley** as Deputy Highway Superintendent.

SEXUAL HARASSMENT AND EQUAL OPPORTUNITY EMPLOYMENT; The Town will comply with all Federal and State regulations concerning sexual harassment and equal employment. Standard complaint form and required information available in the Town Clerk Office.

**TOWN OF ASHFORD
HIGHWAY EMPLOYEE PAY AND BENEFIT AGREEMENT
FOR THE YEARS 2024-2026
Refer to AGREEMENT BETWEEN
TOWN OF ASHFORD HIGHWAY DEPARTMENT AND TEAMSTERS LOCAL 264
BUFFALO, NEW YORK
AN AFFILIATE OF THE INTERNATIONAL BROTHERHOOD OF TEAMSTERS**

HEALTH INSURANCE; For the year 2024 the insurance carrier will be Highmark BCBS, Silver POS 7100. Each full time highway employee who is enrolled in the town's health insurance plan will contribute 15% of the cost of the premiums through payroll deductions. These amounts are only in effect while the employee is part of the insurance plan and an employee of the Town of Ashford. Any costs, in excess of these amounts will be paid by the employee. A payroll deduction will be available. If a policy is terminated for any reason, all payments will be terminated as of the termination date. An account has been established and managed by the insured individual and will be subject to the terms of the Health Savings Account (HAS) policy. The town will pay \$3,000.00 to this account on a monthly basis for each member of this plan. In the case of any employee having a break in service, job termination, or for any other reason, the Towns payments and insurance plan will be terminated. Any agreed costs to be paid, will be calculated on the total number of normal work hours the employee has worked during the fiscal year, excluding vacation and sick days. If any employee wishes to opt out of the Towns insurance plan the Town will compensate directly to the employee \$3,000.00, to be paid quarterly at \$750.00, payable under the same calculating conditions and terms as an employee having a break in service, job termination, or for any other reason and be paid as a normal payroll amount subject to taxes and withholdings.

Authorization of the following association memberships and fees to be paid:
General Town: Energy Communities Alliance, NYS Association of Towns, Southern Tier West
Supervisor: Cattaraugus County Supervisors Association, West Valley Citizen Task Force
Town Justice: NYS Justice and Clerk Associations, Cattaraugus County Magistrates Association
Highway Superintendent: Cattaraugus County Highway Superintendents Association, NYS Highway Superintendents Assoc.
Code Enforcement Officer: Niagara Builders Association, International Code Council
Town Clerk: NYS Town Clerks Association, Cattaraugus County Municipal Clerks Association, International Institute of Municipal Clerks Association, NYS Association of Tax Receivers and Collectors

Authorize the Supervisor to participate in and include the town in shared service agreements with Cattaraugus County.

Annual salaries of the Town Officials be set as follows, with the exception that elected or appointed officials who belong to the town insurance group choose option one or two. One, the town pay the single policy rate, not to exceed the established salary or the established cap as per highway employees agreement and if there are any remaining funds, they will be paid as the salary. Two, receive the established salary as set.

Supervisor	\$13,000.00	Highway Superintendent-	\$72,000.00
Town Justice	\$19,500.00	Town Clerk	\$20,100.00
Assessor-	\$17,000.00	Councilperson (each)	\$3,366.00

The Town adopt a written investment policy as follows:

The objectives of the investment policy of the local government are to minimize risk, to insure that investments mature when the cash is required to finance operations, and to insure a competitive rate of return in accordance with this policy, the Chief Fiscal Officer is hereby authorized to invest all funds including proceeds of obligations and reserve funds in:

- Certificates of Deposit issued by a bank or trust company authorized to do business in New York State
- Time deposit accounts issued by a bank or trust company authorized to do business in New York State

This written investment policy shall be a minimum policy for the Town of Ashford and the Supervisor who is the designated Investment Officer. The Supervisor shall report to the Town Board each month the results of transactions and review the investments with the Town Board acting as the Investment Policy Committee. The Committee shall monitor and advise on the limits of investments. They shall approve the banks to be used and advise on the limits of investments.

All other local government officials receiving money in their official capacity must deposit such funds in negotiable order of withdrawal accounts.

All investments made pursuant to this investment policy shall comply with the following condition:

COLLATERAL:

Certificates of deposit shall be fully secured by insurance of the Federal Deposit Insurance Corporation or by obligations of New York State or obligations of Federal agencies the principal and interest of which are guaranteed by the United States, obligations of New York State local government. Collateral shall be delivered to the local government or a custodial bank with which the local government has entered into a custodial agreement. The market value of collateral shall at all times equal or exceed the principal amount of the certificates of deposit. Collateral shall be monitored no less frequently than monthly, and the market value shall mean the bid or closing price as quoted in the Wall Street Journal or as quoted by another recognized pricing service. The town may choose the option to accept a pledge of a pro rata portion of a collateral “pool” as security for their deposits and investments. This requires that the town must take the necessary steps to ensure deposits and investments are properly secure, and the town should seek the advice of their legal counsel.

Written contracts shall be required for the purchase of all certificates of deposits.

A written contract shall be required with Custodial Banks.

Collateral shall not be required with respect to the direct purchase of obligations of New York State, obligations of the United States, and obligations of federal agencies, the principal and interest of which are guaranteed by the United States Government.

Within sixty (60) days of the end of the fiscal year along with the annual report of the Supervisor, there shall be prepared for the Town Board acting as the Investment Committee, an annual report of the year’s transactions.

The Town Board shall review and approve the annual investment report if practicable, at its annual audit meeting

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The Town of Ashford shall adopt Competitive Bidding Threshold Procurement Guidelines as follows:

1. Determine by Committee if or if not the Procurement is subject to competitive bidding. Public works contracts \$35,000.00 and Purchase contracts \$20,000.00 or more
2. If not subject to competitive bidding a minimum of two prices must be received.
3. The method used for procurement policy will be determined by line #1 above.
4. All quotes or bids shall be recorded in the minutes of the Town meetings. If a bid is the awarded bid price for equipment it, shall be recorded in the Town’s assets records.
5. If a contract of purchase is awarded to other than the lowest responsible dollar offer, justified documentation of the action shall be recorded in the Town’s minutes.
6. The Town Board shall solicit comments and review this policy annually.
7. The minimum threshold shall be \$2,000.00, items less will not require two prices, items over will be subject to this policy. Items \$2,000.00 and up-quotes must be in writing. Items \$2,000.00 and less-quotes can be verbal by telephone, or by other methods.
8. Governing Board of the Town of Ashford is authorized to participate in the United States Communities Governmental Purchasing Alliance and that the Town of Ashford or designee is authorized to register for the United States Communities program on behalf of the Town of Ashford.

Town Board members reviewed and approved the job descriptions provided for Supervisors Bookkeeper, Justice Court Clerk, Building Cleaning, Water Operator, Lead Water Operator, Budget Officer, and Clerical/Secretary. Job descriptions on file in the Town Clerk office.

RESOLUTION 2-2024

APPROVAL OF TOWN OF ASHFORD ORGANIZATION

On motion of Council Bond seconded by Council Santiago the following resolution was

ADOPTED	Ayes	3	Pfeffer, Bond, Santiago
	Nays	0	

Resolved the Organization of the Town of Ashford be based on all actions of these entire minutes the Town Board unanimously approved.

RESOLUTION 3-2024

ADJOURN ORGANIZATION MEETING

On motion of Council Bond seconded by Council Santiago the following resolution was

ADOPTED	Ayes	3	Pfeffer, Bond, Santiago
	Nays	0	

Resolved the Organizational meeting be adjourned and move to Regular Town Board Meeting at 6:03pm.

REGULAR TOWN BOARD MEETING called to order at 6:03

RESOLUTION 4-2024
APPROVAL OF AGENDA

On motion of Council Bond seconded by Council Santiago the following resolution was
ADOPTED Ayes 3 Pfeffer, Bond, Santiago
Nays 0

Resolved the Town Board of the Town of Ashford hereby approve the agenda with addition of County Planning Board comments for Proposed Solar Law in New Business.

Legislator Joe Boberg addressed the board with DPW projects affecting Ashford: Route 240 and Depot Street.

Council Bond had question regarding communication during prolonged power outages. Supervisor Pfeffer responded with the numerous issues and correspondence taking place to open a warming center at the Community Center and the West Valley Fire Hall. Residents were able to use the facilities to charge phones to stay connected for further communications.

RESOLUTION 5-2024
APPROVAL OF CONENSUS ITEMS

On motion of Council Santiago seconded by Council Bond the following resolution was
ADOPTED Ayes 3 Pfeffer, Bond, Santiago
Nays 0

Resolved hearing no objections, Agenda Item F1 through F9 be and are approved by the Town Board of the Town of Ashford, and shall be listed individually as follows in the minutes of this meeting:

1. December Assessors Report	8. December Audit of Claims:		
2. December Code Enforcement Report	General Fund	No. 1 350-353,2-17	\$43,660.46
3. December 13, 2023	Highway Fund	No. 278, 1-8	\$15,005.91
4. December Supervisors Financial Report	Water District	No. 1 through 2	\$1,513.57
5. December Town Clerk Report	Trust & Agency	No. 118 through 128	\$13,720.21
6. December Highway Expense & Fuel Report	Light District	No. 3	\$873.88
7. December Dog Control Report (and November)	9. End of Year Audit of Claims:		
	General Fund	No. 354 through 361	\$1,034.96
	Highway Fund	No. 279 through 280	\$2,627.23
	Water District	No. 103 through 104	\$235.99

SUPERVISORS MANAGEMENT REPORT:

- A new nuclear meeting will be in Hanford for any board members who wish to attend.
- People are responding to the Water Pipe Survey
- Direct Deposit is in place for Highway workers
- Board members are asked to present grant priorities for the grant writer. DOE has a community development grant and letter of interest is due soon. Supervisor Pfeffer will send in the letter of interest.
- ECA grant to study erosion at site is requested
- The Cattaraugus County Legislature Representatives for Ashford (Mr. Boberg, Mr. Brisky, Mr. Helmich, Ms Schroder) presented *Act. No 589-2023 Requesting the Department of Energy to Develop a New Grant Program Based on the DOE Infrastructure PILOT Program*, which was adopted by the Legislature by voice vote.

Highway: Superintendent Butcher reported the union contract copies have not yet been received and with the new year, the contract needs to be available. Hazard Mitigation projects are being researched. Many downed trees due to high winds have been removed from roads with the help of the highway department and fire department.

RESOLUTION 6-2024
AUTHORIZE TRASH REMOVAL ADVERTISEMENT

On motion of Council Bond seconded by Council Santiago the following resolution was
ADOPTED Ayes 3 Pfeffer, Bond, Santiago
Nays 0

Resolved Town Clerk advertise for spring trash pickup to start April 29 with tire/large appliance drop off on May 4 for review at the Regular Town Board Meeting March 2024 at 6:15.

Supervisor Pfeffer reminded the water committee of the last (2) year’s resolutions to research water meter options.

RESOLUTION 7-2024
APPROVAL OF THE ERIE COUNTY SPCA AGREEMENT

On motion of Council Santiago seconded by Council Bond the following resolution was
ADOPTED Ayes 3 Pfeffer, Bond, Santiago
Nays 0

Resolved The Town of Ashford Board approve of the agreement with the Erie County SPCA for Ashford dog control.

RESOLUTION 8-2024
APPROVAL OF SOLAR LAW MODIFICATIONS

On motion of Council Bond seconded by Council Santiago the following resolution was
ADOPTED Ayes 3 Pfeffer, Bond, Santiago
Nays 0

Resolved Ashford Town Board approve the modifications of the Town of Ashford Solar Local Law in accordance with the recommendations of the Cattaraugus County Planning Board.

Legislator Boberg informed the board the property owners surrounding the abandonment of the old Buttermilk Road have had resolution from the County regarding ownership.

A motion was made by Bond seconded by Santiago and carried that the meeting be adjourned at 6:30pm. (All aye)