

***Hinsdale Town Board  
and the 2023 Reorganizational  
Meeting Minutes***

January 2, 2024

**I. Call to order**

Supervisor VanDeCar called to order the Reorganizational meeting for 2024 and the regular meeting of the Hinsdale Town Board at 7:00pm on January 2, 2024 at the Town Board Room. The pledge was recited.

**II. Roll call**

The following persons were present: -Jeffrey VanDeCar Supervisor, Ronald Brown, Joseph Noll- Board members, Ann Carr- Town Clerk, Hwy Supt. Jeremy Guthrie, Court Justice Jenks And Dan Adams-Resident. Absent Gerald Maerten- Councilman

**III. Approval of minutes from last meeting**

Clerk Carr presented the minutes from the last meeting. The minutes were approved as presented by a motion from Councilman Brown. Seconded by Councilman Noll. Ayes all. Councilman Maerten-Absent

**IV. Town of Hinsdale Reorganizational Meeting**

January 9, 2023

**V. Motion made to pass Resolutions # 1 thru 20 and the Supervisor's Appointments for 2024 made by Councilman Brown. Seconded by Councilman Noll. Ayes all Councilman Maerten- Absent.**

**Resolutions**

**1-2024:** The "***regular***" town board meetings throughout the year of 2024 will be held at 7:00 p.m. on the second Monday of the month in the boardroom of the town hall in the Town of Hinsdale. ***Exception*** when the second Monday is a National Holiday. On such occasions the regular meeting will be held on the second Tuesday of the month.

**2-2024:** In the event of future pandemics and to ensure the health and safety of our town employees and the general public, "***Regular and Special Meetings***" may be conducted remotely by utilizing the ZOOM meeting platform.

**3-2024:** Designating the following banks and trust companies as the depositories where town officials shall deposit all monies coming into their hands. Five Star Bank, Community Bank N.A., and Cattaraugus County Bank.

**4-2024:** Authorizing Jeffrey VanDeCar, Ronald Brown and Ann Carr to act as signatories for all Town Bank Accounts as per the Five Star Bank Resolution.

**5-2024:** Authorizing the Town Tax Collector to designate Five Star Bank as the official depository for the collection of the 2024 Town, County and Fire District's property taxes to be held in an interest-bearing account.

**6-2024:** Authorizing the Town Supervisor to invest the Town's monies as they become available, as allowed under the laws of the State of New York and the Town's Investment Policy in the approved depositories.

**7-2024:** Designating the Olean Times Herald as the Town of Hinsdale's official Newspaper.

**8-2024:** Establishing the 2024 mileage rate at the Federal rate of \$0.67 (67 Cents) per mile for approved 2024 travel for all town employees. Where this rate will be adjusted with changes in the Federal mileage reimbursement rate which may occur during the year.

**9-2024:** Authorizing an Agreement between the Town Board and Highway Superintendent to expend up to \$427,500.00 for the repairs and maintenance of the fifty-four (54) miles of road.

**10-2024:** Authorizing the Highway Superintendent to purchase tools and equipment with costs less than \$300.00 without Town Board approval. All other purchase must follow the Towns procurement policy of 2009.

**11-2024:** Authorizing the Highway Superintendent to purchase supplies, material and services utilizing the New York State and Cattaraugus County bids. Whereas, purchases from any other sources must follow the purchasing laws of the State of New York and the Town of Hinsdale purchasing policy.

**12-2024:** Authorizing the Building and Code Enforcement Official to collect all fees for licenses and permits and to turn over all collected fees to the Town Clerk monthly.

**13-2024:** Requesting the Town Clerk, Town Justice, Code enforcement and Water Collector to meet with the Town Board prior to February 22, 2024 for the purpose of

an official review and reconciliation of their financial books and monies they received during 2023.

**14-2024:** Authorizing that there will be not be a late notice fee for tax collection in March for 2024 Town and County Taxes.

**15-2023:** Authorizing the Town Tax Collector to bill the Rehabilitation Centers, Inc. for the 2024 PILOT payment.

**16-2023:** Authorizing the Tax Collector to issue a corrected tax bill to 3165 Route 16 N., LLC for parcels 85.12-1-39.1 and 85.012-1-39.1/3

**17-2024:** Authorizing Jeffrey VanDeCar, Town Supervisor and Diane Finch, Bookkeeper to make electronic transfers among bank accounts to pay all bills and payrolls approved by the Town Supervisor and Town Board.

**18-2024:** The regular work hours of the Highway Dept. will be scheduled as follows:  
Summer Hours – Monday thru Friday 7:00am – 3:30pm (April 4 thru Nov. 6)  
Winter Hours – Monday thru Friday 6:00am – 2:30pm (Jan 1 thru April 3 and Nov. 7 thru Dec. 31). The Highway Superintendent may request the Town Board to change the established work hours.

**19-2024:** The Town Supervisor is authorized to amend and transfer funds between accounts for any appropriation accounts that may have been over expended for the 2023 fiscal year.

**20-2024:** Establishing the annual salaries and compensation for town elected officials and appointed employees as appropriated in the Adopted 2024 budget.

<u>Annual</u>		
<u>Position</u>	<u>Compensation</u>	<u>Pay Frequency</u>
Town Supervisor	\$ 8,425.00	Quarterly
Town Councilmen (4)	\$ 2,120.00 (each)	Quarterly
Deputy Town Supervisor	\$ 600.00	Quarterly
Town Justice	\$12,720.00	Quarterly
Town Clerk	\$ 10,200.00	Quarterly
Tax Collector	\$ 3,280.00	Quarterly
Highway Superintendent	\$52,500.00	Bi-Weekly
Budget Officer	\$ 1,535.00	Quarterly
Justice Clerk	\$ 17.75 per hour	Bi-Weekly
Assessor	\$15,900.00	Bi-Weekly
Code Enforcement Officer	\$ 8,850.00	Bi-weekly

Town Historian	\$ 850.00	Quarterly
Bookkeeper	\$ 10,600.00	Bi-weekly
Dog Control Officer	\$ 4,000.00	Bi-weekly
Deputy Town Clerk	\$ 530.00	Annually
Water Superintendent	\$ 5,725.00	Quarterly
Water Meter Reader	\$ 424.00	Quarterly
Water Collector	\$ 1,750.00	Quarterly
Water Meter Repairs	\$ 25.00 per hour	By Voucher
Sidewalk Plowing	\$ 35.00 per run	By Voucher
Court Officer	\$ 17.75 per hour	Bi-weekly
Registrar of Vital Statistics	Fees Collected	Quarterly
Board of Assessment Review	\$ 150.00(each)	by Voucher

### **Appointments 2024**

Deputy Supervisor:	Ronald Brown
Bookkeeper:	Diane Finch
Budget Officer:	Jeffrey VanDeCar
Deputy Highway Superintendent:	Tim Tuttle
Deputy Town Clerk/Tax Collector:	Candace Gaylor
Court Clerk:	Susan Talbott
Court Officer	Cynthia Nupp
Court Officer	Village of Portville Police Department
Dog Control Officer:	Cynthia Nupp
Building and Code Enforcement:	Ryan Reed
Flood Plan Administrator:	Ryan Reed
Historian:	Stephen Clute
Planning Board:	Susan Folts, Leon Buckwalter, Charles Struble
Youth Commission:	Nanci Hurlburt, Amie Hurlburt Peck and William Moran
Water Dept. Superintendent:	Greg Church
Meter Reader:	Susan VanDeCar
Water Billing and Collector:	JoAnn Bishop

### **VI. Supervisor's Report: Received Dec. 2022**

- a) 2023 year-end financial reports will be distributed when received

- b) A Capital reserve 6-month CD has been opened at Five Star Bank in the amount of \$517,500.00 at 4.5% interest. Matures on 6/27/2024
- c) Motion made to appoint Dan Adams as Councilman upon receipt of the declination of Scott Linderman for the vacant seat of Town Councilman for the rest of the 2024 calendar year.
- d) Supervisor VanDeCAr gave the board an update on the Verizon Outages.
- e) Charter/Spectrum Will have price increases on January 30, 2024.
- f) Inspection of the Clerks, Justice and the Water Departments books will be conducted in February.

**VII. Highway Supt. Report:**

- a) Highway Supt. Guthrie discussed with the Board about the reopening of 300 Feet of Ford Miles Rd. as it was officially closed in 1972 but the Town has been plowing it for the last 45 years. He stated he either wanted to open it officially with a proper turn around and signage on the road so that it was legal to plow or stop plowing because it is illegal for the Town to plow a private rd.

**VIII. Dog Control Report: None received**

**IX. Town Clerk's Report: Will be distributed by email**

**X. Justice Report: Received November & Decembers to be distributed by email when received.**

**XI. Code Enforcement: None received**

**XII. Water Dept. Report: Received Dec. 2023**

**XIII. Open Issues:**

- a) Grant writers are working on Grants for the Shared Dog Kennel. Our Senators will write a letter of support also.

**XIV. New business**

- a) Motion to sell 2 universal back racks for full size pickups, minimum bid \$25.00 and a rolling computer desk, minimum bid \$20.00 as sealed bids and will advertise in the Olean Times Herald and the Town's Web site made by Councilman Brown. Seconded by Councilman Noll. Ayes all. Councilman Maerten-Absent.

- b) Motion made to sell pick-up sander insert which was replaced in April of 2023 on Auctions International made by Councilman Brown. Seconded by Councilman Noll Ayes all. Councilman Maerten- absent.
- c) Motion made to scrap (2) obsolete copiers at Ben Weitsman of Allegany made by Councilman Noll. Seconded by Councilman Brown. Ayes all. Councilman Maerten- Absent.
- d) Motion made to request bids for the mowing of Town Hall, Main St Park, Food Pantry/Museum and Creek Rd. Cemetery made by Councilman Noll. Seconded by Councilman Brown. Aye all. Councilman Maerten- Absent.
- e) Motion made to request bids for the replacement of sidewalks on the north side of North Main St, beginning at Flanigan Hill Rd. made by Councilman Brown. Seconded by Councilman Noll. Ayes all. Councilman Maerten- Absent.
- f) Motion to request quotes for the roof replacement and chimney repair of the town building used as the Hinsdale/Ischua Food Pantry made by Councilman Noll. Seconded by Councilman Brown. Ayes all. Councilman Maerten- Absent.
- g) Motion to appoint Councilman Maerten as our Association of Towns delegate made by Councilman Brown. Seconded by Councilman Noll Ayes all. Councilman Maerten- Absent.

**XV. Motion to pay the bills for Abstract 12A of 2023 and Abstract 1 of 2024 made by Councilman Brown. Seconded by Councilman Noll. Ayes all**

<b>Abstract 12A of 2023</b>	<b>General Fund Claims:</b>	<b>225 thru 232</b>	<b>- \$ 1,694.74</b>
	<b>Highway Fund Claims:</b>	<b>169 thru 177-</b>	<b>\$32,192.68</b>
<b>Abstract 1 of 2024</b>	<b>General Fund Claims:</b>	<b>01 thru 19 -</b>	<b>\$7,480.48</b>
	<b>Highway Fund Claims:</b>	<b>01 thru 9-</b>	<b>\$127,892.66</b>
	<b>Water Fund Claims:</b>	<b>01 thru 3</b>	<b>\$ 629.43</b>

**XVI. Adjournment: Motion to adjourn the meeting made by Councilman Noll. Seconded by Councilman Brown. Ayes all**

Supervisor VanDeCar adjourned the meeting at 9:10pm.

Minutes submitted by: Ann L Carr

Minutes approved by: