MONTHLY MEETING AND ORGANIZATIONAL MEETING; TOWN OF LEON; January 11, 2024

The monthly meeting and organizational meeting of the Town Board of the Town of Leon, Cattaraugus County, New York was held at the Town Hall, 12195 Leon-New Albion Road, Conewango Valley, NY on the 11th day of January 2024.

PRESENT: Fred Filock --- Supervisor

 Lynn Milliman --- Councilman

 Jackie Ellis --- Councilwoman

 Calvin Milliman --- Councilman

 Doug Keppel --- Councilman

 Joel Fiebelkorn --- Highway Superintendent

 Sheila Fiebelkorn --- Clerk

Residents - 0 Guests - 0

Supervisor F. Filock called the meeting to order at 7:00PM.

**CLERK REPORT**

Collected $160.00 for hunting licenses, dog licenses, and a marriage license. $68.82 for local shares was submitted. Tax collection has begun. Oaths of office were completed for Fred Filock, Doug Keppel and Lynn Milliman.

**HIGHWAY SUPERINTENDENT REPORT**

Snow plowing and repairing equipment. Discussed need for generator with recent power outage. Town clerk to run ad for bid request.

**SUPERVISORS REPORT**

Highway was over budget in 2023. Discussed the following resolutions.

Resolution 1-2024

**BUDGET TRANSFERS**

On a motion by Supervisor F. Filock, seconded by Councilman L. Milliman, the following was

ADOPTED Ayes 5 J. Ellis, L. Milliman, F. Filock, C. Milliman, D. Keppel

 Nays 0

We resolve to allow the following budget transfer:

General Fund

$380.00 FROM 1990.4 CONTINGENT

$380.00 TO 1910.4 UNALLOCATED INSURANCE

$180.00 FROM 1910.8 EMPLOYEE BENEFITS – NYS RETIREMENT

$180.00 TO 9060.8 EMPLOYEE BENEFITS – HOSPITAL AND MEDICAL

Resolution 2-2024

**BUDGET TRANSFERS**

On a motion by Supervisor F. Filock, seconded by Councilman C. Milliman, the following was

ADOPTED Ayes 5 J. Ellis, L. Milliman, F. Filock, C. Milliman, D. Keppel

 Nays 0

We resolve to allow the following budget transfer:

Highway Fund

$616.00 FROM 5142.1 SNOW REMOVAL - PERSONAL

$616.00 TO 5110.4 GENERAL REPAIRS - CONTRACTUAL

$3835.00 FROM 5142.4 SNOW REMOVAL - CONTRACTUAL

$3835.00 TO 5130.4 MACHINERY – CONTRACTUAL

$78.00 FROM 9010.8 EMPLOYEE BENEFITS – NYS RETIREMENT

$78.00 TO 5130.4 MACHINERY - CONTRACTUAL

$729.00 FROM 9030.8 EMPLOYEE BENEFITS – SOCIAL SECURITY

$729.00 TO 5130.4 MACHINERY - CONTRACTUAL

$5,449.00 FROM 9060.8 EMPLOYEE BENEFITS – HOSPITAL AND MEDICAL

$5,449.00 TO 5130.4 MACHINERY - CONTRACTUAL

$1750.00 FROM 9065.8 EMPLOYEE BENEFITS – MEDICAL BUYOUT

$1750.00 TO 5130.4 MACHINERY – CONTRACTUAL

Resolution 3-2024

**BUDGET MODIFICATION**

On a motion by Supervisor F. Filock, seconded by Councilman L. Milliman, the following was

ADOPTED Ayes 5 J. Ellis, F. Filock, L. Milliman, C. Milliman, D. Keppel

 Nays 0

We resolve to allow the following budget modification:

The Town resolves to modify its Highway Fund budget for an increase in Revenue.

Increase to the Sales Tax Distribution revenue budget DA1120 in the amount of $38,302.14

Increase to the Interest and Earnings revenue budget DA2401 in the amount of $2,166.64

Increase to the Sales and Scrap revenue budget DA2650 in the amount of $550.27

Increase to the General Repairs – Contractual expense budget DA5110.4 in the amount of $41,019.05

The funds to cover the increases will come from increases in sales tax, interest, and sales of scrap revenues.

Resolution 4-2024

**REAPPOINTMENT OF REGISTRAR OF VITAL STATISTICS**

On a motion by Supervisor F. Filock, seconded by Councilman L. Milliman, the following was

ADOPTED Ayes 5 J. Ellis, F. Filock, L. Milliman, C. Milliman, D. Keppel

 Nays 0

Resolved that Sheila Fiebelkorn has been reappointed as Registrar of Vital Statistics.

Resolution 5-2024

**REAPPOINTMENT OF DEPUTY REGISTRAR OF VITAL STATISTICS**

On a motion by Councilman L. Milliman, seconded by Supervisor F. Filock, the following was

ADOPTED Ayes 5 J. Ellis, L. Milliman, F. Filock, C. Milliman, D. Keppel,

 Nays 0

We resolve to reappoint Jackie Ellis as Deputy Registrar of Vital Statistics.

Resolution 6-2024

**DESIGNATION OF DEPOSITORIES**

On a motion by Councilwoman, J. Ellis, seconded by Councilman C. Milliman, the following was

ADOPTED Ayes 5 J. Ellis, L. Milliman, F. Filock, C. Milliman, D. Keppel

 Nays 0

Resolved that, pursuant to Section 64 of the Town Law, Cattaraugus County Bank, Little Valley, is hereby designated as depository of all the monies received by the Supervisor, Town Clerk, Tax Collector, and Town Justice.

Resolution 7-2024

**OFFICIAL NEWSPAPER**

On a motion by Councilman D. Keppel, seconded by Councilwoman J. Ellis, the following was

ADOPTED Ayes 5 J. Ellis, L. Milliman, F. Filock, C. Milliman, D. Keppel

 Nays 0

Resolved that the Jamestown Post Journal will be the Town of Leon’s official newspaper.

Resolution 8-2024

**SUPERVISOR’S YEARLY REPORT**

On a motion by Councilwoman J. Ellis, seconded by Councilman D. Keppel, the following was

ADOPTED Ayes 5 J. Ellis, L. Milliman, F. Filock, C. Milliman, D. Keppel

 Nays 0

Resolved that in lieu of the annual financial report, the Supervisor shall submit to the Town Clerk, within 60 days after the close of the fiscal year, a copy of his/her report to the State Comptroller, and the Town Clerk is hereby required to publish a summary of the same within 10 days in the official newspaper.

Resolution 9-2024

**MEETING DATES**

On a motion by Supervisor F. Filock, seconded by Councilman C. Milliman, the following was

ADOPTED Ayes 5 J. Ellis, L. Milliman, F. Filock, C. Milliman, D. Keppel

 Nays 0

Resolved that the regular monthly meetings of the Leon Town Board for 2024 will be held at 7:00PM at the Leon Town Hall on the 2nd Wednesday of each month.

Resolution 10-2024

**PROCUREMENT POLICY**

On a motion by Councilman L. Milliman, seconded by Councilwoman, J. Ellis, the following was

ADOPTED Ayes 5 J. Ellis, L. Milliman, F. Filock, C. Milliman, D. Keppel

 Nays 0

Resolved that the Procurement Policies and Procedures of the Town of Leon as adopted January 14, 1992, amended February 9, 1999 and January 10, 2018 are renewed with amendments.

Resolution 11-2024

**INVESTMENT POLICY**

On a motion by Councilman C. Milliman, seconded by Councilman L. Milliman, the following was

ADOPTED Ayes 5 J. Ellis, L. Milliman, F. Filock, C. Milliman, D. Keppel

 Nays 0

Resolved that the Investment Policy of the Town of Leon as amended January 9, 1996, is renewed with no changes.

Resolution 12-2024

**PAY PERIODS**

On a motion by Councilman D. Keppel, seconded by Councilwoman J. Ellis, the following was

ADOPTED Ayes 5 J. Ellis, L. Milliman, F. Filock, C. Milliman, D. Keppel

 Nays 0

Resolve that pay periods for employees of the Town of Leon are set as follows:

**Bi-Weekly –** Superintendent of Highways and Highway employees

**Monthly** – Assessor, Code Enforcement Officer, Dog Control Officer, Justice, Supervisor, Town Clerk, Accounting Firm, Budget Officer, and Cemetery Records Keeper

**June/December –** Deputy Highway Superintendent, insurance buy out employees and kennel fees

**March, June, September, December –** Councilpersons

**December –** Historian, Deputy Supervisor, Registrar

Resolution 13-2024

**MILEAGE REIMBURSEMENT RATE**

On a motion by Councilwoman J. Ellis, seconded by Councilman L. Milliman, the following was

ADOPTED Ayes 5 J. Ellis, L. Milliman, F. Filock, C. Milliman, D. Keppel

 Nays 0

Resolve that the mileage rate for reimbursement to town officials who use their personal vehicle for town business is set at 67 cents per mile.

Resolution 14-2024

**TOWN ATTORNEY**

On a motion by Supervisor F. Filock, seconded by Councilman D. Keppel, the following was

ADOPTED Ayes 5 J. Ellis, L. Milliman, F. Filock, C. Milliman, D. Keppel

 Nays 0

Resolved that the attorneys for the Town of Leon will be Robbins and Johnson P.C.

Resolution 15-2024

**HAZARD MITIGATION PLAN**

On a motion by Councilman L. Milliman, seconded by Councilman C. Milliman, the following was

ADOPTED Ayes 5 J. Ellis, L. Milliman, F. Filock, C. Milliman, D. Keppel

 Nays 0

Resolved that the Cattaraugus County Hazard Mitigation Plan be adopted.

Resolution 16-2024

**EMPLOYEE RETIREMENT SYSTEM**

On a motion by Councilman C. Milliman, seconded by Councilman D. Keppel, the following was

ADOPTED Ayes 5 J. Ellis, L. Milliman, F. Filock, C. Milliman, D. Keppel

 Nays 0

We have made a resolution and affidavit of posting for all appointed and elected officials, who are members of the NYS Retirement System to include:

**Joel Fiebelkorn/Highway Superintendent,** 8 hour work day, term expires 12/31/27, has submitted record of work activities and works 21.67 days per month.

**Sheila Fiebelkorn/Town Clerk,** 8 hour work day, term expires 12/31/25, has submitted record of work activities and works 4.13 days per month.

**Holly Abers/Justice,** 8 hour work day, term expires 12/31/24, will submit record of work activities and works 1.5 days per month.

Resolution 17-2024

**APPROVAL OF MINUTES**

On a motion by Councilwoman J. Ellis, seconded by Councilman C. Milliman, the following was

ADOPTED Ayes 5 J. Ellis, F. Filock, L. Milliman, C. Milliman, D. Keppel

 Nays 0

Resolved that the December 2023 regular board meeting minutes be accepted as submitted.

Resolution 18-2024

 **FINANCIAL REPORT**

On a motion by Councilman L. Milliman, seconded by Councilwoman J. Ellis, the following was

ADOPTED Ayes 5 J. Ellis, F. Filock, L. Milliman, C. Milliman, D. Keppel

 Nays 0

Resolved that the December 2023 Financial Report be accepted as submitted.

Resolution 19-2024

**AUDIT OF CLAIMS**

On a motion by Councilman D. Keppel, seconded by Supervisor F. Filock, the following was

ADOPTED Ayes 5 J. Ellis, F. Filock, L. Milliman, C. Milliman, D. Keppel

 Nays 0

Resolved that the bills be paid as follows:

General $5,248.36 Highway $19,654.04 Light District $245.82

**CODE ENFORCEMENT REPORT**

 11 calls, 6 inspections, 1 permit, 1 violation. $25.00 submitted.

Resolution 20-2024

**MEETING ADJOURMENT**

On a motion by Councilman D. Keppel, seconded by Councilman L. Milliman, the following was

ADOPTED Ayes 5 J. Ellis, F. Filock, L. Milliman, C. Milliman, D. Keppel

 Nays 0

Resolved that the meeting was adjourned at 7:40 PM.

Sheila Fiebelkorn, Leon Town Clerk