

**TOWN OF MANSFIELD
REGULAR & ANNUAL ORGANIZATIONAL MEETING
HELD AT THE MANSFIELD TOWN HALL
IN EDDYVILLE
JANUARY 22, 2024 AT 7:00 P.M.**

PRESENT

Carl Calarco, Town Supervisor
Andy Pascarella, Councilman, Deputy Supervisor
Michael Telaak, Councilman
John Ditcher, Councilman

ALSO, PRESENT

Jeff Williams, Highway Superintendent
Dale Baldwin, Town Justice
Betty Jane Horning, Town Clerk
Charles Taylor,

ABSENT

Jim Uhrinek, Councilman

MEETING CALLED TO ORDER/PLEDGE OF ALLEGIANCE

After Supervisor Calarco brought the January Meeting to order, all those present said the Pledge of Allegiance.

OATH OF OFFICE FOR NEWLY ELECTED OFFICIALS

The Newly Elected Officers, duly executed their Oath of Office.

CHANGES TO THE AGENDA

There was no changes to Supervisor Calarco's January agenda.

MINUTES OF THE DECEMBER MEETING/APPROVED

For approval of the December 18, 2023 a **MOTION WAS MADE BY** Councilman Pascarella seconded by Councilman Telaak, no opposed motion carried.

ORGANIZATIONAL MEETING

A **MOTION MADE BY** Councilman Ditcher, seconded by Councilman Pascarella, to approve the following appointments:

- a. Deputy Supervisor - Andy Pascarella
- b. Bookkeeper to the Supervisor - to be determined
- c. Working Highway Superintendent - Caleb Snow
- d. Deputy Town Clerks - Dale Baldwin and Leonard Horning
- e. Deputy Tax Collectors - Dale Baldwin and Leonard Horning
- f. Town Registrar of Vital Statistics - Betty Jane Horning
- g. Deputy Registrar - Dale Baldwin
- h. Dog Control Officer - Samatha Smith
- i. Building Custodian - William Leek
- j. Code Enforcement Officer / Building Inspector - to be determined / Gary Brecker
- k. Town Assessor - Cattaraugus County
- l. Town Legal Council - Brady & Swenson
- m. Town Board Meetings - third Monday of each month at 7:00 p.m.
- n. Town Depository Banks to be Cattaraugus County Bank, M&T Bank, and Bank of Cattaraugus
- o. Town Supervisor is authorized to conduct Town Business, pay all salaries as budgeted, utility claims, health insurance claims, postage, expires freight charges, to transfer funds as necessary and pay 67 cents per mile when personal vehicles are used to conduct Town Business

HIGHWAY EMPLOYEES, HEALTH INSURANCE, PLANNING BOARD STIPEND-A MOTION MADE BY

Councilman Pascarella, seconded by Councilman Telaak to approve the following:

- a. Only full time highway employees, as defined as an employee working at least 30 hours per week or 130 hours per month, shall be eligible to participate in the Town Health Insurance program.
- b. The Town agrees to pay \$1,250.00 toward the Health Insurance deductible for highway employees and Highway Superintendent.

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The highway employees and Highway Superintendent are responsible for any deductibles or co-pays over \$1,250.00. The Health Insurance contribution by the Town was frozen in 2010, in the amount of the Town's contribution, plus 50 percent of any increase in premium. The Highway Superintendent and highway employees are responsible for 50 percent of any increases in excess of the 2010.

- c. For Planning board members, a stipend in the amount of \$35.00 per meeting attended, and for the Planning Board Chairman, \$45.00 per meeting attended. For the Planning Board Secretary, \$15.00 per hour.

Organizational Meeting Changes Made By Highway Superintendent Williams stated, to give the Town employees the opportunity to accumulate 40 hours of comp time using overtime hours or call hours. This would save the Town money and give the employees a little flexibility in the summer time, since the Town cannot afford to pay competitive wages. Also Superintendent Williams would like to change employees sick time from 2.26 hours per pay week to just 7 days a year. A **MOTION WAS MADE BY** Councilman Telaak, seconded by Councilman Pascarella to approve the Organizational Meeting Changes made by Superintendent Williams.

JOB OPENINGS, PAID HOLIDAYS, SICK LEAVE, VACATION & BEREAVEMENT DAYS, NEW YEARS DAY FOR 2024 A **MOTION MADE BY** Councilman Telaak, seconded by Councilman Pascarella to approve the following:

- a. Employment Openings - When hiring employees all job openings are to be advertised and Highway Superintendent shall give preference to Town residents over non-residents, if equally qualified.
- b. Paid Holidays -
 - January 1, New Years Day
 - March 29, Good Friday
 - May 27, Memorial Day
 - July 4, 5, Independence Day, Day after
 - September 2, Labor Day
 - November 11, Veterans' Day
 - November 28, 29, Thanksgiving Day, Day After
 - December 25, Christmas Day
 - One Roving Holiday is granted subject to the approval of the Highway Superintendent, all employees are to take the same day off.
- c. Overtime - If Town highway employees are called in on any of the above mentioned holidays, they are to receive time and a half for hours worked, time and a half for hours over 40 actually worked. There is a minimum of four-hour call out pay that does not count as overtime. Sick days are to be considered workdays, but holidays are considered time worked. At the discretion of the Highway Superintendent, overtime and call out hours may be used as Compensatory Time Off (Comp. time), at a rate of 1.5 hours of comp. time per one hour of overtime or call out time, up to a maximum of 40 hours. Use of comp. time must be approved by the Highway Superintendent, and all accumulated comp. time must be used by the end of the 26th pay period. Comp. time not used shall be forfeited.
- d. Sick Leave - 56 hours of sick leave will be granted to full time highway employees annually. Highway employees shall be permitted to accumulate up to 240 hours of sick leave. For any illness over three days a doctor's excuse must be turned in.
- e. Vacation Pay - will be based on eight (8) hour days and shall be granted as follows:
 - One year of service, 6 days
 - Two years of service, 7 days
 - Three years of service, 8 days
 - Four years of service, 9 days
 - Five years of service, 10 days
 - Ten years of service, 15 days
 - Thirty years of service, 20 days
 - Vacation time will be granted in the next calendar year after the service level has been reached.
 - Vacation to be taken with the permission of the Highway Superintendent
- f. Bereavement days - It is the intent to grant Highway employees time off with pay for the funeral and necessary legal business at the discretion of the Highway Superintendent. Bereavement days are to be 8-hour days. Up to three (3) bereavement days per year will be

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granted with pay per death for immediate family, being spouse, mother, father, son, daughter sister, mother-in-law, father-in-law, and grandparents. Less than three (3) days per death may be granted if a weekend or holiday is involved. For spouses grandparents, one (1) bereavement day is granted.

Investment and Procurement Policies - **MOTION MADE BY** Councilman Ditcher seconded by Councilman Telaak to approve the Town's Investment and Procurement Policies for the year 2024.

Town's Official Newspaper, **MOTION MADE BY** Councilman Pascarella, seconded by Councilman Ditcher to continue to utilize The Villager as the Town's official paper.

Authorize Activities for 2024 - **MOTION MADE BY** Councilman Ditcher, seconded by Councilman Pascarella, to approve activities by the Youth Group, Halloween, Christmas, Easter Parties, and Senior Citizen Organization.

Scrap Metal Policy - **MOTION MADE BY** Councilman Pascarella, seconded by Councilman Telaak to approve the Scrap Metal Policy for 2024, whereby all proceeds are to be paid by check, payable to the Town of Mansfield.

Highway Superintendent Report

Superintendent Williams reported that he has been familiarizing himself with Town Roads, the Superintendent Office, and checking on shop supplies, he noted that there is a need for tools, as a lot of tools were lost in the Highway Barn fire. Also the recent wind storm caused a wide power outage, not only in Cattaraugus County. The Town highway was working on downed trees on just about every road, Plum Creek was closed due to downed power lines, as was Tough Row Hill Road where a tree fell on wires.

Currently highway has been having boiler problems, Superintendent Williams stated he would like to repair the Boiler, as the cost range for a new one is about \$15,000.00. It was noted the Boiler is about 10 years old.

Superintendent stated that he put a notice on Face Book where he was accepting applications for a Full Time Employee, who must have a CDL Drivers License when applying. He had one applicant respond to the notice, who he may consider.

There was discussion regarding a plow for the New Truck, Superintendent stated highway may already have a plow that would work, he will check on that before committing to buying one.

Also Superintendent is planning upcoming road work, his proposed first plans are to work on shoulders, ditches, and washouts. He plans to finish Jersey Hollow Road and something must be done on Dublin and Plato Roads, and plans on road improvements. Supervisor Calarco noted plans to build up fund for roads.

SUPERVISOR'S AND TOWN CLERK'S FINANCIAL ACCOUNTS

After Supervisor presented his and Town Clerk's Financial Accounts **A MOTION WAS MADE BY** Councilman Telaak, seconded by Councilman Pascarella to acknowledge and approve Supervisors' and Town Clerks' financial reports.

AUDIT OF BILLS

After the Town Board audited the bills submitted for payment **A MOTION WAS MADE BY** Councilman Telaak, seconded by Councilman Pascarella that the Board to authorize payment of the general and highway bills submitted for payment as follows:

General Fund Voucher Numbers 1 to 23, in the amount of \$74,404.47

Highway Fund Voucher Numbers 1 to 14, in the amount of \$13,054.77

AGREEMENT FOR THE EXPENDITURE OF HIGHWAY MONEYS

Agreement between the Town Superintendent of the Town of Mansfield Cattaraugus County was duly signed by Supervisor Calarco along with Board Members and Town Superintendent of Highways Jeffrey Williams.

SUPERVISORS' 2024 DISCUSSION ITEMS

1. Mansfield Volunteer Department
2. Upgrades to Town Hall (pressure wash, paint/new shudders, wax floors light flagpole, town sign, A/C, backup generator)
3. Old Town Hall/Historical Building.
4. Town Website/Facebook Page.
5. Employee Handbook
6. Highway Equipment Plan & Funds
7. Highway Improvement Plan & Funds (CHIPS schedule, conditions survey
8. Capital Improvement Fund (exceed tax cap)
9. Board committees (highway, building, fire department)
10. Canfield Road, to WestMont Homeowner's Association/HoliMont
11. Revise term limits for Supervisor, Highway Superintendent, Clerk to four years
12. Make Highway Superintendent an appointed position
13. Make Town Clerk a full-time position

GENERAL DISCUSSION

Councilman Telaak mentioned that he would like to get things moving with the Mansfield Volunteer Fire Department, so there is a clear goal. After discussion Councilman Telaak and Councilman Pascarella to schedule a time to meet and work together.

Present at the meeting was resident Charles Taylor, he stated that he is a Diesel Mechanic and can access equipment and volunteers his services to help Superintendent Williams.

The meeting was adjourned at 9:45 p.m. on motion by Councilman Telaak, seconded by Councilman Ditcher.

Respectfully Submitted,

Betty Jane Horning, Town Clerk