

Town Of Olean

Town Officials
Town Hall
2634 Route 16 North
Olean, NY 14760
716-373-0582

Highway Superintendent
Town Garage
1948 Godfrey Hollow Rd
Olean, NY 14760
716-372-1060

2024 Organizational Meeting of the Town Board Held January 16, 2024 at Olean Town Hall, 2634 Rt. 16 North Olean, NY 14760, Commencing at 6:00 P.M.

Proposed Rules for Conduct of Town Board Meetings:

Rule 1: Regular Meeting

The Town Board shall meet at 6:00 P.M. on the third Tuesday of each month for the purpose of the conduct of general business. When the third Tuesday of the month is a holiday, the meeting shall be rescheduled by majority vote of the board at the prior months meeting.

Rule II: Special Meetings

Special meetings may be called at any time by the Supervisor or any three Town Board members. The Town Clerk shall cause the written notice thereof, specifically the object of the meetings, to be served upon each member personally or to be delivered at their place of residence at least two days before the time fixed for such meeting. At special meeting, no business other than named in the notice of the meeting shall be transacted.

Rule III: Work Sessions

1. Work sessions will be held with the regular board meetings on the third Tuesday of the month at 6 P.M. 2. After evaluation of the purpose of these work sessions and the benefits of having them. The supervisor may discontinue these work sessions if he/she feels the business is too much to be done all in one meeting, therefore will go back to the 2nd Tuesday of the month.

Rule IV: Quorum (Three members is a quorum)

The majority of the Town Board shall constitute a quorum for the conduct of business, but a smaller number may adjourn.

Rule V: Presiding Officer

The Supervisor shall preside at all meetings of the Town Board, but in his/her absence or inability to serve, the Deputy Supervisor, or if there is no Deputy Supervisor, a Board member designated by a majority of the Board, shall act as presiding officer, and shall so serve until the return of the Supervisor or Deputy Supervisor.

Rule VI: Permission for persons to speak before the Town Board

The presiding officer may allow any person to speak, upon terms and conditions that the presiding officer may from time to time prescribe, in relation to ordinances or resolutions which are before the board. No person shall be permitted to speak more than 5 (five) minutes on any one subject.

Rule VII: Town official conduct

That all Town Officials Elected and Appointed conduct themselves in a professional manner at all times while conducting town business.

Rule VIII: Areas of responsibilities of individual board members

Each member of the Town Board shall be responsible for investigating and recommending appropriate action to the Town Board for matters coming before the Board relating to one of the following areas:

1. Finance	Annette Parker Josh Torrey
(A) Insurance	Annette Parker
2. Public Health and Safety	Josh Torrey John Artlip
3. Highway	John Artlip Scott Zink Donna Howard
4. Personnel and Facilities	Annette Parker Josh Torrey
5. Planning and Zoning	Donna Howard Scott Zink
6. Sewer	Josh Torrey Scott Zink
7. Cemetery	Annette Parker

Patrick Zink
Donna Howard
Josh Torrey

Examples of the scope of each area of responsibility are listed in the Appendix:

Miscellaneous matters not covered in one of the above categories will be the responsibility of the Town Supervisor, or a Board member designated by the Supervisor, subject to the agreement of the affected Board Member.

Rule IX: Procedure on Resolutions

As provided by law, the passage of a resolution requires the affirmative vote of a majority of five-member Town Board (3 out of 5). Any resolution to be introduced by any Town Board member at any meeting of this Town Board shall be filed in the office of the Town Clerk by 1:00 P.M. on the last day preceding said Town Board meeting.

Furthermore, where said Town Board meeting is to commence at a time other than 6:30 P.M., the said resolution shall be filed at the office of the Town Clerk at least 24 hours in advance of said meeting.

Rule X: Agenda

- 1) A written agenda shall be prepared for each meeting of the Town Board and shall include the title and author of each resolution to be presented. The agenda will be followed as presented and only business pertaining to the agenda items will be discussed at that time. Other Business will be town matters only.
- 2) The agenda and a copy of all resolutions to be presented shall be mailed, if possible, to each Board Member prior to the meeting or be given to each Board Member in attendance prior to the opening of the meeting, if there is insufficient time for mailing.
- 3) Any resolutions not filed in accordance with Rule VII above shall be tabled by the presiding officer until next meeting, unless, upon motion regularly made and adopted by a majority vote of the Town Board, the immediate consideration of such resolution is authorized.
- 4) Any resolution appearing on the agenda will not be read at the meeting of the Town Board, but shall be called up by referring only to the title, and the same shall be deemed to be before the board with full force and effect as though the same had been fully read; if, however, any Board Member requests the reading of the resolution in full, such resolution must be read to the Board.

Rule XI: Roberts Rules of Order

The rules of parliamentary practice comprised in Robert's Rules of Order shall govern the Town Board in all cases except as herein provided for.

Rule XII: Suspension of Rules

Any rule the Town Board except as otherwise specifically provided in such rules may be temporarily suspended by a vote of the majority of all members present unless that rule is prescribed by State or Local Law.

Rule XIII: Amendment, Modification or Repeal of Rules

Permanent amendment, modification or repeal of the rules in whole or in part may be made at any time by a resolution of the Town Board at a regular or special meeting.

APPENDIX

FINANCE: ASSESSMENTS, FRANCHISES, GENERAL EXPENDITURES, AND COST EFFECTIVENESS

PUBLIC HEALTH AND SAFETY: WATER QUALITY, BUILDING AND FIRE CODE, WASTE DISPOSAL, ENVIRONMENTAL MATTERS

HIGHWAY: EQUIPMENT NEEDS, ROAD MAINTENANCE AND IMPROVEMENT PROGRAMS, TRAFFIC CONTROL

PERSONNEL AND FACILITIES: VACANCIES, WAGE AND BENEFIT RECOMMENDATIONS, RECOMMEND NEW POSITIONS, OR ABOLISH EXISTING POSITIONS, REVIEW TOWN BUILDINGS (HANDICAPPED ACCESS, ETC.).

PLANNING AND ZONING: LAND USE, INDUSTRIAL DEVELOPMENT, ZONING POLICY AND ENFORCEMENT

**SEWER: COMPLIANCE, HOOKUP RECOMMENDATIONS, AND
RESEARCH**

CEMETERY: MAINTENANCE, PLOTS, MOWING AND GROUNDS

**2024 SALARIES AND WAGE RATES
FOR OFFICIALS AND EMPLOYEES**

WHEREAS, NOW, THEREFORE, BE IT RESOLVED that salaries and wages for officials and employees be the same as stated in the adopted 2024 Budget.

- > Elected Officials- As stated in 2024 Budget
- > Appointed- As stated in 2024 Budget

HIGHWAY EMPLOYEES

>HIGHWAY EQUIPMENT OPERATOR- FOR 2024-\$22.59 PER HOUR

>TEMPORARY (PART-TIME) HIGHWAY EQUIPMENT OPERATORS

Federal minimum wage \$15.00

UNTIL A NEW CONTRACT HAS BEEN REACHED.

AND BE IT FURTHERED RESOLVED that the following special provisions shall also apply to wages and salaries of officials and employees of the Town of Olean in the year 2024.

SPECIAL PROVISIONS

Members of the Zoning Board of Appeals, Assessment Review Board and Planning Board shall be compensated \$75.00/year each and chairperson/secretary of each of these named Boards,

shall be compensated at \$100.00 per year. The chairperson/ secretary is responsible for submitting Minutes of all Board Meetings to the Town Clerk for filing.

MILEAGE REIMBURSEMENT- Town Officials will be reimbursed (for personal vehicle use) at the Federal Rate for mileage while transacting business for the Town and for training and Association Meetings, outside the Olean area. The rate for the year 2024 will be based upon current reimbursement rate, which is the most current at the time of travel.

BONDING

RESOLVED: THAT the Town of Olean shall provide bonding through the purchase of an insurance policy for that specific purpose for all Town Officials required by law to post an official undertaking in connection with their Town office in the year 2024. The amount of the bond shall be \$20,000 for the faithful performance of their duties by covered Officials, with an additional coverage of \$500,000 for Town Tax Collector, and additional coverage of \$125,000 for Town Supervisor.

PETTY CASH AND CREDIT CARDS

RESOLVED: THAT the following Town Officials are hereby authorized to hold Petty Cash funds or credit cards in the name of the Town of Olean for the year 2024.

TOWN SUPERVISOR

TOWN CLERK **\$100.00**

HIGHWAY SUPERINTENDENT **\$50.00**

TOWN COURT CLERK **\$100.00**

PURCHASING

HIGHWAY DEPARTMENT PURCHASES

RESOLVED: THAT the Highway Superintendent of the TOWN of Olean is hereby authorized to purchase small tools and equipment for use by the HIGHWAY Department of the Town of Olean without prior approval of the Town Board in the amounts not to exceed \$500.00 for any single purchase or \$500.00 in any one month.

RESOLVED: To adopt the Town of Olean Purchasing Policy as filed with the Town Clerk and effective January 1, 2024

2024 APPOINTMENTS TO POSITIONS

Attorney	Matthew Swenson
Building/Zoning Officer	Gerald Dzuroff
Assessment Review Board	Full Board
Planning Board	Full Board
Zoning Board of Appeals	2 Board Members

- FIVE STAR BANK & TRUST
- Tax Collection
 - General Fund Saving and Checking
 - credit card
 - Highway Fund Savings and Checking
 - Trust and Agency
 - South Olean Sewer District
 - Pleasant Valley Cemetery

- COMMUNITY BANK NA
- East Olean Sewer Checking
 - Dugan East Sewer Checking

THIS COMPLETES THE CUSTOMARY ORGANIZATIONAL RESOLUTIONS FOR THE TOWN BOARD OF THE TOWN OF OLEAN, N.Y.

TITLE/NAME/SIGNATURE	AYE	NAY
SUPERVISOR-PARKER <i>Allyson Parker</i>	<i>1/16/24</i>	
COUNCILMAN-ARTLIP <i>John Artlip</i>		
COUNCILMAN-S. ZINK <i>Scott Zink</i>		
COUNCILMAN-TORREY <i>[Signature]</i>		

COUNCILMAN-HOWARD

Donna Howard

OFFICIAL NEWSPAPER:

THE TIMES HERALD

OFFICIAL DEPOSITORIES:

COMMUNITY BANK, NA

- Lighting Districts Funds/-South Olean
- Justice Checking / -Dugan East Sewer
- East Sewer