**Village of Cattaraugus**

14 Main Street

Cattaraugus, NY 14719

**Organizational Meeting**

April 10, 2023

**PRESIDING:** Mayor Wirt Smith

**PRESENT:** Christopher Perkins, Anthony Nagel, Tara Perkins, Jason Crawford *trustees;* Gene Doucette, *Treasurer*; Jon Wolfe, *DPW Superintendent*; Tamara Stallard-Mormile, *Recording Secretary;*

**CALL TO ORDER:**

Mayor Smith called the meeting to order at 6:04

**Resolution #1 – 2023/2024 – Designations**

On a motion by Trustee Crawford, seconded by Trustee T. Perkins, the following resolution was

 ADOPTED Aye 4

 Nay 0

**NOW THEREFORE BE IT RESOLVED**, that the following designations were made by Mayor Smith:

Village Clerk Undertaking: $100,000.00 Bond

Official Newspaper: Olean Times Herald

Meeting Night: 2nd Monday of each month @ 7:00 PM

Work Session Night: As Needed

Next Organizational Meeting: April 3, 2023

Meeting Rules: Robert’s Rules of Order

Procurement Policy: 1992 w/ 2014 & 2015 Amendments

Cell Phone Policy: 2015

Computer Use Policy: 2015

Internet Use Policy: 2004 Village Employee Handbook

Fixed Assets Policy: 2019

Investment Policy: 2010

Sexual Harassment Policy: 2019

Vehicle Use Policy: 2015

Work Place Violence Prevention: 2015

Hiring Policy: 2015

**Resolution #2 – 2023/2024 – Appointments & Salaries**

On a motion by Trustee Nagel, seconded by Trustee T. Perkins, the following resolution was

 ADOPTED Aye 4

 Nay 0

**NOW THEREFORE BE IT RESOLVED**, that the following appointments, salaries, and benefits were made by Mayor Smith:

Mayor Wirt Smith $ 4,500.00 / Year

Deputy Mayor Anthony Nagel

Fair Housing Officer Tara Perkins

Section 3 Officer Jason Crawford

Trustees Christopher Perkins $ 3,000.00 / Year

 Anthony Nagel $ 3,000.00 / Year

 Tara Perkins $ 3,000.00 / Year

 Jason Crawford $ 3,000.00 / Year

Clerk/Collector/Registrar: Tamara Stallard-Mormile $28,935.52 / Year

Deputy Clerk/Collector Registrar: Aliyah Mormile $ 14.50 /Hour

Per Diem Clerk / Typist $ Hour

Treasurer: Eugene Doucette $ 7,500.00/ Year

Code Enforcement Officer: Frank Watson $ 3,500.00 / Year

Animal Control Officer: Samantha Smith $ 1,000 / Year

Supt. Of Public Works Jonathan Wolfe $71,715.78 / Year

Deputy Supt. Of Public Works Thomas Patterson

Wastewater Treatment Operator Per Union Contract

Laborer Per Union Contract

Grounds Helper

Grant and Funding Liaison Tom Cullen

 \_\_\_\_\_\_\_\_ / Hour

DPW Summer Help/Part Time: *New* $15.00 / Hour

Part Time Police Officer in Charge Daniel Waasdorp $20.91 / Hour

Part Time Police Officers Starting Pay $15.52 / Hour

Part Time Police Returning $16.96 / Hour

School Crossing Guards / Substitute $20.00 /Hour

Attorney: James Musacchio Subject to Retainer Agreement

Youth Council Program Director Lyndsey Feuerstein Subject to Youth Budget

Historian: Patrick Cullen

Board of Assessment Review 5 Year Term Ending September 30

 Steven Patterson (2023)

 Bruce Moody (2024)

 Elizabeth Fox (2025)

 Vacant (2019)

Joint Planning Board 5 Year Term Ending in August

 Vacant (2019)

                                                                        Joan Ryan (2027)

                                                                        Jan Bobseine (2024)

                                                                        Betsy Wolfe-Widrig (2025)

                                                                        Patrick Cullen (2025)

Zoning Board of Appeals 5 Year Term Ending in October

 Wayne Stein (2024)

                                                                        Andy Rupp (2024)

                                                                        Heather Gunther (2026)

                                                                        Betsy Wolfe-Widrig (2025)

                                                                        Dennis Baker (2026)

Holidays: New Year’s Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran’s Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day; Clerks Martin Luther King Day, President’s Day, and Juneteenth in addition, State and Federal holidays for Clerks.

Vacation *Laborers:* Per Union Contract

 *DPW Superintendent:* 6 – 18 Months (40 Hours); 18 Months – 4 Years (80 Hours); 5+ Years: (120 Hours)

Sick Time: Per Union Contract

Health Insurance: Per Union Contract

**Resolution #3 – 2023 / 2024 – Attendance at Schools & Conferences**

On a motion by Trustee Nagel, seconded by Trustee Crawford, the following resolution was

 ADOPTED Aye 4

 Nay 0

**WHEREAS,** there is to be held during the coming official year Schools, Meetings and Conferences for Fiscal Officers, Municipal Clerks, DPW Superintendents, Municipal Officials and Employees; and

**WHEREAS**, it is determined by the Village Board of Trustees that attendance by certain municipal officials and employees at one or more of these meetings, conferences or schools benefits the municipality;

**NOW THEREFORE BE IT RESOLVED**, that the employees of the DPW are authorized to attend schools to maintain water and sewer licenses as required by New York State, and that Trustees and Appointed Officials are authorized to attend trainings that are within their committee assignment upon Board Approval.

**Resolution #4 – 2023 / 2024 – Mileage Allowance**

On a motion by Trustee C. Perkins, seconded by Trustee Nagel, the following resolution was

 ADOPTED Aye 4

 Nay 0

**WHEREAS**, the Board of Trustees has determined to pay a fixed rate for mileage as reimbursement to Village officers and employees who use their personal automobiles while performing their official Village duties;

**NOW THEREFORE BE IT RESOLVED,** that the Board of Trustees will approve reimbursement to such officers and employees at the rate of the current IRS allowance. ($0.65.5/mile)

**Resolution #5 – 2023 / 2024 – Contracts & Agreements**

On a motion by Trustee T. Perkins, seconded by Trustee Nagel, the following resolution was

 ADOPTED Aye 4

 Nay 0

Authorization to sign the following contracts and agreements was given to Wirt Smith:

Catt. Area Youth Council $3,000.00

Cattaraugus Library $7,500.00

Let’s Travel Club $800.00

Town of New Albion Shared Equipment – Signed January 2021

**Resolution #6 – 2023 /2024 – Fees & Permits**

On a motion by Trustee Crawford, seconded by Trustee C. Perkins, the following resolution was

 ADOPTED Aye 4

 Nay 0

**NOW THEREFORE BE IT RESOLVED,** that the following fees and permits were made by Mayor Smith:

Fees:

 Tax Certificate $ 15.00 / Copy

 Vital Records $ 10.00 / Copy

 Genealogical Search $ 15.00 / 2 Names

 Solicitation Permit $ 20.00 / Day Per Person

 Return Check Fee $ 20.00

 FOIL Copies $ 1.00 / Page

Zoning Permits:

 Minimum Permit $ 50.00

 Demolitions $ 50.00

 Decks / Porches / Fences $ 50.00

 Swimming Pools $ 50.00

 Wood Stove / Chimneys $ 50.00

 New Construction:

 Up to 2,000 Sq. Feet $ 100.00

 2,001 to 5,000 Sq. Feet $ 150.00

 5,001 to 10,000 Sq. Feet $ 200.00

 Over 10,000 Sq. Feet $ 400.00

 Special Use $ 100.00

 Variance $ 100.00

 Surcharge: $ 150.00

**Resolution #7 – 2023 / 2024 – Designation of Depositories**

On a motion by Trustee Crawford, seconded by Trustee T. Perkins, the following resolution was

 ADOPTED Aye 4

 Nay 0

**WHEREAS,** the Board of Trustees has determined that Village Law Section 4-412 (3)(2) requires the designation of banks or trust companies for the deposit of all village monies;

**NOW THEREFORE BE IT RESOLVED,** that the Board of Trustees designates the following institution, Bank of Cattaraugus, as depository of all monies received by the Village Treasurer and Clerk / Registrar / Tax Collector.

**Resolution #8 – 2023 / 2024 – Advance Approval of Claims**

On a motion by Trustee C. Perkins, seconded by Trustee Nagel, the following resolution was

 ADOPTED Aye 4

 Nay 0

**WHEREAS,** the Board of Trustees has determined to authorize payment in advance of audit of claims for public utility services, postage, freight and express charges; and

**WHEREAS,** all such claims must be presented at the next regular meeting for audit; and

**WHEREAS,** the claimant and the officer incurring or approving the claim are jointly and severally liable for any amount the Board of Trustees disallows;

**NOW THEREFORE BE IT RESOLVED,** that the Board of Trustees authorizes payment in advance of audit of claims for public utility services, postage, freight and express charges. All such claims must be presented at the next regular meeting for audit and the claimant and the officer incurring or approving the claims are jointly and severally liable for any amount that the Board of Trustees disallows.

**Resolution #9 – 2023 / 2024 – Signatory on General Account**

On a motion by Trustee Nagel, seconded by Trustee T. Perkins, the following resolution was

 ADOPTED Aye 4

 Nay 0

**WHEREAS,** the Village Board of Trustees has determined it of benefit to the Village to have multiple signers on the General Account so Village business may be conducted in a timely manner;

**NOW THEREFORE BE IT RESOLVED,** that the following shall be given authority to sign checks for the Village: Wirt Smith, Mayor; Anthony Nagel, Deputy Mayor; Eugene Doucette, Treasurer; Tamara Stallard-Mormile, Clerk; Jason Crawford, Tara Perkins, Trustees.

**Resolution #10 – 2023 / 2024 – Motion to Adjourn**

On a motion by C. Perkins, seconded by Trustee T. Perkins, the following resolution was

 ADOPTED Aye 4

 Nay 0

**Now THEREFORE BE IT RESOLVED**, that with no further business to discuss, the Village of Cattaraugus 2023 – 2024 Organizational Meeting is adjourned at 6:47 pm.

Respectfully submitted,

Tamara Stallard-Mormile

Recording Secretary

Village of Cattaraugus

**Next Meeting:** May 8, 2023; 7pm