

The January Organizational Monthly Meeting for the Town of Willing, County of Allegany and State of New York was held at the Town of Willing Hall, located at 1431 State Route 19, Wellsville, NY, 14895 on January 10th, 2022 at 7pm. (Covid-19 guidelines)

Present: Supervisor Wightman, Councilmen: Gay, Havens, Fanton, Councilwoman Fenske, Highway Supt. Matteson, Deputy Clerk Mansfield, Security Officer Howe.

Guest: Eric Smith, Planning Board Member, Deb Buchholz, Georgia Jackson

Supervisor Wightman called the meeting to order at 7pm, all rose for the Pledge of Allegiance.

MINUTES: Councilman Havens moved to accept minutes from Dec. 27th, 2021, Councilman Gay seconded. **Vote:** Councilwoman Fenske-aye, Councilman Gay-aye, Supervisor Wightman-aye, Councilman Havens-aye, Councilman Fanton-aye. 5 ayes 0 nays Motion **Carried**.

OLD BUSINESS:

Fire Alarm System – Councilman Gay talked to Wellsville Technologies regarding a proposal for a new system that would also include security on the doors and motion sensors. Supervisor Wightman expressed concern about it being a digital system and asked if we could have a separate quote for the fire alarm and security system and if the fee would be paid yearly which Mr. Gay replied yes to his concerns. Supt. Matteson inquired if the system would work during a power outage which Mr. Gay replied there would be battery backup. Supervisor Wightman Councilman Gay to obtain quotes.

Waterfront Development – Supervisor shared, Andy Martin to attend Board meeting on Feb. 14th, @7pm to give an update of proposed projects. Another LWRP traveling show will be held at the Town Hall on March 15th, early afternoon.

Resolution #1 of 2022 Motion by Supervisor Wightman, for the acceptance of **Local Law #1 of 2022** The written notice of Highway Defects, Councilman Gay seconded, **VOTE:** Councilwoman Fenske-aye, Councilmen: Gay-aye, Fanton-aye, Havens-aye and Supervisor Wightman-aye 5 aye 0 nays **CARRIED**

2003 Dump Truck: Discussion of new Dump Truck, Councilman Gay moved to purchase the 2023 Western Star, automatic transmission, and lock in the price for the Everest Body & Plow Equipment package for 100,000.00. Councilman Havens seconded, **Vote:** Councilwoman Fenske-aye, Councilmen: Gay-aye, Havens-aye, Fanton-nay, and Supervisor Wightman abstained. 3 ayes 1 nay 1 Abstained **CARRIED**

NEW BUSINESS:

2022 POLICES: Resolution #2 of 2021 Offered by Supervisor Wightman: Supervisor Wightman moved to accept the **Town of Willing Policies for 2022**, Councilman Havens seconded; **Vote:** Councilman: Gay-aye, Fanton-aye, Havens-aye, Councilwoman Fenske-aye, Supervisor Wightman-aye 5 ayes 0 nays **CARRIED**.

Policies as follows:

Employment of Relatives Policy

Drug and Alcohol Policy
Smoking Policy
Violence Policy
Code of Ethics Policy
Procurement Policy
Investment Policy
Surveillance Policy
Employee Handbook
F.O.I.L. Procedure and Application
HRA Privacy Statement and Policy
HRA Procedure Policy
Policy for Public Comment at Town of Willing Meetings
Firearms Policy
Solicitation Policy
Sexual Harassment Policy
Cyber/IT Policy
Driveway Permit Policy
Hallsport Union & York's Cemetery Rules & Regulations
Job Description of Town Hall Maintenance Person and Town Hall Custodian
Duties of Deputy Clerk/Collector

2022 APPOINTMENTS Resolution #3 of 2022 Offered by Supervisor Wightman
Councilman Gay moved to accept the appointments as presented, Councilman Fanton seconded.
Vote: Councilmen: Gay-aye, Havens-aye, Fanton-aye, Councilwoman Fenske-aye. Supervisor
Wightman-aye 5 ayes 0 nays **CARRIED.**

Deputy Supervisor: Roy Gay
Highway Committee: Lester Fanton, Roy Gay
Budget Director: Ron Wightman
Deputy Budget Director: Dave Glass
Director of Finance: Dave Glass
Deputy Director of Finance: Dorothy Fenske
Assessor: Timothy Joe Dannheim
Liaison to Assessor: Ron Wightman
Tax Review Board: Mike Zakel, Winston Truax
Police Commissioner: Dorothy Fenske
Security/ Constable: Bradley Howe
Patrolmen: PJ Sherman and Tory Rounds
Dog Control Officer: Sue Merkwa
Historian: Christina Wightman
Liaison to Fire Dept: Peter Havens, Roy Gay
Union Relations: Lester Fanton, Ron Wightman
Town Attorney: Mike Finn
Liaison to Attorney: Lester Fanton, Ron Wightman
Liaison to Accumed: Lester Fanton, Peter Havens
Drug Clearing House: Ron Wightman
Gov. Grants Small Cities: Monica Dean, Deb Padden

Liaison for Govt Small Cities: Dorothy Fenske, Ron Wightman
Fair Housing Officer: Dorothy Fenske
Registrar of Vital Statistics: Deborah J Buchholz,
Deputy Registrar: Patti Mansfield
Deputy Clerk/Collector: Patti Mansfield
Code Enforcement Officer: Brady Sturm
Town Hall Rental: Deborah J Buchholz
Town Hall Custodian: Deborah J Buchholz
Town Hall Maintenance person:
Cemetery Directors: Lester Fanton, & Ron Wightman
Cemetery Maintenance: Charles Densmore
Liaison to Time Warner (Spectrum): Roy Gay
Liaison to Justice: Ron Wightman
Records Management Officer: Deborah J Buchholz
F.O.I.L. Committee: Ron Wightman, Peter Havens, Dorothy Fenske
Town Bank: Community Bank
Town News Paper: Olean Times Herald
Code of Ethics Review Board: Pat Regan, Roy Gay, Bill Loughlin, Peter Havens,
and Don Pakis
Planning Board: Eric Smith, Pat Gay, Craig Martin, Steven Antes and Kyle Christopher
Mileage reimbursement: per IRS 58.5
Board Meeting Night: 2nd Monday of the Month at 7pm.

MUTUAL AID AGREEMENT: Resolution #4 of 2022

Offered by Highway Supt. Matteson.

Supervisor Wightman moved to accept the Mutual Aid Agreement between Municipalities;
Councilman Gay seconded. **Vote:** Councilmen: Gay-aye, Havens-aye, Fanton-aye,
Councilwoman Fenske-aye, and Supervisor Wightman-aye 5 ayes 0 nays **CARRIED.**

OFFICIAL OATH OF UNDERTAKING: RESOLUTION #5 of 2022

Offered by Supervisor Wightman

Councilman Havens moved to accept as presented, Councilman Gay seconded. **Vote:**
Councilmen: Gay-aye, Havens-aye, Fanton-aye, Councilwoman-aye. Supervisor Wightman-aye.
5 ayes 0 nays **CARRIED.**

Resolution #6 of 2022 Offered by Supervisor Wightman New Court Justice Account

Supervisor Wightman moved to give newly elected Justice Pat Regan authority to open a new
Justice Banking Account with Community Bank, Councilman Fanton seconded. **VOTE:**
Councilwoman Fenske-aye, Councilmen: Gay-aye, Havens-aye, Fanton-aye and Supervisor
Wightman-aye 5 ayes 0 nays **CARRIED**

Resolution #7 of 2022 Offered by Supervisor Wightman: To authorize Deputy Supervisor Gay
to sign Town of Willing Checks when the Supervisor is unable to sign. Supervisor Wightman
moved, Seconded by Councilwoman Fenske. **VOTE,** Councilwoman Fenske-aye, Councilmen:
Havens-aye, Fanton-aye, and Supervisor Wightman-aye, Councilman Gay-abstained

4 ayes, 0 nays 1 abstained **CARRIED**

Correspondence to Board:

From	Subject
Allegany Dept. Health	Distribution of Masks & Test Kits
Fire Inspection	Passed with notation to correct phone line
CSEA	Request for all non-union employee information
County	List of 2022 Salaries of Town Officers
Allegany Co Real Property	Equalization rate at 99%
Association of Towns	Training School NYC-Annual meeting virtual
Sothern Tier West	Renewal of membership and Webpage maintenance
Supervisor Wightman Moved to renew yearly contract, Councilwoman Fenske seconded,	
VOTE: Councilwoman-aye, Councilmen: Gay-aye, Havens-aye, Fanton-aye, Supervisor Wightman -aye 5 ayes 0 nays CARRIED	

COMMITTEE REPORT: PLANNIGN BOARD

Eric Smith, shared the minutes presented, discussed proposed Local Law #2 of 2022, **Wind Moratorium for 1 year in the Town of Willing.** Supervisor Wightman moved to adopt Local Law #2 of 2022 and Councilman Gay second, **VOTE:** Councilwoman Fenske-aye, Councilmen: Gay-aye, Havens-aye, Fanton-aye, Supervisor Wightman-aye 5 ayes 0 nays **CARRIED**
Public Hearing Scheduled for 6:30pm on 2/14/2022

Councilman Havens moved to approve the appointment of Kyle Christopher to a 5-year term on the Planning Board (1/10/2022-12/31/2027) Councilwoman Fenske seconded. **VOTE:** Councilwoman Fenske-aye, Councilmen: Gay-aye, Havens-aye, Fanton-aye and Supervisor Wightman-aye 5 ayes 0 nays **CARRIED**

DEPARTMENT REPORTS:

Highway Report: Supt. Matteson was given permission by the Board to advertise and accept bids for the sale of the old Highway Superintendents pick-up truck. Brian to write up bid to be placed in the Olean, Patriot and on our webpage. Accepted as presented

Cemetery Report: Verbal-accepted as presented

Clerks Report: Accepted as presented

Dog Control: Verbal report by Deputy Clerk-accepted as presented

Monthly Financial: Accepted as presented

Code Enforcement: Verbal-accepted as presented

Fire Liaison Report: Accepted as Presented

Assessor report: None

Police Report: Officer Howe asked the Board to consider hiring a part time officer to share his

hours. Board gave him permission to look.

Justice Report: Accepted as presented

Records Report: Accepted as presented

Historians Report: Accepted as presented

Motion pay Bills: Councilman Fanton moved to pay the General Fund (vouchers #1-18) in the amount of \$42,539.91 and the Highway fund bills (vouchers #1-#10) in the amount of \$6,880.00 Councilman Gay seconded. **VOTE:** Councilwoman Fenske-aye, Councilmen: Gay-aye, Havens-aye, Fanton-aye, Supervisor Wightman-aye 5 ayes 0 nays **CARRIED**

Supervisor Wightman moved to adjourn the Organizational Board Meeting for the Town of Willing to enter into an Executive Session to discuss personnel matters. Councilman Gay seconded and said monthly board meeting was adjourned at 9:10pm.

Executive Session began at 9:10pm, Councilman Fanton moved to adjourn the executive meeting, Councilman Gay seconded and said meeting adjourned at 9:43pm.

Councilman Fanton moved to adjourn the Town of Willing Organizational Meeting for 2022 and Councilman Gay seconded, said meeting was adjourned at 9:44pm

Respectfully submitted:
Deborah J Buchholz
1/10/2022