**Town of Olean**

**Yearly Organizational and**

**Minutes of the Regular Monthly Board Meeting**

**Held at the Olean Town Hall, 2634 Route 16N, Olean NY**

**On January 18, 2022**

Present: Annette Parker Supervisor

 Pat Zink Highway Superintendent

 Donna Howard Councilwoman

 John Artlip Councilman

 Scott Zink Councilman

 Joshua Torrey Councilman

 Jerry Dzuroff Code Enforcement Officer

 Sherry Lemon Town Clerk

Absent: None

Supervisor Parker opened the meeting at 6pm with the Pledge of Allegiance.

Recognition of others: 2 Town residents.

Continuation of the discussion regarding an over the road tractor, camper, and car, where the vehicles are parked and where the owners of the vehicles are living. The vehicle owners do not own the property where they are parked. They are receiving water and electric service from the property owner and heat the camper with propane. The Board is requesting some sort of proof of residence (utility bill or other document with a physical address) as it will not accept a post office box as proof of residence. The Board has given until February 15, 2022 to supply the requested proof.

**Resolution 1 (R:010122) APPROVAL OF ORGANIZATIONAL MINUTES**

On a motion from Councilman Artlip, and seconded by Councilwoman Howard, the Resolution was Adopted, with 4 Ayes, and 0 nays.

**Resolved**, that the minutes of the January 18, 2022 Organizational Meeting be approved as presented.

**Resolution 2 (R:010222) APPROVAL OF MINUTES**

On a motion from Councilman Artlip, and seconded by Councilwoman Howard, the Resolution was Adopted, with 4 Ayes, and 0 nays.

**Resolved**, that the minutes of the January 18, 2022 Regular Monthly Meeting be approved.

**Resolution 3 (R:010322) APPROVAL OF ABSTRACTS**

On a motion from Councilman Artlip, and seconded by Councilwoman Howard, the Resolution was Adopted, with 4 Ayes, and 0 nays.

**Resolved**, that the bills received have been reviewed by the Town Board and are authorized for payment in the following amounts:

Highway Fund: Nos. 5591-5600 and 5602 for the sum of $6,428.72.

General Fund: Nos. 4324-4340 for the sum of $7,816.54.

**REPORTS OF TOWN OFFICIALS**

Supervisor: The monthly bank statements were presented for review by the Board.

Superintendent of Highways: Two old oil bay heaters removed and replaced with propane bay heaters.

Two roof leaks and significant condensation issues described. Collecting bids and grant information to repair and insulate the areas.

Snow removal has been going well and there are no equipment issues.

Code Enforcement: From December 12, 2021- January 18, 2022 list submitted has:

3 building permits issued, 2 permits pending due to non-compliance issues, 1 complaint, 1 FOIL request- referred to DEC, 1 building without a permit referred to the court.

Clerk: No report.

Town Justice: No report.

**OLD BUSINESS**

* Solar Law numbering was corrected and forwarded to Gary Abraham for submission to New York State.
* Further discussion about the takeover of Pleasant Valley Cemetery.

Superintendent Zink explained what the physical work and time would be required to inter the deceased and maintain the grounds throughout the year. There was discussion about who would be performing those tasks and how they would be paid. A snow blower and special equipment pads have been purchased to facilitate digging without disturbing surrounding plots.

Supervisor Parker offered to organize the files and funds for a yearly salary of $15,000.00. Council members Howard and Artlip volunteered to form a Cemetery Committee along with the Supervisor and Superintendent to oversee the transfer of ownership and administer the funds to the Town.

Further discussion was tabled pending the physical transfer of files and a meeting with the previous administrator.

* As larger Counties in New York have had funds transferred from their County to their local Towns, it was asked of our Board members to reach out to our Cattaraugus County Legislators for funds and assistance in completing grant applications for funding.

There being no further Old Business and no New Business to be presented, Councilwoman Howard moved for adjournment, with Councilman Artlip seconding the motion, and all present were in agreement. The meeting was adjourned at 8:15pm.

Respectfully submitted,

Sherry Lemon, Town of Olean Clerk