MONTHLY MEETING AND ORGANIZATIONAL MEETING; TOWN OF LEON; January 11, 2023

The monthly meeting and organizational meeting of the Town Board of the Town of Leon, Cattaraugus County, New York was held at the Town Hall, 12195 Leon-New Albion Road, Conewango Valley, NY on the 11th day of January 2023.

PRESENT: Fred Filock --- Supervisor

 Lynn Milliman --- Councilman

 Jackie Ellis --- Councilwoman – excused at 7:45PM

 Calvin Milliman --- Councilman

 Doug Keppel --- Councilman

 Joel Fiebelkorn --- Highway Superintendent

 Sheila Fiebelkorn --- Clerk

 Jeff Holler --- Code Enforcement Officer – excused

 Pat Bromley --- Historian

 Amanda Brainard --- Cemetery Records Keeper

Residents - 0 Guests - 0

Supervisor F. Filock called the meeting to order at 7:00PM.

Pat Bromley has given a letter to the Town Board announcing the new officers of the Historical Society and explaining plans for activities for 2023. Plans include a Mother’s Day Tea, Memorial Day Celebration, repairing the steeple on the church, painting the church and repairing the entryway on route 62 side of church. Pat also asked the Town Board about the annual Town Picnic. The Board discussed needing to arrange a committee to discuss a date and activities for the Town Picnic. Pat encouraged everyone to visit the Leon Historical Society’s website for more information.

Amanda Brainard addressed the Town Board to notify them that the cemetery fees document on the Town of Leon’s website is outdated. The Town Supervisor will have this document removed from the website. Amanda also stated that active cemeteries cannot be listed on the National Registry.

**CLERK REPORT**

Collected $120.00 for hunting licenses and certified copies. $101.11 for local shares was submitted. Tax collection has begun. Information from Association of Towns regarding upcoming annual training in New York City was offered to the Town Board. Only 1 bid has been received for the printer/copier/scanner and that was from Axiom Office Imaging. Discussion was made regarding the bid. No resolutions made at this time. Will get Armstrong WiFi in office building first. Also discussed replacing Town Clerk’s computer after WiFi has been installed.

**HIGHWAY SUPERINTENDENT REPORT**

Snow plowing being done as needed. Timothy Cox started working as highway worker on 1/9/23. Uniforms have not been returned on a weekly basis from Aramark per contract. Discussed possibility of providing a clothing/boot allowance to the employees instead of having uniform service. Town Supervisor will look into current contract for uniforms. The new 2023 rate from Aramark for uniforms will be $12.90 per week per person. Also asked about adding a Town of Leon Drug Testing policy. Town Supervisor will contact Cattaraugus County and Civil Service to inquire about the policy.

Resolution 1-2023

**WAIVE 60 DAY WAITING PERIOD FOR HEALTHCARE FOR TIM COX**

On a motion by Councilman C. Milliman, seconded by Councilwoman J. Ellis, the following was

ADOPTED Ayes 5 J. Ellis, F. Filock, L. Milliman, C. Milliman, D. Keppel

 Nays 0

Resolved to waive the 60 day waiting period for healthcare for Tim Cox. Healthcare will begin on February 1, 2023.

**SUPERVISORS REPORT**

Discussed the following resolutions.

Resolution 2-2023

**REAPPOINTMENT OF REGISTRAR OF VITAL STATISTICS**

On a motion by Councilwoman J. Ellis, seconded by Councilman C. Milliman, the following was

ADOPTED Ayes 5 J. Ellis, F. Filock, L. Milliman, C. Milliman, D. Keppel

 Nays 0

Resolved that Sheila Fiebelkorn has been reappointed as Registrar of Vital Statistics.

Resolution 3-2023

**REAPPOINTMENT OF DEPUTY REGISTRAR OF VITAL STATISTICS**

On a motion by Councilman D. Keppel, seconded by Councilman L. Milliman, the following was

ADOPTED Ayes 5 J. Ellis, L. Milliman, F. Filock, C. Milliman, D. Keppel,

 Nays 0

We resolve to reappoint Jackie Ellis as Deputy Registrar of Vital Statistics.

Resolution 4-2023

**BUDGET TRANSFER**

On a motion by Councilwoman J. Ellis, seconded by Councilman D. Keppel, the following was

ADOPTED Ayes 5 J. Ellis, L. Milliman, F. Filock, C. Milliman, D. Keppel

 Nays 0

We resolve to allow the following budget transfer:

General Fund

$35.00 FROM 1620.4 BUILDINGS - CONTRACTUAL

$35.00 TO 1620.1 BUILDINGS – PERSONAL SERVICES

Resolution 5-2023

**BUDGET TRANSFER**

On a motion by Councilman L. Milliman, seconded by Councilwoman J. Ellis, the following was

ADOPTED Ayes 5 J. Ellis, L. Milliman, F. Filock, C. Milliman, D. Keppel

 Nays 0

We resolve to allow the following budget transfer:

General Fund

$250.00 FROM 1990.4 CONTINGENT

$250.00 TO 5010.4 SUPERINTENDENT - CONTRACTUAL

Resolution 6-2023

**BUDGET TRANSFER**

On a motion by Councilman C. Milliman, seconded by Councilwoman J. Ellis, the following was

ADOPTED Ayes 5 J. Ellis, L. Milliman, F. Filock, C. Milliman, D. Keppel

 Nays 0

We resolve to allow the following budget transfer:

General Fund

$100.00 FROM 1990.4 CONTINGENT

$100.00 TO 6410.4 PUBLICITY - CONTRACTUAL

Resolution 7-2023

**BUDGET TRANSFER**

On a motion by Councilwoman J. Ellis, seconded by Councilman D. Keppel, the following was

ADOPTED Ayes 5 J. Ellis, L. Milliman, F. Filock, C. Milliman, D. Keppel

 Nays 0

We resolve to allow the following budget transfer:

Highway Fund

$12,000.00 FROM 5110.1 GENERAL REPAIRS - PERSONAL

$12,000.00 TO 5142.1 SNOW REMAOVAL - PERSONAL

Resolution 8-2023

**BUDGET TRANSFER**

On a motion by Councilman C. Milliman, seconded by Councilman L. Milliman, the following was

ADOPTED Ayes 5 J. Ellis, L. Milliman, F. Filock, C. Milliman, D. Keppel

 Nays 0

We resolve to allow the following budget transfer:

Highway Fund

$8,200.00 FROM 5130.4 MACHINERY - CONTRACTUAL

$8,200.00 TO 5142.4 SNOW REMAOVAL - CONTRACTUAL

Resolution 9-2023

**BUDGET TRANSFER**

On a motion by Councilwoman J. Ellis, seconded by Councilman D. Keppel, the following was

ADOPTED Ayes 5 J. Ellis, L. Milliman, F. Filock, C. Milliman, D. Keppel

 Nays 0

We resolve to allow the following budget transfer:

Highway Fund

$350.00 FROM 9010.8 NYS RETIREMENT

$350.00 TO 9060.8 HOSPITAL & MEDICAL

Resolution 10-2023

**BUDGET MODIFICATION**

On a motion by Councilman L. Milliman, seconded by Councilwoman J. Ellis, the following was

ADOPTED Ayes 5 J. Ellis, F. Filock, L. Milliman, C. Milliman, D. Keppel

 Nays 0

We resolve to allow the following budget modification:

Highway Fund

We resolve to increase the budget for the CHIPS revenue

account DA3501, in the amount of $93,015.15

We resolve to increase the budget for the CAPITAL IMPROVEMENTS – CONTRACTUAL expense

account DA5112.4, in the amount of $93,015.15

The modifications are being made to match the amount of CHIPS funding received.

Resolution 11-2023

**BUDGET MODIFICATION**

On a motion by Councilwoman J. Ellis, seconded by Councilman D. Keppel, the following was

ADOPTED Ayes 5 J. Ellis, F. Filock, L. Milliman, C. Milliman, D. Keppel

 Nays 0

We resolve to allow the following budget modification:

Highway Fund

We resolve to increase the budget for the SALES TAX DISTRIBUTION revenue

account DA1120, in the amount of $62,268.85

We resolve to increase the budget for the GENERAL REPAIRS – CONTRACTUAL expense

account DA5110.4, in the amount of $62,268.85

The funds to cover the increases will come from the amount of Sales Taxes received over Budget.

Resolution 12-2023

**DESIGNATION OF DEPOSITORIES**

On a motion by Councilman, L. Milliman, seconded by Councilwoman J. Ellis, the following was

ADOPTED Ayes 5 J. Ellis, L. Milliman, F. Filock, C. Milliman, D. Keppel

 Nays 0

Resolved that, pursuant to Section 64 of the Town Law, Cattaraugus County Bank, Little Valley, is hereby designated as depository of all the monies received by the Supervisor, Town Clerk, Tax Collector, and Town Justice.

Resolution 13-2023

**OFFICIAL NEWSPAPER**

On a motion by Councilman C. Milliman, seconded by Councilman D. Keppel, the following was

ADOPTED Ayes 5 J. Ellis, L. Milliman, F. Filock, C. Milliman, D. Keppel

 Nays 0

Resolved that the Jamestown Post Journal will be the Town of Leon’s official newspaper.

Resolution 14-2023

**SUPERVISOR’S YEARLY REPORT**

On a motion by Councilman D. Keppel, seconded by Councilwoman J. Ellis, the following was

ADOPTED Ayes 5 J. Ellis, L. Milliman, F. Filock, C. Milliman, D. Keppel

 Nays 0

Resolved that in lieu of the annual financial report, the Supervisor shall submit to the Town Clerk, within 60 days after the close of the fiscal year, a copy of his/her report to the State Comptroller, and the Town Clerk is hereby required to publish a summary of the same within 10 days in the official newspaper.

Resolution 15-2023

**MEETING DATES**

On a motion by Councilwoman J. Ellis, seconded by Councilman L. Milliman, the following was

ADOPTED Ayes 5 J. Ellis, L. Milliman, F. Filock, C. Milliman, D. Keppel

 Nays 0

Resolved that the regular monthly meetings of the Leon Town Board for 2023 will be held at 7:00PM at the Leon Town Hall on the 2nd Wednesday of each month.

Resolution 16-2023

**PROCUREMENT POLICY**

On a motion by Town Supervisor F. Filock, seconded by Councilwoman J. Ellis, the following was

ADOPTED Ayes 5 J. Ellis, L. Milliman, F. Filock, C. Milliman, D. Keppel

 Nays 0

Resolved that the Procurement Policies and Procedures of the Town of Leon as adopted January 14, 1992, amended February 9, 1999 and January 10, 2018 are renewed with amendments.

Resolution 17-2023

**INVESTMENT POLICY**

On a motion by Councilman L. Milliman, seconded by Councilman D. Keppel, the following was

ADOPTED Ayes 5 J. Ellis, L. Milliman, F. Filock, C. Milliman, D. Keppel

 Nays 0

Resolved that the Investment Policy of the Town of Leon as amended January 9, 1996, is renewed with no changes.

Resolution 18-2023

**PAY PERIODS**

On a motion by Councilman C. Milliman, seconded by Councilman L. Milliman, the following was

ADOPTED Ayes 5 J. Ellis, L. Milliman, F. Filock, C. Milliman, D. Keppel

 Nays 0

Resolve that pay periods for employees of the Town of Leon are set as follows:

**Bi-Weekly –** Superintendent of Highways and Highway employees

**Monthly** – Assessor, Code Enforcement Officer, Dog Control Officer, Justice, Supervisor, Town Clerk, Accounting Firm, Budget Officer, and Cemetery Records Keeper

**June/December –** Deputy Highway Superintendent, insurance buy out employees and kennel fees

**March, June, September, December –** Councilpersons

**December –** Historian, Deputy Supervisor, Registrar

Resolution 19-2023

**MILEAGE REIMBURSEMENT RATE**

On a motion by Councilman D. Keppel, seconded by Councilman L. Milliman, the following was

ADOPTED Ayes 5 J. Ellis, L. Milliman, F. Filock, C. Milliman, D. Keppel

 Nays 0

Resolve that the mileage rate for reimbursement to town officials who use their personal vehicle for town business is set at 65.5 cents per mile.

Resolution 20-2023

**TOWN ATTORNEY**

On a motion by Councilwoman J. Ellis, seconded by Councilman D. Keppel, the following was

ADOPTED Ayes 5 J. Ellis, L. Milliman, F. Filock, C. Milliman, D. Keppel

 Nays 0

Resolved that the attorneys for the Town of Leon will be Hodgson and Russ.

Resolution 21-2023

**HAZARD MITIGATION PLAN**

On a motion by Councilwoman J. Ellis, seconded by Councilman D. Keppel, the following was

ADOPTED Ayes 5 J. Ellis, L. Milliman, F. Filock, C. Milliman, D. Keppel

 Nays 0

Resolved that the Cattaraugus County Hazard Mitigation Plan be adopted.

Resolution 22-2023

**STANDARD WORK DAY FOR APPOINTED AND ELECTED OFFICIALS IN THE NYS RETIREMENT SYSTEM**

On a motion by Supervisor F. Filock, seconded by Councilman L. Milliman, the following was

ADOPTED Ayes 5 J. Ellis, L. Milliman, F. Filock, C. Milliman, D. Keppel

 Nays 0

We have made a resolution and affidavit of posting for all appointed and elected officials, who are members of the NYS Retirement System to include:

**Joel Fiebelkorn/Highway Superintendent,** 8 hour work day, term expires 12/31/23, has submitted record of work activities and works 21.67 days per month.

**Sheila Fiebelkorn/Town Clerk,** 8 hour work day, term expires 12/31/23, has submitted record of work activities and works 4.13 days per month.

**Holly Abers/Justice,** 8 hour work day, term expires 12/31/24, will submit record of work activities and works 1.5 days per month.

Resolution 23-2023

**APPROVAL OF MINUTES**

On a motion by Councilwoman J. Ellis, seconded by Councilman D. Keppel, the following was

ADOPTED Ayes 5 J. Ellis, F. Filock, L. Milliman, C. Milliman, D. Keppel

 Nays 0

Resolved that the December 2022 regular board meeting minutes be accepted as submitted.

Resolution 24-2023

**APPROVAL OF MINUTES**

On a motion by Councilman L. Milliman, seconded by Councilwoman J. Ellis, the following was

ADOPTED Ayes 5 J. Ellis, F. Filock, L. Milliman, C. Milliman, D. Keppel

 Nays 0

Resolved that the December 2022 special board meeting minutes be accepted as submitted.

Resolution 25-2023

 **FINANCIAL REPORT**

On a motion by Councilman C. Milliman, seconded by Councilwoman J. Ellis, the following was

ADOPTED Ayes 5 J. Ellis, F. Filock, L. Milliman, C. Milliman, D. Keppel

 Nays 0

Resolved that the December 2022 Financial Report be accepted as submitted.

Resolution 26-2023

**AUDIT OF CLAIMS**

On a motion by Councilman C. Milliman, seconded by Councilman L. Milliman, the following was

ADOPTED Ayes 4 F. Filock, L. Milliman, C. Milliman, D. Keppel

 Nays 0

Resolved that the bills be paid as follows:

General $5,185.06 Highway $6,917.08 Light District $503.00

**CODE ENFORCEMENT REPORT**

 excused

Resolution 27-2023

**MEETING ADJOURMENT**

On a motion by Councilman D. Keppel, seconded by Councilman C. Milliman, the following was

ADOPTED Ayes 4 F. Filock, L. Milliman, C. Milliman, D. Keppel

 Nays 0

Resolved that the meeting was adjourned at 7:58 PM.

Sheila Fiebelkorn, Leon Town Clerk