The year end meeting of the Villenova Town Board held Dec. 29, 2022 at 1094 Butcher Road, South Dayton NY was called to order by Supervisor Park at 7:00PM after the Pledge to the Flag.

**Present: Yvonne Park - Supervisor**

**Sarah LoManto - Councilmember**

**Keith Butcher - Councilmember (7:15PM)**

**Nathan Palmer - Councilmember**

**Daniel DiStasio - Councilmember (7:18PM)**

**Others Present:**

**Pam Miktuk - Highway Superintendent**

**Donald Michalak - Town Attorney**

**Ken Chase - Highway Consultant**

**Sue Palmer - Resident**

**Recording Secretary:**

**Julie Goodway - Town Clerk**

**\*\*\*A MOTION** was made by Sarah LoManto and seconded by Nathan Palmer WHEREAS minutes of the Dec. 14, 2022 meeting be accepted as presented by Town Clerk Goodway.

**Adopted: Park - aye**

**LoManto - aye**

**Palmer - aye**

**\*\*\*A MOTION** was made by Yvonne Park and seconded by Nate Palmer to make the following transfers:

***General Fund***

Decrease A1010.4 Town Board Contractual $80.00 and Increase A1010.1 Town Board Personal Services $80.00.

Decrease A9060.8 Employee Benefits Hospital & Medical $3,000.00 and Increase A1620.4 Building Contractual $3,000.00.

***Highway Fund***

Decrease DA5140.4 Misc. Brush & Weeds Contractual $3,500.00 and Increase DA5142.1 Snow Removal Personal Services $3,500.00.

Decrease DA5124.4 Bridges Contractual $1,080.00 and Increase DA5130.4 Machinery Contractual $1,080.00.

**Adopted: Park - aye**

**LoManto - aye**

**Palmer - aye**

**\*\*\*A MOTION** was made by Sarah LoManto and seconded by Nate Palmer WHEREAS the following policies having been reviewed and adopted without change, (copies are on file with the clerk)other business listed:

Town of Villenova Code of Ethics

Town of Villenova Procurement Policy

Town of Villenova Employee Handbook

Town of Villenova Violence in the Workplace Prevention Policy

Town of Villenova Sexual Harassment Policy

Town of Villenova Schedule of Zoning Fees

Meeting dates and times - 2nd Wednesday of each month at 7:00PM

Official Newspaper - Dunkirk Observer

Official Depositor - Evans National Bank – Forestville, NY Branch

Mileage reimbursement - .50¢ per mile for official town business

Patriotic Observance - South Dayton American Legion

Appointments:

Highway Account Clerk – Yvonne Park

Court Clerk – Julie Goodway

Code Enforcement Officer – Rich Vasile

Registrar – Julie Goodway

Deputy Registrar (Sub Registrar’s) – Colleen Goodway

Deputy Town Clerk(s) – Colleen Goodway

Historian – Barbara Wise

Dog Control Officer – Karlie Stanfield

Town Attorney – Donald Michalak

ZBA Member – David Ivett

**Adopted: Park - aye**

**LoManto - aye**

**Butcher - aye**

**Palmer - aye**

**DiStasio - aye**

**\*\*\*A MOTION** was made by Yvonne Park and seconded by Sarah LoManto to set wages and pay schedule as follows according to the adopted 2023 Budget.

Town Supervisor - $8,400.00 - paid monthly

Councilpersons (4 each) - $1,200.00 - paid quarterly

Highway Superintendent - $35,000.00 - paid bi-weekly

Justice - $4,050.00 - paid monthly

Town Clerk/Tax Collector - $14,500.00 - paid bi-weekly

Court Clerk - $3,500.00 - paid bi-weekly

Assessor - $13,000.00 - contracted with Pomfret (billed)

Registrar - $300.00 - paid annually

Historian - $350.00 - paid annually

Dog Control Officer - $2,150.00 - paid monthly

Code Enforcement Officer - $10,000.00 - paid monthly

Attorney - $7,000.00 - paid monthly

Attorney fee for exceeding 80 hours - $75.00/per hour - paid monthly

Highway employees according to the NYS Teamsters contract - paid bi-weekly

**Adopted: Park - aye**

**LoManto - aye**

**Butcher - aye**

**Palmer - aye**

**DiStasio - aye**

**\*\*\*A MOTION** was made by Yvonne Park and seconded by Sarah LoManto authorizing the Highway Superintendent to enter into agreement with Chautauqua County to spend Item 1 monies.

*By order of the same motion*

**Be it further RESOLVED**, the Town Board hereby authorizes expenditure by Superintendent of Highways without Prior Town Board Approval,

**WHEREAS**, Section 142, Subd. 1(a) of the Highway Law authorizes the town board to adopt a resolution permitting the town superintendent of highways to purchase equipment, tools and implements without prior approval of the town board in an amount to be fixed by it from time to time; and

**WHEREAS**, it is determined by the Board to be reasonable and proper and in the best interest of the efficient functioning of the Highway Department that the Town Superintendent of Highways of the Town be granted permission to purchase such items without its prior approval in an amount not to exceed $2000.00.

***Now, Therefore, Be it Resolved***, that the Town Superintendent of Highways be and he/she hereby is authorized to spend an amount not in excess of $2,000.00 for the purchase of equipment, tools, and implements without the prior approval of the Board; and

***Be It Further Resolved***, that the authorization hereinabove granted shall be construed as meaning that the total amount of all such items purchased by the Town Highway Superintendent shall not exceed the amount of $2,000.00 in the fiscal year 2023.

**Adopted: Park - aye**

**LoManto - aye**

**Butcher - aye**

**Palmer - aye**

**DiStasio - aye**

**Highway:**

Met with the DEC regarding the pit, the town has to make an effort by April 2023 to reclaim or face fines. It was decided a “committee” consisting of one board member, the highway superintendent and one highway employee, will meet with the DEC representative to discuss moving forward.

Sluices on Howard Drive (Smith Rd. Ext.) and North Hill at McNamara’s gulf need addressing. Tires are needed for the grater.

**\*\*\*A MOTION** was made by Yvonne Park and seconded by Nate Palmer giving authorization to the Highway Superintendent to purchase tires for the grater at a cost not to exceed $4,062.00.

**Adopted: Park - aye**

**LoManto - aye**

**Butcher - aye**

**Palmer - aye**

**DiStasio - aye**

**Highway:**

A discussion regarding safety and the need for supporting rods for the dump boxes on the trucks while they are doing maintenance, she will obtain price and availability for what is needed. Abandonment of roads was discussed again and it was decided more research needs to be done. The differential is bad in the Oshkosh, and the warranty has expired. They did skid paving on N Hill to complete the second half of the CHIPS programs. The backhoe is making a noise, to be determined, mower and brush hog equipment was discussed; there is an abundance of bearings on hand and it was recommended that we possibly trade or share services in kind with other municipalities.

**\*\*\*A MOTION** was made by Sarah LoManto and seconded by Nate Palmer WHEREAS General Vouchers #117-124 totaling $4,3307.87 and General Prepays # 89-90 totaling $160.13 and Highway Vouchers #130-139 totaling $6,923.11 were submitted, reviewed and approved for payment.

**Adopted: Park - aye**

**LoManto - aye**

**Butcher - aye**

**Palmer - aye**

**DiStasio - aye**

**\*\*\*A MOTION** was made by Yvonne Park and seconded by Nate Palmer to adjourn meeting at 7:50PM.

**Adopted: Park - aye**

**LoManto - aye**

**Butcher - aye**

**Palmer - aye**

**DiStasio - aye**

**Respectfully submitted,**

**Julie Goodway**

**Villenova Clerk**