ORGANIZATIONAL MEETING 01/05/2022

The following was proposed and motioned on at the Organizational Meeting of January 2022. This “Cheat Sheet” is used to follow the appointments and motions

that need to be taken care of for the 2022 year.

At this time, Supervisor Bifaro proposed the appointments of the following standing committees for the year 2022 are:

 Highway: Kevin Colburn, Barbara Beightol

 Cemetery & Cemetery

 Preservation: Brad Griffith, David Brainard

 Insurance: Karen Bifaro, Kevin Colburn

 Recreation: Kevin Colburn, Barbara Beightol

 Parks & Grounds: David Brainard, Brad Griffith

Set mileage reimbursement at $.48 per mile when Town Officials drive their own vehicles for Town business as of January 1, 2022 until December 31, 2022. Vouchers for expenses to be turned in monthly. Possibility to amend mileage reimbursement if needed during the year.

Motion: Made by Barb Beightol, second by Kevin Colburn

Vote: Colburn aye, Beightol aye, Brainard aye, Griffith aye, Bifaro aye, Carried

Transfers of all Budget monies be done by Bahgat & Laurito-Bahgat CPAs, P.C. and approved by a majority vote of the Town Board. Transfers are done by the accountant as needed and reported in the accountant’s monthly financial report and the monthly minutes.

Motion: Motion by Brad Griffith, Second by Kevin Colburn

Vote: Colburn aye, Beightol aye, Brainard aye, Griffith aye, Bifaro aye, Carried

Authorize the Supervisor to sign the 2022 annual contract with the accounting firm of Bahgat & Laurito-Bahgat for $9950.00.

Motion: Motion by Beightol, second by Brainard

VOTE: Colburn aye, Beightol aye, Brainard aye, Griffith aye, Bifaro aye, Carried

Authorize Bahgat & Laurito-Bahgat CPAs, P.C. to pay utility or any other bills before Town Board audit when necessary to avoid late charges.

Motion: Motion made by Griffith, second by Brainard

VOTE: Colburn aye, Beightol aye, Brainard aye, Griffith aye, Bifaro aye, Carried

Authorize the Town Clerk’s petty cash to be kept at $100.00. The Tax Collector’s petty cash to be kept at $200.00 and will be returned to the Town after tax collection period.

Motion: Motion by Colburn, second by Brainard

VOTE: Colburn aye, Beightol aye, Brainard aye, Griffith aye, Bifaro aye, Carried

Designate the Post Journal, 15 West Second Street, Jamestown, N.Y. and Southern Tier Pennysaver,2 Harding Ave. Jamestown, NY to be the official newspaper for the year 2022 for publications of all local news, notices and all other matters required by law to be published.

Motion: Motion by Beightol second by Colburn

VOTE: Colburn aye, Beightol aye, Brainard aye, Griffith aye, Bifaro aye, Carried

Designate Cattaraugus County Bank, 120 Main Street, Little Valley, N.Y. (using South Dayton, Randolph and Jamestown branch) as the depositories for all Town funds for the year 2022.

Motion: Motion by Colburn, second by Brainard

VOTE: Colburn aye, Beightol aye, Brainard aye, Griffith aye, Bifaro aye, Carried

Ellington Town Board meetings are to be held on the second Wednesday of each month at 7:00p.m. at the Ellington Town Hall, 813 W. Main Street, Ellington, N.Y. unless otherwise advertised. A Legal Notice will be posted in the Post Journal and on the town, website listing all meeting dates of the Ellington Town Board.

Motion: Motion by Brainard second by Griffith

Vote: Colburn nay, Beightol nay, Brainard aye, Griffith aye, Bifaro aye, Carried

The purchase policy in 2022 for the Town will be the voucher system with the approval of the Department Heads and Town Board.

Motion: Motion by Griffith seconded by Colburn

VOTE: Colburn aye, Beightol aye, Brainard aye, Griffith aye, Bifaro aye, Carried

The Town Investment Policy read by the Supervisor.

Continue with the Investment Policy for the Town of Ellington for the year 2022.

Motion: Motion by Beightol, second by Colburn

VOTE: Colburn aye, Beightol aye, Brainard aye, Griffith aye, Bifaro aye, Carried

Continue the Procurement Policy (purchase policy) for the year 2022.

Motion: Motion by Beightol, second by Colburn

VOTE: Colburn aye, Beightol aye, Brainard aye, Griffith aye, Bifaro aye, Carried

Accept the Sexual Harassment Policy that had been adopted in November 2018 for the Town of Ellington for the year 2022.

Motion: Motion by Griffith, second by Colburn

VOTE: Colburn aye, Beightol aye, Brainard aye, Griffith aye, Bifaro aye, Carried

Local Law - 2018 “Code of Ethics Law for the Town of Ellington”

Motion: Motion by Beightol, second by Griffith

VOTE: Colburn aye, Beightol aye, Brainard aye, Griffith aye, Bifaro aye, Carried

Appoint Wanda Crossley as Justice Court Clerk with a yearly salary of $5000.00 for the year 2022.

Motion: Motion by Griffith, second by Colburn

VOTE: Colburn aye, Beightol aye, Brainard aye, Griffith aye, Bifaro aye, Carried

Appoint Barbara Beightol as Deputy Town Clerk/Tax Collector, Deputy Registrar of Vital Statistics, with a salary of $14.00 per hour for the year 2022, having budgeted $6,500 for 2022.

Motion: Motion by Brainard, second by Colburn

VOTE: Colburn aye, Brainard aye, Griffith aye, Bifaro aye, Beightol abstained Carried

Appoint Darla Rissel as Second Deputy Town Clerk with a salary of $14.00 per hour for the year 2022.

Motion: Motion by Griffith, Second by Colburn

Vote: Colburn aye, Beightol aye, Brainard aye, Griffith aye, Bifaro aye, Carried

Appoint Supervisor Bifaro as Service Officer for the year 2022.

Motion: Motion by Beightol, second by Colburn

VOTE: Colburn aye, Beightol aye, Brainard aye, Griffith aye, Bifaro abstained, Carried

Appoint Supervisor Bifaro as Budget Officer with a salary of $ 625.00 for the year 2022.

Motion: Motion by Beightol second by Colburn

VOTE: Colburn aye, Beightol aye, Brainard aye, Griffith aye, Bifaro abstained, Carried

Appoint Kevin Colburn as Deputy Town Supervisor for the year 2022.

Motion: Motion by Griffith, second by Brainard

VOTE: Colburn abstained, Beightol aye, Brainard aye, Griffith aye, Bifaro aye, Carried

Appoint Melanie Eddy as the Building Code Officer with a salary of $6,000.00 for 2022.

Motion: Motion by Griffith, second by Brainard

VOTE: Colburn aye, Beightol aye, Brainard aye, Griffith aye, Bifaro aye, Carried

Appoint Jennifer Eaker as Dog Control Officer at $2,200.00 yearly plus mileage for the year 2022.

Motion: Motion by Griffith, second by Colburn

VOTE: Colburn aye, Beightol aye, Brainard aye, Griffith aye, Bifaro aye, Carried

Appoint Kate A. Conti as Registrar of Vital Statistics with a salary of $500.00 for the year 2022.

Motion: Motion by Beightol, Second by Colburn

VOTE: Colburn aye, Beightol aye, Brainard aye, Griffith aye, Bifaro aye, Carried

Appoint Darla Rissel as Cemetery Coordinator at a rate of $700.00 per year for services in the year 2022.

Motion: Motion by Beightol, second by Brainard

VOTE: Colburn aye, Beightol aye, Brainard aye, Griffith aye, Bifaro aye, Carried

Appoint the Records Management Advisory Board for 2022, which consists of Kate Conti, Town Clerk; Kevin Colburn, Councilman; and Karen Bifaro, Supervisor.

Motion: Motion by Beightol, second by Griffith

VOTE: Colburn abstained, Beightol aye, Brainard aye, Griffith aye, Bifaro abstained, Carried

Appoint Kate Conti as cleaner of The Town Hall with a salary of $1250.00 for 2022.

Motion: Motion by Griffith, second by Colburn

Vote: Colburn aye, Beightol aye, Brainard aye, Griffith aye, Bifaro aye, Carried

Continue our policy of any Certificate of Liability Insurance from contractors to be set at $1,000,000. Aggregate and name the Town of Ellington as coinsured.

Motion: Motion by Colburn, second by Griffith

VOTE: Colburn aye, Beightol aye, Brainard aye, Griffith aye, Bifaro aye, Carried

Authorize the Supervisor or Deputy Supervisor to attend the monthly Supervisor’s meetings in 2022.

Motion: Motion by Beightol, Second by Griffith

VOTE: Colburn aye, Beightol aye, Brainard aye, Griffith aye, Bifaro aye, Carried

Accept the Highway Superintendent’s appointment of Dean Crandall as Deputy Highway.

Motion: Motion by Brainard, second by Griffith

VOTE: Colburn aye, Beightol aye, Brainard aye, Griffith aye, Bifaro aye, Carried

Approve the Highway Superintendent to attend Highway School, Watershed meetings (also any interested Town Board members) and monthly Hwy. Supt. meetings.

Motion: Motion by Griffith, second by Colburn

VOTE: Colburn aye, Beightol aye, Brainard aye, Griffith aye, Bifaro aye, Carried

Approve the Town Clerk to attend Chautauqua Co. Clerks Assoc. meetings monthly and NYSTCA meeting annually.

Motion: Motion by Griffith, second by Colburn

VOTE: Colburn aye, Beightol aye, Brainard aye, Griffith aye, Bifaro aye, Carried

Approve the salary of $19.45 per hour for the year 2022 for part time/seasonal MEO highway employee with a CDL license. Part time/seasonal MEO highway employee with CDL license will be paid time and ½ for working on a holiday. Part time/ seasonal MEO highway employee w/o a CDL license will be paid $15.85 hr.

Motion: Motion by Griffith, second by Brainard

VOTE: Colburn aye, Beightol aye, Brainard aye, Griffith aye, Bifaro aye, Carried

Approve the salary of $12,385.00 for the Assessor, Roxanne Aucoin, and approve her attending annual and monthly Assessor meetings for the year 2022, plus mileage.

Motion: Motion by Beightol, Second by Colburn

VOTE: Colburn aye, Beightol aye, Brainard aye, Griffith aye, Bifaro aye, Carried

Approve appointment of Kelly McLane as a Deputy Assessor at $14.00 an hour, budgeting $2000.00 for 2022.

Motion: Motion by Colburn, second by Beightol

VOTE: Colburn aye, Beightol aye, Brainard aye, Griffith aye, Bifaro aye, Carried

Appoint Kate Conti as Fair Housing Officer for the year 2022.

Motion: Motion by Griffith, second by Brainard

VOTE: Colburn aye, Beightol aye, Brainard aye, Griffith aye, Bifaro aye, Carried

Appoint Councilman Brainard, Councilman Griffith, Councilman Colburn and Councilwoman Beightol to audit the Town of Ellington’s accounts and records for the year 2021 with a January 20th 2022 deadline.

Motion: Made by Griffith, seconded by Brainard

VOTE: Colburn aye, Beightol aye, Brainard aye, Griffith aye, Bifaro aye, Carried

Accept William Duncanson as the Town Attorney with a retainer of $4,000.00 per year and $250 per hour.

Motion: Motion by Griffith, second by Brainard

VOTE: Colburn aye, Beightol aye, Brainard aye, Griffith aye, Bifaro aye, Carried

Authorize Highway Superintendent to participate in county bids for the year 2022.

Motion: Motion by Beightol, second by Griffith

Vote: Colburn aye, Beightol aye, Brainard aye, Griffith aye, Bifaro aye, Carried

Adjournment of Organizational Meeting.

7:45PM

Respectfully submitted,

Kate A. Conti

Town Clerk/ Recording Secretary