The second regular meeting of the Andover Town Board for 2022 was held on February 08, 2022

**Present:**

Joe Kent, Deputy Supervisor

Matthew Zengerle, Councilman

Heather Simon, Councilwoman

Mandi Joyce-Phelps, Councilwoman

Tasha Rossrucker, Clerk

Jim Frungillo, Highway Superintendent

Deb Rossrucker-Resident

Monica Dean-AHPC

**Absent:**

Gus Weber, Supervisor

**Call Meeting to Order:** Meeting called to order by Deputy Supervisor Kent at 6:27p.m.

**Pledge of Allegiance:** Led by Matt Zengerle.

**Regular Meeting Minutes:** The regular meeting minutes from the January 2022 meeting were distributed and discussed by the board. Motion made by Heather Simonand seconded by Mandi Joyce-Phelpsto approve minutes**. 4 Members approving, 0 Disapproving, 1 absent Carried**

**Reports**

**Dog Control Officer:**  Report was submitted by DCO, Jim Rumfelt for month of January. Report was read aloud by Deputy Supervisor Joe Kent and reviewed.

The Town of Andover received an inspection letter from Ag And Markets. The letter stated that the equipment was unsatisfactory.

Two letters were turned in for thte DCO position. The Board reviewed pros and cons for both applicants. The board found Kevin Waters to be a good fit for this position. Kevin will shadow Jim Rumeflt for one month. A motion to accept the new DCO was made by Mandi Joyce-Phelps and seconded by Matt Zengerle. **4 Members approving, 0 Disapproving, 1 absent Carried**

**Highway Report:** Highway Superintendent Jim Frungillo tells the board that things were a little rough this week. They have been plowing snow and that 2 of their trucks are down-’14 Peterbuilt and ’09 Peterbuilt. ’09 Peterbuilt truck wouldn’t regen-it went into limp mode. Thursday during the storm ’13 Sterling which we had to borrow from the Town of Alfred was in an accident. The exhaust and the spinner on the sander were bent. Both exhaust and sander were fixed. The employee was not hurt. People have been calling about mailboxes being ruined by snow/plow, but there is a law stating it is not the town/villages responsibility to replace them. There are a specs that can be attained from the post office for the correct distance to place mailboxes. The County has been plowing some of their roads to help the guys out since they have two trucks down. Motion was made to accept Highway Superintendent report by Mandi Joyce-Phelps and seconded by Matt Zengerle**. 4 Members approving, 0 Disapproving, 1 absent Carried**

**Town Clerk’s Report**. The January 2022 Clerk’s report was read aloud. The town collected $143.50 total. $132.50 local shares and $11.00 to Ag and Markets and $0.00 to NYS Dept. of Health.Motion was made to accept Clerk’s report by Heather Simon and seconded by Mandi Joyce-Phelps**. 4 Members approving, 0 Disapproving, 1 absent Carried**

**Code Enforcement Report:** no report

**Town Justice Report:** Justice James Ames submitted the January 2022 which was reviewed by board members. A letter from the State of NY Unified Court System was sent to the Town of Andover. The Village of Andover judge was reassigned to Judge Ames so now he will be doing both Town and Village Court. A motion was made to accept the Town Justice report by Mandi Joyce-Phelps and seconded by Heather Simon. **4 Members approving, 0 Disapproving, 1 absent Carried**

**Andover Police Department Report:** A police activity report was submitted by Officer Rumfelt. The report was read aloud and reviewed. A motion was made to accept the Police report by Matt Zengerle and seconded by Heather Simon. **4 Members approving, 0 Disapproving, 1 absent Carried**

**Financial Report:** The monthly report was received from the Bookkeeper and reviewed by the Board members. A motion was made to accept the financial report by Heather Simon and seconded by Mandi Joyce-Phelps. **4 Members approving, 0 Disapproving, 1 absent Carried**

**Assessor’s Report:** no report was submitted.

**Bills:**

General A Vouchers 14-40 $40,487.65

 General B Vouchers 2 $1,250.00

 Highway DA Vouchers 7-12 $17,860.59

 Highway DB Vouchers 7-15 $10,000.93

Motion made by Heather Simon and seconded by Mandi Joyce-Phelps to pay the bills as submitted. **4 Members approving, 0 Disapproving, 1 absent Carried**

**AHAPC Grant-** Monica Dean read the monthly report for the grant 37HR368-19. Monica spoke to a rep and the rep said that a letter needs to be submitted asking for an extension. Supervisor Gus Weber will have to sign the extension because it is the Town’s grant. The 3 houses that were waiting to be done are predicted to be finished by the 28th of this month. Windows and painting have been done; septic is what the extension will be for. A motion was made to accept the monthly AHPC Grant #37HR368-19 by Heather Simon and seconded by Mandi Joyce-Phelps**. 4 Members approving, 0 Disapproving, 1 absent Carried**

**Revised Orginizational Resolution:**

**RESOLUTION #2022-1**

**TITLE: 2022 RESOLUTION OF ORGANIZATION**

The following resolution offered by Joe Kent and Mandi Joyce-Phelps.

**Offered by:** Heather Simon.

**WHEREAS:** It is required by law that The Town Board take certain actions at the beginning of each fiscal year to provide necessary services for the Town, And

**WHEREAS:** Such actions could include appointments, setting stipends, identifying duties, clarifying arrangements, taking oaths of office, and

**THEREFORE:** Let it be resolved:

 That the Town Board, Town of Andover shall meet in regular sessions on the second Tuesday of each month at 6:00pm in the Town Office at 22 E. Greenwood Street, Andover, NY and the Town Clerk is authorized to advertise such dates and location for the monthly meeting in the designated newspaper and post on the official bulletin board at the Town Hall.

That the Patriot is designated as the official newspaper, secondary is the Spectator.

That the Community Bank N.A., Andover branch, is the designated depository for Town Funds.

That the reimbursement for mileage will be 55 cents (fifty-five) per mile.

That the Town Highway Superintendent may purchase parts and equipment up to $1500.00 without prior Town Board approval.

That all purchases shall be in compliance with the Town of Andover Procurement Policy as adopted by the Town Board on file in the Town Clerk’s office.

That according to law, the Supervisor, Town Clerk or any two board members may call an emergency meeting and is authorized to do so.

The position of Deputy Supervisor is authorized and the Supervisor is authorized to fill the position.

That the Town Highway Employees Rate of pay will concur with the current Union Contract.

That the advance payment of certain claims is necessary to efficiently conduct the Towns fiscal responsibilities. The Supervisor is authorized to pay such bills upon receipt of billing.

That the Town Supervisor, acting as chief fiscal officer for the Town of Andover, may expediently and expeditiously place Town funds in interest bearing accounts, within the guideline of the State of New York Financial Management Policy.

That the Town of Andover continues its participation in the Allegany County Highway Mutual Aid Plan.

That the Highway Superintendent is authorized to receive a clothing allowance of $450.00 (four hundred and ten dollars) and is eligible to collect that by submitting a voucher to the board for such an amount on or before December 1, 2022.

That the Town has the authorization for the Town Officials to attend Official Town and County meetings with mileage and expense paid.

That copier fees shall be at $0.75 per regular copy and $0.25 for Freedom of Information Law Request.

That the Community Center rental fee shall be $40.00 per day plus a $50.00 deposit fee which is refundable to the payee upon inspection of the Community Center by the Town Clerk after the event.

**AND:**

That the following appointments are made:

Historian – Kimberly Haswell

Registrar of Vital Statistics – Tasha Rossrucker

Deputy Clerk- Amanda Joyce-Phelps

Deputy Registrar of Vital Statistics – Cindy Welch

Court Clerk – Wendy Seeley

Bookkeeper – Cindy Welch

Records Management Officer – Tasha Rossrucker

Janitor – Tasha Rossrucker

Receiver of Taxes – Tasha Rossrucker

Attorney for the Town – Michael Finn

Dog Control Officer – Jim Rumfelt

Deputy Supervisor – Joe Kent

Town Assessor – Timothy Joe Dannheim (2019-2025)

Building Inspector – Charles Cagle

Code Enforcement – Charles Cagle

Delegate to NYS Association of Towns – Joe Kent, Alternate: Matt Zengerle

Marriage Officer – Steve Walker (2022-2024)

Assessment Review Board- Frank Russell, Cal Densmore, Deb Rossrucker

That the schedule of payments shall be as follows:

Councilman – Quarterly

Justice- Monthly

Justice Clerk – Monthly

Supervisor – Monthly

Assessor – Monthly

Dog Control Officer – Monthly

Bookkeeper – Monthly

Code Enforcement Officer – Monthly

Highway Superintendent, Highway Union Employees, Town Clerk – Bi-weekly

Tax Collector – Annual Amount Budgeted on or about April 1st.

Historian - quarterly

Supervisor Annual Appointments for 2022 shall be

Mr. Zengerle – Co-chairman: Highway Committee, Chairman: Bridge committee, Chairman: Fire and Building Code Committee, Co-Chairman: Fire and Emergency Committee, Co-Chairman: Dog Control Committee, Chairman: Cemeteries Committee, Labor Management Safety Committee Representative - ALTERNATE

Mr. Kent: Deputy Supervisor, Chairman: Highway Committee, Co-Chairman: Equalization and Assessment Committee, Liaison Officer with Andover Village Board, Labor Management Safety Committee Representative-Chairman, Co-Chairman: Cemeteries Committee

Ms. Simon – Chairman: Equalization and Assessment Committee, Co-chairman: Data Processing Committee, Chairman: Parks and Recreation Committee, Co-Chairman: Planning and Economic Development Committee, Co-Chairman: Bridge Committee

Mrs. Joyce-Phelps – Chairman: Fire and Emergency Committee, Chairman: Town Owned Property Committee, Chairman: Data-Processing Committee, Chairman: Planning and Economic Development Committee, Chairman: Dog Control Committee

WHEREAS; The Andover Town Board is required, by the State of New York and Local Employees Retirement System to establish a standard workday for elected and appointed officials, the following is a standard workday for determining days worked reportable for the New York State and Local Employees Retirement System:

ALL ELECTED OFFICIALS: Supervisor, Councilperson, Town Clerk, Tax Collector and Town Justice – five day work week, six hour day and Superintendent of Highways **–** four day work week, ten hour day.

ALL APPPOINTED OFFICIALS: Dog Control Officer, Assessor, Bookkeeper and Code Enforcement Officer – Five day work week, six hour day.

Joe Kent Heather Simon seconded the motion to accept the Resolution 2022-1 Matt Zengerle.

After discussion of the proposal, the Town Supervisor instructed the Town Clerk to call the Roll of the Town Board, which was done with the following results:

Supervisor WEBER – absent

Councilwoman JOYCE-PHELPS – aye

Councilman KENT – aye

Councilwoman SIMON - aye

Councilman ZENGERLE– aye

State of New York

County of Allegany and

Town of Andover

I, Tasha Rossrucker, Town Clerk of the Town of Andover, Allegany County NY, do hereby certify that the above is a true and correct copy of the Resolution adopted by said Board on the 08th day of February, 2022 and the whole thereof.

Date: at Andover on the 08th day of February 2022.

Voted: Yes: 4 No: 0 Absent: 1

Revised 2/08/2022

**Standard Work Day:**

Standard Work Day and Reporting Resolution – 2022-3

Be it resolved that the Town of Andover hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees’ Retirement System based on the record of activities maintained and submitted by these officials to the clerk of this body.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title | Name | Standard Work Day | Term begins/ends | Participates in Employers Time Keeping System (Y/N) | Days/Month (based on Record of Activities) |
| **Elected Officials** |  |  |  |  |  |
| Supervisor | Gus Weber | 6 hrs | O1/01/2022– 12/31/2025 | n |  5.0 |
| Highway Sup. | James Frungillo | 8 hrs | 01/01/2020-12/31/2023 | n | 31.60 |
| Clerk/Collector | n/a |  |  |  |  |
| Justice | James Ames | 6 hrs. | 01/01/2022-12/31/2025 | n | 3.22 |
| **Appointed Officials** |  |  |  |  |  |
| Code Enforcement Officer | Charles Cagle | 6 hrs. | 01/01/2022-12/31/2022 | n | 2.53 |
| Court Clerk | Wendy Seeley | 6 hrs. | 01/01/2022-12/31//2022 | n | 1.03 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Date enacted: January 03, 2022

I, Tasha Rossrucker, clerk of the governing board of the Town of Andover, of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the 08th of February, 2022 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

I further certify that the full board, consist of 5 members, and that 4 of such members, voted in favor of the above resolution and one board member was absent.

IN WITNESS WHEREOF, I have hereunto

Set my hand and the seal of the

TOWN OF ANDOVER, NY

Affidavit of Posting

Location Code: 30011

Employer Name: Town of Andover

**Affidavit attesting that the Standard Work Day and Reporting Resolution was posted and available to the public for a minimum of 30 days.**

State of New York )

 )

County of Allegany )

**Tasha Rossrucker** being duly sworn, deposes and says:

1) That she is the Clerk of the Town of Andover, NY

2) That the posting of the Resolution began on January 03rd, 2022 and continued for at least 30 days.

That the Resolution was posted and available to the public on February 08, 2022 on the

 **Main Entrance to the Office of the Clerk** at 22 E Greenwood St., Andover, NY

**Wind Power Project:** Public Hearing and to accept making the Wind Power the Town of Andover’s 1st Local Law of the year.

Motion made by Heather Simon and seconded by Mandi Joyce-Phelps to adjourn the meeting for the evening. Meeting adjourned at 7:14 p.m. **4 Members approving, 0 Disapproving, 1 absent Carried**

Respectfully submitted,

Tasha Rossrucker

Clerk