# Hinsdale Town Board

# and the 2023 Reorganizational

# Meeting Minutes

January 10, 2023

1. Call to order

Supervisor VanDeCar called to order the regular meeting of the Hinsdale Town Board at 7:00pm on January 10, 2023 at the Town Board Room. The pledge was recited.

1. Roll call

 The following persons were present: -Jeffrey VanDeCar Supervisor , Ronald Brown, Joseph Noll, Gerald Maerten- Board members, Ann Carr- Town Clerk, Tim Tuttle- Deputy Hwy Supt. Earl Dutton, Hwy. Employee, Jeremy Guthrie- resident

1. Approval of minutes from last meeting

Clerk Carr presented the minutes from the last meeting. The minutes were approved as presented by a motion from Councilman Brown. Seconded by Councilman Noll. Ayes All.

1. Supervisor’s Report: Received Dec. 2022
2. 2022 year-end financial reports were received.
3. A Capital reserve CD has been opened at Five Star Bank in the amount of $500,000.
4. Supervisor VanDeCar will transfer funds from the Money market account at Cattaraugus County Bank to Five Star Bank and open General Fund and Highway Fund CD’s with the surplus undesignated funds for up to one year.
5. There will be interviews for the Town Justice appointment on Thursday January 19, 2023.
6. Due to the Death of Councilman Wilson there will be an open Councilman Position for 2023.
7. Inspection of the Clerks, Justice and the Water Departments books will be conducted in February.
8. Highway Supt. Report:
9. Highway Supt. Report: The Hwy Dept. is in the process of getting quotes for replacement pickup trucks in May of 2023
10. The Fuel depot electric is complete. We are still waiting on electric components for the pump.
11. Dog Control Report: None received
12. Town Clerk’s Report: Received Dec. 2022
13. Justice Report: Received October & November
14. Code Enforcement: None receieved
15. Water Dept. Report: Received Dec. 2022
16. Open Issues:
17. The Well House Generator project is pending on receipt of the Generator.
18. New business
19. Cattaraugus County has sent a notice of the annual 30-day period to request inclusion of agricultural land within an existing agriculture district.
20. Councilman Brown expressed his condolences on the death of Councilman Wilson. He said that he enjoyed working with him and that he had served on the Town Board for many years and he will be missed.
21. Motion made to pass Resolutions # 1 thru 19 and the Supervisor’s Appointments for 2023 made by Councilman Maerten. Seconded by Councilman Noll. Ayes all

**Town of Hinsdale Reorganizational Meeting**

**January 9, 2023**

**Resolutions**

**1-2023:** The *“****regular”*** town board meetings throughout the year of 2023 will be held at 7:00 p.m. on the second Monday of the month in the boardroom of the town hall in the Town of Hinsdale. ***Exception*** when the second Monday is a National Holiday. On such occasions the regular meeting will be held on the second Tuesday of the month.

**2-2023:** In the event of future pandemics and to ensure the health and safety of our town employees and the general public, ***“Regular and Special Meetings”*** may be conducted remotely by utilizing the ZOOM meeting platform.

**3-2023:** Designating the following banks and trust companies as the depositories where town officials shall deposit all monies coming into their hands. Five Star Bank, Community Bank N.A., and Cattaraugus County Bank.

**4-2023:** Authorizing Jeffrey VanDeCar, Ronald Brown and Ann Carr to act as signatories for all Town Bank Accounts as per the Five Star Bank Resolution.

**5-2023:** Authorizing the Town Tax Collector to designate Five Star Bank as the official depository for the collection of the 2023 Town, County and Fire District’s property taxes to be held in an interest bearing account.

**6-2023:** Authorizing the Town Supervisor to invest the Town’s monies as they become available, as allowed under the laws of the State of New York and the Town’s Investment Policy in the approved depositories.

**7-2023:** Designating the Olean Times Herald as the Town of Hinsdale’s official Newspaper.

**8-2023:** Establishing the 2023 mileage rate at the Federal rate of $0.655 (65 ½ Cents) per mile for approved travel for all town employees. Where this rate will be adjusted with changes in the Federal mileage reimbursement rate which may occur during the year.

**9-2023:** Authorizing an Agreement between the Town Board and Highway Superintendent to expend up to $395,000.00 for the repairs and maintenance of the fifty-four (54) miles of road.

**10-2023:** Authorizing the Highway Superintendent to purchase tools and equipment with costs less than $300.00 without Town Board approval. All other purchase must follow the Towns procurement policy of 2009.

**11-2023:** Authorizing the Highway Superintendent to purchase supplies, material and services utilizing the New York State and Cattaraugus County bids. Whereas, purchases from any other sources must follow the purchasing laws of the State of New York and the Town of Hinsdale purchasing policy.

**12-2023:** Authorizing the Building and Code Enforcement Official to collect all fees for licenses and permits and to turn over all collected fees to the Town Clerk monthly.

**13-2023:** Requesting the Town Clerk, Town Justice, Code enforcement and Water Collector to meet with the Town Board prior to February 28, 2023 for the purpose of an official review and reconciliation of their financial books and monies they received during 2022.

**14-2023:** Authorizing that there will be not be a late notice fee for tax collection in March for 2023 Town and County Taxes.

**15-2023:**  Authorizing the Town Tax Collector to bill Sanzo Beverage Inc. and the Rehabilitation Centers, Inc. for the 2023 PILOT payments.

**16-2023:** Authorizing Jeffrey VanDeCar, Town Supervisor and Diane Finch, Bookkeeper to make electronic transfers among bank accounts to pay all bills and payrolls approved by the Town Supervisor and Town Board.

**17-2023:** The regular work hours of the Highway Dept. will be scheduled as follows: Summer Hours – Monday thru Friday 7:00am – 3:30pm (April 4 thru Nov. 6) Winter Hours – Monday thru Friday 6:00am – 2:30pm (Jan 1 thru April 3 and Nov. 7 thru Dec. 31). The Highway Superintendent may request the Town Board to change the established work hours.

**18-2023:** The Town Supervisor is authorized to amend and transfer funds between accounts for any appropriation accounts that may have been over expended for the 2022 fiscal year.

**19-2023:** Establishing the annual salaries and compensation for town elected officials and appointed employees as appropriated in the Adopted 2023 budget.

 Annual

Position Compensation Pay Frequency

Town Supervisor $ 7,950.00 Quarterly

Town Councilmen (4) $ 2,000.00 (each) Quarterly

Town Justice $12,000.00 Quarterly

Town Clerk $ 9,050.00 Quarterly

Tax Collector $ 3,100.00 Quarterly

Highway Superintendent $49,000.00 Bi-Weekly

Budget Officer $ 1,450.00 Quarterly

Justice Clerk $ 16.50 per hour Bi-Weekly

Assessor $15,000.00 Bi-Weekly

Code Enforcement Officer $ 8,350.00 Bi-weekly

Town Historian $ 800.00 Quarterly

Bookkeeper $ 10,000.00 Bi-weekly

Dog Control Officer $ 3,600.00 Bi-weekly

Deputy Town Clerk $ 500.00 Annually

Water Superintendent $ 5,400.00 Quarterly

Water Meter Reader $ 400.00 Quarterly

Water Collector $ 1,650.00 Quarterly

Water Meter Repairs $ 20.00 per hour By Voucher

Sidewalk Plowing $ 33.00 per run By Voucher

Court Officer $ 15.50 per hour Bi-weekly

Registrar of Vital Statistics Fees Collected Quarterly

Assessment Board of Review (3) $ 150.00 (each) By V

1. Motion to pay the bills for Abstract 12A of 2022 and Abstract 1 of 2023 made by Councilman Brown. Seconded by Councilman Noll. Ayes all Abstract 12A of 2022 General Fund Claims: 202 - $ 4,700.25 Highway Fund Claims: 153 thru 159- $12,854.73 Water Fund Claim: 68 - $ 30.00

Abstract 1 of 2023 General Fund Claims: 01 thru 19 - $18,868.37

**Highway Fund Claims: 01 thru 6- $ 8,728.39 Water Fund Claims: 01 thru 5- $ 739.24**

1. Adjournment: Motion to adjourn the meeting in Memory of Councilman Douglas Brown made by Councilman Noll. Seconded by Councilman Brown. Ayes all

Supervisor VanDeCar adjourned the meeting at 8:20pm.

Minutes submitted by: Ann L Carr

Minutes approved by: