Town of New Albion

7151 Route 353

Cattaraugus, NY 14719

 **Regular Board Meeting**

November 21, 2022 7:00 p.m.

**PRESIDING:** Patrick Murphy, Supervisor

**PRESENT:** Councilmen: Daniel Goss; Michael Weishan; David Rupp, Highway Superintendent; Frank Watson, Code Enforcer; and Sherry Rupp, Town Clerk.

**ABSENT:** Norman Kazmark; Cynthia Eaton

**CALL TO ORDER:** Supervisor Murphy called the meeting to order at 7:00 pm. Followed by the Pledge to the American Flag. Regular Minutes / Public Hearing for October 17, 2022; Budget Work Session Minutes for October 26, 2022; Public Hearing/Meeting Minutes for November 2, 2022 and Town Clerk Monthly Report, and the Register’s Report were all approved as presented by the Clerk.

**CORRESPONDENCE:**

* Tobacco-Free Chautauqua, Cattaraugus, Allegany/*Prohibits smoking of tobacco and cannabis on any municipal or state operated park. Municipalities are required to post signage to inform the community about the designation of these new smoke free areas. The amendment went into effect on October 13, 2022*
* NYS Department of Public Service

**REPORTS:**

**Code Enforcer:** **Frank Watson,** there are a few of permits, 2 pole barns, Smith Hill Tower is having maintenance work done, and a letter was sent to Christy Luce regarding violations with Leon Road property.

**Highway Dept.:** **David Rupp,** the Town of New Albion’s Highway Dept. has begun its winter snow removal season following several earlier than usual seasonal storms. The past storm of the week end of November 18 & 19 resulted in 18” of snow with drifting and whiteouts as a result. The Highway Dept. would like to remind everyone that flashing yellow lights are warning of a hazard or a service vehicle, not to speed up and pass. Often the driver can not see an approaching vehicle, the dept. would like to remind everyone we are out there working for your safety. Please be patient. The Dept. has been working to winterize equipment that won’t be needed till next summer and has begun to place it into cold storage for the winter season. Shop is looking to replace old stick welder with an updated MIG welder. I spoke with Mark at NYSEG about the LED streetlight conversion, the Town can expect to save roughly 50% on delivery and supply cost.

**Resolution # 107- 2022– Purchase a MIG Welder**

On a motion by Councilman Goss, seconded by Councilman Weishan, the following resolution was

 **ADOPTED** Aye 3 Weishan, Goss, and Murphy

 Nay 0

**RESOLVED**, approved, to purchase a MIG welder.

**Resolution # 108- 2022– Covert Streetlights to LED**

On a motion by Councilman Weishan, seconded by Councilman Goss, the following resolution was

 **ADOPTED** Aye 3 Weishan, Goss, and Murphy

 Nay 0

**RESOLVED**, approved, to convert 6 streetlights to LED.

**Treasurer:** **Eugene Doucette,** transfers.

**Resolution # 109- 2022– Transfer Funds**

On a motion by Councilman Goss, seconded by Councilman Weishan, the following resolution was

 **ADOPTED** Aye 3 Weishan, Goss, and Murphy

 Nay 0

**RESOLVED**, approved, to transfer $25,000 from Townwide Savings to Townwide Checking.

**Resolution # 110- 2022– Transfer Funds**

On a motion by Councilman Weishan, seconded by Councilman Goss, the following resolution was

 **ADOPTED** Aye 3 Weishan, Goss, and Murphy

 Nay 0

**RESOLVED**, approved, to transfer $2,500 from General Outside Village Savings to General Outside Village Checking.

**Resolution # 111- 2022– Transfer Funds**

On a motion by Councilman Weishan, seconded by Councilman Goss, the following resolution was

 **ADOPTED** Aye 3 Weishan, Goss, and Murphy

 Nay 0

**RESOLVED**, approved, to transfer $25,000 from Town Highway Fund Savings to Town Highway Fund Checking.

**Resolution # 112- 2022– Establish Account DA-9720 Statutory Installment Bond**

On a motion by Councilman Goss, seconded by Councilman Weishan, the following resolution was

 **ADOPTED** Aye 3 Weishan, Goss, and Murphy

 Nay 0

**RESOLVED**, approved, to establish a Statutory Installment Bond Account# 9720 in Highway DA.

**Resolution # 113- 2022– Increase Expenditures in Highway DA Machinery Equipment**

On a motion by Councilman Goss, seconded by Councilman Weishan, the following resolution was

 **ADOPTED** Aye 3 Weishan, Goss, and Murphy

 Nay 0

**RESOLVED**, approved, to increase expenditures in Highway DA 5130.2/Machinery Equipment in the amount of $198,000.

**Assessor: Kate Harrington,** the October report is as follows:

* **Reassessment Update:**

Property Description Reports have been mailed out to property owners in New Albion. These reports list inventory on properties and provides owners an opportunity to verify the data. Once received, property owners can call our Main Office or stop by during regular business hours if they have questions.

* Exemption renewal notices will be mailed out late-November. Town Hall hours will be increased during exemption season.
* The Assessing Office has corresponded with several property owners about their assessments, tax bills, and exemptions.
* There were 4 property transfers in September. You can find more information about these sales here:

<https://www.cattco.org/real-property-and-gis/sales>

**Board:**

Councilman **Patrick Murphy** – None

Councilman **Norman Kazmark** – None

Councilman **Daniel Goss** – None

Councilman **Cynthia Eaton** – None

Councilman **Michael Weishan** –None

**CLERKS REPORT:**

**Clerk Report:** October 2022, Amount Collected $ 1,423.00

Animal Population Control: Check # 2695 - $ 28.00

Cattaraugus County: Check # 2696 - $18.80

Town of New Albion: Check # 2698 - $166.98

NYS Environmental Conservation: EFT - $1,186.72

State Health Dept. for Marriage Licenses: Check# 2697 - $22.50

Amount Paid Out $ 1,423.00

* On November 10th Highway Supt. David Rupp and I met with Mike Ortiz and had a phone conference with Ken Haverlan-a Risk Control Representative from the Town’s Insurance company. Ken had a few Recommendations:
* Make additions to our complaint forms for our Citizen Complaint System. ***(Two additional forms***

 ***were created.)*** Highway Road’s Complaint Form – These forms are in a folder which is located in

 the Highway Supt. Truck. The Highway Supt. Was advised to refer the citizens with the complaints

 to file them with the clerk’s office. This is so that we can establish a process. Highway Dept. Public

 Concerns and Requests- this form is located in the clerk’s office.

* It is Recommended that the Highway Dept. to purchase a NFPA-Approved Locker to store

 Flammable Liquids in accordance with OSHA 1910.106. All flammable and combustible liquids

 should be stored in an approved metal cabinet with self-closing doors, in a flammable liquid storage

 vault or in a safe outdoor location. Proper storage of these liquids will assist in mitigating a potential

 fire/explosive hazard.

**Resolution # 114- 2022– Purchase Standard Flammable Storage Cabinet**

On a motion by Councilman Weishan, seconded by Councilman Goss, the following resolution was

 **ADOPTED** Aye 3 Weishan, Goss, and Murphy

 Nay 0

**RESOLVED**, approved, to purchase a standard flammable storage cabinet in the amount of $2,105.25 from ULINE.

* The Insurance Company said that we needed signs for the two cemeteries (Rumzy & Tug Hill)

 stating the hours that the Town owns. ***(Two signs were ordered that will state Closed from Dusk to***

 ***Dawn)***, without a sign makes it a public cemetery.

* The Insurance Company also said that we needed to add a social media Policy and a Driver Record

 Review Policy to our Town Employee Handbook. In order to review the driving records, the Town

 had to enroll in the LENS Program which is a License Event Notification Service.

**Resolution # 115- 2022– Update Town Employee Handbook**

On a motion by Councilman Goss, seconded by Councilman Weishan, the following resolution was

 **ADOPTED** Aye 3 Weishan, Goss, and Murphy

 Nay 0

**RESOLVED**, approved, to add the social media Policy and the Annual Driving Record Review Policy to the Town Employee Handbook.

* FEMA Projects HMGP has been closed out and final reimbursement has been received. As for the PDMC project we are nearing the end.

**Resolution # 116- 2022– Increase Revenue in Highway DB**

On a motion by Councilman Weishan, seconded by Councilman Goss, the following resolution was

 **ADOPTED** Aye 3 Weishan, Goss, and Murphy

 Nay 0

**RESOLVED**, approved, to increase revenue in Highway DB “4960-Emergency Disaster Assistance” in the amount of $33,249.67.

**Resolution # 117- 2022– Transfer Funds**

On a motion by Councilman Goss, seconded by Councilman Weishan, the following resolution was

 **ADOPTED** Aye 3 Weishan, Goss, and Murphy

 Nay 0

**RESOLVED**, approved, to transfer $25,132.68 from the “4960-Emergency Disaster Assistance” to “3650.4-Demolitions of Unsafe Buildings”.

**Resolution # 118- 2022– Transfer Funds**

On a motion by Councilman Weishan, seconded by Councilman Goss, the following resolution was

 **ADOPTED** Aye 3 Weishan, Goss, and Murphy

 Nay 0

**RESOLVED**, approved, to transfer $2,105.25 from the “4960-Emergency Disaster Assistance” to “5132.4-General A Contractuals.

**Resolution # 119- 2022– Transfer Funds**

On a motion by Councilman Weishan, seconded by Councilman Goss, the following resolution was

 **ADOPTED** Aye 3 Weishan, Goss, and Murphy

 Nay 0

**RESOLVED**, approved, to transfer $1,345.32 from the “4960-Emergency Disaster Assistance” to “Contingent Account#1990.4. Reimbursement.

* The 2023 International was added to the Towns Policy resulting in an additional premium of $972.00.

**Resolution # 120- 2022– Transfer of funds**

On a motion by Councilman Weishan, seconded by Councilman Goss, the following resolution was

 **ADOPTED** Aye 3 Weishan, Goss, and Murphy

 Nay 0

**RESOLVED**, approved, to transfer $308.00 from Contingent Account# 1990.4 to Unallocated Insurance Account#1910.4.

* NYS Dept. of Public Service sent a letter regarding Winter Outreach & Education material. I ordered some Education Publication Materials on November 9th; we should be receiving the flyers shortly.
* The Town received a Sales Tax Distribution payment for the 3rd Quarter 2022 in the amount of $57,122.11.
* The Town received a Mortgage Tax Apportionment on November 14th in the amount of $11,887.10 for the period of April 1, 2022 thru September 30, 2022.
* I received notification on October 31, 2022 that Frank Watson has fulfilled all in-service training requirements for 2022 to maintain his active status as Code Enforcement Officer. He is active for the calendar year January 1, 2023- December 31, 2023.
* On November 7th, Senator George Borrello’s office notified the Town that Michael Bogardus has informed them that he has an on-going issue with the Code Enforcement Officer and claims that he has been written tickets for years and cannot get work and keeps losing Bids. Borrello’s office informed Mr. Bogardus that this is a Local Government issue and they cannot get involved.
* Shannon Goode (Justice) and Robert Roth (Court Officer) have completed their Record of Activities for Retirement.

**Resolution # 121- 2022– Standard Workday Resolution**

On a motion by Councilman Weishan, seconded by Councilman Goss, the following resolution was

 **ADOPTED** Aye 3 Weishan, Goss, and Murphy

 Nay 0

**RESOLVED**, that the Town of New Albion / (Location Code) 30332 Hereby Establishes the following Standard Workdays for the Justice and Court Officer and will report the Official’s to New York State and Local Retirement System based on the time keeping system records or their Record of Activities.

 **Name SS# NYSLRS ID Title Current-Term Standard Work Day ROA Not Submitted Pay Frequency Tier 1**

Goode, Shannon \*\*\* \*\*\* Justice 01/01/2022-12/31/25 6.00 16.59 Quarterly

Roth, Robert \*\*\* \*\*\* Court Officer 01/01/2022-12/31/22 6.00 0.78 Bi-Weekly

**OLD BUSINESS:**

* Hazard Mitigation Project

**NEW BUSINESS:**

1. Standard Work Day/Record of Activity for Justice and Court Officer
2. Tokio Marine HCC / Insurance Recommendations
3. Abstract #11– November 21, 2022 / Pay the Bills

**APPROVAL OF ABSTRACT:**

**Resolution # 122- 2022– Abstract # 11-2022– November 21, 2022**

On a motion by Councilman Goss, seconded by Councilman Weishan, the following resolution was

 **ADOPTED** Aye 3 Weishan, Goss, and Murphy

 Nay 0

**RESOLVED**, that Abstract # 11 -2022 in the following amounts is to be paid.

 **ACCOUNT VOUCHER # TOTAL EXPENDITURES**

 General A 12520-12543 $ 15,919.61

 General B 947-949 $ 583.49

 Highway DA 9539-9545 $ 6,284.18

 Highway DB 3716-3725 $ 58,352.26

With no further business to discuss, the meeting was adjourned at 8:00 pm.

Respectfully submitted,

Sherry Rupp

Recording Secretary

Town of New Albion Town Council

Next Meeting: Regular Board Meeting December 19, 2022