

ORGANIZATIONAL MEETING Minutes

7:32 p.m. January 6, 2020

Board Members Present: Chris Cannon, Chris Jackson, Larry Ball and Lynn Bedford
Also Present: Ted Wightman; Supervisor, Craig Harrington; Highway Superintendent
Wendy Lord; Town Clerk

Public Present: Chris Wichlacz, Barry Bedford, Jamie Hebner
John Potter, Mike Stone,(Signed-in)

The meeting was called to order at 7:31 pm. Chris Jackson led with the pledge to the flag.

Minutes: A motion was made by Chris Jackson and seconded by Larry Ball to approve the of the last meeting's minutes and to approve said minutes as written. All in favor, motion carried.

Establishment of Regular Meeting Date: A motion was made by Larry Ball and seconded by Chris Cannon that the second Monday of each month be the regular meeting date for the Town Board. All meetings shall begin at 7:30 p.m. except when there is a public hearing preceding the regular meeting, in which case, the regular meeting shall follow the public hearing. All in favor, motion carried.

There shall be a "public comment" section at the end of the "new business" section of each meeting. Persons signing up may speak for a maximum of three minutes. Additional time may be granted by majority vote of the Board. A motion was made by Chris Cannon and seconded by Lynn Ball All in favor, motion carried.

Designation of Official Depositories: A motion was made by Chris Cannon and seconded by Larry Ball that Evans Bank, Community Bank be the official depositories. M & T to be eliminated. All in favor, motion carried.(Larry stated that M & T bank has remained as one of the town's banks as they were good to the town for past loans, M & T will be removed due to not conducting business with them for a year).

Authorization of the Supervisor or his designee to, from time to time, purchase certificates of deposit, in such amounts, and for such duration, at the highest available interest rate. Motion made by Chris Cannon and seconded by Larry Ball. All in favor, motion carried.

Authorization of the Supervisor or his designee to transfer monies and make deposits as needed. Motion made by Chris Jackson and seconded by Chris Cannon.

Authorization of the Supervisor to act on behalf of the Town Board between meetings. No motion was made at this time and the existing resolution will remain in tact at this time.

Authorization of the Supervisor or his designee to pay utility bills when due. Motion made by Larry Ball and seconded by Chris Cannon that the Supervisor or his designee be authorized to pay utility bills when due. All in favor, motion carried.

Adoption of the same fiscal investment and purchasing policies adopted previously by the Town Board: Motion made by Chris Jackson and seconded by Chris Cannon to do so. All in favor, motion carried.

Adoption of the Shared Service Contract with County and local governments, and authorizing the Supervisor to sign the contract. Resolution for same was read and attached to minutes in Minute Book. A motion was made by Chris Cannon and seconded by Larry Ball that this resolution be approved. All in favor, motion carried.

Designation of the Observer as the official newspaper of the Town. Resolution for same was read and attached to minutes in Minute Book. Motion made by Chris Jackson and seconded by Larry Ball that the Observer be designated as the official newspaper for the Town. All in favor, motion carried.

Designation of the Town Hall as the official polling place for elections. Motion made by Larry Ball and seconded by Chris Jackson that the Town Hall be the official polling place for elections. All in favor, motion carried.

Authorization to pay mileage for persons on Town business at the rate of \$0.40 per mile.

Motion made by Chris Cannon and seconded by Chris Jackson to do so. All in favor, motion carried.

Authorization to reimburse the Superintendent of Highways and Building & Zoning Control Officer for use of their personal mobile cell phone at the rate of \$40.00 per month. Resolution for same was read and attached to minutes in Minute Book. A motion was made by Larry Ball and seconded by Chris Jackson to approve this resolution as read. All in favor, motion carried.

Authorization to pay members of the Zoning Board of Appeals \$20 for each meeting attended, said fees to be paid from appeal hearing fees. Motion made by Larry Ball and seconded by Chris Jackson to do so. All in favor, motion carried.

Authorization to pay members of the Assessment Board of Appeals \$50 for each grievance day attended. Motion made by Chris Jackson and seconded by Chris Cannon to do so. All in favor, motion carried.

Authorization of the Superintendent of Highways to post the Town roads. Resolution for same was read and attached to minutes in Minute Book. A motion was made by Chris Jackson and seconded by Larry Ball that this resolution be approved. All in favor, motion carried.

Authorization of the Superintendent of Highways to advertise for bid for the purchase of necessary annual supplies for the Highway Department. Resolution for same was read. A motion was made by Larry Ball and seconded by Chris Cannon that this resolution be approved. All in favor, motion carried. Larry questioned if it had to be the lowest bidder or could the winning bid be awarded to a local vendor.

Authorization to pay reimbursement to Town Council, Town Clerk, Super of Highways and Town Supervisor for expenses incurred while attending training courses. A motion was made by Chris Cannon and seconded by Larry Ball. The motion was carried.

Authorization for the creation and administration of a Town of Arkwright Website. Larry Ball made a motion to designate Ted Wightman to investigate the ramifications and legalities of a town website. Larry Ball made a motion to table the website resloution and Chris Jackson seconded the motion. Resloution was tabled.

Salaries: A motion was made by Larry Ball and seconded by Chris Jackson (Chris Cannon mentioned that the Court Officer salary of \$10/hour was below minimum wage standards) for set salaries for 2020 as read and listed below. All in favor, motion carried.

Highway Superintendent	\$30,000.00/year
Deputy Highway Superintendent	employment rate plus \$.50 per hour
Seasonal Highway Employees	\$15.06 per hour (resolution attached to Minutes.)
Supervisor	\$5,843.00/year
Town Clerk	\$5,789.00/year
Town Justice	\$3,300.00/year
Council (x4)	\$1,000.00/year
Assessor	\$7,382.00/year
Bookkeeper/auditor	\$3,000.00/year
Budget Officer	\$500.00/year paid in December
Building & Zoning Officer	\$4,800.00/year
Cemetery Caretaker	\$1,650.00/yr. paid bi-annually in May/Oct.
Dog Control Officer	\$1,000.00/yr. paid bi-annually in June/Dec.
Attorneys	Hourly rates billed for Services Rendered
Town Hall Custodian	\$200.00/yr. paid bi-annually in June/Dec.
Court Officer	\$10.00/hour as needed
Court Clerk	\$12.00 per-hour as needed
Historian	\$100.00/year paid in December

Appointments: Larry Ball made a motion, seconded by Chris Jackson that the following annual appointments be made. All in favor, motion carried.

Historian	Ruth Nichols
Budget Officer	Ted Wightman
SEQR Administrator	Ted Wightman
Disaster Coordinator	Christopher Wichlacz
Notary Public	Wendy Lord/Ted Wightman/ Mira Fruehauf
Registrar	Wendy Lord
Deputy Registrar	Wendy Harrington
Deputy Clerk	Wendy Harrington
Deputy Town Supervisor	Chris Jackson
Attorneys	Foley, Foley and Passafaro Hodgson, Russ LLP (for wind energy matters)
Bldg./Zoning Control Officer	Larry Green
Town Hall Custodian	Frederick Burgess
Cemetery Custodian	Kenickie Waterman
Records Manager	Wendy Lord
Marriage Officer (Dom.Rel. Law 11-c)	Mira Fruehauf
Auditor Town Court/Dept;	Lawrence Ball
Audit Committee for payment of Bills	Members of Town Board acting as a committee of the whole
Planning Board	Expired term of Chairman Dan Dietzen
Ethics Committee	All one year term renewed annually: Ed Long Ronald Curtin Molly Merrill
Picnic Committee	Ted Whightman, Linda Fairbanks, Ruth Nichols, Anna and Larry Wilcox, Allan and Sandy Forbes, Stephen Kershner, Dan Curtin, Dennis Wilson, Doug and Colleen Aldrich

Dog Control Officer	Kathie Dean (independent; per contract of 20016)
Assistant Dog Control Officer	Karlie Stanfield

Assistant Dog Control Officer, Karlie Stanfield, to serve at no cost to the town accept for mileage and authorization of Supervisor to take such action as necessary to implement these appointments. (Resolution) A motion was made by Larry Ball and seconded by Chris Jackson to approve this resolution as read. All in favor, motion carried. A motion was made to table the Planning Board at this time until a replacement is found as Dan Dietzen no longer resides in the Town of Arkwright. A motion was made to appoint Lawrence J Ball to the position of Auditor of Town Court/ Dept; Motion Carried. A replacement of Dennis Stephens on the Picnic Committee will be sought as he has moved.

Authorization of the Town Supervisor as delegate to the New York Association of Towns convention. Resolution for same was read and attached to minutes in Minute Book. A motion was made by Chris Cannon and seconded by Larry Ball to approve this resolution as read. All in favor, motion carried.

A motion was made by Chris Cannon seconded by Larry Ball that the Town shall continue its membership in or join the following associations and organizations. All in favor, motion carried.

- Chautauqua County Supervisors Association
- Chautauqua County Highway Superintendents Association
- Chautauqua County Assessors Association
- Chautauqua County Magistrates Association
- Chautauqua County Town Clerks Association
- Southern Tier West Regional Planning and Development Board
- New York State Assessors Association
- New York State Association of Towns
- New York State Historian Association
- New York State Magistrates Association
- New York State Town Clerks Association