Village of Cattaraugus
Organizational Meeting
April 4, 2016 6:00pm

PRESIDING: Mayor, Dan Mosier
PRESENT: Trustees: Robert Botsford, Eric Pritchard, Jason Crawford, Wirt Smith; Jonathan Wolfe, DPW Supt.; Jay Frantz, Attorney; Rose LaQuay, Recording Secretary
VISITORS: Jake Alianello, MDA Engineers; Thomas Patterson, DPW; Daniel Waasdorp, Police; Duane Opferbeck, Resident

CALL TO ORDER
Mayor Mosier opened the meeting at 7:04 pm. The Pledge of Allegiance was recited, and roll call taken.

VISITORS
1. Jake Alianello, MDA Engineers - Discussion regarding the bid notice and bid opening for the meter project. Advertisement to run in official newspaper on April 7, 2016 with bid opening held April 28, 2016 at 11:45 am.

Resolution #1 – 2016/2017 Meter Bid Advertisement and Opening
On a motion by Trustee Pritchard, seconded by Trustee Crawford, the following resolution was
ADOPTED Aye 5 Botsford, Crawford, Mosier, Pritchard, Smith
Nay 0
Resolved, to authorize the Clerk to advertise the bid advertisement in the official newspaper for April 7, 2016 and close bids and hold the bid opening on April 28, 2016 at 11:45.

Resolution #2 - 2016/2017 Designations
On a motion by Trustee Smith, seconded by Trustee Pritchard, the following resolution was
ADOPTED Aye 5 Botsford, Crawford, Mosier, Pritchard, Smith
Nay 0
Mayor Mosier made the following designations:

Village Clerk Undertaking:	$100,000.00 Bond
Official Newspaper:	Olean Times
Meeting Night:	2nd Monday of each month @ 7:00 pm
Work Session Night:	As Needed
Next Organizational Meeting:	April 3, 2017 @ 7:00 pm
Meeting Rules:	Robert's Rules of Order
Procurement Policy:	1992 with 2014 and 2015 Amendments
Cell Phone / Computer Policy	2015
Internet Use Policy:	2004 Village Employee Handbook
Fixed Assets Policy:	1998
Investment Policy:	2010
Sexual Harassment Policy:	2004 Village Employee Handbook
Vehicle Use Policy:	2015
Workplace Violence Prevention:	2015
Hiring Policy:	2015

Resolution #3 2016/2017 Change in Appointments & Salaries
On a motion by Trustee Pritchard, second by Trustee Crawford, the following resolution was
ADOPTED Aye 4 Botsford, Crawford, Pritchard, Smith
Nay 1 Mosier
Resolved, to remove the Code Enforcement Officer and Attorney from the list of Appointments & Salaries presented by Mayor Mosier.

Resolution #4 2016/2017 Appointments & Salaries
On a motion by Trustee Smith, second by Trustee Pritchard, the following resolution was
ADOPTED Aye 5 Botsford, Crawford, Mosier, Pritchard, Smith
Nay 0
Mayor Mosier made the following appointments, salaries and benefits:

Mayor	Daniel Mosier	$4,000/year
Deputy Mayor	Wirt Smith	
Trustees	Robert Botsford	$2,000/year
	Jason Crawford	$2,000/year
	Eric Pritchard	$2,000/year
	Wirt Smith	$2,000/year

Committees:

Police Dept.	Mayor Mosier & Trustee Crawford	
Streets / DPW	Mayor Mosier & Trustee Crawford	
Village Properties	Mayor Mosier & Trustee Pritchard	
Water / Sewer	Village Board	
Events / Parade	Village Board	
Insurance	Village Board	
Civil Defense	Village Board	
Youth Council	Trustees Crawford & Smith	
Senior Citizens	Trustees Botsford & Smith	
Parks & Trees	Trustee Pritchard	
Ambulance	Trustee Smith	
Library	Trustee Botsford & Smith	
Planning / Zoning	Trustee Pritchard	
Clerk/Collector/Registrar	Rose LaQuay	$28,170.00 / year
Treasurer	Eugene Doucette	$ 6,700.00 / year
Deputy Clerk/Collector/ Registrar	Joy LaQuay	Subject to Village & Town Agreement
Animal Control Officer	Mary Dankert	$ 800.00 / year
Supt. of Public Works	Jonathan Wolfe	$56,650.00 / year
Wastewater Treatment Op	Per Union Contract	
Laborer	Per Union Contract	
Grounds Helper	VACANT	$ 9.27 / hour
DPW Summer Help	New	$ 9.00 / hour
	Returning	$ 9.25 / hour
Per Diem Clerk / Typist	VACANT	
Part Time Police Officer in Charge	Daniel Waasdorp	$ 16.87 / hour
Part Time Police Officer		$ 14.21 / hour
School Crossing Guard / Substitute		$ 10.75 / hour
Janitor	Maryjo Piscopo	$ 10.93 / hour
Youth Council Program Director	VACANT	Youth Program
Historian	Patrick Cullen	No Pay
Board of Assessment Review	James Agnew	(2020) 5-year term ends September 30, 20__
	Steven Patterson	(2018)
	Bruce Moody	(2019)
Joint Planning Board	Patrick Cullen	(2020) 5-year term ends August
	Myra Johnston	(2017)
	Joe Pagett	(2018)
	John Illig	(2019)
	Jan Bobseine (Chair)	(2019)
Zoning Board of Appeals	Heather Gunther	(2020) 5-year term ends October
	Dennis Baker	(2016)
	Wayne Stein (Chair)	(2017)
	Andy Rupp	(2018)
	_____	(2019)
Holidays	1. New Year's Day 2. Good Friday 3. Memorial Day 4. Independence Day	
11 Holidays Observed (Year)	5. Labor Day 6. Columbus Day 7. Veteran's Day 8. Thanksgiving Day 9. Day After Thanksgiving 10. Christmas Eve 11. Christmas Day	
Vacation	Clerk: 1-2yrs: 1wk (40 hrs), 3-9yrs: 2wks (80 hrs), 10-24yrs: 3wks (120 hrs), 25+yrs: 4wks (160 hrs)	
	DPW Supt.: 6mons-18mons: 1wk (40 hrs), 18mons-4yrs 2wks (80 hrs), 5yrs+ 3wks (120 hrs)	
Sick Time	12 Sick Days/year (96 hrs)	
Health Insurance	DPW Employee per Union Contract	

Resolution #5 2016/2017 Recess

On a motion by Trustee Crawford, second by Trustee Smith, the following resolution was

ADOPTED Aye 4 Botsford, Crawford, Mosier, Pritchard, Smith
Nay 1

RESOLVED, to take a recess at 9:09 pm.

Resolution #6 2016/2017 Reopen Public Meeting

On a motion by Trustee Crawford, second by Trustee Smith, the following resolution was

ADOPTED Aye 5 Botsford, Crawford, Mosier, Pritchard, Smith
Nay 0

RESOLVED, to reopen the public meeting at 9:28 pm.

Resolution #7 2016/2017 Advance Approval of Claims

On a motion by Trustee Pritchard, second by Trustee Smith, the following resolution was

ADOPTED Aye 5 Botsford, Crawford, Mosier, Pritchard, Smith
Nay 0

WHEREAS the Board of Trustees has determined to authorize payment in advance of audit of claims for public utility services, postage, freight and express charges; and

WHEREAS all such claims must be presented at the next regular meeting for audit; and

WHEREAS the claimant and the officer incurring or approving the claim are jointly and severally liable for any amount the Board of Trustees disallows.

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Board of Trustees authorizes payment in advance of audit of claims for public utility services, postage, freight and express charges. All such claims must be presented at the next regular meeting for audit and the claimant and the officer incurring or approving the claims are jointly and severally liable for any amount the Board of Trustees disallows.

Section 2. That this resolution is effective immediately.

Resolution #8 2016-2017 Mileage Allowance

On a motion by Trustee Crawford, second by Trustee Pritchard, the following resolution was

ADOPTED Aye 5 Botsford, Crawford, Mosier, Pritchard, Smith
Nay 0

WHEREAS the Board of Trustees has determined to pay a fixed rate for mileage as reimbursement to Village officers and employees who use their personal automobiles while performing their official Village duties;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Board of Trustees will approve reimbursement to such officers and employees at the rate of the current IRS allowance per mile.

Section 2. That this resolution is effective immediately.

Resolution #9 2016/2017 Attendance at Schools & Conferences

On a motion by Trustee Smith, second by Trustee Pritchard, the following resolution was

ADOPTED Aye 5 Botsford, Crawford, Mosier, Pritchard, Smith
Nay 0

WHEREAS there is to be held during the coming official year a) NYCOM's Annual Meeting and Training School; b) NYCOM's Fall Training School; c) NYCOM's Public Works Training School; d) Cattaraugus County Association Meetings; etc.; and

WHEREAS attendance by certain municipal officials and employees at one or more of these meetings, conferences or schools benefits the municipality;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the officers and employees are authorized to attend the following schools: a) NYCOM's Annual Meeting and Training School; b) NYCOM's Fall Training School; c) NYCOM's Public Works Training School; d) Cattaraugus County Association Meetings; etc.

Section 2. That this resolution is effective immediately.

Resolution #10 2016/2017 Designation of Depository

On a motion by Trustee Crawford, second by Trustee Pritchard, the following resolution was

ADOPTED Aye 5 Botsford, Crawford, Mosier, Pritchard, Smith
Nay 0

WHEREAS the Board of Trustees has determined that Village Law § 4-412(3)(2) requires the designation of banks or trust companies for the deposit of all village monies;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Board of Trustees designates the following institutions, Bank of Cattaraugus, as depositories of all moneys received by the Village Treasurer and Clerk/Registrar/Tax Collector.

Section 2. That this resolution is effective immediately.

Resolution #11 2016/2017 Contracts & Agreements

On a motion by Trustee Smith, second by Trustee Botsford, the following resolution was

ADOPTED Aye 5 Botsford, Crawford, Mosier, Pritchard, Smith
Nay 0

Authorization to sign the following contracts and agreements was given to Mayor Mosier.

Catt Area Youth Council	$3,000.00 + $500.00 Soccer
Catt Library	$6,000.00
Let's Travel Club (Sr Citizen Prg)	$ 800.00
Town of New Albion	Reimbursement of ½ Deputy Clerk Wages & ½ Clerk Health Insurance – signed 1/2016
Town of New Albion	Equipment – signed 1/2016
Town of New Albion	Village Hall Rental – signed 1/2016

Resolution #12 2016/2017 Fees & Permits

On a motion by Trustee Pritchard, second by Trustee Crawford, the following resolution was

ADOPTED Aye 5 Botsford, Crawford, Mosier, Pritchard, Smith
Nay 0

Fees:

Tax Certificate	$ 10.00/copy
Vital Records	$ 10.00/copy
Genealogical Search	$ 20.00/two names
Solicitation Permit	$ 10.00/day per person
Return Check Fee	$ 35.00
FOIL Copies	$ .25/page
Zoning Permits:	
Minimum Permit	$ 50.00
Demolitions	$ 50.00
Decks/Porches/Fences	$ 50.00
Swimming Pools	$ 50.00
Wood Stove/Chimneys	$ 50.00
New Construction:	
Up to 2,000 Sq Ft	$100.00
2,001-5,000 Sq Ft	$150.00
5,001-10,000 Sq Ft	$200.00
Over 10,000 Sq Ft	$400.00
Special Use	$100.00
Variance	$100.00
Surcharge – Bldg w/out Permit	$150.00

Resolution #13 2016/2017 Signatory on General Account

On a motion by Trustee Pritchard, second by Trustee Botsford, the following resolution was

ADOPTED Aye 5 Botsford, Crawford, Mosier, Pritchard, Smith
Nay 0

WHEREAS, the Board of Trustees has determined it of benefit to the Village to have multiple signers on the General Account so Village business may be conducted in a timely manner. The following shall be given authority to sign checks for the Village: Daniel Mosier, Mayor; Wirt Smith, Deputy Mayor; Eugene Doucette, Treasurer; Rose LaQuay, Clerk.

Resolution #14 2016/2017 Budget Advertisement and Hearing

On a motion by Trustee Smith, second by Trustee Crawford, the following resolution was

ADOPTED Aye 5 Botsford, Crawford, Mosier, Pritchard, Smith
Nay 0

RESOLVED, to authorize advertisement of the tentative budget, official's salaries and set the Budget Hearing date as April 13, 2016 at 6:00 pm.

Resolution #15 2016/2017 Letter of Intent

On a motion by Trustee Pritchard, second by Trustee Smith, the following resolution was

ADOPTED Aye 5 Botsford, Crawford, Mosier, Pritchard, Smith
Nay 0

RESOLVED, to authorize Jonathan Wolfe to issue a Letter of Intent to purchase a 2016 Dodge Ram 5500 at State Bid price of $45,085.00 with trade in of $40,000.00.

Resolution #16 2016/2017 Motion to Adjourn

On a motion by Trustee Pritchard, second by Trustee Botsford, the following resolution was

ADOPTED Aye 5 Botsford, Crawford, Mosier, Pritchard, Smith
Nay 0

With no further business to discuss, the 2016-2017 Village of Cattaraugus Organizational meeting is adjourned at 9:56 pm.

Respectfully submitted,

Rose LaQuay
Recording Secretary
Village of Cattaraugus Board of Trustees

Upcoming Meetings:	April 11, 2016	Regular Board Meeting	7:00 pm
	April 13, 2016	Budget Hearing	6:00 pm