

**VILLAGE OF CATTARAUGUS**  
**14 Main Street, Cattaraugus, NY 14719**

**Village of Cattaraugus**  
**Organizational Meeting**  
**April 3, 2017, 7:00 PM**

**PRESIDING:** Mayor Wirt A. Smith

**PRESENT:** Trustees: Robert Botsford, Jason Crawford, Diane Wienk; DPW Superintendent: Jonathan Wolfe; Treasurer: Eugene Doucette

**ABSENT:** Trustee: Eric Pritchard

**VISITORS:** None

**CALL TO ORDER**

Mayor Smith opened the meeting at 7:04 PM. The Pledge of Allegiance was recited and roll call taken.

Mayor Smith wants to make it clear that he intends to allow department heads more freedom to do their jobs. He wants no more micro-managing. The reason there are supervisors is because the supervisors know how to best do their jobs. He feels it is unnecessary, and a waste of valuable time in many cases, to have to run around asking for permission for everything. He will take full responsibility if this is an unsuccessful practice.

**RESOLUTION #1 – 2017/2018 – Designations**

On a motion by Trustee Crawford, seconded by Trustee Botsford, the following resolution was

**ADOPTED** Aye: 3 (Botsford, Crawford, Wienk)  
Nay: 0

**RESOLVED**, that Mayor Smith made the following designations:

Village Clerk Undertaking:	\$100,000.00 Bond
Official Newspaper:	Olean Times Herald
Meeting Night:	2 <sup>nd</sup> Monday of each month @7:00 PM
Work Session Night:	As Needed
Next Organizational Meeting:	April 2, 2018 @ 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 #2 – 2017/2018 – Code Enforcement Officer**

On a motion by Jason, seconded by Diane, the following resolution was

**ADOPTED** Aye: 3 (Botsford, Crawford, Wienk)  
Nay: 0

**RESOLVED**, to make a separate motion regarding the position of code enforcement officer.

**Resolution #3 – 2017/2018 – Appointments & Salaries**

On a motion by Trustee Botsford, seconded by Trustee Wienk, the following resolution was

**ADOPTED** Aye: 3 (Botsford, Crawford, Wienk)  
Nay: 0

**RESOLVED**, that Mayor Smith made the following appointments, salaries, and benefits:

Mayor	Wirth Smith	\$4,000/Year
Deputy Mayor	Eric Pritchard	
Fair Housing Officer	Mayor	
Section 3 Officer	Deputy Mayor	
Trustees	Robert Botsford	\$2,000/Year
	Jason Crawford	\$2,000/Year
	Eric Pritchard	\$2,000/Year
	Diane Wienk	\$2,000/Year
Clerk/Collector/Registrar:	Tamara Stallard-Mormile	\$24,720/Year
Treasurer:	Eugene Doucette	\$6,700/Year
Deputy Clerk/Collector/Registrar:	Joy LaQuay	Subject to Village & Town Agreement

	James Musacchio	Subject to Village & Attorney Retainer Agreement
Animal Control Officer	Mary Dankert	\$800/Year
Supt. of Public Works	Jonathan Wolfe	\$58,350/Year
Wastewater Treatment Operator		Per Union Contract
Laborer		Per Union Contract
Grounds Helper	VACANT	\$9.55/Hour
DPW Summer Help:	New	\$9.25/Hour
	Returning	\$9.50/Hour
Per Diem Clerk/Typist	VACANT	
Part Time Police Officer in Charge	Daniel Waasdorp	\$17.38/Hour
Part Time Police Officer		\$14.64/Hour
School Crossing Guard / Substitute		\$11.07/Hour
Janitor:	Mary Jo Piscopo	\$11.26/Hour
Youth Council Program Director:	Lyndsey Feuerstein	Per Youth Program Budget
Historian:	Patrick Cullen	No Pay
Board of Assessment Review	James Agnew	(2020) 5 Year Term ends September 30
	Steven Patterson	(2018)
	Bruce Moody	(2019)
Joint Planning Board	Patrick Cullen	(2020) 5 Year Term ends August
	Myra Johnston	(2017)
	John Illig	(2019)
	Jan Bobseine (Chair)	(2019)
	VACANT	
Zoning Board of Appeals	Heather Gunther	(2020) 5 Year Term Ends October
	Dennis Baker	(2021)
	Wayne Stein (Chair)	(2017)
	Andy Rupp	(2018)
	VACANT	
Holidays	New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Day After Thanksgiving, Christmas Eve, Christmas Day	
Vacation	<i>Clerk:</i> 1-2 Years: 1 Week (40 Hours), 3-9 Years: 2 Weeks (80 Hours), 10-24 Years: 3 Weeks (120 Hours), 25+ Years: 4 Weeks (160 Hours) <i>DPW Superintendent:</i> 6-18 Months: 1 Week (40 Hours), 18 Months – 4 Years: 2 Weeks (80 Hours), 5+ Years: 3 Weeks (120 Hours)	
Sick Time	12 Sick Days/Year (96 Hours)	
Health Insurance:	DPW Employee per Union Contract	

**RESOLUTION # 4 – 2017/2018 – Code Enforcement Officer**

On a motion by Trustee Botsford, seconded by Trustee Wienk, the following resolution was

**ADOPTED** Aye: 3 (Botsford, Smith, Wienk)  
Nay: 1 (Crawford)

**RESOLVED**, that Mayor Smith made the following appointments, salaries, and benefits:

Code Enforcement Officer Frank Watson \$3,500/Year

**Resolution #5 – 2017/2018 – Advance Approval of Claims**

On a motion by Trustee Crawford, seconded by Trustee Botsford, the following resolution was

**ADOPTED** Aye: 3 (Botsford, Crawford, Wienk)  
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 #6 – 2017-2018 Attendance at Schools & Conferences and Mileage Allowance**

On a motion by Trustee Wienk, seconded by Trustee Crawford, the following resolution was

**ADOPTED** Aye: 3 (Botsford, Crawford, Wienk)  
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;

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

Section 3: That this resolution is effective immediately.

**Resolution #7 – 2017/2018 Designation of Depository**

On a motion by Trustee Botsford, seconded by Trustee Crawford, the following resolution was

**ADOPTED** Aye: 3 (Botsford, Crawford, Wienk)

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 #8 – 2017/2018 Contracts & Agreements**

On a motion by Trustee Wienk, seconded by Trustee Crawford, the following resolution was

**ADOPTED** Aye: 3 (Botsford, Crawford, Wienk)

Nay: 0

**RESOLVED**, that authorization to sign the following contracts and agreements was given to Mayor Smith.

Catt Area Youth Council	\$3,000.00 + \$500.00 Soccer
Catt Library	\$7,500.00
Let's Travel Club (Sr. Citizen Program)	\$800.00
Town of New Albion	Reimbursement of ½ Deputy Clerk Wages
Town of New Albion	Equipment – Signed 1/2016
Town of New Albion	Village Hall Rental – \$6,000.00 – Signed 1/2016

**Resolution #9 – 2017/2018 Fees & Permits**

On a motion by Trustee Wienk, seconded by Trustee Botsford, the following resolution was

**ADOPTED** Aye: 3 (Botsford, Crawford, Wienk)

Nay: 0

**RESOLVED**, the following schedule of fees and permits:

**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	\$0.25/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 – Building w/out Permit	\$150.00

**Resolution #10 – 2017/2018 – Signatory on General Account**

On a motion by Trustee Crawford, seconded by Trustee Botsford, the following resolution was

**ADOPTED** Aye: 3 (Botsford, Crawford, Wienk)  
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;  
**NOW THEREFORE LET IT BE RESOLVED**, that the following shall be given authority to sign checks for the Village: Wirt Smith, Mayor; Eric Pritchard, Deputy Mayor; Eugene Doucette, Treasurer; Tamara Stallard-Mormile, Clerk; Robert Botsford, Trustee.

**Resolution #11 – 2017/2018 – Schedule Public Hearing**

On a motion by Trustee Wienk, seconded by Trustee Crawford, the following resolution was

**ADOPTED** Aye: 3 (Botsford, Crawford, Wienk)  
Nay: 0

**RESOLVED**, that a Public Hearing be scheduled to close out the Community Development Block Grant.

**Resolution #12 – 2017/2018 – Executive Session**

On a motion by Trustee Crawford, seconded by Trustee Botsford, the following resolution was

**ADOPTED** Aye: 3 (Botsford, Crawford, Wienk)  
Nay: 0

**RESOLVED**, to go into executive session at 8:30 PM to discuss an employee with Clerk Stallard-Mormile & DPW Superintendent Wolfe in attendance.

**Resolution #13 – 2017/2018 – Reopen Public Meeting**

On a motion by Trustee Wienk, seconded by Trustee Crawford, the following resolution was

**ADOPTED** Aye: 3 (Botsford, Crawford, Wienk)  
Nay: 0

**RESOLVED**, to close the Executive Session and reopen the public meeting at 8:55 PM.

**Resolution #14 – 2017/2018 – Retirement Resolution**

On a motion by Trustee Botsford, seconded by Trustee Wienk, the following resolution was

**ADOPTED** Aye: 3 (Botsford, Crawford, Wienk)  
Nay: 0

**RESOLVED**, that the Village of Cattaraugus / (Location Code) 40275 hereby establishes the following standard work days for these titles and will report the officials to the New York State and Local Retirement System based on time keeping system records or their record of activities.

Title	Standard Work Day	Name	Social Security Number	Registration Number	Tier 1	Current Term Begin & End Dates	Participates in Employer's Time Keeping System	Record of Activities Result	Not Submitted
Elected Officials									
Mayor	8	Wirt Smith	***	***		04/032017-04/01/2019	No		X
Appointed Officials									
Dog Control Officer	8	Mary Dankert	***	***		04/03/2017-04/02/2018	No	9.06	
Dept. of Public Works	8	Jonathan Wolfe	***	***		04/03/2017-04/01/2019	No	20	

**Resolution #15 – 2017/2018 – Motion to Adjourn**

On a motion by Trustee Botsford, seconded by Trustee Wienk, the following resolution was

**ADOPTED** Aye: 3 (Botsford, Crawford, Wienk)  
Nay: 0

**RESOLVED**, with no further business to discuss, the 2017-2018 Organizational Meeting is adjourned at 8:58 PM.

Respectfully submitted,

Tamara Stallard-Mormile  
Recording Secretary  
Village of Cattaraugus

Next Meeting:	Regular Board Meeting	April 10, 2017	7:00 PM
	Public Hearing (Budget)	April 10, 2017	7:00 PM
	Public Hearing (CDBG)	April 10, 2017	7:00 PM