

Village of Cattaraugus
14 Main Street
Cattaraugus, NY 14719

Organizational Meeting
April 2, 2018; 7:00 PM

PRESIDING: Mayor Wirt Smith

PRESENT: Jason Crawford, George Borrowdale, *trustees*; Jon Wolfe, *DPW Superintendent*; Tamara Stallard-Mormile

ABSENT: Robert Botsford, Diane Wienk: *trustees*; Eugene Doucette: *treasurer*

VISITORS: Tom Patterson

CALL TO ORDER:

Mayor Smith called the meeting to order at 7:00 PM.

Resolution #1 – 2018/2019 – Designations

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

ADOPTED	Aye	3	Smith, Crawford, Borrowdale
	Nay	0	

NOW THEREFORE BE IT RESOLVED, that the following designations were made by Mayor Smith:

Village Clerk Undertaking:	\$100,000.00 Bond
Official Newspaper:	Olean Times Herald
Meeting Night:	2 nd Monday of each month @ 7:00 PM
Work Session Night:	As Needed
Next Organizational Meeting:	April 1, 2019
Meeting Rules:	Robert's Rules of Order
Procurement Policy:	1992 w/ 2014 & 2015 Amendments
Cell Phone Policy:	2015
Computer Use 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
Work Place Violence Prevention:	2015
Hiring Policy:	2015

Resolution #2 – 2018/2019 – Appointments & Salaries

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

ADOPTED	Aye	3	Smith, Crawford, Borrowdale
	Nay	0	

NOW THEREFORE BE IT RESOLVED, that the following appointments, salaries, and benefits were made by Mayor Smith:

Mayor	Wirt Smith	\$ 4,000.00 / Year
Deputy Mayor	Jason Crawford	
Fair Housing Officer	Diane Wienk	
Section 3 Officer	Wirt Smith	
Trustees	George Borrowdale	\$ 2,500.00 / Year
	Robert Botsford	\$ 2,500.00 / Year
	Jason Crawford	\$ 2,500.00 / Year
	Diane Wienk	\$ 2,500.00 / Year
Clerk/Collector/Registrar:	Tamara Stallard-Mormile	\$25,708.80/ Year
Deputy Clerk/Collector Registrar:	Camilla Lulas	\$10.40 / Hour
Per Diem Clerk / Typist	Joy Elizabeth LaQuay	\$11.94 / Hour
Treasurer:	Eugene Doucette	\$ 6,700.00 / Year
Code Enforcement Officer:	Frank Watson	\$ 3,500.00 / Year
Animal Control Officer:	Mary Dankert	\$ 800.00 / Year
Supt. Of Public Works	Jonathan Wolfe	\$60,684.00 / Year
Deputy Supt. Of Public Works	Thomas Patterson	
Wastewater Treatment Operator		Per Union Contract
Laborer		Per Union Contract

Grounds Helper		/ Hour
DPW Summer Help:	<i>New</i>	\$10.40 / Hour
	<i>Returning</i>	\$10.65 / Hour
Part Time Police Officer in Charge	Daniel Waasdorp	\$18.06 / Hour
Part Time Police Officers		\$15.07 / Hour
School Crossing Guards / Substitute		\$11.40 / Hour
Janitor	Mary Jo Piscopo	\$11.60 / Hour
Attorney:	James Musacchio	Subject to Retainer Agreement
Youth Council Program Director	Lyndsey Feuerstein	Subject to Youth Budget
Historian:	Patrick Cullen	
Board of Assessment Review		5 Year Term Ending September 30
	James Agnew	(2020)
	Bruce Moody	(2019)
	Steven Patterson	(2018)
Joint Planning Board		5 Year Term Ending in August
	Jan Bobseine (Chair)	(2019)
	Patrick Cullen	(2020)
	Myra Johnston	(2022)
	Joan Ryan	(2022)
		VACANT
Zoning Board of Appeals		5 Year Term Ending in October
	Dennis Baker	(2021)
	Heather Gunther	(2020)
	Andy Rupp	(2018)
	Wayne Stein (Chair)	(2022)
		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>Laborers:</i> Per Union Contract <i>DPW Superintendent:</i> 6 – 18 Months (40 Hours); 18 Months – 4 Years (80 Hours); 5+ Years: (120 Hours)	
Sick Time:	Per Union Contract	
Health Insurance:	Per Union Contract	

Resolution #3 – 2018 / 2019 – Attendance at Schools & Conferences

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

ADOPTED	Aye	3	Smith, Crawford, Borrowdale
	Nay	0	

WHEREAS, there is to be held during the coming official year Schools, Meetings and Conferences for Fiscal Officers, Municipal Clerks, DPW Superintendents, Municipal Officials and Employees; and
WHEREAS, it is determined by the Village Board of Trustees that 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, that the employees of the DPW are authorized to attend schools to maintain water and sewer licenses as required by New York State, and that Trustees and Appointed Officials are authorized to attend trainings that are within their committee assignment upon Board Approval.

Resolution #4 – 2018 / 2019 – Mileage Allowance

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

ADOPTED	Aye	3	Smith, Crawford, Borrowdale
	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, that the Board of Trustees will approve reimbursement to such officers and employees at the rate of the current IRS allowance.

Resolution #5 – 2018 / 2019 – Contracts & Agreements

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

ADOPTED	Aye	3	Smith, Crawford, Borrowdale
	Nay	0	

Authorization to sign the following contracts and agreements was given to Wirt Smith:

Catt. Area Youth Council	\$3,000.00
Cattaraugus Library	\$7,500.00

Let's Travel Club	\$800.00	
Town of New Albion		Shared Equipment – Signed January 2018
Town of New Albion	\$12,000.00	Village Hall Rental – Signed January 2018

Resolution #6 – 2018 /2019 – Fees & Permits

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

ADOPTED	Aye	3	Smith, Crawford, Borrowdale
	Nay	0	

NOW THEREFORE BE IT RESOLVED, that the following fees and permits were made by Mayor Smith:

Fees:

Tax Certificate	\$ 10.00 / Copy
Vital Records	\$ 10.00 / Copy
Genealogical Search	\$ 11.00 / 2 Names
Solicitation Permit	\$ 15.00 / 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. Feet	\$ 100.00
2,001 to 5,000 Sq. Feet	\$ 150.00
5,001 to 10,000 Sq. Feet	\$ 200.00
Over 10,000 Sq. Feet	\$ 400.00
Special Use	\$ 100.00
Variance	\$ 100.00
Surcharge:	\$ 150.00

Resolution #7 – 2018 / 2019 – Designation of Depositories

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

ADOPTED	Aye	3	Smith, Crawford, Borrowdale
	Nay	0	

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

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees designates the following institution, Bank of Cattaraugus, as depository of all monies received by the Village Treasurer and Clerk / Registrar / Tax Collector.

Resolution #8 – 2018 / 2019 – Advance Approval of Claims

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

ADOPTED	Aye	3	Smith, Crawford, Borrowdale
	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, 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 that the Board of Trustees disallows.

Resolution #9 – 2018 / 2019 – Signatory on General Account

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

ADOPTED	Aye	3	Smith, Crawford, Borrowdale
	Nay	0	

WHEREAS, the Village 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 BE IT RESOLVED, that the following shall be given authority to sign checks for the Village: Wirt Smith, Mayor; Jason Crawford, Deputy Mayor; Eugene Doucette, Treasurer; Tamara Stallard-Mormile, Clerk; and George Borrowdale, Trustee.

Resolution #10 – 2018 / 2019 – Motion to Adjourn

On a motion by Mayor Smith, seconded by Trustee Borrowdale, the following resolution was

ADOPTED	Aye	3	Smith, Crawford, Borrowdale
	Nay	0	

Now THEREFORE BE IT RESOLVED, that with no further business to discuss, the Village of Cattaraugus 2018 – 2019 Organizational Meeting is adjourned at 7:39 PM.

Respectfully submitted,

Tamara Stallard-Mormile
Recording Secretary
Village of Cattaraugus

Next Meeting:

April 9, 2018 @ 7:00 PM – Regular Board Meeting
April 9, 2018 @ 7:00 PM – Budget Hearing