

The year end/ reorganizational meeting of the Villenova Town Board, held Dec. 28, 2018 at 1094 Butcher Road, South Dayton NY was called to order by Supervisor Ardillo at 7:00PM after the Pledge to the Flag.

Present: **Richard Ardillo** - **Supervisor**
 Sarah LoManto - **Councilmember**
 Keith Butcher - **Councilmember**
 Nathan Palmer - **Councilmember**
 Yvonne Park - **Councilmember**

Others Present:
 Chuck Luce - **Highway Superintendent**
 Donald Michalak - **Town Attorney**
 - **Residents, Tina Graziano, Nancy Huber, John Robinson**

Recording Secretary:
 Julie Goodway - **Town Clerk**

*****A MOTION** was made by Yvonne Park, seconded by Keith Butcher WHEREAS, minutes of the December 12, 2018 meeting be accepted as presented by Town Clerk Goodway.

Adopted: **Ardillo** - **aye**
 LoManto - **aye**
 Butcher - **aye**
 Palmer - **aye**
 Park - **aye**

Tax collector Goodway issued a check in the amount of \$2333.62 to the Supervisor for the interest and penalties collected during the property tax season 2018. She explained she kept the monies in the account to keep that account open as Evans stated they would close any inactive accounts, typically that account clears out by April.

*****A MOTION** was made by Sarah LoManto, seconded by Nathan Palmer WHEREAS General Vouchers #129 – 133 totaling \$814.40 with General Prepays #50-51 totaling \$5,249.21 and Highway Vouchers #152 – 159 totaling \$7,089.28 with Highway Prepay #11 totaling \$85.96 were submitted, reviewed and approved for payment.

Adopted: **Ardillo** - **aye**
 LoManto - **aye**
 Butcher - **aye**
 Palmer - **aye**
 Park - **aye**

*****A MOTION** was made by Yvonne Park, seconded by Keith Butcher WHEREAS Ball Hill Wind Project Abstract #18 claim #1-2 were submitted, reviewed (excluding to/by Sarah LoManto) and approved for payment.

Adopted: **Ardillo** - **aye**
 LoManto - **abstain**
 Butcher - **aye**
 Palmer - **aye**
 Park - **aye**

*****A MOTION** was made by Keith Butcher, seconded by Sarah LoManto authorizing the following budget modification:

Decrease A1990.4 Contingent Account - \$100.00 - Increase A1355.4 Assessor Contractual - \$100.00

Adopted: **Ardillo** - **aye**
 LoManto - **aye**
 Butcher - **aye**
 Palmer - **aye**
 Park - **aye**

*****A MOTION** was made by Yvonne Park, seconded by Sarah LoManto WHEREAS the 2018 Sales Tax figures were higher than budget, therefore the 2018 budget is modified to decrease General Savings \$20,000.00 and increase Building Reval - \$20,000.00.

Adopted: **Ardillo** - **aye**
 LoManto - **aye**
 Butcher - **aye**
 Palmer - **aye**
 Park - **aye**

*****A MOTION** was made by Yvonne Park, seconded by Nathan Palmer to modify the 2018 Budget by decreasing

the Highway Saving - \$47,000.00 and increasing Equipment Machinery Reserve - \$47,000.00. This is also due to the increase in sales tax revenue.

Adopted: **Ardillo** - **aye**
 LoManto - **aye**
 Butcher - **aye**
 Palmer - **aye**
 Park - **aye**

***A MOTION was made by Sarah LoManto, seconded by Keith Butcher WHEREAS the following policies having been reviewed and adopted without change. (copies of these policies will be on file with the clerk)

Town of Villenova Code of Ethics
 Town of Villenova Procurement Policy
 Town of Villenova Employee Handbook
 Town of Villenova Violence in the Workplace Prevention Policy
 Town of Villenova Sexual Harassment Policy
 Town of Villenova Schedule of Zoning Fees

Adopted: **Ardillo** - **aye**
 LoManto - **aye**
 Butcher - **aye**
 Palmer - **aye**
 Park - **aye**

***A MOTION was made by Yvonne Park seconded by Nathan Palmer HEREBY designating the following:

Meeting dates and times - 2nd Wednesday of each month at 7:00PM
 Official Newspaper - Dunkirk Observer
 Official Depositor - Evans National Bank – Forestville, NY Branch
 Mileage reimbursement - .45¢ per mile for official town business
 Patriotic Observance - South Dayton American Legion

Adopted: **Ardillo** - **aye**
 LoManto - **aye**
 Butcher - **aye**
 Palmer - **aye**
 Park - **aye**

***A MOTION was made by Keith Butcher, seconded by Nathan Palmer to make the following appointments:

Highway Account Clerk – Richard Ardillo
 Court Clerk – Julie Goodway
 Code Enforcement Officer – David Crossley
 Registrar – Julie Goodway
 Deputy Registrar (Sub Registrar's) – Colleen Goodway
 Deputy Town Clerk(s) –
 Historian – Barbara Wise
 Dog Control Officer – Kristine Wiles
 Town Attorney – Donald Michalak
 Zoning Board of Appeals Member – Benny Bottita
 Zoning Board of Appeals Member – David Kelley

Adopted: **Ardillo** - **aye**
 LoManto - **aye**
 Butcher - **aye**
 Palmer - **aye**
 Park - **aye**

***A MOTION was made by Sarah LoManto, seconded by Keith Butcher to set wages and pay schedule as follows according to the adopted 2019 Budget.

Town Supervisor	- \$8,000.00	- paid monthly
Councilpersons (4 each)	- \$1,000.00	- paid quarterly
Highway Superintendent	- \$40,000.00	- paid bi-weekly
Justice	- \$3,800.00	- paid monthly
Town Clerk/Tax Collector	- \$13,600.00	- paid bi-weekly
Court Clerk	- \$3,400.00	- paid bi-weekly
Assessor	- \$9,785.00	- paid bi-weekly
Registrar	- \$300.00	- paid annually

Historian	- \$300.00	- paid annually
Dog Control Officer	- \$2,000.00	- paid monthly
Code Enforcement Officer	- \$8,000.00	- paid monthly
Attorney	- \$6,500.00	- paid monthly
Attorney fee for exceeding 80 hours	- \$75.00/per hour	- paid monthly
Highway employees according to the NYS Teamsters contract		- paid bi-weekly

Adopted:

Ardillo	- aye
LoManto	- aye
Butcher	- aye
Palmer	- aye
Park	- aye

*****A MOTION** was made by Yvonne Park, seconded by Keith Butcher, **BE IT RESOLVED**, that the Town of Villenova Board does hereby establish the following as a standard workday for its elected and appointed officials for the purpose of determining days worked reportable to the New York State and Local Retirement System.

All Elected Officials

Supervisor

Councilperson

Town Clerk/Receiver of Taxes

Justice

Five day work week, six hour days

Superintendent of Highways

Machine Equipment Operators

Five day work week, eight hour days

Appointed Officials

Town Attorney

Assessor

Code Enforcement Officer

Members of the Zoning Board of Appeals

Court Clerk

Five day work week, six hour days

Adopted:

Ardillo	- aye
LoManto	- aye
Butcher	- aye
Palmer	- aye
Park	- aye

*****A MOTION** was made by Nathan Palmer, seconded by Yvonne Park authorizing the Highway Superintendent to enter into agreement with Chautauqua County to spend Item 1 monies.

By order of the same motion

Be it further RESOLVED, the Town Board hereby authorizes expenditure by Superintendent of Highways without Prior Town Board Approval,

WHEREAS, Section 142, Subd. 1(a) of the Highway Law authorizes the town board to adopt a resolution permitting the town superintendent of highways to purchase equipment, tools and implements without prior approval of the town board in an amount to be fixed by it from time to time; and

WHEREAS, it is determined by the Board to be reasonable and proper and in the best interest of the efficient functioning of the Highway Department that the Town Superintendent of Highways of the Town be granted permission to purchase such items without its prior approval in an amount not to exceed \$2000.00.

Now, Therefore, Be it Resolved, that the Town Superintendent of Highways be and he/she hereby is authorized to spend an amount not in excess of \$2,000.00 for the purchase of equipment, tools, and implements without the prior approval of the Board; and

Be It Further Resolved, that the authorization hereinabove granted shall be construed as meaning that the total amount of all such items purchased by the Town Highway Superintendent shall not exceed the amount of \$2,000.00 in the fiscal year 2019.

Adopted:

Ardillo	- aye
LoManto	- aye
Butcher	- aye
Palmer	- aye

Park - aye

***A MOTION was made by Sarah LoManto, seconded by Yvonne Park authorizing the Town Supervisor to invest idle town funds.

Adopted:
Ardillo - aye
LoManto - aye
Butcher - aye
Palmer - aye
Park - aye

Privilege of the floor was given:

John Robinson asked where would the town invest and they should be negotiating with banks for interest on idle fund accounts.

With no other comments;

***A MOTION was made by Yvonne Park, seconded by Sarah LoManto to adjourn meeting at 7:13PM.

Adopted:
Ardillo - aye
LoManto - aye
Butcher - aye
Palmer - aye
Park - aye

Respectfully Submitted:
Julie Goodway
Villanova Clerk