

The regular/reorganizational meeting of the Villenova Town Board, held Jan. 3, 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**
 Westley Tessey - **Councilmember**
 Sarah LoManto - **Councilmember**
 Keith Butcher - **Councilmember**
 Nathan Palmer - **Councilmember**

Others Present:
 Chuck Luce - **Highway Superintendent**
 Donald Michalak - **Town Attorney**

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

***A MOTION was made by Sarah LoManto, seconded by Westley Tessey WHEREAS, minutes of the Dec. 13, 2017 meeting be accepted as presented by Town Clerk Goodway.

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

Reports:

Town Clerk – Received and disbursed a total of \$88.00, presented a check to the Supervisor in the amount of \$81.00 for the portion of town fees collected.

Justice – Received and disbursed \$949.98, presented a check to the Supervisor 1/2/18.

Assessor – Issued 1 STAR Enhanced exemption.

Highway Superintendent, Chuck Luce; states they have been busy plowing, Supervisor Ardillo asked him to pass along a message to the highway guys that they have been doing a good job, we've been blasted with snow, they've put in a lot of overtime, but they seem to be keeping up. He has been looking at trucks, all that he has looked at thus far would be under bid; he seems to be leaning toward a Western Star or Kenworth. He informed the board of an incident he had with the 4 x 4 pickup, when he was plowing snow he backed into one of the town trucks damaging the rear window of the truck and the sander that was in the bed of the truck. He has ordered a new sander and the insurance company has been notified. He has an appointment for the window to be replaced on Thursday.

Code Enforcement Officer, David Crossley issued a written report to the board, but does state things are picking up. He's issued permits for the construction of four new houses and 2 pole buildings. Informed the board the state has reissued a supplementary code; he discussed with the town attorney the possible need to adopt a local law with revised language regarding the junk vehicle law previously adopted by the town.

Supervisor Ardillo paid last month's bills, issued payroll, received the 2017 CHIPS. Issued copies of the December financial statement, it is not a yearend statement. After advice from the accountant, any necessary transfer for yearend will be made at the next meeting.

***A MOTION was made by Westley Tessey, seconded by Keith Butcher to approve all department head reports as given.

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

***A MOTION was made by Sarah LoManto, seconded by Westley Tessey WHEREAS 2017 FINAL General Vouchers #111-119 totaling \$4337.51 with prepays #64-65 totaling \$144.49, 2017 FINAL Highway Vouchers #142-152 totaling \$9,319.67 and 2018 General Vouchers #1-3 totaling \$935.85 with prepay #1 \$4,605.00 were submitted, reviewed and approved for payment.

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

Fuel bids received as follows:

TPS: 87 Octane - \$1.7960
 Diesel - \$2.1758

TPS: Propane - \$1.299

NOCO: 87 Octane - \$2.0674
 Diesel - \$2.3849
 Propane - \$1.45

After review, ALL FUEL BIDS ARE REJECTED; The Town will resubmit request for fuel bids:

***A MOTION was made by Sarah LoManto, seconded by Keith Butcher to advertise for fuel bids for the season 2018. Sealed bids are to be received until February 13, 2018 at Noon and will be opened during the regular meeting of the board on February 14, 2018 at 7:15PM.

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

REORGANIZATIONAL MEETING MINUTES AS FOLLOWS:

***A MOTION was made by Westley Tessey, seconded by Sarah LoManto WHEREAS the following policies having been reviewed and adopted without change. (copies of these policies will be in the front of the minute book)

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 Schedule of Zoning Fees

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

***A MOTION was made by Keith Butcher seconded by Westley Tessey 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

APPOINTMENTS:

Attorney - Donald Michalak
 Deputy Supervisor - Westley Tessey
 Deputy Highway Superintendent – Michael Emke Walker (appointed by Chuck Luce)
 Code Enforcement Officer - David Crossley
 Historian - Barbara Wise
 Dog Control Officer - Kristine Wiles
 Planning Board - Howard Crowell
 Zoning Board of Appeals - David Ivett
 Registrar - Julie Goodway
 Deputy Registrar - Jerry Park
 Court Clerk - Julie Goodway

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

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

Town Supervisor to invest idle town funds.

Town Highway Superintendent to enter into agreement with Chautauqua County to spend item 1 monies and unexpended balance for highway maintenance.

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 2018.

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

*****A MOTION** was made by Westley Tessey, seconded by Nathan Palmer setting wages according to the adopted 2018 town budget. (they are as follows)

Town Supervisor	- \$8,000.00	- Annual	- paid monthly
Councilpersons (4 each)	- \$1,000.00	- Annual	- paid quarterly
Highway Superintendent	- \$40,000.00	- Annual	- paid bi-weekly
Justice	- \$3,800.00	- Annual	- paid monthly
Town Clerk/Tax Collector	- \$13,600.00	- Annual	- paid bi-weekly
Court Clerk	- \$3,400.00	- Annual	- paid bi-weekly
Assessor	- \$9,785.00	- Annual	- paid bi-weekly
Registrar	- \$300.00	- Annual	- paid annually
Historian	- \$300.00	- Annual	- paid annually
Dog Control Officer	- \$2,000.00	- Annual	- paid monthly
Code Enforcement Officer	- \$8,000.00	- Annual	- paid monthly
Attorney	- \$6,500.00	- Annual	- 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
 Tessey - aye
 LoManto - aye
 Butcher - aye
 Palmer - aye

*****A MOTION** was made by Westley Tessey, seconded by Nathan Palmer reapproving reimbursement for mileage, tolls and related expenses for properly documented expensed for official travel or attending seminars.

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

*****A MOTION** was made by Sarah LoManto, seconded by Nathan Palmer **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
Members of the Planning Board
Court Clerk
Five day work week, six hour days

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

***A MOTION was made by Westley Tessey, seconded by Keith Butcher to adjourn meeting at 7:55PM.

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

Respectfully Submitted
Julie Goodway
Villanova Town Clerk