

MONTHLY MEETING AND ORGANIZATIONAL MEETING; TOWN OF LEON; January 13, 2016

The monthly meeting and organizational meeting of the Town Board of the Town of Leon, Cattaraugus County, New York was held at the Town Hall, 12195 Leon-New Albion Road, Conewango Valley, NY on the 13th day of January 2016.

PRESENT: Fred Filock --- Supervisor
Lynn Milliman --- Councilman
Jackie Ellis --- Councilwoman
Calvin Milliman --- Councilman
Doug Keppel --- Councilman
Joel Fiebelkorn --- Highway Superintendent
Sheila Fiebelkorn --- Clerk
Jeff Holler --- Code Enforcement Officer
Amanda Brainard --- Cemetery
Pat Bromley --- Historian
Dennis Fisher --- Assessor

1 Resident

Supervisor F. Filock called the meeting to order at 7:00PM.

Oaths of Office completed for Fred Filock-Supervisor, Joel Fiebelkorn-Highway Superintendent, Lynn Milliman-Councilman, Doug Keppel-Councilman. Oath of Office completed on 1/12/16 for Sheila Fiebelkorn-Clerk.

Resolution 1-2016

APPROVAL OF MINUTES

On a motion by Councilman D. Keppel, seconded by Councilman C. Milliman, the following was

ADOPTED Ayes 5 J. Ellis, C. Milliman, D. Keppel, F. Filock, L. Milliman
Nays 0

Resolved that the December 2015 regular board meeting minutes be accepted as submitted.

Resolution 2-2016

FINANCIAL REPORT

On a motion by Councilman L. Milliman, seconded by Councilwoman J. Ellis, the following was

ADOPTED Ayes 5 J. Ellis, C. Milliman, D. Keppel, F. Filock, L. Milliman
Nays 0

Resolved that the December 2015 Financial Report be accepted as submitted.

Resolution 3-2016

AUDIT OF CLAIMS

On a motion by Councilwoman J. Ellis, seconded by Councilman C. Milliman, the following was

ADOPTED Ayes 5 J. Ellis, C. Milliman, D. Keppel, F. Filock, L. Milliman
Nays 0

Resolved that the bills be paid as follows:

General \$27,983.80 Highway \$14,459.55 Light District \$227.39 Highway FEMA \$9,063.00.

Resolution 4-2016

DESIGNATION OF DEPOSITORIES

On a motion by Councilman L. Milliman, seconded by Councilman C. Milliman, the following was

ADOPTED Ayes 4 J. Ellis, C. Milliman, D. Keppel, L. Milliman
Nays 0

Resolved that , pursuant to Section 64 of the Town Law, Cattaraugus County Bank, Little Valley, is hereby designated as depository of all the monies received by the Supervisor, Town Clerk, Tax Collector, and Town Justice.

Resolution 5-2016

OFFICIAL NEWSPAPER

On a motion by Councilman D. Keppel, seconded by Councilwoman J. Ellis, the following was

ADOPTED Ayes 4 J. Ellis, C. Milliman, D. Keppel, L. Milliman
Nays 0

Resolved that the Jamestown Post Journal will be the Town of Leon's official newspaper.

Resolution 6-2016

SUPERVISOR'S YEARLY REPORT

On a motion by Councilman C. Milliman, seconded by Councilman D. Keppel, the following was

ADOPTED Ayes 4 J. Ellis, C. Milliman, D. Keppel, L. Milliman
Nays 0

Resolved that in lieu of the annual financial report, the Supervisor shall submit to the Town Clerk, within 60 days after the close of the fiscal year, a copy of his/her report to the State Comptroller, and the Town Clerk is hereby required to publish a summary of the same within 10 days in the official newspaper.

Resolution 7-2016

MEETING DATES

On a motion by Councilwoman J. Ellis, seconded by Councilman L. Milliman, the following was

ADOPTED Ayes 4 J. Ellis, C. Milliman, D. Keppel, L. Milliman
Nays 0

Resolved that the regular monthly meetings of the Leon Town Board for 2016 will be held at 7:00PM at the Leon Town Hall on the 2nd Wednesday of each month.

Resolution 8-2016

PROCUREMENT POLICY

On a motion by Councilman L. Milliman, seconded by Councilman, c. Milliman, the following was

ADOPTED Ayes 4 J. Ellis, C. Milliman, D. Keppel, L. Milliman
Nays 0

Resolved that the Procurement Policies and Procedures of the Town of Leon as adopted January 14, 1992 are renewed with no changes.

Resolution 9-2016

INVESTMENT POLICY

On a motion by Councilman D. Milliman, seconded by Councilwoman J. Ellis, the following was

ADOPTED Ayes 4 J. Ellis, C. Milliman, D. Keppel, L. Milliman
Nays 0

Resolved that the Investment Policy of the Town of Leon as amended January 9, 1996, is renewed with no changes.

Resolution 10-2016

PAY PERIODS

On a motion by Councilman C. Milliman, seconded by Councilwoman J. Ellis, the following was
ADOPTED Ayes 4 J. Ellis, C. Milliman, D. Keppel, L. Milliman
Nays 0

Resolve that pay periods for employees of the Town of Leon are set as follows:

Bi-Weekly – Superintendent of Highways and Highway employees

Monthly – Assessor, Code Enforcement Officer, Dog Control Officer, Justice, Supervisor, Town Clerk,
Accounting Firm, Budget Officer, and Cemetery Records Keeper

June/December – Deputy Highway Superintendent, insurance buy out employees and kennel fees

March, June, September, December – Councilpersons

December – Historian, Deputy Supervisor, Registrar

Resolution 11-2016

MILEAGE REIMBURSEMENT RATE

On a motion by Councilwoman J. Ellis, seconded by Councilman L. Milliman, the following was
ADOPTED Ayes 4 J. Ellis, C. Milliman, D. Keppel, L. Milliman
Nays 0

Resolve that the mileage rate for reimbursement to town officials who use their personal vehicle for town business is set at \$.54 per mile, which is the current Federal rate per mile.

Resolution 12-2016

TOWN ATTORNEY

On a motion by Councilman L. Milliman, seconded by Councilwoman J. Ellis, the following was
ADOPTED Ayes 4 J. Ellis, C. Milliman, D. Keppel, L. Milliman
Nays 0

Resolved that the attorneys for the Town of Leon will be Kathleen Moriarty and Hodgson and Russ.

Resolution 13-2016

RETIREMENT FOR CURRENT HIGHWAY SUPERINTENDENT

On a motion by Councilwoman J. Ellis, seconded by Councilman L. Milliman, the following was
ADOPTED Ayes 5 J. Ellis, C. Milliman, D. Keppel, L. Milliman, F. Filock
Nays 0

Resolved that the current Highway Superintendent is eligible for NYS retirement.

Resolution 14-2016

BUDGET TRANSFER

On a motion by Councilwoman J. Ellis, seconded by Councilman L. Milliman, the following was
ADOPTED Ayes 5 J. Ellis, C. Milliman, D. Keppel, L. Milliman, F. Filock
Nays 0

Resolved that the following budget transfer takes place:

General Fund:

\$66.00 from A1910.4 – Unallocated insurance

\$66.00 to A1355.4 – Assessor – Contractual

Resolution 15-2016

ASSESSOR CELL PHONE

On a motion by Councilman L. Milliman, seconded by Councilman C. Milliman, the following was
ADOPTED Ayes 5 J. Ellis, C. Milliman, D. Keppel, L. Milliman, F. Filock
Nays 0

Resolved that the Town of Leon and the Town of Napoli will share the cost of a cell phone for the Assessor to use. The cost for each town will be \$15.00 per month. The phone number of the Assessor's cell phone is 716-474-7293.

Resolution 16-2016

ASSESSOR LAPTOP

On a motion by Councilwoman J. Ellis, seconded by Councilman L. Milliman, the following was

ADOPTED Ayes 5 J. Ellis, C. Milliman, D. Keppel, L. Milliman, F. Filock

Nays 0

Resolved that the Town of Leon and the Town of Napoli will share the expense of purchasing a laptop for the Assessor to use contingent on the price of the laptop. The Assessor will investigate the cost of the laptop.

CODE ENFORCEMENT REPORT

\$35.00 collected for the month of December 2015. 2 permits, 6 calls, 2 inspections.

CLERK REPORT

\$901.00 collected for hunting licenses, dog licenses, and certified copies. A check for \$108.08 for local shares was given to the Town Supervisor. Information regarding upcoming training for elected officials was shared with the board members.

HIGHWAY SUPERINTENDENT REPORT

Discussed plowing, overtime for highway employees, and maintenance on vehicles. Need to update the reflective road signs. Discussed updated time sheets and the position of Deputy Highway Superintendent.

SUPERVISORS REPORT

FEMA update – copies of project worksheet status reports were passed out. Union update – no changes at the time. Jackie Ellis to perform audits for the Justice and Town Clerk accounts. Discussed expectations of the Town Board and Highway Superintendent, increase communication and possibly using as agenda to prioritize highway needs and work to be done. The Town Board would like to be notified prior to large highway department purchases. Two cell phones were returned from the previous Highway Superintendent to the current Town Supervisor. 2015 reports to FEMA and USDA have been received and accepted.

Resolution 17-2016

MEETING ADJOURNMENT

On a motion by Councilman D. Keppel, seconded by Councilman L. Milliman, the following was

ADOPTED Ayes 5 C. Milliman, J. Ellis, D. Keppel, F. Filock, L. Milliman

Nays 0

Resolved that the meeting was adjourned at 8:53 PM.

Sheila Fiebelkorn, Leon Town Clerk