

MONTHLY MEETING AND ORGANIZATIONAL MEETING; TOWN OF LEON; January 10, 2018

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 10th day of January 2018.

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 Records Keeper

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

Amanda Brainard discussed extra help she is receiving from the Native Americans to locate graves in Riga Road Cemetery along with registering Native American graves with Tribal Cemeteries.

Resolution 1-2018

APPROVAL OF MINUTES

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

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

Resolved that the December 2017 regular board meeting minutes be accepted as submitted.

Resolution 2-2018

FINANCIAL REPORT

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

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

Resolved that the December 2017 Financial Report be accepted as submitted.

Resolution 3-2018

AUDIT OF CLAIMS

On a motion by Councilman C. 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 bills be paid as follows:

General \$ 3,592.20 Highway \$ 30,899.54 Light District \$ 248.59

Resolution 4-2018

DESIGNATION OF DEPOSITORIES

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

ADOPTED Ayes 5 J. Ellis, C. Milliman, D. Keppel, L. Milliman, F. Filock
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 5-2018

OFFICIAL NEWSPAPER

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

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

Nays 0

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

Resolution 6-2018

SUPERVISOR'S YEARLY REPORT

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

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

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 7-2018

MEETING DATES

On a motion by Councilwoman J. Ellis, 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 regular monthly meetings of the Leon Town Board for 2017 will be held at 7:00PM at the Leon Town Hall on the 2nd Wednesday of each month.

Resolution 8-2017

PROCUREMENT POLICY

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 Procurement Policies and Procedures of the Town of Leon as adopted January 14, 1992, amended February 9, 1999 and January 10, 2018 are renewed with amendments.

Resolution 9-2018

INVESTMENT POLICY

On a motion by Councilman D. Keppel, 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 Investment Policy of the Town of Leon as amended January 9, 1996, is renewed with no changes.

Resolution 10-2018

PAY PERIODS

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

ADOPTED Ayes 5 J. Ellis, C. Milliman, D. Keppel, L. Milliman, F. Filock
 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 11-2018

MILEAGE REIMBURSEMENT RATE

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

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

Resolve that the mileage rate for reimbursement to town officials who use their personal vehicle for town business is set at \$.54.5 per mile.

Resolution 12-2018

TOWN ATTORNEY

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

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

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

Resolution 13-2018

HAZARD MITIGATION PLAN

On a motion by Councilman D. Keppel, 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 Cattaraugus County Hazard Mitigation Plan be adopted.

Resolution 14-2018

STANDARD WORK DAY FOR APPOINTED AND ELECTED OFFICIALS IN THE NYS RETIREMENT SYSTEM

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

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

We have made a resolution and affidavit of posting for all appointed and elected officials, who are members of the NYS Retirement System to include:

Fredrick Filock/Town Supervisor, 8 hour work day, term expires 12/31/17, has submitted record of work activities and works 7.6 days per month.

Joel Fiebelkorn/Highway Superintendent, 8 hour work day, term expires 12/31/19, has submitted record of work activities and works 21.67 days per month.

Sheila Fiebelkorn/Town Clerk, 8 hour work day, term expires 12/31/17, has submitted record of work activities and works 4.13 days per month.

Ashley Milliman/Justice, 8 hour work day, term expires 12/31/20, has submitted record of work activities and works 1.5 days per month.

CODE ENFORCEMENT REPORT

2 permits, 6 calls, 3 inspections, collected \$25.00 and submitted.

CLERK REPORT

Oaths of Office were administered for Town Supervisor, Fred Filock, Councilwoman, Jackie Ellis and Councilman, Calvin Milliman. Oath of Office for Town Clerk/Registrar Sheila Fiebelkorn was administered by Town Justice, Ashley Milliman on January 9, 2018. \$ 110.00 collected for dog licenses and hunting licenses. A check for \$ 23.80 for local shares was given to the Town Supervisor. Information regarding upcoming training for elected officials was shared with the board members. Town and County tax collection has begun. Jackie Ellis has been appointed Deputy Registrar of Vital Statistics.

HIGHWAY SUPERINTENDENT REPORT

Snow plowing has started and has been almost daily. Some residents continue to leave piles of snow in the road. A copy of the NYS law prohibiting this has been given to residents by the Town clerk when they pay their town and county taxes. Two equipment repairs have been done. The new employee, Joseph Baker, will start January 13, 2018. Agreement to spend highway funds has been completed.

SUPERVISORS REPORT

FEMA update – supervisor continues process of obtaining FEMA funds that are owed to Town of Leon. Contract with Simmons Recovery has expired. All FEMA projects are closed. Supervisor will remain in contact with Ryan Frykholm to assist in recovering remaining FEMA funds to Town of Leon.

Resolution 17-2018

REAPPOINTMENT OF REGISTRAR OF VITAL STATISTICS

On a motion by Councilwoman J. Ellis, 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 Sheila Fiebelkorn has been reappointed as Registrar of Vital Statistics.

Resolution 18-2018

AMENDMENT TO PROCUREMENT POLICY

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

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

Nays 0

We resolve to amend the procurement policy guideline 2 raising supplies/equipment purchases to \$20,000 and public works contracts to \$35,000.

BUDGET MODIFICATIONS

Increase the Highway Fund 2018 in the amount of \$500,000.00 which represents payment in full of RAN principle. This will increase the budgeted amounts for the account DA9730.6 – Principle, and decrease the fund balance account DA909 – Fund Balance – Unappropriated.

Resolution 19-2018

MEETING ADJOURMENT

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 8:25 PM.

Sheila Fiebelkorn, Leon Town Clerk