

MONTHLY MEETING AND ORGANIZATIONAL MEETING; TOWN OF LEON; January 8, 2020

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 8<sup>th</sup> day of January 2020.

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

Residents - 2                      Guests - 0

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

Two residents were present and made complaints about the snow on the roads and excessive stones on Ruckh Hill Road. A representative of the Leon Fire Department asked about the status of The Town of Leon providing a water supply for the Fire Department to use. Pricing and underground tanks were discussed. The Town Supervisor will inquire about possible grant funding through Cattaraugus County or Emergency Services. The condition of the existing dry hydrants was also discussed.

Amanda Brainard is working with Northern Chautauqua Community Foundation, who is requesting a letter of interest from the Town of Leon, to possibly begin working on foundation restoration in our cemeteries in Leon.

Resolution 1-2020

**APPROVAL OF MINUTES**

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 2019 regular board meeting minutes be accepted as submitted.

Resolution 2-2020

**FINANCIAL REPORT**

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 2019 Financial Report be accepted as submitted.

Resolution 3-2020

**AUDIT OF CLAIMS**

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

General    \$3,848.95      Highway    \$8,583.20      Light District    \$226.93

**CODE ENFORCEMENT REPORT**

6 calls, 1 permit, submitted \$25.00.

**CLERK REPORT**

Collected \$30.00 for hunting licenses. Unable to print report for hunting licenses, because DEC website is unavailable for reports at this time. Check for local share will be submitted next month once report is available. Tax collection has begun.

**HIGHWAY SUPERINTENDENT REPORT**

Plowed snow 11 days. Have been replacing road signs. Replaced air compressor motor and hot water tank. Discussed excessive stones on Ruckh Hill Road.

**SUPERVISORS REPORT**

Discussed the following resolutions.

Resolution 4-2020

**REAPPOINTMENT OF REGISTRAR OF VITAL STATISTICS**

On a motion by Councilwoman J. Ellis, seconded by Councilman C. 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 5-2020

**APPOINTMENT OF DEPUTY SUPERVISOR**

On a motion by Councilman L. Milliman, seconded by Councilman D. Keppel, the following was  
ADOPTED      Ayes 4                    C. Milliman, D. Keppel, L. Milliman, F. Filock  
                         Nays 0  
                         Abstained 1      J. Ellis

We resolve to appoint J. Ellis as Deputy Supervisor.

Resolution 6-2020

**APPOINTMENT OF DEPUTY REGISTRAR**

On a motion by Councilman L. Milliman, seconded by Councilman C. Milliman, the following was  
ADOPTED      Ayes 4                    C. Milliman, D. Keppel, L. Milliman, F. Filock  
                         Nays 0  
                         Abstained 1      J. Ellis

We resolve to appoint J. Ellis as Deputy Registrar.

Resolution 7-2020

**DESIGNATION OF DEPOSITORIES**

On a motion by Councilman J. Ellis, 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, 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 8-2020

**OFFICIAL NEWSPAPER**

On a motion by Councilman C. 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 the Jamestown Post Journal will be the Town of Leon's official newspaper.

Resolution 9-2020

**SUPERVISOR'S YEARLY REPORT**

On a motion by Councilman D. Keppel, 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 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 10-2020

**MEETING DATES**

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 regular monthly meetings of the Leon Town Board for 2019 will be held at 7:00PM at the Leon Town Hall on the 2<sup>nd</sup> Wednesday of each month.

Resolution 11-2020

**PROCUREMENT POLICY**

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 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 12-2020

**INVESTMENT POLICY**

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

Resolution 13-2020

**PAY PERIODS**

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 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 14-2020

**MILEAGE REIMBURSEMENT RATE**

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 the mileage rate for reimbursement to town officials who use their personal vehicle for town business is set at 57.5 cents per mile.

Resolution 15-2020

**TOWN ATTORNEY**

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

Resolution 16-2020

**HAZARD MITIGATION PLAN**

On a motion by Councilman 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 the Cattaraugus County Hazard Mitigation Plan be adopted.

Resolution 17-2020

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

On a motion by Councilwoman J. Ellis, 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 12/31/21, has submitted record of work activities and works 7.6 days per month.

**Joel Fiebelkorn/Highway Superintendent**, 8 hour work day, term expires 12/31/23, has submitted record of work activities and works 21.67 days per month.

**Sheila Fiebelkorn/Town Clerk**, 8 hour work day, term expires 12/31/21, has submitted record of work activities and works 4.13 days per month.

**Ashley Milliman/Justice**, 8 hour work day, term expires 12/31/24, has submitted record of work activities and works 1.5 days per month.

Resolution 18-2020

**MEETING ADJOURMENT**

On a motion by Councilman D. Keppel, seconded by Councilwoman J. Ellis, 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 8:00 PM.

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Sheila Fiebelkorn, Leon Town Clerk