

**Town of Genesee  
Little Genesee, NY 14754  
Regular Board Meeting  
December 15, 2015**

**ATTENDANCE:** Supervisor Donald Jordan, Deputy Supervisor Joshua Bluhm, Councilmen Alyn Holcomb and Howard Cornwall, Town Clerk Bonita Brunner, Highway Superintendent Ben Reynolds, Accountants Jack & Kathy Berry, Head Assessor Carol Palidar

Absent: Councilman Michael Cannon

Town Residents: Kayla Bluhm, Peggy Cowell, Larry Adams, Jodi Adams, and Gregory Zegers,

This meeting was brought to order by Supervisor Jordan at 7 PM with the Pledge to the Flag.

**Floor Permission:**

Mr. and Mrs. Adams, residents of Little Genesee, attended their 1<sup>st</sup> Town Board meeting. They are local residents who desire to become involved in local government. Mrs. Adams is employed by the Allegany County Administrator's office and Mr. Adams works for Time Warner. Mr. Zegers attended as the Union Steward for the employees of the Highway Department, at the request of Highway Superintendent Reynolds.

**REPORTS:**

Supervisors Report covering November 2015 provided by Accountants Berry & Berry was reviewed by the Board. Kathy Barry advised that she has paid the 2016 retirement charges in the amount of \$35,758.00. By paying the prepayment amount the Town saved \$325.00 by paying early. The CHIPS monies have not been received yet but have been applied for. She also requested that she be allowed to transfer the \$50,000 to the Highway Reserve account if there are funds available after the year-end balances are updated. The Town Board approved this action.

**Town Clerks Reports:**

- Clerk's Report for November submitted. Monies collected totaled \$540.50.
- Petty Cash Report for November submitted. There remains \$51.00 in Petty Cash as the Clerk purchased postage stamps.
- Minutes from the November meeting were submitted for approval. CP Holcomb made a motion to dispense with the reading of the minutes, 2<sup>nd</sup> by CP Cornwall. Minutes were approved.

**Town Justice Report:**

- Review of Court Fines collected by the Court during November totaled \$2,527.50.
- Accountant Berry stated that she would be conducting the Justice Court audit after January 1. This will allow Judge Calcagno to complete her paperwork before all the Justice responsibilities are placed with Judge Pritchard.

Code Enforcement Report: None

- Question asked about the clean-up of the Hinkle property. CP Cornwall stated that the front of the property looks much better but it appears that everything was simply moved to the back of the property.
- No new building permits were issued from November 18 – December 15.

Dog Control Officer Report:

- Report submitted by Gary Wagner to cover September to December 15. During the month of December one dog was picked up and placed in the kennel for 3 days. A lost dog ad was placed in the Olean Times Herald and a picture was placed on Facebook. No one claimed the dog. He was turned over to Joyful Rescues by Dog Control Officer Wagner.

Motion made by CP Holcomb and 2<sup>nd</sup> by CP Cornwall to accept all reports as submitted.

### **OLD BUSINESS**

- This was the first meeting back in the Town Hall after the renovation. Court was held on December 3, 2015 and the Clerk moved back on December 7, 2015. CP Bluhm advised that he has changed the telephone system to a hosted domain and the bills will be paid to SoundCurve. The cost will be \$109.00 per month for 4 extensions. He stated that all the telephones and equipment were included in the change-over. The phones now go through the internet instead of traditional telephone jacks and it will be necessary to use a scanner for any faxes that need to be sent.
- The Clerk asked about the new procedures for the fax machines in the building. Her main concerns are the amount of storage it will take on her computer, the security of the system for the Court's use, and how long it is going to take for the system to be up and running. CP Bluhm stated that he has no definite date for this as we are waiting on Verizon.
- Letter received from the Allegany County Legislators advising that there will be a chargeback to the Towns for the cost of various tax supplies purchased by the County. The Town's share is \$1,442.40 and it will be charged back to the Town on the 2016 tax rolls.
- The Town is still waiting on the sale of property on County Road 5 to Mr. Tierney. Nothing further has been heard from him or his attorney since a letter was written by Supervisor Jordan on November 5, 2015. The Board approved writing another letter to both Mr. Tierney and his attorney advising that, if we have heard nothing from them by January 31, 2015, the deposit of \$500 will be forfeited and the property will be placed back on the market. These letters are to be sent certified, return-receipt requested.
- Resolution 12-15-2015 was presented to the Board as discussed at last month's meeting:

### **CREATION OF PAYROLL POLICY FOR ALL TOWN EMPLOYEES**

**WHEREAS**, in order to give all employees of the Town of Genesee the opportunity to take advantage of direct deposit for their paychecks, the Town Board of the Town of Genesee has established a policy for all Town Employees.

The payroll policy regarding direct deposit is as follows:

The employee will be given the choice of either receiving an actual check or being paid through direct deposit.

This choice can be changed two times per year. (The Town Board reserves the right to change this option under certain circumstances.)

If the employee desires direct deposit the following rules will apply:

- A Town of Genesee Direct Deposit Form must be completed by the employee and must include a voided check or deposit slip from the appropriate account for verification purposes.
- The employee's name must be on the account.
- The direct deposit will be for the full amount of the check and to one account only (it cannot be split between various accounts).
- Any changes made must be in writing and made by the employee only. The employee should allow two (2) payroll periods for the change to take affect.
- The Town of Genesee Direct Deposit form (or any subsequent change forms) should be given to their immediate Supervisor. The form will be filed in the employee's personnel file and one copy will be maintained by the Town of Genesee Accountants.

Any discrepancies, problems, issues regarding the payroll policy should be first discussed with the employee's direct Supervisor. The Supervisor will then refer the matter to either the Town Accountant or to the Town Board.

BE IT RESOLVED, that effective January 1, 2016, the above-named policy will be effective as approved by the Town Board of the Town of Genesee

CP Bluhm read the resolution. Motion made by CP Bluhm to adopt this policy. CP Holcomb seconded this motion. All Board members voted Aye and the motion was carried. Payroll Policy was adopted effective January 1, 2016.

- There followed a discussion of the employees' leave time. A spreadsheet was presented by Accountant Berry breaking down all leave time credited to each employee. The main concern at this time is the time being accrued for Floating Holidays. Floating holidays were first introduced into the contract in the early 1980's. At the present time each employee is allowed two floating holidays per year. However, they have been carrying these days forward if they are not used each year. At the present time there are a total of 232 hours as floating holiday carryover which totals \$3,991.36. It is the opinion of the Board that it was never the intention of allowing these days to be carried over from year to year. However, it was not specifically spelled out in the employee's union contract.

After much discussion, CP Bluhm made a motion that the highway employees be given the following option: A check will be prepared to pay out the full amount of the floating holidays, (with an option to take an additional amount from vacation accumulations), up to a total amount of 80 hours. This will be paid at the present rate and in a separate check. CP Holcomb seconded this motion. Roll call vote was taken by Supervisor Jordan. Ayes all around. The motion was carried. The Union Steward was instructed to give this information to the highway employees as soon as possible so that, if they opt to take any accumulated vacation time, this can be given to the accountants before Friday, December 18. It was also understood that if this option is given at a later date it will not be paid at the present rate—it will be paid at an average rate calculated by the accountants. Beginning in 2016, floating holidays must be taken in the year they are earned and cannot be carried over from year to year.

- Additional information was provided to the Board regarding the Northern Access 2016 Project (the pipeline). This was provided by the National Fuel Gas Corp to update local municipalities on this project.

#### **NEW BUSINESS:**

- The Town received information from Allegany County Real Property Tax Service regarding the tax exemption for persons over 65 years of age with limited incomes. The town had previously adopted a partial tax exemption for persons earning \$19,500.00 or less. This same level will be continued.
- Highway Superintendent Reynolds has received a request from New York State DOT regarding a shared serve agreement with DOT for use in the event that the Town's resources become exhausted at any point in a future emergency. The Board feels this would be a good agreement and requested that the Clerk prepare a resolution for the January meeting to approve this Shared Services Agreement.
- Resolution 12-15-2015-(2) was presented to the Board

#### **RESOLUTION APPROVING THE MUTUAL AID AGREEMENT BETWEEN THE MUNICIPALITIES OF ALLEGANY COUNTY, NEW YORK**

Offered by: Allegany County Town Highway Superintendents Association

WHEREAS, THE Town Board of the Town of Genesee hereby agrees to allow Town Supervisor Donald Jordan and Highway Superintendent Ben Reynolds to extend Mutual Aid assistance to another participating municipality within the County of Allegany when requested to do so by such municipality in time of abnormal snow or work conditions. This agreement is subject to the conditions listed in the written agreement.

CP Bluhm made a motion to accept this resolution, seconded by CP Cornwall. This resolution was so passed.

- Highway Superintendent Reynolds received a letter from Allegany County DPW regarding the Deer Creek Road bridge which was inspected in November. At the present time it is not necessary to repair or post this bridge. However, Superintendent Reynolds advised that it will need to be replaced eventually. The cost for this will be pro-rated between the Town and Allegany County. He will put a request in to the County Legislature to begin the process for possible funding for this project.
- The Town Clerk requested that the software support contract with Williamson Law Book Company be approved for the Town Clerk Plus Software program. This program tracks all monies received by the Town Clerk. The Board approved the Town Supervisor signing this contract.
- Resolution 12-15-2015-(3) was presented to the Board as follows:

RESOLUTION APPROVING THE AGREEMENT  
BETWEEN THE PORTVILLE  
FIRE DISTRICT AND THE TOWN OF GENESEE

WHEREAS, the Town of Genesee's fire protection is partially covered by the Portville Fire District and

WHEREAS, THE Town Board of the Town of Genesee hereby approves the agreement between the Town of Genesee and the Portville Fire Protection District for the year 2016, furnishing the necessary fire protection for their portion in the Town of Genesee;

RESOLVED, that the Town Board approves the Town Supervisor Donald Jordan execute the necessary paperwork for this agreement.

A motion was made by CP Holcomb to approve this resolution, 2<sup>nd</sup> by CP Cornwall. Resolution approved.

- The Clerk advised that there will be a Christmas Party tomorrow, December 16, at 1 p.m. for the employees of the Town. All Board Members were invited.

**PAYING OF BILLS:**

Adjusted Abstracts totaling \$43,869.38 were reviewed for paying the Town bills as follows:

<b>Abstract</b>	<b>Voucher Nos.</b>	<b>Original Abstract Amount</b>	<b>Adjusted/Approved Amount</b>
General Fund	206-231	\$ 9,723.73	\$ 9,723.73
General Fund – Fire	122-124	2,357.38	2,903.45
Capital Project - Restoration	4-4	23,500.00	21,219.45
Highway Fund	156-160	10,022.75	10,022.75

The adjustments made were to the General Fund – Fire for the addition of \$546.07 as a Pre-Paid to IT Administrator Bluhm for equipment needed for the telephone change and under the Capital Project-Restoration to deduct the amount paid for the re-keying of the Town Hall (\$2,080.55) and the computer lines installed by IT Administrator Bluhm (\$200.00). A motion was made by CP Holcomb and 2<sup>nd</sup> by CP Cornwall to approve payment. Ayes all carried and abstracts were approved for payment as adjusted..

Motion to adjourn the meeting was made by CP Cornwall. Meeting was adjourned at 9:20 PM.

Respectfully Submitted,

Bonita Brunner  
Town Clerk

Dated: December 28, 2015