

The year end, reorganizational meeting of the Villenova Town Board held Dec. 27, 2019 at 1094 Butcher Road, South Dayton NY was called to order by Supervisor Park at 10:00AM after the Pledge to the Flag.

Present: **Yvonne Park** - **Supervisor**
 Sarah LoManto - **Councilmember**
 Nathan Palmer - **Councilmember**
 Donald Chase - **Councilmember**

Absent: **Keith Butcher** - **Councilmember**

Others Present:
 Chuck Luce - **Highway Superintendent**
 Donald Michalak - **Town Attorney**
 Sue Palmer
 Jerry Park

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

***A MOTION was made by Nathan Palmer, seconded by Donald Chase WHEREAS, minutes of the Dec. 11, 2019 meeting be accepted as presented by Town Clerk Goodway.

Adopted: **Park** - **aye**
 LoManto - **aye**
 Palmer - **aye**
 Chase - **aye**

Chuck Luce, Highway Superintendent states all bills are submitted; he thanked the town and says he will miss it; he feels the equipment is the best right now that it has ever been; he is working on specs for a new pickup; spoke to the board about replacing the tractor and roadside mower, he feels the town would benefit more if they sold that equipment in an online auction rather than trading it in.

Yvonne Park, Supervisor presented Chuck Luce with a plaque, and thanked him for his service to the town.

***A MOTION was made by Sarah LoManto, seconded by Donald Chase WHEREAS General Vouchers #122 – 128 totaling \$2449.35 General Prepays #56 – 57 totaling \$124.36 and Highway Vouchers #159 – 166 totaling \$7517.04 were submitted, reviewed and approved for payment.

Adopted: **Park** - **aye**
 LoManto - **aye**
 Palmer - **aye**
 Chase - **aye**

***A MOTION was made by Sarah LoManto, seconded by Nathan Palmer to accept all department head reports as given.

Adopted: **Park** - **aye**
 LoManto - **aye**
 Palmer - **aye**
 Chase - **aye**

***A MOTION was made authorizing the Supervisor to make the following transfers as advised by the accounting firm Bahgat & Laurito Bahgat.

Decrease A1990.4 Contingent Account \$369.00
 Increase A1355.1 Assessor Account \$369.00

Decrease DA5130.44 Machinery Fuel - \$10,000.00
 Increase DA5130.4 Machinery Contractual Highway - \$10,000.00

Adopted: **Park** - **aye**
 LoManto - **aye**
 Palmer - **aye**
 Chase - **aye**

Yvonne Park, Supervisor appointed Sarah LoManto Deputy Supervisor effective immediately through 12/31/2020.

***A MOTION was made by Sarah LoManto, seconded by Nathan Palmer directing the Town Clerk to post a legal notice in the official town paper advertising for the position of Dog Control Officer.

Adopted: **Park** - **aye**
 LoManto - **aye**
 Palmer - **aye**
 Chase - **aye**

*****A MOTION** was made by Nathan Palmer, seconded by Donald Chase directing the Town Clerk to post a legal notice in the official town paper advertising that the Town is accepting bids for the excavation of its gravel from the pit on Wango Road; the Highway Superintendent is to provide the specifics of the bid. Bids will be opened 01/08/2020 at 7:10PM.

Adopted: **Park** - **aye**
 LoManto - **aye**
 Palmer - **aye**
 Chase - **aye**

*****A MOTION** was made by Sarah LoManto, seconded by Donald Chase WHEREAS the following policies having been reviewed and adopted without change. (copies of these policies will be on file with the clerk)

- 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 Sexual Harassment Policy
- Town of Villenova Schedule of Zoning Fees

Adopted: **Park** - **aye**
 LoManto - **aye**
 Palmer - **aye**
 Chase - **aye**

*****A MOTION** was made by Yvonne Park seconded by Nathan Palmer 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

Adopted: **Park** - **aye**
 LoManto - **aye**
 Palmer - **aye**
 Chase - **aye**

*****A MOTION** was made by Nathan Palmer seconded by Sarah LoManto to make the following appointments:

- Highway Account Clerk – Yvonne Park
- Court Clerk – Julie Goodway
- Code Enforcement Officer – David Crossley
- Registrar – Julie Goodway
- Deputy Registrar (Sub Registrar’s) – Colleen Goodway
- Deputy Town Clerk(s) –
- Historian – Barbara Wise
- Town Attorney – Donald Michalak
- Zoning Board of Appeals Member – David Ivett
- Dog Control Officer – NO APPOINTMENT MADE – Town will advertise

Adopted: **Park** - **aye**
 LoManto - **aye**
 Palmer - **aye**
 Chase - **aye**

*****A MOTION** was made by Sarah LoManto seconded by Nathan Palmer to set wages and pay schedule as follows according to the adopted 2020 Budget.

Town Supervisor	- \$8,000.00	- paid monthly
Councilpersons (4 each)	- \$1,000.00	- paid quarterly
Highway Superintendent	- \$38,000.00	- paid bi-weekly
Justice	- \$3,800.00	- paid monthly
Town Clerk/Tax Collector	- \$13,600.00	- paid bi-weekly
Court Clerk	- \$3,400.00	- paid bi-weekly

Assessor	- \$9,000.00	- paid bi-weekly
Registrar	- \$300.00	- paid annually
Historian	- \$300.00	- paid annually
Dog Control Officer	- \$2,000.00	- paid monthly
Code Enforcement Officer	- \$8,000.00	- paid monthly
Attorney	- \$6,500.00	- 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: **Park** - **aye**
 LoManto - **aye**
 Palmer - **aye**
 Chase - **aye**

***A MOTION was made by Nathan Palmer seconded by Donald Chase, **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
 Court Clerk

Five day work week, six hour days

Adopted: **Park** - **aye**
 LoManto - **aye**
 Palmer - **aye**
 Chase - **aye**

***A MOTION was made by Sarah LoManto seconded by Nathan Palmer authorizing the Highway Superintendent to enter into agreement with Chautauqua County to spend Item 1 monies.

By order of the same motion

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 2020.

Adopted: **Park** - **aye**
 LoManto - **aye**
 Palmer - **aye**
 Chase - **aye**

***A MOTION was made by Sarah LoManto seconded by Donald Chase authorizing the Town Supervisor to invest idle town funds.

Adopted: **Park** - aye
 LoManto - aye
 Palmer - aye
 Chase - aye

***A MOTION was made by Yvonne Park seconded by Nathan Palmer to recess the regular meeting and enter into executive session at 10:50AM for the purpose of discussing possible contracts.

Adopted: **Park** - aye
 LoManto - aye
 Palmer - aye
 Chase - aye

***A MOTION was made by Yvonne Park seconded by Sarah LoManto to reconvene the regular year end meeting at 11:20AM with no action taken.

Adopted: **Park** - aye
 LoManto - aye
 Palmer - aye
 Chase - aye

***A MOTION was made by Yvonne Park, seconded by Sarah LoManto to adjourn the meeting at 11:20AM.

Adopted: **Park** - aye
 LoManto - aye
 Palmer - aye
 Chase - aye

**Respectfully Submitted,
Julie Goodway
Villanova Town Clerk**