

The regular meeting of the Villenova Town Board, Jan. 11, 2021 at 1088 Butcher Road, South Dayton NY was called to order by Supervisor Park at 7:00PM after the Pledge to the Flag.

Present: Yvonne Park	- Supervisor
Sarah LoManto	- Councilmember
Keith Butcher	- Councilmember
Nathan Palmer	- Councilmember
Daniel DiStasio	- Councilmember

Others Present:	
Doug Rumsey	- Highway Superintendent
Donald Michalak	- Town Attorney
Sue Palmer	- Resident

Recording Secretary:	
Julie Goodway	- Town Clerk

Yvonne Park administered the Oath of Office to newly elected councilmember Daniel DiStasio.

Highway Superintendent Rumsey reports, they have been kept busy through the holidays because of ice and snow resulting in the use of a lot of materials. He has trucks down, Paystar – brakes, wheel seal, and gear oil into the brake drums. Sterling issues; rubber block that hold the suspension, he has an appointment for that to go Friday to the shop; ageing hydraulic lines, return line, pump to tank. He arranged for Westfield to have their 1 ½ ton plow truck at the meeting for the board to examine and ask questions. He would like to purchase a similar truck and believes it would make a good all around truck for the town. The board asked him to put something together for the next meeting explaining how he plans to pay for this truck and to have Emerling Ford attend the meeting to answer questions. Chips funds were rolled over from 2020 and he intended on using Chips funds for equipment purchases. LoManto states she feels CHIPS monies should be used for repair and maintenance of our roads not for purchasing equipment. In their discussion the board asked Doug to present a spread sheet on what the town has spent on repairs for the Sterling and what still needs to be done. They want a list of CHIPS roads, past and present describing where and when CHIPS can be used. In regard to the wind tower project and the recent meeting of the wind tower construction personnel, the Supervisor and Highway Superintendent, the board feels the wind tower company should not change current routing without coming to the board first with a proposal or change order. The board wants a list of the proposed roads the wind tower company will use and if there are roads on that list that have had or are slated to be used for CHIPS projects, with a 10 year plan.

Town Clerk Goodway reports her office received and disbursed a total of \$155.00 in December and presented a check to the Supervisor in the amount of \$150.00 for the portion of town fees collected. She asked the highway Superintendent why the garbage pickup point continues to change and states she will not continue to drag the town trash across the front of the building to the constantly moving pick up point. The board directed him to pick up the trash at the hall and place it with the highway trash for disposal.

Justice – received and disbursed a total of \$250.00, presented a check to the Supervisor 1/4/21.

Assessor and Code Enforcement issued written reports.

Supervisor paid all bills, made deposits, issued payroll and explained to the board since it is a new year there is no financial report issued in January.

*****A MOTION** was made by Nathan Palmer and seconded by Keith Butcher WHEREAS General Vouchers #1 – 13 totaling \$3,400.82, General Prepays #1 – 5 totaling \$6,713.82 and Highway Vouchers #1- 14 totaling \$13,524.70 were submitted, reviewed and approved for payment.

Adopted:	Park	-aye
	LoManto	-aye
	Palmer	-aye
	Butcher	-aye
	DiStasio	-aye

*****A MOTION** was made by Sarah LoManto and seconded by Dan DiStasio to accept all department head reports as given.

Adopted:	Park	-aye
	LoManto	-aye
	Palmer	-aye
	Butcher	-aye
	DiStasio	-aye

*****A MOTION** was made by Nathan Palmer and seconded by Sarah LoManto approving the credit card policy and agreement.

TOWN OF VILLENOVA CREDIT CARD USE POLICY

1. Purpose:

To establish internal controls and criteria for the use of credit cards issued to employees of the Town of Villenova for the purpose of conducting Town Business.

2. Credit Cards:

The Town Board may enter into a contract with any banking institution authorized to issue credit cards in the State of New York, in order to obtain a Town credit card, which may be used to make authorized purchases of goods or services pursuant to this policy.

3. Compliance with Town Law;

Any agreement entered into by the Town for issuance and use of a Town credit card shall comply with the requirements of Town Law and such other local, state, and/or federal laws, rules, and regulations as may apply.

4. Compliance with Town of Villenova policies:

All purchases made pursuant to this policy shall comply with the Procurement Policy adopted by the Town Board. When applicable, purchases must be made in accordance with the Town order policies and any other applicable policies adopted by the Town.

5. Authorized Users Only:

Users authorized by the Town Board shall be permitted to use the Town credit card and shall have signing authority.

6. Authorized Purchases:

The Town credit card shall be used only for purchases where there is no other reasonable or convenient form of payment due to:

- a. Timing of purchase
- b. Vendor location
- c. Policies of the vendor; or
- d. Where the Town makes regular, periodic payments as a subscriber for services.

7. Number and Credit Limits of Credit Cards:

At any given time, the Town may only maintain one general purpose (eg Visa, Mastercard) commercial- municipal credit card account. The Town may also maintain one or more store (eg Tractor Supply, Home Depot) credit card accounts. Irrespective of the limit on the credit card, incurring a balance in excess of \$1,000.00 requires the advance approval of the administrator of this policy.

8. Authorized Users Responsibilities

- a. Ensure that the credit card is used in compliance with the Town’s purchasing agreement.
- b. Only Authorized Users of the Town of Villenova may use the municipal credit card.
- c. A municipal credit card may be used for the purchase of goods or services for only official business of the Town of Villenova.
- d. The Authorized User using the credit card must submit receipts, documentation detailing the goods for services purchased, cost, date of the purchase and the official business explanation thereof.
- e. Above said receipts and documentation must be submitted to the Supervisor in a timely manner to reconcile against the monthly credit card statement.
- f. The Authorized User issued the card is responsible for its protection and custody and shall immediately notify the Supervisor if the card is lost or stolen.
- g. The credit card may not be used for cash advances, personal use or any other type of purchase not permitted under the Town’s purchasing guidelines.
- h. Authorized User must immediately surrender the card upon termination of employment or not re-elected.

9. Internal Control Procedures:

The Town Supervisor is the administrator of this policy and shall be responsible for the issuance and retrieval of assigned municipal credit cards to personnel and generally for overseeing compliance with this policy.

10. Acceptance:

All Authorized Users shall review and sign a copy of this policy prior to being authorized to use a Town of Villenova credit card and agree to comply with the terms and conditions of this policy as may be subsequently revised. The signed copy shall be kept in the Town Clerk’s office.

Authorized User’s Signature/ Date

Supervisors Signature/Date

Adopted:	Park	-aye
	LoManto	-aye
	Palmer	-aye
	Butcher	-aye
	DiStasio	-aye

***A MOTION was made by Yvonne Park and seconded by Sarah LoManto WHEREAS pursuant to the Executive Order issued on December 18, 2020 by Governor Cuomo #202.83 be it hereby RESOLVED, the Town of Villenova does hereby

Extension of Senior and Individual with Disabilities and Limited Income Exemption Opt-In

WHEREAS, the state disaster emergency has resulted in limited hours in municipal offices and rendered seniors and individuals with disabilities homebound; and

WHEREAS, many seniors and individuals with disabilities do not have the ability to file their real property tax exemption applications in person due to safety precautions and lack the ability to file such applications online; and

WHEREAS, Governor Cuomo has issued Executive Order 202.83, which grants local governments the ability to adopt a resolution extending the exemption status for those seniors and individuals with disabilities entitled to certain real property tax exemptions; **NOW THEREFORE**

BE IT RESOLVED that the assessor shall extend the 2020 exemption status for those individuals receiving the senior exemption and the persons with disabilities and limited income exemption through 2021 without a renewal application except in the circumstance elucidated below; and

BE IT RESOLVED that the assessor may require a renewal application if he or she believes that an owner that qualified for the 2020 exemption has since changed their primary residence, added another owner to the deed, transferred the property to a new owner, or died.

Adopted: **Park** **-aye**
 LoManto **-aye**
 Palmer **-aye**
 Butcher **-aye**
 DiStasio **-aye**

*****A MOTION** was made by Sarah LoManto and seconded by Dan DiStasio authorizing the Town Attorney to register and attend the virtual Association of Towns seminar February 14 -17 at a cost of \$300.00

Adopted: **Park** **-aye**
 LoManto **-aye**
 Palmer **-aye**
 Butcher **-aye**
 DiStasio **-aye**

*****A MOTION** was made by Yvonne Park and seconded by Sarah LoManto WHEREAS approval is granted for town elected and appointed officials to attend in person or virtual any/all required training that is within the scope of their official function. The Town does hereby agree to reimburse for expenses incurred as a result of the training; registration, mileage.

Adopted: **Park** **-aye**
 LoManto **-aye**
 Palmer **-aye**
 Butcher **-aye**
 DiStasio **-aye**

Supervisor Park discussed the new requirement for all municipalities to develop an emergency preparedness action plan. Don Michalak, Town Attorney further elaborated. A plan must be developed, presented to the state, the union, the board and ultimately approved before adoption. There is a requirement to have this in place by April 1, 2021.

*****A MOTION** was made by Sarah LoManto and seconded by Dan DiStasio creating a planning team of the entire town board, appointing Supervisor Park the person responsible for the first draft presentation adhering to the Senate section 867B and Assembly section 10832 guidelines and presenting said plan to the union by Feb. 4, 2021.

Adopted: **Park** **-aye**
 LoManto **-aye**
 Palmer **-aye**
 Butcher **-aye**
 DiStasio **-aye**

*****A MOTION** was made by Keith Butcher and seconded by Nathan Palmer **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**
 Butcher **-aye**
 DiStasio **-aye**

The Supervisor explained to the board the need to redo our zoning and code enforcement sections of town law to reflect New

York States Uniform Fire Code Law. She also read a letter from the Village of South Dayton thanking the town for their donation to their music in the park program.

No questions or comments from the public...

***A **MOTION** was made by Sarah LoManto and seconded by Nathan Palmer to adjourn meeting at 7:58PM.

Adopted:	Park	-aye
	LoManto	-aye
	Palmer	-aye
	Butcher	-aye
	DiStasio	-aye

Respectfully Submitted,
Julie Goodway
Villanova Clerk