

Mayville, NY

Regular Meeting

March 11, 2019

Present: Supervisor Donald Emhardt, Councilmen Kenneth Burnett, Dave Ward, Thomas Carlson and Scott Cummings. Town Clerk, Rebecca Luba, Highway Superintendent, Dan Thorsell, Justice Tim Hull, and Zoning Clerk, Elizabeth Steinbach.

Absent:

Others Present:

Supervisor Donald Emhardt opened the regular meeting at 7:00 P.M. with the Pledge of Allegiance.

Motion made by Councilman, Kenneth Burnett to approve the minutes as presented to the board for February 11, 2019.

Second: Councilman Scott Cummings

Vote: Supervisor Donald Emhardt – Aye
Councilman Scott Cummings – Aye
Councilman Dave Ward – Aye
Councilman Kenneth Burnett – Aye
Councilman Thomas Carlson- Aye

Carried

Public Comments:

Departmental Reports:

Town Clerk, Rebecca Luba reported that monthly fees remitted for February totaled \$3,487.70; Dog License sales of \$513.00; Conservation sales of \$815.00, Building/Zoning fees of \$1,185.00 and 4 Marriage licenses were issued.

Second notices for unpaid property taxes have been mailed. The audit for the Town Clerk and Tax Collector financials for 2018 were completed and reports are on file in the office for review.

Additional help is needed in the Town offices. The current Deputy Clerk's position is full-time but is shared with the Code Office. Since taking on tax collection and Human Resources, the clerk's office needs to be fully staffed. With the additional help, the offices can be properly staffed to cover sick/vacation times and will be able to remain open during the lunch hour.

Motion made by Councilman Scott Cummings authorizing the hire of additional part-time help, at the Town Clerk's discretion, setting an hourly rate of \$18.00 up to 24hrs/week with no benefits.

Second: Councilman Thomas Carlson

Vote: Supervisor Donald Emhardt – Aye
Councilman Scott Cummings – Aye
Councilman Thomas Carlson – Aye
Councilman Kenneth Burnett – Aye
Councilman Dave Ward – Aye.

Carried

Zoning Clerk, Elizabeth Steinbach reported that the Code/Zoning Office issued 13 building permits with project values of \$1,282,595.00 and issued 2 Certificates of Completion with project values of \$69,500.00.

Highway reported on activities for the month of February which included plowing, new roller, new radiator in truck #9 and all roads have been posted. New laptop was received and program loaded to aid in truck maintenance.

Assessor's report was submitted and on file. Property inspections and field work are ongoing for the tentative roll which will be completed by May 1st. The March 1st deadline has passed for the submission of exemption applications except for enhanced STAR applicants that missed it due to the death of an immediate family member, serious illness or hospitalization in which applications can be accepted up until grievance day. In addition, applicants who missed the deadline for "good cause" can apply directly to the State up until the deadline for paying school taxes.

Agenda Items:

A proposal was acquired by the Highway Superintendent through Sourcewell co-op purchasing for a new roadside mower.

Motion: made by Councilman Thomas Carlson to accept the proposal and authorizes the Highway Superintendent to purchase Woods BW10.70W 10.5' Extreme Duty Batwing Cutter from Java Farm Supply not to exceed \$16,100.00.

Second: Councilman Kenneth Burnett

Vote: Supervisor Donald Emhardt – Aye
Councilman Scott Cummings – Aye
Councilman Thomas Carlson – Aye
Councilman Kenneth Burnett – Aye
Councilman Dave Ward – Aye

Carried

Resolution

RESOLUTION FOR AUDIT OF THE TOWN OF CHAUTAUQUA COURT

WHEREAS, Section 2019-a of the Uniform Justice Court Act requires that Town and Village justices annually provide their court records and dockets to their respective town and village auditing boards, and that such records then be examined or audited and entered into the minutes of the board's proceedings.

WHEREAS, an audit committee consisting of two board members conducted an audit of the 2018 court records on February 28, 2019.

WHEREAS, a satisfactory report was submitted to the Town Board and filed with the Town Clerk.

NOW, THEREFORE, BE IT RESOLVED, the Board for the Town of Chautauqua acknowledges the completed audit report as submitted with no issues found

Motion: made by Councilman Thomas Carlson to approve resolution as presented.

Second: Councilman Dave Ward

Vote: Supervisor Donald Emhardt – Aye
Councilman Scott Cummings – Aye
Councilman Thomas Carlson – Aye
Councilman Kenneth Burnett – Aye
Councilman Dave Ward – Aye

Carried

Report was submitted to the Board by the Town Clerk's office for the disposition of 2012 and 2015 records according to the MU-1 records retention schedule.

Motion made by Councilman Scott Cummings authorizing the clerk to destroy the records as presented. Disposition report will be retained in the Clerk's office.

Second: Councilman Thomas Carlson

Vote: Supervisor Donald Emhardt – Aye
Councilman Scott Cummings – Aye
Councilman Thomas Carlson – Aye
Councilman Kenneth Burnett – Aye
Councilman Dave Ward – Aye.

Carried

The annual audit for the Town Clerk and Tax Collector was completed by Councilmen Cummings and Burnett and everything was found satisfactory. Report presented to the Board for review.

Motion made by Councilman Dave Ward to accept the audit reports as presented.

Second: Supervisor Thomas Carlson

Vote: Supervisor Donald Emhardt – Aye
Councilman Scott Cummings – Aye
Councilman Dave Ward – Aye
Councilman Kenneth Burnett – Aye
Councilman Thomas Carlson- Aye

Carried

Amendment 1 for Water District 2 Water Quality and Infrastructure Evaluation Project(No. 72011) was submitted to the Board. O'Brien & Gere is proposing an engineering report to identify and evaluate water supply options for the district. This report will expand on the data presented in the May 2017 Map and Plan reports and be used in conversations to help future grant assistance and financing applications. Additional budget for this report would be \$5,000.

Motion made by Councilman Scott Cummings to accept the proposal as submitted authorizing the Supervisor to execute the amended agreement increasing the overall budget for Project No. 72011 not to exceed \$22,700.00.

Second: Supervisor Kenneth Burnett

Vote: Supervisor Donald Emhardt – Aye
Councilman Scott Cummings – Aye
Councilman Dave Ward – Aye
Councilman Kenneth Burnett – Aye
Councilman Thomas Carlson- Abstains

Carried

The supervisor reviewed the Annual Financial Report for 2018 that was filed with the State Comptroller's office. Legal was submitted to the Post-Journal on Feb. 28, 2019 and a copy is available in the Town Clerk's office for public inspection during regular business hours

Motion made by Councilman Dave Ward to approve the following budget transfers for 2018 as presented by the Town Supervisor and bookkeeper.

Town of Chautauqua
Budget Transfers
December 31, 2018

<u>TO</u>		<u>AMOUNT</u>	<u>FROM</u>	<u>AMOUNT</u>	
TRANSFERS TO BALANCE - A FUND					
A1220.1	Supervisor - pers svcs	0.04	A1110.2	Municipal court - equip	2,807.17
A1355.1	Assessment - pers svcs	0.10	A1220.4	Supervisor - contractual	1,453.69
A1440.4	Engineer - contractual	69,599.71	A1355.4	Assessment - contractual	0.10
A1620.1	Buildings - pers svcs	1,743.76	A1990.4	Contingent account	10,000.00
A1620.2	Buildings - Equip	126,965.98	A9060.8	Hospital & medical insurance	57,388.50
A1620.4	Buildings - Contractual	15,714.26	A9901.900	Interfund transfers	9,000.00
A1650.4	Central Comm Sys - contract	93.69	A9905.7	Capital projects - buildings	25,000.00
A1670.4	Central Printing & Mail - cont	3,791.13			
A3310.4	Traffic control - contract	1,032.54	A2397	Capital projects, other govts	113,632.00
A5010.4	Hwy Admin - contractual	334.00			
A8430.4	Natural gas - contractual	6.25			
		<u>219,281.46</u>			<u>219,281.46</u>

TRANSFERS TO BALANCE - B FUND

B3510.1	Control of dogs - pers svcs	.312.50	B9060.8	Hospital & Medical Insurance	1,988.79
B8160.4	Refuse & Garbage - cont	1,676.29			
		<u>1,988.79</u>			<u>1,988.79</u>

TRANSFERS TO BALANCE - DA FUND

DA5120.1	Machinery - pers svcs	679.90	DA5120.4	Bridges - contractual	12,000.00
DA5130.2	Machinery - equipment	19,024.36	DA5130.1	Machinery - pers svcs	4,570.07
DA5130.4	Machinery - contractual	8,756.86	DA5142.1	Snow removal - pers svcs	11,891.05
DA9020.8	Medicare	528.57	DA9060.8	Hospital & Medical Ins	1,823.03
DA9030.8	Social security	1,294.46			
		<u>30,284.15</u>			<u>30,284.15</u>

TRANSFERS TO BALANCE - "DB FUND"

DB5110.1	General repairs - pers svcs	16,038.56	DB5110.4	General repairs - contractual	5,828.93
DB5110.41	General repairs - asphalt	17,184.47	DB5110.44	General repairs - drain tile	2,121.98
DB5110.42	General repairs - bituminous	8,765.95	DB5110.45	General repairs - fuel oil	13,154.40
DB5110.43	General repairs - stone, slag	15,060.30	DB9010.8	State retirement	141.53
			DB9020.8	Medicare	631.94
			DB9030.8	Social security	2,667.59
			DB9060.8	Hospital & medical insurance	3,764.87
			DB599	Unexpended Fund Balance	28,738.04
		<u>57,049.28</u>			<u>57,049.28</u>

TRANSFERS TO BALANCE - SS1 FUND

SS1-8110.4	Sewer Admin - contractual	478.24	SS1-8120.4	Sanitary sewers - contractual	478.24
		<u>478.24</u>			<u>478.24</u>

TRANSFERS TO BALANCE - SW1 FUND

SW1-8320.4	Source of supply - contr	1,556.75	SW1-8310.4	Water administration-contract	1,556.75
		<u>1,556.75</u>			<u>1,556.75</u>

TRANSFERS TO BALANCE - SW2 FUND

SW2-8320.4	Source of supply - contr	548.18	SW2-8397.0	Capital project reserve	548.18
		<u>548.18</u>			<u>548.18</u>

Second: Councilman Thomas Carlson
Vote: Supervisor Donald Emhardt – Aye
 Councilman Scott Cummings – Aye
 Councilman Dave Ward – Aye
 Councilman Kenneth Burnett – Aye
 Councilman Thomas Carlson- Aye

Carried

Motion made by Councilman Dave Ward to approve the Supervisor’s Reports for January and February.

Second: Councilman Scott Cummings
Vote: Supervisor Donald Emhardt – Aye
 Councilman Scott Cummings – Aye
 Councilman Dave Ward – Aye
 Councilman Kenneth Burnett – Aye

Councilman Thomas Carlson- Aye
Carried

Motion made by Councilman Scott Cummings approve the vouchers as presented to the board for payment. Abstract #003, Voucher # 107-182

ABSTRACT # 003
DEPOSIT OF 02/25/2019 - 03/20/2019

Code	Fund	Amount
Book: A B DA DB H1 H2 H3 K SF2 SF4 SL1 SL2 SL4		
A	GENERAL FUND - TOWNWIDE	39,457.13
B	GENERAL FUND - OUTSIDE VILLAGE	1,117.24
DA	HIGHWAY FUND - TOWNWIDE	128,341.45
DB	HIGHWAY FUND - OUTSIDE VILLAGE	9,826.98
H3-	SEWER & WATER EXPANSION	1,264.00
SL1-	PT CHAUTAUQUA LIGHT DISTRICT	363.27
SL2-	DEWITTVILLE LIGHTING DISTRICT	425.75
SL4-	BAYBERRY LANDING LIGHTING DIST	32.10
SS1-	CHAUT HEIGHTS SEWER DISTRICT	3,729.92
SW1-	CHAUT HEIGHTS WATER DISTRICT	9,391.14
SW3-	CHAUTAUQUA SHORES WATER DISTRICT	67.78
Total:		194,016.76

Second: Councilman Kenneth Burnett
Vote: Supervisor Donald Emhardt – Aye
Councilman Scott Cummings – Aye
Councilman Dave Ward – Aye
Councilman Kenneth Burnett – Aye
Councilman Thomas Carlson- Aye
Carried

Motion made by Councilman Thomas Carlson to adjourn the regular meeting at 7:37 P.M.

Second: Councilman Scott Cummings
Vote: Supervisor Donald Emhardt – Aye
Councilman Scott Cummings – Aye
Councilman Dave Ward – Aye
Councilman Kenneth Burnett – Aye
Councilman Thomas Carlson- Aye
Carried

Town Clerk
Town of Chautauqua