

A regular meeting (and Organization) of the Town Board of the Town of Ashford, County of Cattaraugus, and the State of New York was held at the Ashford Community Center, 9377 Route 240, West Valley, on the 8th day of January, 2020, at 7:30pm with John A. Pfeffer Town Supervisor presiding.

Present: John A Pfeffer, Supervisor
William J. Heim, Councilman
Jean M. Bond, Councilwoman
Richard A. Bernstein, Councilman
VACANCY
Patricia R. Dashnaw, Town Clerk
Tim Engels, Highway Superintendent
Larry Feldman, Code Enforcement Officer

Others present: Joseph Pillittere, Charles Davis III, Susan Feldman, Max Borsuk, Paul Bembia, Bryan Bower, Mary Kay Williams, Bradley Frank

Supervisor Pfeffer called the meeting to order with the Pledge of Allegiance to the United States Flag.

RESOLUTION 1-2020
APPOINTMENT OF COUNCILPERSON TO FILL VACANCY

On motion of Councilwoman Bond seconded by Councilman Heim the following resolution was

ADOPTED Ayes 3 Pfeffer, Heim, Bond
 Nays 1 Bernstein

Resolved Charles E. Davis III, be appointed to the Ashford Council vacancy for the year 2020 per NYCL Town Law § 64 (5).

RESOLUTION 2-2020
AUTHORIZE REVIEW OF TOWN OF ASHFORD ORGANIZATION

On motion of Councilwoman Bond seconded by Councilman Heim the following resolution was

ADOPTED Ayes 3 Pfeffer, Heim, Bernstein, Bond, Davis
 Nays 0

Resolved the following requirements for organization be reviewed and all action be voted on at the closure of the meeting.

Regular Town Board meetings will be held the second Wednesday of each month at 7:30 p.m. With the exception of April which will be held on the third Wednesday of the month. The Town Board will follow Roberts Rules of Order for Meeting Procedure.

All appointed positions will be advertised prior to appointment except in the case of an emergency.

Town Clerk be appointed Water District Clerk and be paid \$6,000.00 plus authorized expenses. All Water District costs, (salaries and authorized expenses), shall be paid from the Water District appropriations.

The Supervisor be authorized to appoint **Susan Feldman** as the **Supervisor’s Bookkeeper**, compensation \$16.00 per hour responsibilities to remain the same.

Lawrence D. Feldman be appointed as **Code Enforcement Officer** for a one year period, CEO to be paid \$25 per month for use of cell phone and mileage. A cell phone bill may be required at the option of the town board.

The Supervisor appointed **Mr. William King** as **Town Historian** for a one-year term at a salary of \$50.00 per year.

Maggie Parish be appointed as a **youth member to the recreation Commission** for a one year term.

Michelle Pfeffer be appointed **Director of the Recreation Commission** for a one year term at the budgeted salary of \$2,750.00, and the Adult or youth help be compensated as per the director’s discretion, not to exceed the A-7310.1 appropriation budget amount.

Justice Court Clerks be approved by the Justices and appointed by the board for a one year term and be compensated at \$12.00 per hour. Clerk total Hours shall not exceed the annual budget appropriated amount. Clerks must comply with the Justice Court Clerks responsibilities as presented by Justice Stiles and Justice Mellon.

Frances Engels, Angela Ghani, and Mary Kay Williams be appointed Justice Court Clerks for 2020.

Eric Boberg be appointed **Chairman of the Board of Appeals** for a one year term.

Timothy Dashnaw be appointed to the **Planning Board** for a five year term.

Andrea Mellon be appointed **Chairman of the Planning Board** for a one year term.

Larry Feldman be appointed **Community Center Building Custodian** and be compensated at a rate of \$12.00 per hour responsibilities to remain the same.

Mrs. Susan Feldman be appointed **Assistant Records Management Officer** for the Town of Ashford for a one year term.

The Supervisor have certified as required by County Civil Service, Highway and General payrolls.
The Supervisor be authorized to pay without previous authorization of the Board, electric, gas, telephone, West Valley Fire District #1 Pilot & tax, internet fees, bonds & notes together with interest, the safety & street lighting districts bills and NYS unemployment, Justice court fines & fees to State Comptroller, Water District electric bill, Environmental Facilities Corporation (EFC) approved bills as preaudit, and highway employees health insurance custodial account deductible monthly charges.

The mileage allowance be \$.58 per mile for official business. Origin and Destination to be submitted using Google Maps.

Town Officials receiving fees belonging to the Town shall turn the money over to the Supervisor by the end of each month.

Town Officials are authorized to attend training sessions connected to their position as allowed by the contractual budgeted amount and shall submit an expense voucher to the Supervisor's bookkeeper for process. The Town will pay expenses from each respective appropriation.

Town records and other property must be kept at all times in the Town Community Center, unless authorized by the Town Board with the exception of certain highway manuals etc. that pertain to the operations of the highway department.

The Town accepts State and County bid prices where applicable.

The depositors for Town funds be M&T Bank (currently), or Cattaraugus County Bank or NYCLASS for General Funds, Highway Funds, Justice Funds, Town Clerk Funds, Tax Collector Funds, Water Funds, and Investment Funds.

The petty cash funds be continued for the Town Clerk-\$100.00, and the Town Justice- \$400.00 total or \$200.00 each

All checks paid to the Town of Ashford for all departments returned for non-sufficient funds will be charged an additional \$20 NSF fee.

The Supervisor shall have the authority to invest funds in certificates of deposit in any local bank authorized to do business in New York State and agree with the Towns adopted investment policy. Deputy supervisor and Supervisors bookkeeper shall have bank signature authority for emergency purposes only.

The Springville Journal be the **official paper** for the Town of Ashford to also be used for public notices.

Members of the Board of Appeals be paid \$20.00 per meeting if they choose to be compensated and also be paid mileage and other approved expenses.

Members of the Assessment Board of Review, appointed in September for a five year term, shall be compensated a fee of \$90.00 per year, and \$50.00 per year for a recording secretary.

The Attorney for the Town be compensated as per fees based on required services and approved by the Town Board.

Continue the following resolution:

WHEREAS, if it is necessary to make application to the Cattaraugus County Youth Bureau, New York Division
For youth, and;
WHEREAS, if it is necessary for the Chief Fiscal Officer to sign for the Town of Ashford, now therefore be it
RESOLVED the Town Board does hereby authorize the Supervisor of the Town of Ashford, to enter into agreements with the Cattaraugus County Youth Bureau, New York State Division for Youth, to run the youth program if the Board agrees to enter into such an agreement.

Certification of work time be as follows:

1. For all elected and appointed officials who are considered to be part time or full time, the standard work day will be eight (8) hours for full time and 6 hours for part time.
2. For all Highway or full time employees, the standard workday will be eight (8) hours per day and hourly forty (40) hours per week.

The **Supervisor** be designated as **Director of Purchasing** for the Town of Ashford.

The Supervisor appointed **Bill King Budget Officer** for a one year term responsibilities to remain the same.

The Supervisor appointed **Charles E. Davis III** as **Deputy Supervisor**.

The Supervisor established standing Committees as follows:

- Insurance-Davis, Engels, Bernstein**
- Planning-Heim, Bond**
- Highway-Heim, Engels, Bond**
- Sidewalks and Buildings-Heim, Engels, Davis**
- Animal Control and Constables-Heim, Bernstein**
- Youth and Senior Citizens-Davis, Bond**
- Telecommunications-Davis, Bernstein**
- Water District-Davis, Bernstein**
- Audit-Bond, Heim (Justice Court Report required before March meeting)**

Committees required to give reports within 30 days after meetings

The Supervisor be authorized to contract for lawn mowing services for the Town of Ashford cemeteries and the individual and cost to be approved by the Town Board. 2020 Budget amount is \$12.00 per hour same as labor rate.

The Highway Superintendent be authorized to spend up to the sum of \$1,000.00 during the current year on small tools and other small items without prior authorization of the Town Board, however purchases must comply with the thresholds procurement policy.

The Highway Superintendent appointed **Keith Butcher** as **Deputy Highway Superintendent**. He will be compensated at the rate of an additional \$.55 per hour over normal CD-CL rate when acting as the Highway Superintendent.

The duties and responsibilities for the office of the **Dog Control Officer** be appointed to **John Syms** salaried at \$2,500.00 paid \$625 quarterly plus mileage. This is a one-year term. The Dog Control Officer will report appraisal of damage by domestic animals.

**TOWN OF ASHFORD
HIGHWAY EMPLOYEE PAY AND BENEFIT AGREEMENT
APPROVED January 8, 2020 FOR THE YEAR OF 2020**

1. **VACATION;** All vacation time must be used between January 1st and December 31st of each year, unless a special request by an employee has been considered and approved by the Highway Superintendent. The request must be limited to roll over all or part of the allowed vacation days to the following year only. Vacation time roll over all or part of the allowed vacation days are to the following year only. Vacation time rolled over shall be used before the current vacation time. All accumulated vacation or sick days from prior year will be calculated on the set hourly rate the year the employee was eligible to receive the days. The actual start work date shall be the date used to calculate the following schedule. If there is a break in employment with the town for one year or more the new starting date will be used. All previous years will be eliminated. In any year the employee reaches the anniversary date resulting in extra vacation time the extra time can not be taken until the actual date and must be taken by December 31st of the same year. An employee whose starting date is between January 1st and March 1st will be entitled to the 1st week of July (5 days) as a vacation. An employee whose starting date is after March 1st will not be entitled to the 1st week of July as a vacation and must wait until the first anniversary date to be entitled to any vacation time or sick day.

Total Completed years	Number of vacation days including 1 st week in July
First year March 1 st thru December 31 st	5 days
1 year thru 5 years	10 days
5 years thru 10 years	15 days
10 years thru 15 years	20 days
15 years and more	25 days

All vacation time must be approved by the Highway Superintendent with a minimum of a two (2) weeks notice. Highway Superintendent can give special consideration to extreme situations.

2. **SICK DAYS.** Three days are allowed per calendar year. Employees will be allowed to carry over unused sick days but will not be allowed to accumulate more than five unused days or (40 hours) at any time. All accumulated days will be calculated on the set hourly rate the year the employee was eligible to receive the days and prior year days are to be used first. Highway Superintendent may request a Doctors certification. DBL insurance is available by the Town to cover employees.

3. **DISABILITY;** when an employee goes on disability or compensation insurance the Town will pay health insurance premiums as required under the Family and Medical Leave Act.

4. **HOLIDAYS:** Nine (9): New Years Day, Memorial Day, July 4th, Labor Day, Thanksgiving and Day after, Columbus Day, Veterans Day, and Christmas Day. Employee must work the normal work day before and the normal work day after to be paid for the holiday. Except for the 4th of July. A normal workday being a normal calendar Monday, Tuesday, Wednesday, Thursday or Friday. These are the normal established 8 hour workdays and are not scheduled as a holiday. Holidays are not a normal workday. No vacation or sick day is allowed as a substitute for a normal workday. If any of the established holidays fall on a Saturday or Sunday it will be the option of the highway Superintendent to determine if the Friday before or the Monday after be the paid holiday. If employee is called to work on an established holiday or the designated day and you meet the requirements, employee will receive the normal days pay plus the normal hourly rate for the first 8 hours worked and one and one half (1-1/2) times the normal rate for any hours worked past the first 8 hours worked that day. If employee is called to work on an established holiday or the designated day and does not meet the requirements, employee will receive one and one half (1-1/2) times the normal rate for the hours worked that day but not the holiday pay.

5. **OVERTIME;** One and one half (1-1/2) times the normal regular hourly rate will be paid for any hours worked on any normal Saturdays or Sundays providing you have worked the normal forty (40) hour work week. For any extra hours worked during the normal work week, Monday thru Friday, after the normal forty hours (40) worked during the normal work week employee will receive one and one half (1-1/2) times the normal regular hourly rate. If a holiday falls within the week it will be counted as a normal work day providing all requirements are met and are credited for the day. If employee has not worked the normal established five eight (8) hour work days and are not credited for the holiday, the extra time during the normal work week will be paid at the normal regular hourly rate unless you exceed 40 hours during the same week. If employee exceeds the 40 hours during the same week then the rate will then be increased to one and one half (1-1/2) times the normal rate.

6. **PHYSICALS REQUIRED ANNUALLY;** Town will pay insurance co-payment and allow employee four hours, at the Highway Superintendent's approval, to have physical done. The employee will pay for the physical. Physicals are covered by insurance under the policy agreement.

7. **EMPLOYEES RETURNING TO WORK;** From compensation or disability must have a doctors release stating that it is okay to return to regular duties. Due to the requirements of the position no special or light duty is allowed.
8. **FAMILY MEDICAL LEAVE ACT (FMLA):** When calculating the FMLA payment leave time all paid vacation days and sick days must be used first. That time will be deducted from the established FMLA payment time and will be calculated between January 1st and December 31st of each year.
9. **EMERGENCY SITUATION (SNOW, ICE, HIGHWAY REPAIR, ETC.):** If these conditions occur during hours other than normal working hours, employees residing in the Town of Ashford (due to response time) are to be called first.
10. **PART TIME EMPLOYEES;** are not entitled to benefits and will be paid at the labor rate.
11. **NEW EMPLOYEES;** shall have a probationary period of one hundred twenty (120) working days during a single period. Must have a physical exam prior to starting work day. Health evaluation report must meet the Highway Superintendents approval and is at the employee's expense. The first sixty (60) working days of a single period of employment, the rate shall be \$15.45 per hour. For the remaining sixty (60) working days the rate shall be the set CD-CB rate. Employee will only be eligible to receive the CDL wage noted in section 13 once the employee has received the Commercial Drivers License within the first 6 months of employment. Due to Health insurance requirements, the health insurance coverage shall become available and begin the first of the month following ninety (90) days of continuous employment. Five (5) vacation days and (1) sick day are available after providing the Article (I) Vacation requirements are met. After completion of one year of employment, normal rule of benefits will be available. Employees on probation will be entitled to holidays.
12. **HEALTH INSURANCE;** For the year 2020 the insurance carrier will be Blue Cross Blue Shield. The coverage will be the Silver Standard. The Town has established maximum payments as follows: \$3,000 to a prepaid deductible for each member of the plan; \$5,000 for the single health care plan; \$10,500.00 for the family health care plan. These amounts are only in effect while the employee is part of the insurance plan and an employee of the Town of Ashford. Any costs, in excess of these amounts will be paid by the employee. A payroll deduction will be available. If a policy is terminated for any reason, all payments will be terminated as of the termination date. An account has been established and managed by the insured individual and will be subject to the terms of the Health Savings Account (HAS) policy. In the case of any employee having a break in service, job termination, or for any other reason, the Towns payments and insurance plan will be terminated. Any agreed costs to be paid, will be calculated on the total number of normal work hours the employee has worked during the fiscal year, excluding vacation and sick days. If any employee wishes to opt out of the Towns insurance plan the Town will compensate directly to the employee \$3,000.00, to be paid quarterly at \$750.00, payable under the same calculating conditions and terms as an employee having a break in service, job termination, or for any other reason and be paid as a normal payroll amount subject to taxes and withholdings.
13. **WAGE;(CDL) \$17.60 per Hour CD-CB.**
The following example is for Budget purposes. Wage \$17.60 + Health insurance 6.49 + FICA 1.34 + Retirement 2.82 + Workers comp 3.13 = \$31.38 per hr. or \$74,684.00 per year per employee.

Labor rate \$12.00
14. **DRUG AND ALCOHOL POLICY;** All employees in the positions requiring a Commercial Driver (CDL) license and defined as safety-sensitive, must comply with the Town of Ashford adopted drug and alcohol testing policy.
15. **SEXUAL HARASSMENT AND EQUAL OPPORTUNITY EMPLOYMENT;** The Town will comply with all Federal and State regulations concerning sexual harassment and equal employment. Standard complaint form and required information available in the Town Clerk Office.

The following Resolution shall be approved annually.

A Resolution was made by Donald Engels, seconded by Heinz and carried that Department for the administration of law enforcement and criminal justice was established. (CONSTABULARY) The Town Constables are responsible for the enforcement of all State laws and laws and ordinances of all political subdivisions therein. The Town Constables are peace officers pursuant to the New York State Criminal Procedures Law, Article 2, § 2.10 & 2.20. This Resolution took effect April 11, 1990. Include amendment of Article 150 of Town Law designating the Supervisor to serve as Police Commissioner, and the Deputy Supervisor to serve as Deputy Police Commissioner. Constables are appointed by the Town Board for a two year term. If a vacancy occurs Board can appoint until the end of the year. Pay mileage and other approved expenses.

Authorization of the following association memberships and fees to be paid:

General Town: Energy Communities Alliance, NYS Association of Towns, Southern Tier West, WNY Southtowns Scenic Byway

Supervisor: Cattaraugus County Supervisors Association

Town Justice: NYS Justice and Clerk Associations, Cattaraugus County Magistrates Association

Highway Superintendent: Cattaraugus County Highway Superintendents Association, NYS Highway Superintendents Assoc.

Code Enforcement Officer: International Code Council

Town Clerk: NYS Town Clerks Association, Cattaraugus County Municipal Clerks Association, International Institute of Municipal Clerks Association, NYS Association of Tax Receivers and Collectors

Authorize the Supervisor to participate in and include the town in shared service agreements with Cattaraugus County.

Planning Board and Zoning Commission members be paid \$25.00 per meeting if they choose to be compensated, plus mileage and approved expenses.

Deputy Town Clerk and Deputy Town Registrar will be paid \$12.50 per hour and duties will be conducted in the Town Community Center responsibilities to remain the same. First Deputy Town Clerk to be appointed by Town Clerk and approved by the Town Board. The second deputy will be appointed at the discretion of the Town Clerk as needed.

Annual salaries of the Town Officials be set as follows, with the exception that elected or appointed officials who belong to the town insurance group choose option one or two. One, the town pay the single policy rate, not to exceed the established salary or the established cap as per highway employees agreement and if there are any remaining funds, they will be paid as the salary. Two, receive the established salary as set.

Supervisor	\$13,000.00	Highway Superintendent-	\$49,000.00
Town Justice #1	\$12,000.00	Town Justice #2	\$10,750.00
Town Clerk-	\$16,480.00	Budget Officer	\$3,366.00
Assessor-	\$17,000.00	Code Enforcement Officer-	\$10,100.00
Councilman (each)-	\$ 3,366.00		

The Town adopt a written investment policy as follows:

The objectives of the investment policy of the local government are to minimize risk, to insure that investments mature when the cash is required to finance operations, and to insure a competitive rate of return in accordance with this policy, the Chief Fiscal Officer is hereby authorized to invest all funds including proceeds of obligations and reserve funds in:

- Certificates of Deposit issued by a bank or trust company authorized to do business in New York State
- Time deposit accounts issued by a bank or trust company authorized to do business in New York State

This written investment policy shall be a minimum policy for the Town of Ashford and the Supervisor who is the designated Investment Officer. The Supervisor shall report to the Town Board each month the results of transactions and review the investments with the Town Board acting as the Investment Policy Committee. The Committee shall monitor and advise on the limits of investments. They shall approve the banks to be used and advise on the limits of investments.

All other local government officials receiving money in their official capacity must deposit such funds in negotiable order of withdrawal accounts.

All investments made pursuant to this investment policy shall comply with the following condition:

COLLATERAL:

Certificates of deposit shall be fully secured by insurance of the Federal Deposit Insurance Corporation or by obligations of New York State or obligations of Federal agencies the principal and interest of which are guaranteed by the United States, obligations of New York State local government. Collateral shall be delivered to the local government or a custodial bank with which the local government has entered into a custodial agreement. The market value of collateral shall at all times equal or exceed the principal amount of the certificates of deposit. Collateral shall be monitored no less frequently than monthly, and the market value shall mean the bid or closing price as quoted in the Wall Street Journal or as quoted by another recognized pricing service. The town may choose the option to accept a pledge of a pro rata portion of a collateral "pool" as security for their deposits and investments. This requires that the town must take the necessary steps to ensure deposits and investments are properly secure, and the town should seek the advice of their legal counsel.

Written contracts shall be required for the purchase of all certificates of deposits.

A written contract shall be required with Custodial Banks.

Collateral shall not be required with respect to the direct purchase of obligations of New York State, obligations of the United States, and obligations of federal agencies, the principal and interest of which are guaranteed by the United States Government. Within sixty (60) days of the end of the fiscal year along with the annual report of the Supervisor, there shall be prepared for the Town Board acting as the Investment Committee, an annual report of the year's transactions.

The Town Board shall review and approve the annual investment report if practicable, at its annual audit meeting

The Town of Ashford shall adopt Competitive Bidding Threshold Procurement Guidelines as follows:

1. Determine by Committee if or if not the Procurement is subject to competitive bidding. Public works contracts \$35,000.00 and Purchase contracts \$20,000.00 or more
2. If not subject to competitive bidding a minimum of two prices must be received.
3. The method used for procurement policy will be determined by line #1 above.
4. All quotes or bids shall be recorded in the minutes of the Town meetings. If a bid is the awarded bid price for equipment it, shall be recorded in the Town's assets records.
5. If a contract of purchase is awarded to other than the lowest responsible dollar offer, justified documentation of the action shall be recorded in the Town's minutes.
6. The Town Board shall solicit comments and review this policy annually.
7. The minimum threshold shall be \$1,000.00, items less will not require two prices, items over will be subject to this policy. Items \$1,000.00 and up-quotes must be in writing. Items \$1,000.00 and less-quotes can be verbal by telephone, or by other methods.

8. **WHEREAS:** The Town of Ashford pursuant to the authority granted in General Municipal Law, Article 5A (Public Contracts), §103 desires to participate in the United States Communities Cooperative Purchasing Alliance. Said Alliance is sponsored by the New York State Association of Counties; Association of School Business Officials International; the National Association of Counties; the National Institute of Governmental Purchasing; the National League of Cities; and the United States Conference of Mayors;

WHEREAS: §103 of the General Municipal Law permits the Town of Ashford to make purchases of apparatus, materials, equipment, and supplies, and may make such purchases, or may contract for such services related to the installation, maintenance or repair of apparatus, materials, equipment, and supplies as may be required by the Town of Ashford therein through the use of a contract let by the United States of America or any agency thereof, any state or any other county or political subdivision of district therein if such contract was let to the lowest responsible bidder or on the basis of best value in a manner consistent with this section and made available for use by other governmental entities;

(#8 con't)

WHEREAS: The Town of Ashford desires to participate for the purpose of fulfilling and executing its respective public governmental purposes, goals, objectives, programs, and function;

WHEREAS: The Town of Ashford has reviewed the benefits of participating in this program and based on this review has concluded the program will provide the best value to taxpayers of the Town of Ashford through the anticipated saving to be realized;

NOW THEREFORE BE IT RESOLVED by the Governing Board of the Town of Ashford is authorized to participate in the United States Communities Governmental Purchasing Alliance and that the Town of Ashford or designee is authorized to register for the United States Communities program on behalf of the Town of Ashford.

West Valley Water District Town Law #2-2017, Article 25 Line 25.02.2, The Town Board as an alternative may also change the rate and fee schedule and debt service charge as part of the annual budget setting process. Article 25.04, Rates herein set shall begin with the billing cycle on the 1st day of January 2019.

- Service line 1”or less-\$30 per quarter,
- Service line more than 1”-\$60 per quarter.
- Usage rate: The water shall be billed quarterly at the rate of \$4.25 per 1,000 gallons used based on a quarterly meter reading. The cost of the first 1,000 gallons used as shown on the quarterly billing invoice shall be covered by the Meter charge.
- The Debt service charge shall be \$33 per quarter per unit.

The Town Board Authorizes the use of the EFC funds received from the WVCWCO to be used as partial payment over the next five years, as a way to credit the original surcharge payers. Based on \$32,000 collected the Town will pay \$11,560 in 2018 and \$10,724 for the next four consecutive years. Our pay back debt service for 2018, is \$43,560 and for the next 29 years it will be \$42,724 per year, as per Municipal Solutions, Inc. schedule of payment for the \$1,282,560.00 30 year interest free loan.

The water operators will be compensated \$25 per hour.

Constables be paid **\$12.00** per hour for 2020, mileage and other approved expenses.

THE FOLLOWING APPOINTMENTS ARE IN FORCE UNTIL DECEMBER 31, 2023. Amendments can be made when necessary by action of the Town Board.

The Town Clerk be appointed Registrar and the First Deputy Town Clerk be appointed Deputy Registrar for a four-year term 2020-2023.

Mary Kay Williams be appointed First Deputy Clerk for a four year term 2020-2023.

THE FOLLOWING APPOINTMENTS ARE IN FORCE UNTIL DECEMBER 31, 2021. Amendments can be made when necessary by action of the Town Board.

James P Boberg, Kasey J. Cummings, Todd F. Miller, and H. Michael Parish be appointed Constables and be paid \$12.00 per hour, mileage and other approved expenses.

Town Board members reviewed and approved the job descriptions provided for Supervisors Bookkeeper, Justice Court Clerk, Building Cleaning, Water Operator, and Budget Officer.

CLERICAL, SECRETARY, CLERK WORK HOURS DESCRIPTION 2020

These hours if worked by appointed or elected personnel will be hours worked other than during the hours established to accomplish the respective normal duties.

Maximum hours allotted to appropriation A1410.4 Deputy Town Clerk 250 hours at a rate of \$12.50 per hour

The Town Clerk may appoint not more than three deputies. First Deputy, Second and Third Deputy. The First Deputy must be approved by the Town Board. Deputy Town Clerks duties and powers are fixed by the Town Board and may be the full powers and duties of the Town Clerk. The Town Clerk is responsible for the conduct of the office.

Maximum hours allotted to appropriation A1460.1 Record Management 90 hours. Supervisors Bookkeeper, Sue Feldman appointed assistant records management officer at a rate of \$16.00 per hour. The responsibility of record management is that of the town board and the town clerk.

All work to be performed in the Ashford Community Center.

TOWN OF ASHFORD JUSTICE SALARY DISCLAIMER

Whereas: Pursuant to Town Law Article 27 the Town Board has set the 2020 budget, Justice Appropriation to \$22,750, (\$12,000/\$10,750 Justice) with an option that if for some reason the justice court cases declines below 2000 annually the Town Board will examine the situation and an adjustment to the salaries may be made.

RESOLUTION 3-2020

APPROVAL OF TOWN OF ASHFORD ORGANIZATION

On motion of Councilwoman Bond seconded by Councilman Davis the following resolution was

ADOPTED Ayes 5 Pfeffer, Heim, Bernstein, Bond, Davis
Nays 0

Resolved the Organization of the Town of Ashford be based on all actions of these entire minutes the Town Board unanimously approved.

RESOLUTION 4-2020

ADJOURN ORGANIZATION MEETING

On motion of Councilman Davis seconded by Councilman Heim the following resolution was

ADOPTED Ayes 5 Pfeffer, Heim, Bernstein, Bond, Davis
Nays 0

Resolved the Organizational meeting be adjourned and move to Regular Town Board Meeting at 7:45pm

REGULAR TOWN BOARD MEETING

RESOLUTION 5-2020

OPEN REGULAR MEETING

On motion of Councilwoman Bond seconded by Councilman Davis the following resolution was

ADOPTED Ayes 5 Pfeffer, Heim, Bernstein, Bond, Davis
Nays 0

Resolved the Town Board move to Regular Town Board Meeting at 7:45pm John A. Pfeffer, Town Supervisor presiding

RESOLUTION 6-2020

APPROVAL OF AGENDA

On motion of Councilwoman Bond seconded by Councilman Davis the following resolution was

ADOPTED Ayes 5 Pfeffer, Heim, Bernstein, Bond, Davis
Nays 0

Resolved the Town Board of the Town of Ashford hereby approve the agenda

Bryan Bower, DOE gave updates regarding continued decommissioning

Paul Bembia, NYSERDA gave updates on the status of the proposed Solar Facility

RESOLUTION 7-2020

APPROVAL OF CONSENSUS ITEMS

On motion of Councilman Davis seconded by Councilman Heim the following resolution was

ADOPTED Ayes 5 Pfeffer, Heim, Bernstein, Bond, Davis
Nays 0

Resolved hearing no objections, Agenda Item F1 through F8 be and are approved by the Town Board of the Town of Ashford, and shall be listed individually as follows in the minutes of this meeting:

- | | | | |
|---|-------------------------------|--------------------|-------------|
| 1. December Assessors Report | 8. December Audit the Claims: | | |
| 2. December Code Enforcement Report | General Fund | No. 1 through 16 | \$19,990.83 |
| 3. December 11, 2019 Minutes | Highway Fund | No. 1 through 8 | \$5,765.50 |
| 4. December 30, 2019 Minutes | Light District | No. 1 | \$1,250.37 |
| 5. December Town Clerk Report | Trust & Agency | No. 94 through 101 | \$12,180.48 |
| 6. December Supervisors Financial Report | Water District | No. 1 through 2 | \$459.99 |
| 7. December Highway Expense & Fuel Report | | | |

SUPERVISORS MANAGEMENT REPORT:

- New York State Unified Court System sent reminder to send Audit of Court records in compliance with Section 2019a
- 2020 5 Point Star Management Plan Draft has been given to the Board members for review. The plan lists short term and long term goals for infrastructure, public safety, financial, and recreation/tourism.
- Supervisor Pfeffer would like to have students draft and submit creations of the Town Branding/Seal to be used for Ashford.
- Supervisor Pfeffer mentioned having a photo contest showcasing the seasonal landscapes open to the residents.
- HR1138 reauthorizing the West Valley Demonstration Project has been given to the Board members. The Government Accountability Office will have a meeting in the Ashford Community Center in January regarding this.
- A letter will be sent to Congressman Reed in appreciation for his efforts in accomplishing HR1138 being passed to law.
- A completed questionnaire will be submitted to NYMIR regarding cyber liability coverage
- Supervisor Pfeffer requested feedback regarding the change in meeting/agenda procedure. Positive feedback was given
- Cattaraugus County Office of Emergency Services has meetings scheduled in January for the Cattaraugus County Hazard Mitigation Plan

Highway Superintendent Engels reported issues with the electric box and the garage door are being resolved. An employee will be out for some time due to a non-work related injury.

RESOLUTION 8-2020

AUTHORIZE TEMPORARY EMPLOY

On motion of Councilman Heim seconded by Councilwoman Bond the following resolution was

ADOPTED Ayes 5 Pfeffer, Heim, Bernstein, Bond, Davis
Nays 0

Resolved the Town of Ashford Board authorize temporary employee(s) by hired for the Highway Department for \$15 per hour and no benefits for a term of 6 months.

Code Enforcement Officer Feldman is currently checking on the status of projects already started. Feldman is also going to be starting the fire inspections soon.

Youth Recreation commission will be meeting in February to start planning for summer recreation.

NYS Environmental Facilities Corporation sent letter regarding grant unspent funds in the amount of \$675. There will be no further requests for disbursement as the project is completed. The unspent funds can be applied to the debt service. The Ashford Town Board will need to reevaluate the finances regarding the water district to possibly restructure pricing.

Councilman Bernstein provided information regarding the street light conversion to LED. A listing of all existing lights have been submitted and the desired LED type needs to be requested.

AUTHORIZE SELECTION OF LED LUMINAIRE

On motion of Councilman Heim seconded by Councilman Bernstein the following resolution was

ADOPTED Ayes 5 Pfeffer, Heim, Bernstein, Bond, Davis
Nays 0

Resolved the Ashford Town Board authorize Councilman Bernstein to select the LED luminaire to be installed at each street light location.

RESOLUTION 10-2020

ADOPT THE AGREEMENT FOR INSTALLATION, MAINTENANCE, REPAIR AND ENERGIZING OF LIGHTING SYSTEM FOR STATE HIGHWAY US219 MILLER ROAD

On motion of Councilman Davis seconded by Councilwoman Bond the following resolution was

ADOPTED Ayes 5 Pfeffer, Heim, Bernstein, Bond, Davis
Nays 0

WHEREAS, the New York State Department of Transportation/Town of Ashford proposes improvement of SH 54-13 US 219 Miller Road and Peters Road Street Lighting Installation, a locally administered federal aid project, in the Town of Ashford located in Cattaraugus County, PIN 5101.84 State Highway US219 Miller Road and

NOW, THEREFORE,

BE IT RESOLVED; the Town of Ashford approves of the Agreement for Installation, Maintenance, Repair and Energizing of Lighting Systems for State Highway US219 Miller Road

BE IT FURTHER RESOLVED: John A Pfeffer, Supervisor has the authority to sign, with the concurrence of the Ashford Town Board, this agreement, and

BE IT FURTHER RESOLVED: the clerk of the Town of Ashford is hereby directed to transmit (5) certified copies of the foregoing resolution to the New York State Department of Transportation.

RESOLUTION 11-2020

APPOINT SIDEWALK PLOW OPERATOR

On motion of Councilman Heim seconded by Councilwoman Bond the following resolution was

ADOPTED Ayes 5 Pfeffer, Heim, Bernstein, Bond, Davis
Nays 0

Resolved the Town of Ashford Town Board appoint Harold Morton as Sidewalk Plow Operator for 2020 per NYCL HWY §140 (4) (18), §142-c, §151

Supervisor Pfeffer provided a request for proposal for grant writing services to all the Board members to review.

RESOLUTION 12-2020

AUTHORIZE TRASH REMOVAL ADVERTISEMENT

On motion of Councilman Heim seconded by Councilman Davis the following resolution was

ADOPTED Ayes 5 Pfeffer, Heim, Bernstein, Bond, Davis
Nays 0

Resolved Town Clerk advertise for Spring trash pickup to start May 11th for review at the Regular Town Board Meeting March 11th, 2020 at 8pm.

Supervisor Pfeffer provided Board members with a newsletter from the Association of Towns titled “*In Session*”.

ESI Employee Assistance Group has submitted information to the Town of Ashford soliciting services for employee assistance programs. Councilwoman Bond will collect additional facts and compare to services provided by the current insurance carrier for the Town of Ashford.

Southern Tier West is hosting a Powers & Duties Training in February.

Mark Burr, Cattaraugus County DPW Director of Engineering sent a letter regarding the Depot Street/Town Hall Drainage.

Some discussion topics for public expression:

- Would love to have the Bike Rodeo again this year
- LED lights should be considered for the street light being installed at Miller Rd/Peters Rd.
- Grants should be considered for hazard mitigation projects.
- The Town Seal/Emblem could be put on signs entering the Town of Ashford
- Additional signage for Town of Ashford Court would be a benefit

A motion was made by Bond seconded by Heim and carried that the meeting be adjourned at 8:35pm. (All aye)