

ORGANIZATIONAL MEETING

January 02, 2020

(Clerks Minutes)

A Organizational Meeting of the Town Board of the Town of Lyndon, County of Cattaraugus and the State of New York was held at the Town Hall, 852 Lyndon Center Road, Cuba, New York on the 02nd day of January 2020.

Present: Carol Evans ----- Supervisor
Clifford Evans ----- Councilman
Barbara Montante ----- Councilwoman
Leonard Kaluzny Jr. ----- Councilman
Frank Puglisi ----- Clerk
George Schneider ----- Highway Superintendent

Absent: Paul Knapic ----- Councilman

Attended by: Colette Schoening

Notice was sent to the Mercury Gazette on December 18, 2019 and posted in the Town Hall on the same day.

Supervisor Evans called the meeting to order with the Pledge to the Flag at 6:25 pm.

Oaths of Office –

Clerk Puglisi took his Oath of Office by Barbara Montante Notary Public. Clerk Puglisi administered the Oath of Office to the following officials: Supervisor Carol Evans, Councilman Clifford Evans, Highway Superintendent George Schneider Jr., Deputy Supervisor Barbara Montante.

New Business –

Resolution 1-2020 –

Councilman Evans made a motion to approve Resolution 1-2020:

Town of Lyndon

Resolution 1-2020 Meeting Dates

WHEREAS: New York State Town Law section 63, requires Town Boards of Towns of the second class to establish, by resolution, fixed days & times of regularly scheduled public meetings,

THEREFOR BE IT RESOLVED: that the regular Town Board meetings for the Town of Lyndon will be held the second Tuesday of each month at 7:00 pm, That any standing committee meetings be held the second Tuesday of each month at 6:00 pm, and any special meetings be called and announced as directed in New York State Open Meetings Law.

Signed this 2nd day of January, 2020

Councilman Kaluzny seconded the motion. The following motion was

ADOPTED Ayes 4 (Evans, Evans, Kaluzny, Montante)
Nays 0

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(Unaudited Draft)

Resolution 2-2020 – Councilman Kaluzny made a motion to accept Resolution 2-2020:

Town of Lyndon

Resolution 2-2020 Rules of Procedure

WHEREAS: New York State Town Law, section 63, authorizes the town board to establish rules of procedure for public meetings,

BE IT RESOLVED: the following rules shall apply to all public meetings:

- 1) All meetings shall be chaired by the Town Supervisor or designated alternate.
- 2) A printed agenda shall be prepared by the Supervisor and presented to all Board members prior to the meeting.
- 3) The Printed agenda shall outline all expected business concerns and include accommodations for public comments and other business or concerns.
- 4) All official Town Board meetings must have a quorum present of three members, to convene.
- 5) Audio or video recordings of public meetings are allowed, as long as they do not disrupt the ordinary proceedings.
- 6) All motions and resolutions shall be presented by a Board member, require a second, and following discussion, require a positive vote by a majority of the full Board.
- 7) The Town Supervisor shall maintain order and continuity of all Board meetings and where not otherwise provided for by State or Town rule, Roberts Rules of Order, latest edition, shall prevail.

Signed this 2nd day of January, 2020

Councilwoman Montante seconded the motion. The following motion was

ADOPTED Ayes 4 (Evans, Kaluzny, Montante, Evans)
 Nays 0

Resolution 3-2020 – Councilman Evans made a motion to accept Resolution 3-2020:

Town of Lyndon

Resolution 3-2020 Tax Notice Fee

WHEREAS; New York State Real Property Law Section 923, requires the Town Tax Collector to send out notice of unpaid taxes, and

WHEREAS; New York State Real Property Law Section 987 (1), allows the Town Board to set by resolution a fee of up to \$2.00 for the cost of these notices,

THEREFOR BE IT RESOLVED; the Town Board authorizes the Tax Collector to charge a fee of zero dollars for the unpaid tax notice letters.

Signed this 2nd day of January, 2020

Councilwoman Montante seconded the motion. The following motion was

ADOPTED Ayes 4 (Evans, Evans, Montante, Kaluzny)
 Nays 0

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Resolution 4-2020 – Councilwoman Montante made a motion to accept Resolution 4-2020 Standard Work Day Reporting Resolution for Elected and Appointed Officers with the following reporting:

George Schneider record of activities of 23.69

Philippe Tremblay record of activities of 3.16

James Morgan record of activities of 1.86

Bobbi Elderkin record of activities of none reported working on calendar.

Councilman Evans seconded the motion. The following motion was

ADOPTED Ayes 4 (Evans, Montante, Evans, Kaluzny)

Nays 0

Resolution 5-2020 – Councilwoman Montante made a motion to accept Resolution 5-2020 Standard Work Day Resolution for Employees with the following reporting:

Highway Workers: 8 hours. Councilman Kaluzny seconded the motion.

The following motion was

ADOPTED Ayes 4 (Evans, Montante, Kaluzny, Evans)

Nays 0

Resolution 6-2020 – Councilwoman Montante made a motion to accept Resolution 6-2020:

Town of Lyndon

Resolution 6-2020 – Supervisor Banking

WHEREAS; security and safety of Town banking accounts is paramount, and the Community Bank, NA requires formal Board notice to amend signature cards, and **WHEREAS;** the Supervisor’s term of office, held by Carol Evans, expired 12/31/2019, and Supervisor Carol Evans was reelected, and her new term begins 01/01/2020; now therefore be it

RESOLVED; that all Lyndon Town Supervisor’s primary banking privileges and responsibilities continue on with Mrs. Evans effective, 1/1/2020 and that all bank checks, supporting material and endorsed signature cards continue in full effect.

Signed this 2nd day of January 2020.

Councilman Evans seconded the motion. The following Motion was

ADOPTED Ayes 4 (Evans, Montante, Evans, Kaluzny)

Nays 0

Resolution 7-2020 – Councilman Evans made a motion to accept Resolution 7-2020:

Town of Lyndon

Resolution 7-2020 – Deputy Supervisor Banking

WHEREAS; security and safety of Town banking accounts is paramount, and the Community Bank, NA requires formal Board notice to amend signature cards, and **WHEREAS;** The Deputy Supervisor has been established in the Town of Lyndon and the Deputy Supervisor has the authority to act as Supervisor if the Supervisor is unavailable, and

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(Unaudited Draft)

WHEREAS; The Supervisor has asked the Town Board to allow the Deputy Supervisor Barbara Montante the Authority to be put on the Town Bank Accounts, and

WHEREAS; The Deputy Supervisor’s term ends concurrent with the Town Supervisor December 31, 2021, now, therefore, be it

RESOLVED; that Deputy Supervisor Barbara Montante be put on to the Town bank accounts and be allowed to act when Supervisor Carol Evans is absent.

Signed this 2nd day of January, 2020;

Councilman Kaluzny seconded the motion. The following motion was

ADOPTED Ayes 4 (Evans, Evans, Kaluzny, Montante)

Nays 0

Resolution 8-2020 – Councilman Kaluzny made a motion to accept Resolution 8-2020:

Town of Lyndon

Resolution 8-2020 Clerk Banking

WHEREAS; security and safety of Town banking accounts is paramount, and the Community Bank, NA requires formal Board notice to amend signature cards, and

WHEREAS; the Clerk’s term of office, held by Frank Puglisi, expires 12/31/2019, and Clerk Frank Puglisi was reelected, and his new term begins 01/01/2020; now therefore be it

RESOLVED; that all Lyndon Town Clerk’s primary banking privileges and responsibilities continue on with Mr. Puglisi effective, 1/1/2020 and that all bank checks, supporting material and endorsed signature cards continue in full effect.

Signed this 2nd day of January 2020.

Councilwoman Montante seconded the motion. The following motion was

ADOPTED Ayes 4 (Evans, Kaluzny, Montante, Evans)

Nays 0

Councilman Evans made a motion to accept the following appointments:

| | |
|-------------------------------|--|
| OFFICIAL NEWSPAPER | Mercury Gazette and Olean Times Herald |
| Bank | Community Bank, NA |
| Code Enforcement Officer | Phil Tremblay |
| Dog Control Officer | James Morgan |
| Registrar of Vital Statistics | Frank Puglisi |
| Attorney for the Town | Robert Strassel |
| IT Technician | Frank Puglisi |
| Mileage | 57.5 Cents IRS rate (down .5 Cents) |
| Court Clerk | Loretta Close |
| Bookkeeper | Carol Evans |
| Constables | Rob McNally / Tim Chase/ Kim Chase |
| Town Prosecutor | Josh Frank |

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| | | |
|---------------|-----------|----------------------------|
| Supervisor | Deputy | Barb Montante |
| Supervisor | Historian | Barb Lambert |
| | | |
| Clerk | Deputy | Jack Palmer / Barb Lambert |
| Tax Collector | Deputy | Jack Palmer / Barb Lambert |
| | | |
| Highway Supt | Deputy | Scott Hawley |

Councilman Kaluzny seconded the motion. The following motion was

ADOPTED Ayes 4 (Evans, Evans, Kaluzny, Montante)

Nays 0

Councilman Evans made a motion to accept the following misc. salaries:

Misc. Salaries-

Clothing allowance –Highway workers- per year \$300.00

B.A.R Hourly Rate \$12.00

Temporary Clerical, per hour (Court Clerk etc.) \$12.00

Temporary Highway Worker No Class B, per hour \$12.00

Temporary Highway Worker with Class B \$12.00

Full-time Highway Worker with Class B 1st 6 months \$12.00

Full- time Highway Worker with Class B 6th thru 18th month *

Full-time Highway worker with Class B after 18th month **

*1/2 the difference between starting and full- time after 18 months salary

** Based on the current yearly salary and 2080 hours.

Councilwoman Montante seconded the motion. The following motion was

ADOPTED Ayes 4 (Evans, Evans, Montante, Kaluzny)

Nays 0

Councilwoman Montante made a motion to accept the following Bill Pay Authorization:

The Board gives blanket authorization for the Supervisor to execute payments for all payrolls and payments associated with payroll withholding, payroll reports, employee health insurance, disability, and retirement. Supervisor is also directed to prepay all utility bills, justice fees and charge accounts where a delay in payment may result in late charges to the Town. All prepaid vouches are to be approved and signed by the Board at the next regular Board Meeting. All other obligations are to be audited and authorized by the Board prior to payment. The Board authorizes the Supervisor and Town Bookkeeper to monthly bring negative account balances to zero by transferring funds from appropriate surplus accounts. Board approval and documentation of such is to be noted in the official minutes of Board Meetings.

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Councilman Kaluzny seconded the motion. The following motion was

ADOPTED Ayes 4 (Evans, Montante, Kaluzny, Evans)

Nays 0

BAR Member – Councilman Evans made a motion to reappoint Virginia Scime to the Board of Assessment review for a five year term. Councilman Kaluzny seconded the motion.

The following motion was

ADOPTED Ayes 4 (Evans, Evans, Kaluzny, Montante)

Nays 0

Internal Audit – The internal Audit by the Board will take place on January 20, 2020 at 11:00 am at the Town Hall.

Being no comments from the public and no further business Councilman Kaluzny made a motion to close the organizational meeting. Councilwoman Montante seconded the motion. All Ayes the public hearing was closed at 6:59 pm

Respectfully Submitted,

Frank Puglisi, Lyndon Town Clerk