

ORGANIZATIONAL MEETING
January 2, 2015

The 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 2nd day of January 2015.

Present: Leonard Kaluzny ----- Supervisor
Sidney Emmons ----- Councilman
Clifford Evans ----- Councilman
Don Gietl-----Councilman
Frank Puglisi ----- Clerk
George Schneider ----- Supt. Of Highways
Scott Hillman ----- Councilman *
*arrived after the meeting started

Attended by: No members of the public were in attendance.

Notice was sent to the Mercury Gazette on December 24, 2014, with same notice being posted on the same date at the Town Hall.

Supervisor Kaluzny called the meeting to order with the Pledge to the Flag at 7:00pm.

Clerk took the roll.

New Business-

Newly Elected Officials- Clerk Puglisi swore in the newly elected Supervisor Leonard Kaluzny and the newly elected Councilman Clifford Evans.

Meeting Dates and Times- Councilman Emmons made a motion to accept resolution 1-2015.

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, 2015.

Councilman Evans seconded the resolution. The following resolution was

ADOPTED Ayes 4 (Kaluzny, Emmons, Evans, Gietl)
Nays 0

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Rules of Procedure-

Councilman Evans made a motion to accept resolution 2-2015.

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, 2015.

Councilman Gietl seconded the motion. The following resolution was

ADOPTED Ayes 4 (Kaluzny, Evans, Gietl, Emmons)

 Nays 0

Health Insurance-

Councilman Gietl made a motion to accept resolution 3-2015.

WHEREAS; the town of Lyndon has a history of providing some degree of health insurance coverage for highway workers as permitted under GML 92-a, including the Highway Superintendent, and the Town Board is responsible for the budgeting and allocation of health insurance benefits, and

WHEREAS; the Town Board has entered into a Teamsters Union Contract with the Highway Workers, and

WHEREAS; the Town Board has a set obligation per that contract for health insurance coverage, and

WHEREAS; for the purpose of health insurance coverage and payment the Town Highway Superintendent is included with the two Highway Workers in the terms of the contract,

THEREFOR BE IT RESOVLED; The Town Board will pay the agreed amount of health insurance as per the union contract for all of the aforementioned employees of the Town of Lyndon, and

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BE IT FURTHER RESOLVED; that this resolution replaces and supersedes resolution 5-2014.

Signed this 2nd day of January, 2015.

Councilman Emmons seconded the motion. The following resolution was

ADOPTED Ayes 4 (Kaluzny, Gietl, Emmons, Evans)

Nays 0

Tax Notice Fee-

Councilman Evans made a motion to accept resolution 4-2015.

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 \$2.00 for the unpaid tax notice letters.

Signed this 2nd day of January, 2015.

Councilman Gietl seconded the motion. The following resolution was

ADOPTED Ayes 4 (Kaluzny, Evans, Gietl, Emmons)

Nays 0

Misc. Salaries-

Councilman Emmons made a motion to set the following miscellaneous salaries.

Clothing allowance –Highway workers- per year \$300.00

B.A.R Hourly Rate \$10.00

Temporary Clerical, per hour (Court Clerk etc.) \$10.00

Temporary Highway Worker No Class B, per hour \$10.00

Temporary Highway Worker with Class B \$11.00

Full-time Highway Worker with Class B 1st 6 months \$11.00

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

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

*½ the difference between starting and full- time after 18 months salary

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

Councilman Evans seconded the motion. The following was

ADOPTED Ayes 4 (Kaluzny, Emmons, Evans, Gietl)

Nays 0

Petty Cash Fund-

Councilman Emmons made a motion to establish a \$200.00 petty cash fund for the Town Clerk and Tax Collector. Councilman Evans seconded the motion. The following was

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ADOPTED Ayes 4 (Kaluzny, Emmons, Evans, Gietl)
Nays 0

Bill Payment Authorization-

Councilman Evans made the following motion

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.

Councilman Gietl seconded the motion. The following was

ADOPTED Ayes 4 (Kaluzny, Evans, Gietl, Emmons)
Nays 0

Board Appointments-

Councilman Emmons made a motion to appoint the Mercury Gazette as the official Town newspaper. Councilman Evans seconded the motion. The following was

ADOPTED Ayes 4 (Kaluzny, Emmons, Evans, Gietl)
Nays 0

Councilman Evans made a motion for the official town bank to be Community Bank, NA. Councilman Gietl seconded the motion. The following was

ADOPTED Ayes 4 (Kaluzny, Evans, Gietl, Emmons)
Nays 0

Councilman Evans made a motion to appoint James Cline as the Code Enforcement Officer. Councilman Gietl seconded the motion. The following was

ADOPTED Ayes 4 (Kaluzny, Evans, Gietl, Emmons)
Nays 0

Councilman Emmons made a motion to appoint James Morgan the Dog Control Officer. Councilman Evans seconded the motion. The following was

ADOPTED Ayes 4 (Kaluzny, Emmons, Evans, Gietl)
Nays 0

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Councilman Emmons made a motion to appoint Frank Puglisi Registrar of Vital Statistics. Councilman Evans seconded the motion. The following was

ADOPTED Ayes 4 (Kaluzny, Emmons, Evans, Gietl)
Nays 0

Councilman Emmons made a motion to appoint Frank Puglisi the IT person.

Councilman Evans seconded the motion. The following was

ADOPTED Ayes 4 (Kaluzny, Emmons, Evans, Gietl)
Nays 0

Councilman Evans made a motion to set the mileage reimbursement to the IRS rate of 57.5 cents per mile. Councilman Gietl seconded the motion. The following was

ADOPTED Ayes 4 (Kaluzny, Evans, Gietl, Emmons)
Nays 0

Councilman Gietl made a motion to appoint Frank Puglisi Court Clerk. Councilman Emmons seconded the motion. The following was

ADOPTED Ayes 4 (Kaluzny, Gietl, Emmons, Evans)
Nays 0

Councilman Gietl made a motion to appoint Karen Perrigo Town Bookkeeper.

Councilman Emmons seconded the motion. The following was

ADOPTED Ayes 4 (Kaluzny, Gietl, Emmons, Evans)
Nays 0

The Board instructed Clerk Puglisi to put a ad in the paper stating the Town is looking for an attorney and the Policy to Fill Vacancies will be followed.

Supervisor Appointments-

Supervisor Kaluzny named Clifford Evans Deputy Supervisor.

Councilman Gietl made a motion to accept Clifford Evans as Deputy Supervisor.

Councilman Emmons seconded the motion. The following was

ADOPTED Ayes 4 (Kaluzny, Gietl, Emmons, Evans)
Nays 0

Historian- A detailed discussion took place regarding this appointment and who appointed the Historian the Board or the Supervisor. It was decided that this appointment would be further discussed at the Regular January Meeting 1/13/15.

Note: Councilman Hillman arrived at the meeting.

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Clerk Appointment-

Clerk Puglisi continued the appointment of Carol Evans and Anna Ciesla as Deputy Clerks.

Tax Collector Appointment-

Tax Collector Puglisi continued the appointment of Carol Evans as Deputy Tax Collector and also appointed Barb Lambert Deputy Tax Collector.

Highway Superintendent Appointment-

Superintendent Schneider continued the appointment of Scott Hawley as Deputy Highway Superintendent.

Councilman Emmons made a motion to accept the Clerk, Tax Collector, and Highway Superintendents Deputy appointments. Councilman Gietl seconded the motion. The following was

ADOPTED Ayes 5 (Kaluzny, Emmons, Gietl, Evans, Hillman)
Nays 0

Highway Superintendent Spending Limit-

Superintendent Schneider asked the Board to increase his pre approved spending limit from \$1,500.00 to \$2,000.00 because the cost of parts and supplies are increasing in price.

Councilman Emmons made a motion to amend the Procurement Policy to let the Highway Superintendent spend \$2,000.00 without prior Board approval.

Councilman Evans seconded the motion. The following was

ADOPTED Ayes 5 (Kaluzny, Emmons, Evans, Gietl, Hillman)
Nays 0

Being no further business Councilman Gietl made a motion to adjourn the meeting. Supervisor Kaluzny seconded the motion. All Ayes and the meeting ended at 7:58pm.

Respectfully Submitted,

Frank Puglisi, Lyndon Town Clerk

