

The Organizational Board Meeting for 2017 for the Town of Willing , County of Allegany and the State of New York was held at the Town Hall, 1431 State Route 19 South, on the 9th day of January, 2017 at 7pm.

Present Supervisor Wightman, Councilwoman Roeske, Councilmen: Wiedemann, Fanton, Smith, Bookkeeper Glass, Clerk Buchholz and Security Officer Howe.

Absent: Highway Supt. Matteson

Guest: None

Supervisor Wightman called the meeting to order at 7pm, all rose for the Pledge of Allegiance

MINUTES: Councilman Fanton moved to accept the December 26th, 2016 minutes as presented, Councilman Smith seconded. Board poled: Councilwoman Roeske-aye, Councilmen: Wiedemann-aye, Fanton-aye, Smith-aye, Supervisor Wightman-aye 5 ayes 0 nays carried

OLD BUSINESS:

REVAL: Reval letters to go out in February, keys were returned.

COMPUTERS: Dave Glass to set up account with Microsoft and install Microsoft Office on the Clerks, Assessors, Police and Highway Supt. Computers. Supervisor Wightman will do his own.

2017 APPOINTMENTS: The Board reviewed the appointments of officials (appointed and elected), presented by Supervisor Wightman

Resolution #1 of 2017: 2017 Appointments offered by Supervisor Wightman

Motion by Councilman Fanton to approve the appointments for 2017 as presented, Seconded by Councilman Wiedemann, Board was poled: Councilwoman Roeske-aye, Councilmen: Wiedemann-aye, Fanton-aye, Smith-aye Supervisor Wightman-aye 5 ayes 0 nays **Carried**

Deputy Supervisor: Mark Wiedemann

Highway Committee: Lester Fanton, Eldyn Smith

Budget Director: Ron Wightman

Deputy Budget Director: Dave Glass

Director of Finance: Dave Glass

Deputy Director of Finance: Carla Roeske

Assessor: Louanne Glass

Liaison to Assessor: Ron Wightman

Tax Review Board: Alan Carlin, John Lewis, Mike Zakel

Police Commissioner: Mark Wiedemann

Security/ Constable: Bradley Howe

Security: Greg Rounds

Patrolmen: PJ Sherman and Tory Rounds

Dog Control Officer: Patricia Gay

Historian: Christina Wightman

Liaison to Fire Dept: Mark Wiedemann, Eldyn Smith

Union Relations: Lester Fanton, Ron Wightman

Town Attorney: Mike Finn

Liaison to Attorney: Lester Fanton, Ron Wightman

Liaison to Accumend: Lester Fanton, Eldyn Smith

Gov. Grants Small Cities: Monica Dean, Deb Padden

Liaison for Govt Small Cities: Mark Wiedemann, Carla Roeske

Fair Housing Officer: Mark Wiedemann
Registrar of Vital Statistics: Deborah J Buchholz
Code Enforcement Officer: Charles Cagle
Town Hall Rental: Deborah J Buchholz
Town Hall Custodian: Deborah J Buchholz
Town Hall Maintenance person: Donald Pakis
Cemetery Directors: Lester Fanton, Ron Wightman and **Carla Roeske**
Cemetery Maintenance: Charles Densmore
Liaison to Time Warner: Carla Roeske
Liaison to Justice: Carla Roeske
Records Management Officer: Deborah J Buchholz
F.O.I.L. Committee: Ron Wightman, Carla Roeske, Mark Wiedemann
Town Bank:Steuben Trust Co.
Town News Paper: Wellsville Daily Report
Code of Ethics Review Board: Daniel Guiney, Lester Fanton, Roy Gay, Bill Loughlin and Don Pakis
Mileage reimbursement: .53.5 per mile per 2017 IRS
Board Meeting Night: 2nd Monday of the Month at 7pm.

Resolution #2 of 2017 Standard Work Day Reporting Policy: Offered by Supervisor Wightman Councilwoman Roeske moved to accept as presented, Councilman Smith seconded, Board poled: Councilwoman Roeske-aye, Councilmen: Wiedemann-aye, Fanton-aye, Smith-aye, Supervisor Wightman-aye. 5 ayes 0 nays **Carried**

Resolution #3 of 2017 Town of Willing Policies: Offered by Supervisor Wightman. (Employment of Relatives Policy, Drug and Alcohol Policy, Smoking Policy, Violence Policy, Code of Ethics Policy, Procurement Policy, Investment Policy, Surveillance Policy, Employee Handbook, FOIL Procedure and Application, HRA Privacy Statement and Policy, HRA Procedure Policy, Policy for Public Comment at Town of Willing Meetings, Firearms Policy and Solicitation Policy.) Councilman Fanton moved to accept the Policies as presented, Councilman Wiedemann seconded. Board was poled: Councilwoman Roeske-aye, Councilmen: Wiedemann-aye, Fanton-aye, Smith-aye, Supervisor Wightman-aye 5 ayes 0 nays **Carried**

Resolution #4 of 2017 Mutual Aid Agreement. Offered by Supervisor Wightman Councilman Wiedemann moved to accept the Mutual Aid Agreement as presented, Councilman Fanton seconded, Board was poled. Councilwoman Roeske-aye, Councilmen: Wiedemann-aye, Fanton-aye, Smith-aye, Supervisor Wightman-aye 5 ayes 0 nays **Carried**

Resolution #5 of 2017 Official Oath of Undertaking: Offered by Supervisor Wightman Councilman Fanton moved to accept as presented, Councilman Wiedemann seconded. Board was poled. Councilwoman Roeske-aye, Councilmen Wiedemann-aye, Fanton-aye, Smith-aye. Supervisor Wightman-aye 5ayes, 0 nays carried

BODY CAMERA'S Policy for 2017: Supervisor Wightman briefly discussed. Board to review their copies and will discuss further in February.

CORRESPONDANCE:

| Date | To | From | Subject |
|-------------|-----------|--------------|--------------------------------------|
| Dec. 2016 | Board | So Tier West | Membership for 2017 |
| | | | Membership \$150.00 |
| | | | Website Maintenance: <u>\$150.00</u> |
| | | | Total: \$300.00 |

Councilman Fanton moved to renew the Towns Membership, Councilman Wiedemann seconded, Board was poled. Councilwoman Roeske-aye, Councilmen Wiedemann-aye, Fanton-aye, Smith-aye. Supervisor Wightman-aye. 5 ayes 0 nays **Carried**

| | | | |
|-----------|-------|--------------|---------------------------------------|
| Dec. 2016 | Board | So Tier West | Seminar: Powers & Duties of Officials |
| Dec. 2016 | Board | NYSTATE | Grant Funds- |

REPORTS:

Cemetery: accepted as presented. Discussed using the appropriate account when payment made for mowing at Town Hall.

Code Officer: Accepted as presented

Dog Control: No report

Police Report: Accepted as presented. Police Car needs new tires. Clerk to look up when the last set of Tires were placed and the mileage gotten.

Justice Report: Accepted as presented, Board discussed the fact that our Justice on several occasions has been called during the middle of the night to cover for the Village of Wellsville Justice.

Fire Liaison Report: Accepted as presented. New Mutual Aid map and schedule was presented to the town. Section 3 includes Riverview Heights and Wellsville has been added to the 1st alarm for Sections #3 and #4. Clerk to contact those residents that appeared with concerns at the November 2016 Board meeting, and give them the update.

Clerks Report: Accepted as Presented. Clerks year end report accepted, noting that Building Permits and Fire Inspections amounts were down from previous year.

Records Officer Report: Accepted as presented

Historians Report: Accepted as Presented

Highway Report: Accepted as presented. Light bulbs in Highway Bay need to be replace. Also discussed the following Quotes: North Front Corner of Building: New Light (dusk to Dawn) 240.00 and New Light over Barn Door \$260.00 plus \$100 dollars to install both. Councilman Wiedemann moved to install one light at the North Front Corner of the Town Hall at a cost of \$240.00 & \$50.00 installation. Councilman Fanton seconded. Board was Poled. Councilwoman Roeske-aye, Councilmen: Wiedemann-aye, Fanton-aye, Smith-aye. Supervisor Wightman-aye 5 ayes 0 nays **Carried.** Board felt no light needed on Barn at this time Highway Committe meeting to be held on Tuesday January 24th @2:30pm.

Financial Report: Discussed there seems to be a discrepancy in the 2017 Health Care amount in the Union Contract and what the Town is paying. Supervisor Wightman will contact. The Tax Collector has turned over 1st payment of \$85,000.00 to the Town.

PAY THE BILLS: Councilman Fanton moved to pay the General Fund Bills (vouchers #1- #22) in the amount of \$10,395.03 and the Highway Fund Bills (vouchers #1- #13) in the amount of \$11,206.70. Councilwoman Roeske seconded. Board was poled. Councilwoman Roeske-aye, Councilmen: Wiedemann-aye, Fanton-aye, Smith-aye. Supervisor Wightman-aye 5 ayes 0 nays **Carried**

Councilwoman Roeske moved to adjourn the meeting, Councilman Wiedemann seconded and said meeting was adjourned at 8:45pm

Respectfully Submitted
Deborah J Buchholz
Town of Willing Clerk