

## Perrysburg Town Board

Minutes of the Regular Monthly / Reorganizational Meeting of the Town Board, Town of Perrysburg, Cattaraugus County, NY, January 9, 2023 at the Town Hall

**PRESENT:** Dennis Parker, Town Supervisor • Randy LaChausse, Councilman • Michael Sternisha, Councilman • Dan York, Councilman

**ABSENT:** Christopher Trybus, Councilman

**ALSO PRESENT:** Tamara A Utley, Town Clerk  
Dan Stang, Highway Supt.  
Calvin Milliman  
David Swift

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Supervisor called the meeting to order at 7:00 p.m. with the Pledge of Allegiance

**GOOD OF THE COMMUNITY:** Supervisor Parker reported that he attended the pancake breakfast at the Perrysburg Vol. Fire Dept. and it was very good

**PUBLIC COMMENTS/QUESTIONS:** Heard from Calvin Milliman of Leon who introduced himself to Town Board and residents in attendance and expressed his interest in serving on the County Legislature; currently serving in his eleventh year on the Leon Town Board

**MINUTES OF THE PREVIOUS MEETING:** Motion by Councilman LaChausse, second by Councilman Sternisha to approve the December 29<sup>th</sup> meeting minutes as submitted  
ALL AYE      MOTION CARRIED

### REPORTS:

**Building & Code Enforcement Officer:** Completed fourteen inspections, no building permits issued

**Assessor's Report:** Renewal applications for Agricultural Assessment and Senior Citizen Exemptions are being processed; fifty percent of Agricultural Assessment and eighteen of Senior Citizen renewal applications have been returned; applications are due March 1<sup>st</sup>; four property transfers in November – sales information can be found at <https://www.cattco.org/real-property-and-gis/sales>

**Water Dept. Report:** Dan Stang reported things are moving along good; quite a few lock changes to make things more user friendly; small chlorine leak in Versailles that was taken care of; still looking for loss of about 10,000 gallons in Central District;

**Sewer Report:** Dan Stang reported there was a small leak in the line from the lineback degreaser – he repaired the line

**Highway Supt. Report:** Plowing/sanding when needed; one truck went back to the dealer for an engine light – part ordered, cleaning shop, equipment work, revamping an old, large snow blower for future use, shoulder work in Versailles

**Justice Report:** Justice Dankert closed 17 (seventeen) V/T law cases for the month of December; reported \$2077.00 to the State Comptroller

**Dog Control Officer's Report:** Quiet month, nothing to report

**Town Clerk/Tax Collector Report:** Collected \$1142.00 for the month of December; \$443.77 was the town portion paid to the Town Supervisor FY 2022 (January thru December) - collected \$34,393.40; the town portion paid to the Supervisor was \$13,027.25

**Tax Collector Report:** January 3<sup>rd</sup> thru 6<sup>th</sup> received \$203,934.99 in Town and County taxes and has paid the Town Supervisor \$150,000.00

**Supervisor's Report:** financial report prepared by Bahgat & Laurito-Bahgat is on file in the Town Clerk's office

### CORRESPONDENCE

- Association of Towns 2023 Training School and Annual Meeting will be held at the New York Marriott Marquis, February 19-22, 2023
- Gowanda Ambulance Service annual agreement renewal letter – Town will send letter
- Annual meeting of the Gowanda Ambulance Service Corp. is January 16, 2023 at 7:00 p.m. in the Kurtz Training Room, 225 Aldrich Street, Gowanda
- Cattaraugus County Planning Board Reply to Municipality – approval of the Town Comprehensive Plan
- Cattaraugus County Treasurer – statement of payments made to the Town in FY2022
  - Sales Tax - \$313,218.08
  - Mortgage Tax Apportionment - \$20,992.01

### NEW BUSINESS

The following audits were conducted by the Town Board on Saturday, January 7<sup>th</sup>

- Town Justice
- Town Clerk / Tax Collector / Water Billing Clerk
- Perrysburg Volunteer Fire Dept.
- Versailles Volunteer Fire Dept.

### 2023 ORGANIZATIONAL RESOLUTIONS

**RESOLUTION # 1 OF 2023** - BE IT HEREBY RESOLVED BY THE PERRYSBURG TOWN BOARD TO MAKE THE FOLLOWING APPOINTMENTS:

**OFFICIAL BANKS:** Community Bank of Gowanda and Evans National Bank of Forestville

**INSUFFICIENT FUNDS CHARGE FOR RETURNED CHECK:** \$18 (eighteen dollars)

**OFFICIAL NEWSPAPER:** The Dunkirk Observer

**MILEAGE RATE:** fifty-five (.55) cents per mile

**INSURANCE COMPANY:** NYMIR (broker: Evans Agency)

**PETTY CASH FOR THE OFFICE OF THE TOWN CLERK:** \$100.00

**PETTY CASH FOR TOWN JUSTICE:** \$50.00

**RECORDS RETENTION & DISPOSITION SCHEDULE:** NYS Records Retention and Disposition Schedule LGS-01

**RESOLUTION # 2 OF 2023 - BE IT HEREBY RESOLVED BY THE PERRYSBURG TOWN BOARD TO MAKE THE FOLLOWING SPECIAL APPOINTMENTS**

Deputy Supervisor Randy LaChausse

\* The Deputy Supervisor has the authority to sign checks or documents in the Supervisors absence

Assessor Liaison Randy LaChausse

Building & Grounds Chris Trybus, Dennis Parker & Mike Sternisha

Code Enforcement Liaison Dan York

Court Liaison Mike Sternisha

Dog Control Liaison Dan York

Highway Liaison Dennis Parker

Parks Liaison Mike Sternisha

Perrysburg Fire Liaison Randy LaChausse

Versailles Fire Liaison Dennis Parker

Water & Sewer Liaison Dennis Parker & Chris Trybus

**RESOLUTION #3 OF 2023 - BE IT HEREBY RESOLVED BY THE PERRYSBURG TOWN BOARD to establish Town Board meeting dates**

All regular monthly Town Board Meetings will be held on the second Monday of each month at 7:00pm at the Perrysburg Town Hall, 10460 Peck Hill Road, Perrysburg NY, if Monday is a holiday, the meeting will be held on Tuesday.

**RESOLUTION #4 OF 2023 - BE IT HEREBY RESOLVED BY THE PERRYSBURG TOWN BOARD:** to allow the Town Supervisor to invest money not currently in use in savings accounts and certificates of deposit, without Board approval, in order to take advantage of interest gains to the Town budget and shall be allowed to transfer funds from the accounts, as needed, within each fund.

BE IT FURTHER RESOLVED to set the value of fixed assets to be inventoried yearly at more than \$1,000.00. All other items are considered supplies or materials.

BE IT FURTHER RESOLVED to adopt the Investment Plan, the Procurement Plan currently in place after review by the Board members, the Workplace Prevention of Violence, Sexual Harassment Policy, Employment and Harassment Policy, and to update the Hazardous Materials Manual and Disaster Plans.

**RESOLUTION #5 OF 2023 - BE IT FURTHER RESOLVED BY THE PERRYSBURG TOWN BOARD to make the following appointments and salaries and to establish, for the purpose of calculation NYS Retirement Benefits, an eight (8) hour day for full time employees and a six (6) hour day for elected or appointed officials**

**2023 Appointments / Pay Rates:**

Attorney for the Town	Jim Mussachio	\$6,300.00
Board of Assessment Review Members (	Christopher, Everetts, Pecnik	\$100.00 / per membe
Code Enforcement Officer	Dave Heckman	\$6,283.00
Court Officers	Jack Ellis & Paige Sultemeier	\$20.00 / per hour
Deputy Town Clerk	Bob Boutelle	\$15.25/hr
Dog Control Officer	Kathy Hagner	\$4,733.00
Historian	Steve Stockwell	\$942.00
Planning Zoning Board Members (5)	Everetts, Gernatt, Pecnik, Howard, Tow	\$200.00 per member
Town Hall Custodian	Lori Dankert	\$4,459.00

Each water and Sewer District will pay an additional amount of \$750.00 per year to Town Clerk for billing and clerical work.

The Deputy Highway Superintendent will be paid an additional .50 cents per hour.

**RESOLUTION #6 OF 2023** – BE IT RESOLVED BY THE PERRYSBURG TOWN BOARD to name Bahgat, Laurito & Bahgat as the CPA firm for the following: Bookkeeper to the Supervisor, completion and submission of the Annual Update Document (AUD), payroll and retirement reporting purposes

**RESOLUTION #7 OF 2023** - BE IT RESOLVED BY THE PERRYSBURG TOWN BOARD to provide the following benefits to full-time highway employees (all other employees are to be considered part time)

1. New employees will contribute five percent (5%) of health insurance premium per year
2. The Town will pay a maximum of \$1,000.00 per employee for non-cosmetic co-pays, non-cosmetic dental/vision
3. A uniform allowance/work boots for Highway Employees - \$150.00
4. One eight (8) hour sick day accumulating one day per month/ 60 days maximum
5. Vacation: Two (2) weeks after one year service
6. Three (3) weeks after five years of service
7. Four (4) weeks after ten years of service
8. Four (4) personal leave days per year
9. Three bereavement days for immediate family - parent, child, spouse, in-laws, (others at the discretion of the Town Board).
10. Ten paid holidays: New Years Day, Good Friday, Memorial Day, July 4th, Labor Day, Columbus Day, Thanksgiving Day, Christmas Day, and two (2) floating holidays.
11. Double time will be paid to full time highway employees for a call out after regular hours on Christmas Eve, Christmas Day, New Years Eve and New Years Day.
12. Retirement benefits are state mandated for full time employees.
13. A limit of 240 hours comp time may be carried over from year to year.
14. A return to work slip from a doctor is required to return to work after an absence of 3 or more days.
15. Vacation and time off requests should be in writing and are granted on a first come first serve basis and employees should keep copies of all requests.

**SALARIES FOR FULL TIME HIGHWAY EMPLOYEES SHALL BE:**

- \* Current full and part time Highway employees will receive a rate increase of \$2.00 per hour
  - \* Starting wage of \$14.20 per hour (minimum wage) with CDL (All full time highway employees must have a valid CDL).
  - \* All wage increases are given for meritorious service with an evaluation process performed by the Highway Superintendent.
  - \* A twenty year longevity payment of \$500.00 annually to employees working 20 years or more on the first regular payday following their anniversary date.
  - \* New employee probationary period is six (6) months - upon completion of a positive evaluation by the Highway Supervisor, the employee will receive a .50 cent increase.
- PART TIME EMPLOYEES -**  
Current minimum wage rate per hour with CDL, Mechanic experience, other specialized skills  
Current minimum wage rate per hour for general laborer
- \* Full time employees will be paid a minimum of 3 hours pay when they are called in during off hours.
  - \* The foregoing raises are for full or part time employees in continuous employment for the Town of Perrysburg.

**RESOLUTION #8 OF 2023 – WATER DEPARTMENT SALARY**

BE IT HEREBY RESOLVED by the Perrysburg Town Board to pay an annual salary of \$18,000 to water department employees; salary to be paid bi-weekly

**RESOLUTION #9 OF 2023 - TOWN CLERK BENEFITS**

BE IT HEREBY RESOLVED by the Perrysburg Town Board to provide the following benefits to the Town Clerk: the Town Clerk will be considered a full time employee and have office hours open to the public for a minimum of 35 hours per week. The Town Clerk will contribute five percent (5%) towards the cost of health insurance. The Town will pay a maximum of \$1,000 for non-cosmetic co-pays including non-cosmetic dental/vision

Discussion: paid holidays for Highway Department employees, the State/Federal has added additional official designated holidays, the Town may want to consider adding one or two days for Highway employees

Motion by Councilman York, second by Supervisor Parker to approve resolutions one (1) thru nine (9) of 2023

**YORK – AYE PARKER – AYE LACHAUSSE – AYE STERNISHA - AYE**

**ABSTRACT #1 of 2023, Vouchers #1 – 27 – Audit of Claims**

General Fund Townwide	A	\$ 3,794.92		
Highway Fund Townwide	DA	\$ 388.45		
Gowanda Prospect St. Water	GW	\$ -		
Capital Projects Fund	H	\$ -		
Central Water	PW	\$ 2,234.46		
Fire Protection Districts	SF	\$ 152,944.00		
Street Lighting	SL	\$ 427.97		
Special Residential	SR	\$ 444.32		
Special Sewer	SS	\$ 133.43		
Versailles Water	VW	\$ -		
Total:		\$ 160,367.55		

Totals from each fund were read by the Town Clerk. Motion by Supervisor Parker, second by Councilman LaChausse to pay all audited #1-27 in the amount of \$160,367.55

**PARKER - AYE LACHAUSSE - AYE  
STERNISHA – AYE YORK- AYE**

**BOARD MEMBER COMMENTS**

- Councilman Sternisha reported the Perrysburg Post Office vestibule is now locked except during regular business hours due to vandalism
- Supervisor Parker read a letter that he received from the Cattaraugus County Agricultural and Farmland Protection Board regarding solar development in the county

7:51pm - Motion by Councilman Sternisha to adjourn

**Respectfully Submitted,**

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**Tamara A. Utley, Town Clerk**