

Perrysburg Town Board

Minutes of the Regular Monthly Meeting of the Town Board, Town of Perrysburg, Cattaraugus County, NY, December 14, 2020 at the Town Hall

PRESENT: Dennis Parker, Town Supervisor • Richard Gabel, Councilman

***BY PHONE:** Lisa Towne, Councilwoman • Andy Lord, Councilman

***NEW! December 2020: Governor Andrew M. Cuomo extends suspension of in-person meeting requirement of Open Meetings Law until January 1 in Executive Order 202.79**

ABSENT: Michael Becker, Councilman

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

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

GOOD OF THE COMMUNITY: None

PUBLIC COMMENTS/QUESTIONS: None

MINUTES OF THE PREVIOUS MEETING: Motion by Councilman Gabel, second by Supervisor Parker to adopt the minutes of the November 9th meeting as submitted
GABEL – AYE PARKER – AYE LORD – AYE TOWNE – AYE

REPORTS:

Building & Code Enforcement Officer: 15.75 hours for the month of November, an additional 17.5 hours working on new Zoning draft; issued two (2) building permits for roof replacements

Planning & Zoning: November 18th meeting minutes on file; vacancies for a Planning/Zoning Board Member and the Board Secretary position

Assessor's Report: Annual renewal application for the Senior Citizen Exemption and Agricultural Assessment will be mailed in the coming weeks. Enhanced STAR exemptions are now renewed automatically - applicants will not be receiving renewal applications; corresponded with several property owners about assessments, tax bills and exemptions; Nine transfers were added for the month of October

Water Dept. Report: Perrysburg processed 1,777,000 gallons for a monthly average of 59,259 gallons. Four UFPO's and three work orders. Well #3 motor was replaced by Ehmke. Finished flushing water lines; found leak at North and Parker Roads, the line will need to be repaired
Versailles used 154,300 over the month of November for an average of 5,143 gallons per day

Sewer Report: Route 39 Station: pump #1 was repaired and put back into service today, a new pump has been ordered. Discussion about what to do with the pump that wasn't working – Councilman Lord will follow up with Gowanda Sewer Dept

Highway Supt. Report: Shop work, snow stakes put up, winterizing equipment (mowers, roller, etc), repaired loader; mower put on excavator. Discussion about Snow & Ice Contingency Plan in the event highway worker(s) are infected by COVID - Highway Superintendent stated that his Department employees are considered essential; the Highway Superintendent is the only loader operator and the Town trucks are single operator; trucks/equipment are disinfected after shifts. Highway Superintendent will follow up with the NYS DOT

Justice Report: Justice Dankert closed the following cases: 45 V/T, 12 Penal Law and 4 Animal Control. Total reported to State Comptroller \$10,529

Town Clerk Report: The Town Clerk collected \$3425.50 for the month of November. \$1482.74 is the amount paid to the Town Supervisor; Edit to the November 9, 2020 minutes: Voucher #417 – due to the cancellation of the Cattaraugus County Magistrates Annual Christmas Dinner, check #16660 in the amount of \$80 was voided (\$20 for 2021 dues and \$60 for Christmas Dinner) and replaced with check #16699 for \$20 for 2021 dues. Abstract #12 total claims amount is \$34,038.46
December 1st watched the NYS Comptroller Webinar Entitled Ethics & Conflicts of Interest. Registered Municipal Clerk's (RMC) are required to complete twenty points of training programs to renew the RMC designation

Dog Control Officer's Report:

October – wrote thirteen tickets for expired licenses; a lab and a beagle missing on Route 438 and have not shown up

November – two pit bulls missing from Indian Hill Road and have not shown up; mailed fourteen delinquent dog license notifications

December – two strays at North and Hurd Roads were claimed by owner; Court is closed - no tickets are being written

Supervisor's Report: Supervisor signed checks, went over town business with the Town Clerk; Financial report prepared by Bahgat & Laurito-Bahgat is on file in the Town Clerk's office for review

OLD BUSINESS

- Natural gas generators for sewer stations –discussion about the need to repair or purchase new generators for the two sewer stations as they are approximately thirty years old and currently not in working condition. Councilman Lord reported he has had contact with the Gowanda Water Dept in the past regarding the generators, he will reach out to them again

Introduced by Councilman Gabel, second by Councilwoman Towne

RESOLUTION #22 OF 2020 – 2021 CATTARAUGUS COUNTY HAZARD MITIGATION PLAN

WHEREAS, the Town of Perrysburg with the assistance from Tetra Tech, Inc. has gathered information and prepared the 2021 Cattaraugus County Hazard Mitigation Plan and

WHEREAS, the 2021 Cattaraugus County Hazard Mitigation Plan has been prepared in accordance with the Disaster Mitigation Act of 2000; and

WHEREAS, the Town of Perrysburg is a local unit of government that has afforded the citizens an opportunity to comment and provide input in the Plan and the actions in the Plan; and

WHEREAS, the Town of Perrysburg has reviewed the Plan and affirms that the Plan will be updated no less than every five years

NOW, THEREFORE, BE IT RESOLVED by the Perrysburg Town Board to adopt the 2021 Cattaraugus County Hazard Mitigation Plan as this jurisdiction's Natural Hazard Mitigation Plan, and resolves to execute the actions in the Plan.

GABEL – AYE TOWNE – AYE LORD – AYE PARKER - AYE

NEW BUSINESS

- 2021 Organizational meeting will be January 11th
- Year end meeting will be held December 30, 2020 at 7:00 p.m.
- Audit date for 2020 books of the Town Clerk, Tax Collector and Water Billing Clerk will be January 11, 2021 at 6:00 p.m.
- Audit date for 2020 books of the Town Justice will be held January 11, 2021 at 6:30 p.m. pending availability of Justice Dankert

RESOLUTION #23 OF 2020 - AGREEMENT TO SPEND TOWN HIGHWAY FUNDS 2021

A motion was made by Councilman Gabel, second by Councilman Lord to sign the Agreement to Spend Town Highway Funds 2021.

The fully executed agreement will be retained by the Cattaraugus County Dept. of Public Works and one copy will be returned to the Town Clerk for filing.

GABEL – AYE LORD – AYE PARKER – AYE TOWNE - AYE

RESOLUTION #24 OF 2020 – BUDGET TRANSFERS AND MODIFICATIONS

Motion by Councilman Gabel, second by Councilman Lord to approve the following budget transfers and modifications:

General Fund

Budget Modification – Modify 2020 Adopted Budget by Increasing Revenue Line A3800 State Aid JCAP Grant by \$4,250 and increasing expenditure line A1110.2 Justices Equipment by \$4,250 to reflect grant funds received

Budget Transfers

\$	1,500	from	A1110.1A	Justice Clerk Personal Services
		to	A1110.4	Justice Contractual Expense

\$	300	from	A1990.4	Contingent Account
		To	A1411.4	EZ Pass Supplies

\$	112	from	A1990.4	Contingent Account
		To	A1910.4	Unallocated Insurance
\$	750	from	A1990.4	Contingent Account
		To	A1920.4	Municipal Dues
\$	500	from	A1990.4	Contingent Account
		To	A5182.4	Street Lighting Contractual

Highway Fund

Budget Modification – Modify 2020 adopted budget by increasing Revenue Line DA3501 State Aid CHIPS by \$35,354 and Increasing Expenditure Line DA5112.2 CHIPS Capital Outlay by \$35,354
To reflect 2020 CHIPS, EWR & Pave-NY funding allocation

Central Water FundBudget Transfers

\$	6,000	from	PW8320.1	Source Supply Personal Services
		To	PW8320.4	Source Supply Contractual

Sewer FundBudget Transfers

\$	5,000	from	SS1910.4	Contingent Account
		To	SS8122.4	Sewer Maintenance Contractual
\$	5,000	from	SS8110.11	Administration Personal Services
		To	SS8122.4	Sewer Maintenance Contractual
\$	39	from	SS9030.8	Employee Benefits Social Security
		To	SS9720.7	FMHA Sewer Bond Interest

GABEL – AYE LORD – AYE PARKER – AYE TOWNE – AYE

CORRESPONDENCE

1. Austin Locksmithing – as of December 1, 2020 merging the security alarm division with Doyle Security
2. Doyle Security – Welcome to Doyle Security

BOARD MEMBER COMMENTS

- Supervisor Parker would like all Town Board members to sign every voucher before the beginning of Town Board meetings; please allow enough time before the meeting begins to view and sign every voucher
- Discussion about using Zoom for future Town Board meetings if COVID cases continue to rise. Councilwoman Towne offered her assistance to help get Zoom set up for meeting participation
- Discussion about draft Master Plan – Councilwoman Towne and Councilman Lord recommend adoption of the draft. Following discussion, tabled until next month

ABSTRACT #13 of 2020, Vouchers #449-496 – Audit of Claims

General Fund Townwide	A	\$ 30,105.39		
Highway Fund Townwide	DA	\$ 23,102.99		
Gowanda Prospect St. Water	GW	\$ 30.00		
Capital Projects Fund	H	\$ -		
Central Water	PW	\$ 19,858.02		
Street Lighting	SL	\$ 292.67		
Special Residential	SR	\$ 913.40		
Special Sewer	SS	\$ 4,434.68		
Versailles Water	VW	\$ 1,914.49		
Total:		\$ 80,651.64		

Totals from each fund were read by the Town Clerk. Motion by Councilman Gabel, second by Supervisor Parker to pay all audited vouchers #449-496 in the amount of \$80,651.64

GABEL - AYE PARKER - AYE LORD – AYE TOWNE - AYE

8:03 p.m. Motion by Councilman Lord, second by Councilwoman Towne to adjourn

Respectfully Submitted,

Tamara A. Utley, Town Clerk