

## Perrysburg Town Board

Minutes of the Organizational Meeting of the Town Board, Town of Perrysburg, Cattaraugus County, NY, January 3, 2022 at the Town Hall

**PRESENT:** Dennis Parker, Town Supervisor • Michael Sternisha, Councilman • Christopher Trybus, Councilman • Dan York, Councilman

**ALSO PRESENT:** Tamara A Utley, Town Clerk  
Dan Stang, Highway Supt.  
Lori Dankert, Town Justice  
Randy Lachausse  
Holly Taylor & Oliver Trybus

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

On a motion by Councilman Sternisha, second by Councilman York to introduce the 2022 Organizational Resolutions #1 thru #8:

**RESOLUTION # 1 OF 2022 - 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:** Forty five (.45) 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 2022 - 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 #3 OF 2022 - 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 #4 OF 2022 - 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

**2022 Appointments / Pay Rates:**

Attorney for the Town	Jim Mussachio	\$6,120.00
Board of Assessment Review Members (5)	Ed Christopher, Jim Everetts, Rich Pecnik	\$100.00 / per member
Code Enforcement Officer	Dave Heckman	\$6,100.00
Court Clerk	Ruth Bennett	\$15.00/hr
Court Officers	Jack Ellis & Paige Sultemeier	\$15.00/hr
Deputy Town Clerk	Bob Boutelle	\$15.00/hr
Dog Control Officer	Kathy Hagner	\$4,595.00
Historian	Jody Shaw	\$915.00
Planning Zoning Board Members (5)	Everetts, Gernatt, Pecnik, Howard	\$200.00 per member
Town Hall Custodian	Lori Dankert	\$4,329.00
Traffic Court Prosecutor	Jim Mussachio	\$3,000.00

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 #5 OF 2022 – 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 #6 OF 2022 - 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 .50 per hour
  - \* Starting wage of \$14.00 per hour 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 #7 OF 2022 - 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

**RESOLUTION #8 OF 2022 – PERRYSBURG LIASION TO GOWANDA AMBULANCE BOARD**

Be it hereby resolved that Georgia Robbins be re-appointed the Town of Perrysburg Liaison to the Gowanda Ambulance  
Be it further resolved that a letter from the Town of Perrysburg will be sent to the Gowanda Ambulance Service stating re-appointment

**STERNISHA – AYE YORK – AYE PARKER – AYE TRYBUS – AYE**

**CORRESPONDENCE**

- Andy Lord - letter of resignation from Town Board
- Randall L. LaChausse - letter of interest to serve on the Town Board

Following discussion, motion by Supervisor Parker, second by Councilman Sternisha to appoint Randall L. LaChausse to the Town Board

PARKER – AYE STERNISHA – AYE TRYBUS – AYE YORK – AYE

**TOWN BOARD AUDITS**

January 8, 2022 the Town Board will audit the 2021 books of the Perrysburg & Versailles Vol. Fire Departments, the Town Justice and the Town Clerk/Tax Collector/Water Billing Clerk

7:45 p.m. Motion by Councilman York, second by Councilman Sternisha to adjourn

ALL AYE MOTION CARRIED

**Respectfully Submitted,**

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**Tamara A. Utley, Town Clerk**