

The Organizational Meeting of the Town of Wellsville, County of Allegany and the State of New York was held at the Town Hall, 156 N Main Street on the 3rd day of January 2018.

PRESENT: Donald LaForge, Supervisor
 Michael Miller, Council Member
 William Fish, Council Member
 Patricia Graves, Council Member
 Vacant, Council Member
 Dean Arnold, Highway Superintendent
 Danielle Osgood, Payroll Officer

OTHERS PRESENT: Chris Potter, Wellsville Daily Reporter; Michael T Baldwin, RNN; Shad Alsworth, Darwin L Fanton, Gary Barnes, Jon Gardner, Barb Hetzel

LaForge opened the meeting at 7:00 pm and led the pledge to the Flag.

OATH OF OFFICE: the following Council Members were administered the oath of office by the Town Clerk:

- Michael Miller
- William Fish
- Patricia Graves

SUPERVISOR APPOINTMENTS: A motion was made by Miller to accept the appointments as recommended by the Town Supervisor, seconded by Graves/carried.

**Year 2018 Supervisor's Appointments
 Upon the recommendation of the Supervisor
 Requires Town Board Approval**

Board of Ethics (1-year appointments): Richard Shear, Gary C Balcom, Jerome E Hart, Steve Havey

Bookkeeper to the Supervisor: Michelle Dunbar

Depository for Town funds/banking: Steuben Trust Company

Deputy Registrar: Jo Ann Green

Deputy Town Clerk (offered by Town Clerk): Jo Ann Green

Deputy Town Clerk salary: per the approved 2017 budget

Dog Control Officer: Cathy Faulkner

Emergency alert system radio station: WJQZ/WLSV

Emergency Services Council: as appointed by the Village Board of Trustee's

Flood Plain Verification: Robert Marsh

Fuel Farm Committee: Dean Arnold

Justice Court Clerk (offered by the Justice): Wendy Seeley

Marriage Officer: Sylvia LaChance / Tim Colligan

Mileage: 57¢- per mile

Official Newspaper: *Wellsville Daily Reporter*

Payrolls: bi-weekly

Petty Cash: Assessor- \$50

Business Office - \$50

Highway - \$100

Justice - \$50

Tax Collector - \$100

Town Clerk - \$125

Records Manager Officer: Sylvia LaChance

Registrar of Vital Statistics: Sylvia LaChance

Salary of Town Officials: as per Year 2017 budget as adopted

Town Attorney: Michael Finn

Town Board Meetings: Second Wednesday of each month at 7:00 PM

Town Historian: Mary Rhodes

Review Procurement Policy:

Year 2018 Supervisor's Appointments

For Information Only – Board approval not required

Deputy Supervisor: Mike Miller

Park Supervisor: Dean Arnold

Delegate to Association of Towns: Mike Miller

Alternate Delegate: Patty Graves

Emergency Management Officer: Dan Martelle

Assistant EMO: Patty Graves

Committee and Liaison Appointments

First name listed denotes Chairman

Airport Liaison: Replacement / Mike Miller

All water/sewer Districts: Donald LaForge / Mike Miller

Assessor Liaison: Patty Graves

Audit Committee: As Designated by Supervisor

Consultant to Flood Plain: Robert Marsh

County Legislature Liaison: Mike Miller

Dog Control Liaison: Bill Fish

Emergency Services Plan Coordinator: Dan Martelle

ESPC Deputy: Replacement

Fire and EMS Liaison: Bill Fish

Highway & Bridge Liaison: Don La Forge

Investment Committee: Don La Forge; Michelle Dunbar; Michael Finn

Landfill/Recycling Liaison: Replacement

Planning Board Liaison: Bill Fish

Town Court Liaison: Don La Forge

Village Board Liaison: Patty Graves

Building Code: Robert Marsh

Park Committee: Steve Havey / Don La Forge

Park Schedulers: Sylvia LaChance, Joann Green

Board of Assessment: Patty Graves

Cemetery: Replacement

YMCA Liaison: Don La Forge

The Supervisor on an as-needed basis will make other appointments

Supervisor LaForge asked if there were any community comments at this time, there were none.

VACANT BOARD MEMBER SEAT:

A motion was made by William Fish, Council Member to appoint Shad Alsworth to the vacant board member seat effective immediately, seconded by Patricia Graves/carried.

OFFICIAL UNDERTAKING:

Resolution: The following resolution was offered by Patricia Graves, Council Member who moved its adoption and was seconded by Michael Miller, Council Member.

Resolution No 1

OFFICIAL UNDERTAKING OF MUNICIPAL OFFICIALS

WHEREAS, various sections of New York State Town Law and Public Officers Law require that certain officials execute and Official Undertaking; and

WHEREAS, we, the Town Board of the Town of Wellsville hereby require the Supervisor, Town Clerk, Tax Collector, Town Justice, Code Enforcement Officer, Bookkeeper to the Supervisor and Highway Superintendent to execute said Official Undertaking as required by said law;

NOW, THEREFORE BE IT RESOLVED that we, the Town Board of the Town of Wellsville approve the document entitled "Town of Wellsville Official Undertaking of Municipal Officers" as to its form and manner of execution and the sufficiency of the insurance, and

BE IT FURTHER RESOLVED that said Official Undertaking containing the notarized signatures of those named municipal officials be filed in the Office of the Town Clerk, as well as the original copies of the insurance policies indicating the sufficiency of the sureties to indemnify the Town against losses which may arise from failure of such officials to properly discharge their duties.

TOWN OF WELLSVILLE

OFFICIAL UNDERTAKING OF MUNICIPAL OFFICERS

WHEREAS, Donald S LaForge, of the Town of Wellsville, County of Allegany, New York, has been elected to the Office of Supervisor of the Town of Wellsville, and

WHEREAS, Sylvia LaChance, of the Town of Wellsville, County of Allegany, New York, has been elected to the Office of Town Clerk of the Town of Wellsville, and

WHEREAS, Joann Green, of the Town of Wellsville, County of Allegany, New York, has been elected to the Office of Town Tax Collector of the Town of Wellsville, and

WHEREAS, Shaun Walsh, of the Town of Wellsville, County of Allegany, New York, has been elected to the Office of Town Justice of the Town of Wellsville, and

WHEREAS, Dean Arnold of the Town of Wellsville, County of Allegany, New York, has been elected to the Office of Highway Supervisor of the Town of Wellsville, and

WHEREAS, Robert Marsh, of the Town of Wellsville, County of Allegany, New York, has been appointed to the Code Enforcement Officer of the Town of Wellsville, and

WHEREAS, Michelle Dunbar, of the Town of Wellsville, County of Allegany, New York, has been appointed to the Office of Bookkeeper to the Supervisor of the Town of Wellsville, and

NOW, THEREFORE, we as respective officers above, do hereby undertake with the Town of Wellsville that we will faithfully perform and discharge the duties of our office,

and will promptly account for and pay over all moneys or property received as a Town Officer, in accordance with the law; and

This undertaking of the *Town Supervisor* is further conditioned upon that he will well and truly keep, pay over and account for all moneys and property, including any special district funds, belonging to the Town and coming into his hands as such Supervisor; and

This undertaking of the *Town Clerk* is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Town Clerk; and

This undertaking of the *Tax Collector* is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Tax Collector; and

This undertaking of the *Town Justice* is further conditioned that he will well and truly keep, pay over and account for all moneys and property coming into his hands as such Town Justice; and

This undertaking of the *Bookkeeper to the Supervisor* is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Bookkeeper to the Supervisor; and

This undertaking of the *Superintendent of Highways* is further conditioned that he will well and truly keep, pay over and account for all moneys and property coming into her hands as such Supervisor; and

This undertaking of the *Code Enforcement Officer* is further conditioned that he will well and truly keep, pay over and account for all moneys and property coming into her hands as such Officer; and

The Town does and shall maintain insurance coverage, presently with ENB Insurance, in the sum of \$1,000,000.00 for the Tax Collector, Supervisor and Town Clerk to indemnify against losses through the failure of the officers, clerks and employees covered there under faithfully to perform their duties or to account properly for all monies or property received by virtue of their positions or employment, and through fraudulent or dishonest acts committed by the officers, clerks and employees covered there under.

The Official Undertaking was administered by the Town Clerk

Vote: Donald LaForge, Supervisor voting aye
 Michael Miller, Council Member voting aye
 William Fish, Council Member voting aye
 Patricia Graves, Council Member voting aye
 Vacant Seat

PROCUREMENT POLICY:

A motion was made by Miller to table until the next board meeting on January 10, 2018, seconded by Fish/carried

FAIR HOUSING POLICY:

Resolution: The following resolution was offered by Michael Miller, Council Member who moved its adoption and was seconded by Patricia Graves, Council Member.

**Resolution No2
 FAIR HOUSING POLICY
 TOWN OF WELLSVILLE**

Whereas, the Town Board of Wellsville, New York, desires to give meaning to the guarantees of equal rights contained in the Constitution and laws of this State and the United States, and to encourage and bring mutual self-respect and understanding among all citizens and groups in the Town; and

Whereas, under the Federal Fair Housing Law, Title VIII of the Civil Rights Act of 1968. It is illegal to deny housing to any person because of race, color, religion, sex, or national origin; and,

Whereas, under the New York State Fair Housing Law, it is illegal to deny housing to any person because of race, sex, religion color, age, physical or mental handicap or national origin;

Therefore, be it known that the Town of Wellsville makes a firm commitment to do all within its power to eliminate prejudice, intolerance, disorder and discrimination in housing.

Therefore, be it also resolved that a Fair Housing Law poster, which has the “Equal Housing Opportunity” logo, will be displayed at the Town of Wellsville.

Therefore, be it also resolved that the following procedures will be used to accomplish the purposed of the aforementioned resolution:

1. The Town Board of Wellsville shall inform all town employees and contractors doing work for the Town of commitment to fair housing.
2. The Town Board of Wellsville shall post this policy in Town buildings and other public places and publicize it.
3. The Town Board of Wellsville shall direct all recipients/applicants to forward immediately to the Town Supervisor, Fair Housing Officer, any reports they receive of housing discrimination.
4. The Fair Housing Officer will conduct an investigation and will forward all complaints and findings to: New York State Homes & Community Renewal, Office of Community Renewal, 38-40 State Street, Albany, NY 12207, within ten (10) days of receipt of said complaint.

Vote: Donald LaForge, Supervisor voting aye
Michael Miller, Council Member voting aye
William Fish, Council Member voting aye
Patricia Graves, Council Member voting aye
Vacant Seat

OATH OF OFFICE:

The Town Clerk administered the Oath of Office to board appointed Shad Alsworth to the position of Board Council Member for one year.

ANNUAL AUDITS:

Motion: A motion was made by Alsworth to accept the following annual audits at presented to the board, seconded by Fish/carried:

- Supervisor
- Tax Collector
- Town Clerk
- Justice

- Highway (Petty Cash)
- Airport

ASSESSOR TOWN OF ALMA:

LaForge reports that the Town of Alma will continue to pay the Town of Wellsville for shared assessor.

AUDIT/PAYMENT OF BILLS:

Abstract #13 Final 2017: A motion was made by Alsworth to pay the final abstract of 2017, seconded by Graves/carried.

A – General Fund – Vouchers 393-406, \$7,676.34

B – Outside Village – Voucher 399, \$229.75

DA – Highway fund -Townwide – Vouchers 301-315, \$2,291.53

DB – highway Fund-Outside Village – Vouchers 313-314, \$4,212.23

EA – Airport – Vouchers 190-196, \$1,407.07

SS2- - Sinclair Sewer – Voucher 27, \$90.17

TOTAL: \$15,907.09

RESIGNATION:

Supervisor Donald LaForge: Mr. LaForge states that he does not feel that he is doing the Town of Wellsville Supervisor position justice, his full time job in Olean keeps him from committing to his duties. He thanks Steve Havey and Dean Arnold for all that they have done to help him when he needed it. Mr. LaForge's resignation will take effect midnight on January 4, 2018. Dean Arnold thanks Mr. LaForge for his service.

Adjourn: Miller made a motion to adjourn seconded by Fish/carried.

Respectfully Submitted,

Sylvia LaChance
Town Clerk