

Town of Caton
2018 Organizational Meeting / Regular Monthly Town Board Meeting
Caton Town Hall ~ January 10, 2018

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BOARD MEMBERS PRESENT

Supervisor Lynn Tucker
Councilwoman Jaime Card
Councilwoman Michelle Fitzsimmons
Councilman Timothy Scott (arriving @ 6:10 pm)
Councilman Paul Michaloski

OTHERS PRESENT

County Legislator Carol Ferratella
Town Clerk Avonne Dickerson
Visitors

Supervisor Tucker brought the Town of Caton 2018 Organizational Meeting to order at 6:00 pm with the pledge to the flag.

2018 ORGANIZATION

On motion of Councilman Michaloski seconded by Councilwoman Fitzsimmons the following resolution ADOPTED VOICE VOTE-AYES 5 (Card, Fitzsimmons, Scott, Michaloski, Tucker) NAYS 0-RESOLVED to reaffirm the official meeting day and time of the Town of Caton Town Board to be the second Wednesday of each month, 6:00 pm at the Caton Town Hall and also, the following appointments as listed:

Ron Kasper	Deputy Highway Superintendent
Kim Clark	Court Clerk
Bookkeeper	Don Haussener
Code Officer	Al Buckland
Constable	Michael Smith
Attorney	Steven Maio
Dog Control Officer	Bruce Akins Jr
Health Officer	Linda Smith
Deputy Supervisor	Michelle Fitzsimmons

Planning Board member 5-year appointment-Bryon Kehoe (exp 2022)

Zoning Board of Appeals member-5-year appointment-Chris VanWoert (exp 2022)

Ethics Board member-3-year appointment-Ross Perry (exp 2020)

On motion of Councilwoman Fitzsimmons seconded by Councilman Michaloski the following resolution ADOPTED ROLL CALL VOTE-AYES 5 (Card, Fitzsimmons, Scott, Michaloski, Tucker) NAYS 0-RESOLVED to appoint and reappoint the following positions, monies and approvals as listed:

APPOINTMENTS

* Indicates yearly appointment

* Town Historian	Avonne Dickerson
* Town Registrar	Avonne Dickerson
* Park Program Director	Apryl Clary
* Town Hall Custodian	Alyssa Card
* Town Hall Handyperson	Vacant
* Town Park Caretaker	Vacant

APPROVALS

*Account Clerk Part-time	Donald Haussener
*Deputy Town Supervisor	Michelle Fitzsimmons
*Deputy Code Off/Bldg Insp	Vacant

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*Deputy Town Clerk/Registrar	Carol Matusick
*Deputy Town Clerk	Susan Edwards
*Town Engineer	A J H Designs
*Official Meeting Night	2 nd Wednesday @ 6 pm
*Official Banks	Chemung Canal, M & T
*Official Newspaper	Corning Leader

MONIES

*Deputy Town Clerk	\$ 10.40/hour
*Town Bookkeeper	\$ 12.50/hour
*Part-time Account Clerk	\$ 12.50/hour
*Town Hall Custodian	\$ 10.40/hour
*Deputy Town Supervisor	\$ 100.00/year
*Deputy Highway Superintendent	\$ 2,000.00/year (qtr)
*Part-time Highway Worker (with CDL)	\$ 11.48/hour
*Part-time Highway Worker (no CDL)	\$ 10.40/hour
*Part-time Town Handy Person	\$ 10.40/hour
*Part-time Park Handy Person	\$ 10.40/hour
*Mileage-general	\$.57.5/mile
*Mileage-assessor	\$.61/mile
*Zoning Law Book	\$ 8.00 each
*Subdivision Law Book	\$ 5.00 each
*Personal copy	\$.20 each
*Town document copy	\$.10 each
*Fax	\$.50 local & \$2.00 long dist.
*Park Pavilion Reservation	\$ 20.00 per pavilion
*Petty Cash Clerk's Office	\$ 100.00
*Petty Cash Tax Collection	\$ 100.00
*Petty Cash Justice Court	\$ 50.00

*Authorize prepayment for postage, insurance, utilities, schools, & necessary expenses.

*Authorize Deputy Supervisor to conduct business in absence of Supervisor.

*Authorize Deputy Supervisor to sign checks & do banking at request of Town Supervisor.

CATON ZONING UPDATE COMMITTEE

Curtis Cowles	Roger Grigsby	Marilyn Bockus	Wayne Phenes
Christine VanWoert	Robert Lord	Daniel Jenkins	Daniel Stuart
Edward Rose	Don MacNaughton		

On motion of Supervisor Tucker seconded by Councilwoman Card the following resolution ADOPTED ROLL CALL VOTE-AYES 5 (Card, Fitzsimmons, Scott, Michaloski, Tucker) NAYS 0-RESOLVED to update building permit fees and park reservation fee as follows:

***CURRENT BUILDING PERMIT FEES**

Building Permit	\$30 + \$3 / every 100 square foot of structure being constructed, altered or improved. Includes mobile home-single and doublewide. (Permit good for one Yr.)
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Renewal of Building Permit	\$30 (good for six months)
Shed Permit	\$30 (up to 120 square feet); over requires regular building permit
Unattached garage	\$30 + \$5 / square foot
Agriculture building	\$ 0 (if used for livestock / farming)
Demolition or removal of a building	\$15
Certificate of Occupancy	No Charge
Swimming pool-above ground	\$25
Swimming pool-in ground	\$35
Home Occupancy	No charge-Planning Board approval
Site Plan (conditional use)	\$35 (Planning Board approval)
Variance	\$35 (ZBA approval)
Woodstove/solid burning appliance	\$40
Septic inspection	\$40
Residential fence	\$20
Timber harvesting	\$ 0 (permit is required)
Call back inspection	\$35 (when inspection is requested & incomplete)
Violation re-inspection	No charge
Penalty for building without a permit	\$110 + cost of permit

***DOG LICENSING FEES**

Spayed / neutered	\$8.50
Unaltered	\$15.50
Dog enumeration	\$3 / unlicensed dog
Replacement dog tag	\$3.00
Purebred-1 to 10 dogs	\$25 + \$3 / dog NYS surcharge
Purebred-11 to 25 dogs	\$50 + \$3 / dog NYS surcharge
Purebred-26 + over	\$75 + \$3 / dog NYS surcharge
Impoundment fee-first	\$35 + \$7 / day Impoundment fee
Impoundment fee-second	\$50 + \$7 / day
Impoundment fee-third	\$75 + \$7 / day
Violation fee-first	\$25
Violation fee-second	\$75
Violation fee-third	\$125

Fiscal Management Policy and Procurement Policy

PROCUREMENT POLICY

On motion of Supervisor Tucker seconded by Councilman Scott the following resolution ADOPTED ROLL CALL VOTE-AYES 5 (Card, Fitzsimmons, Scott, Michaloski, Tucker) NAYS 0-RESOLVED to approve the Fiscal Management Policy and the Procurement Policy as follows:

WHEREAS, Section 104-b of the General Municipal Law (GML) REQUIRES every town to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of GML 103 or any other law,

WHEREAS, comments have been solicited from those officers of the town involved with procurement; NOW, THERE, be it

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RESOLVED: that the Town of Caton does hereby adopt the following procurement policies and procedures:

Guideline 1. Every prospective purchase of goods or service shall be evaluated to determine the applicability of GML 103. Every town officer, board, department head or other personnel with the requisite purchasing authority (hereinafter Purchaser) shall estimate the cumulative amount of the items of supply or equipment needed in a given fiscal year. That estimate shall include the canvass of other town departments and past history to determine the likely yearly value of the commodity to be acquired. The information gathered and conclusions reached shall be documented and kept with the file or other documentation supporting the purchase activity.

Guideline 2. All purchases of a) supplies or equipment that will exceed \$10,000 in the fiscal year or b) public works contracts over \$20,000 shall be formally bid pursuant to GML 103.

Guideline 3. All estimated purchases of:

- Less than \$10,000 but greater than \$3,000 require a written request for a proposal (RFP) and written/fax quotes from three vendors.
- Less than \$3,000 but greater than \$1,000 requires an oral request for the goods and oral/fax quotes from two vendors.
- Less than \$1,000 is left to the discretion of the Purchaser.
- All purchases must be accompanied by a NYS Tax Exempt Certificate. Reimbursement will not be made for taxes paid.

All estimated public works contracts of:

- Less than \$20,000 but greater than \$10,000 requires a written RFP and fax/proposals from three contractors.
- Less than \$10,000 but greater than \$3,000 requires a written RFP and fax/proposals from two contractors.
- Less than \$3,000 is left to the discretion of the Purchaser.

Any written RFP shall describe the desired goods, quantity, and particulars of delivery. The Purchaser shall compile a list of all vendors from whom written/fax/oral quotes have been requested and written/fax/oral quotes offered.

All information gathered in complying with the procedures of this Guideline shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract.

Guideline 4. The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the Purchaser prepares a written justification stating reasons why it is in the best interest of the town and its taxpayers to make an award to other than the low bidder. If a bidder is not deemed responsible, facts supporting that judgement shall also be documented and filed with the record supporting the procurement.

Guideline 5. A good faith effort shall be made to obtain the required number of proposals or quotations. If the Purchaser is unable to obtain the required number of proposals or quotations, the Purchaser shall document the attempt made at obtaining the proposals. In no event shall the inability to obtain the proposals or quotes be a bar to the procurement.

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Guideline 6. Except when directed by the Caton Town Board, no solicitation of written proposals or quotations shall be required under the following circumstances:

- A) Acquisition of professional services;
- B) Emergencies;
- C) Sole source situations;
- D) Goods purchased from agencies for the blind or severely handicapped;
- E) Goods purchased from correctional facilities;
- F) Goods purchased from another governmental agency;
- G) Goods purchased at auction;
- H) Goods purchased for less than \$1,000;
- I) Public works contracts for less than \$3,000;

Guideline 7. This policy shall be revised annually by the Caton Town Board at the annual reorganization meeting or as soon thereafter as is reasonably practicable.

INVESTMENT POLICY

A. The Caton Town Board would like to maximize interest income on all funds not immediately needed for payment of obligations. Investment of excess funds shall be governed by the regulations contained in Town Law, General Municipal Law, and Local Finance Law. The priorities for investment of funds shall be:

- 1. Safety
- 2. Liquidity
- 3. Yield

B. INVESTMENT REGULATIONS

1.0 AUTHORIZED COMMERCIAL BANKS

The Caton Town Board authorizes the use of commercial banks or trust companies (not savings banks or associations) located and licensed to do business in New York State. The use of private brokerage or investment firms is not authorized by this policy (General Municipal Law 11, local Finance Law 165.00 (b).)

2.0 AUTHORIZED INVESTMENT INSTRUMENTS

The Caton Town Board authorizes the following types of investment instruments for investing Town of Caton monies:

- 2.1 Savings Accounts
- 2.2 Money Market Deposit Accounts
- 2.3 N.O.W. Accounts
- 2.4 Super N.O.W. Accounts
- 2.5 Time Deposit Accounts
- 2.6 Seven to thirty-one-day Accounts
- 2.7 Certificates of Deposit
- 2.8 Repurchase Agreements involving the purchase and sale of direct obligations of the United States.

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AUTHORIZED INVESTMENT INSTRUMENTS – Continued

- 2.9 Obligations of the United States and of the State of New York, which include Treasury Bills (T-bills) and Treasury Bonds and Notes.

3.0 DELEGATION OF AUTHORITY FOR INVESTING TOWN MONEY

The Caton Town Board delegates the authority to make the day-to-day investment decisions within the guidelines and limitations of this policy to the:

- 3.1 Caton Town Supervisor, as Chief Financial Officer, and/or
3.2 Caton Town Deputy Supervisor

The above persons are hereby authorized to utilize the advisory services of municipal consulting firms in planning the timing, amount, maturity, bidding, placement and reporting on any investments made.

- 3.3 Caton Town Bookkeeper at the direction of either above officer.

4.0 F. D. I. C. INSURANCE AND COLLATERALIZATION

The primary objective of this policy is to enhance the safety and availability of any Town of Caton funds invested.

Regulations of the Federal Deposit Insurance Corporation state that each official custodian of funds of any county, municipality or political subdivision depositing such funds in an insured bank located in the same state shall be insured up to \$100,000 for time and savings accounts per bank and up to \$100,000 for demand deposits per bank (12 Code Federal Regulations Section 330.8).

For amounts in excess of F. D. I. C. coverage, a pledge of obligations as collateral is required to secure the investment. The obligations that may be pledged are:

- (1) Obligations of the United States;
- (2) Obligations of agencies of the United States if the payment of principal and interest is guaranteed by the federal government;
- (3) Obligations of New York State;
- (4) Obligations of any municipality, school district or district corporation in the State;
- (5) Obligations of a public authority (Public Authorities Law, various sections); and obligations of a public housing authority (Public Housing Law Section 49).

With respect to obligations pledged to secure deposits and investments, whenever possible such obligations should be delivered to a bank or trust company other than the institution with which the investment is made. If a third party bank is to serve as custodian, the fiscal officer of the local government should require that the bank execute a written custodial agreement which provides, among other things, that any rights of the custodial bank with respect to the collateral are subordinate to the local government's interest. The fiscal officer should also determine on a regular basis whether written confirmation of all collateral has been received from all institutions, in which the Town of Caton has invested funds.

This confirmation should be received within five (5) business days of any investment. Any substitution of collateral must have Town of Caton approval.

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The Caton Town Board authorizes the designated officials the authority to allow for the physical custody of Certificates of Deposit and other evidences of investments for “safekeeping” possession to the winning bank, as provided in Section 11(3) of the General Municipal Law.

5.0 TRANSFER FUNDS

The Caton Town Board authorizes the designated officials the authority to use electronic transfer of funds, among the approved banking institutions to assist in the movement of monies. Each such transfer shall be specifically identified in the original journal entry as a “wire transfer” and subsequently supported by the bank confirmation notice to provide an audit trail.

6.0 WRITTEN REPORTS

All investments shall be documented in written reports to the Caton Town Board outlining the details of each investment and the bids received thereon. Monthly reporting of investments should be made to the Caton Town Board.

7.0 BONDING POLICY

All Town of Caton employees who are involved with the transaction of Town of Caton funds are bonded through the Town’s insurance program. This program should be reviewed and updated annually.

Regular Town Board Meeting

Supervisor Tucker called the meeting to order at 6:20pm.

MINUTES

Town Council received Minutes from January 10, 2018, at this meeting.

Carol Ferratella, Steuben County Legislator

- Steuben County has a survey on their website concerning internet service.
- Applications for HEAP are available.

TOWN OFFICIALS REPORTS for December 2017 as follows:

Highway Superintendent David Card-report viewed/filed.

Code Officer Al Buckland-report viewed/filed.

Constable Mike Smith-no report filed.

Dog Control Officer Bruce Akins report viewed/filed.

Justice Terri Divens-Bruffey-report viewed/filed with Supervisor only.

Assessor Katherine Deal-no report filed.

Supervisor Lynn Tucker report as follows

<i>Imma /Checking Accounts</i>		<i>Capital Reserves</i>	
General Imma	\$297,403	Highway Equipment	\$298,153
Highway Imma	\$176,558	Highway Repair	\$111,749
General Checking	\$1,443	General Building	\$301,497
Highway Checking	\$9,399	General Office	\$2,347
Payroll Checking	\$2.99	General Park	\$6,690
Capital Project Checking	\$172.69	General Retirement	\$25,000

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Light District	\$4,509	General Insurance	\$50,000
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Library Visits

Corning Library is reaching out to the Town to provide seasonal activities for ~~Caton children~~ *residents of all ages*. Dates and time are: February 12, May 14, August 13 and November 12 from 3 to 5 pm at the Caton Town Hall.

On motion of Supervisor Tucker seconded by Councilwoman Fitzsimmons the following resolution ADOPTED VOICE VOTE-AYES 5 (Card, Fitzsimmons, Scott, Michaloski, Tucker) NAYS 0-RESOLVED to approve the above dates for the Corning Library visits, subject to not being a conflict with any other Town activity.

Fire Department

Ben Crowl from the Caton Fire Department provided Supervisor Tucker with a December 2017 monthly report.

NYS Association of Towns

Data material from NYS for training sessions in NY City.

Old Business

New highway building is beginning to look like a building. Metal siding and insulation will be coming next week. The Town will have to borrow money to finish paying for the building and Supervisor Tucker is looking for a lower interest than the 3.6 percent that CCTC has offered.

Court Room Grant

Several years ago, the Court was issued a NYS grant for ~~renovations~~ *for purchasing a judge's bench*. The bench never got built or purchased and the money was put into the General Fund. Being that the grant money was not ever used, NYS is now asking for the Town of Caton to return the money or use it as what it was specified for.

New Business

National Fuel & Gas Company is proposing to install a natural gas pipeline pumping station near Buckwheat Hollow Road and the Pennsylvania border.

CHIPS

Town of Caton recently received approximately \$108k from NYS and is expecting to receive about \$110k in additional CHIPS money for the highway building.

Year End Budget Adjustment

On motion of Councilwoman Fitzsimmons seconded by Councilman Michaloski the following RESOLUTION ADOPTED ROLL CALL VOTE-AYES 5 (Card, Fitzsimmons, Scott, Michaloski, Tucker) NAYS 0-RESOLVED to approve a \$10,500 modification to the 2017 Budget by appropriating the \$10,500 into account DA5130.2.

On motion Supervisor Tucker seconded by Councilwoman Fitzsimmons the following RESOLUTION ADOPTED ROLL CALL VOTE-AYES 5 (Card, Fitzsimmons, Scott, Michaloski, Tucker) NAYS 0-RESOLVED to approve the transfers as followed:

<u>TO:</u>	<u>AMOUNT:</u>	<u>FROM:</u>
A9040.82	\$953.39	A9040.4
A1620.41	\$575.71	A1620.4
A3120.4	\$129.12	A3120.2

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<u>TO:</u>	<u>AMOUNT:</u>	<u>FROM:</u>
A5132.4	\$773.95	A1990.4
DA5110.4	\$5.92	DA5110.41
DA5142.1	\$3,304.14	DA5142.4
DA5142.1	\$864.74	DA5142.4

Payment of Bills

On motion of Supervisor Tucker seconded by Councilman Scot the following RESOLUTION ADOPTED ROLL CALL VOTE-AYES 5 (Scott, Michaloski, Fitzsimmons, Card, Tucker) NAYS 0-RESOLVED to approve payment of the monthly bills as follows:

General Fund Vouchers: A1001 to A1019 - \$42,184.701

Street Lighting Voucher: SL1-001 - \$108.30

Highway Fund Vouchers: DA1001 to DA1013 - \$33,320.53

Capital Projects Voucher: H1 – H0105 - \$116,143.46

Opened to the Public

- A Facebook page on the web would be good for Caton Park and the Town
- Pleased to see the grader is up and running
- Need to set audit dates
- Possibly a retail store will be coming to Caton
- Comprehensive Update Committee will be printing out surveys very soon and also will be holding a public meeting at the Caton Fire house.

At 7:15 pm Supervisor Tucker closed the 2018 Town Board Meeting

Caton Town Clerk, Avonne M Dickerson