

Present: Charles E. Davis, III, Supervisor
John A. Pfeffer, Deputy Supervisor, Councilman
William J. Heim, Councilman
Jean M. Bond, Councilwoman
Richard A. Bernstein, Councilman
Patricia R. Dashnaw, Town Clerk
Tim Engels, Highway Superintendent
Gary Perkins, Code Enforcement Officer

The meeting was called to order at 7:30 P.M. with the pledge to the American Flag.

A motion was made by Pfeffer seconded by Bond and carried that the following requirements for organization be reviewed and all action be voted on at the closure of the meeting. (All aye)

Regular Town Board meetings will be held the second Wednesday of each month at 7:30 p.m.

Town Board work sessions shall be conducted on the fourth Tuesday of May, September, and October at 7:30pm.

Town Clerk be appointed Water District Clerk and be paid \$5,000.00 plus authorized expenses. All Water District costs, (salaries and authorized expenses), shall be paid from the Water District appropriations.

The Supervisor be authorized to appoint **Susan Feldman** as the **Supervisor's Bookkeeper**, compensation \$11.50 per hour responsibilities to remain the same.

Gary Perkins be appointed as **Code Enforcement Officer** for a one year period, CEO to be paid \$25 per month for use of cell phone and mileage. A cell phone bill may be required at the option of the town board.

The Supervisor appointed **Mr. William King** as **Town Historian** for a one-year term at a salary of \$50.00 per year.

Frances Engels be appointed to the **Youth Recreation Commission** for a six year term.

Michael Boberg be appointed as a **youth member to the recreation Commission** for a one year term.

Lisa Proctor be appointed **Director of the Recreation Commission** for a one year term at the budgeted salary of \$2,050.00, and the Adult or youth help be compensated as per the director's discretion, not to exceed the A-7310.1 appropriation budget amount.

Justice Court Clerks be approved by the Justices and appointed by the board for a one year term and be compensated at \$10.75 per hour. Clerk total Hours shall not exceed the annual budget appropriated amount. Clerks must comply with the Justice Court Clerks responsibilities as presented by Justice Stiles and Justice Neumann.

Frances Engels, Angela Ghani, Mary Kay Williams, and Chris Gerwitz be appointed Justice Court Clerks for 2016.

Eric Boberg be appointed to the **Board of Appeals** for a five year term.

David Cobo be appointed **Chairman of the Board of Appeals** for a one year term.

Tom Allan be appointed to the **Planning Board** for a five year term.

Andrea Mellon be appointed **Chairman of the Planning Board** for a one year term.

Susan Feldman be appointed **Community Center Building Custodian** and be compensated at a rate of \$9.60 per hour responsibilities to remain the same.

Mrs. Susan Feldman be appointed **Assistant Records Management Officer** for the Town of Ashford for a one year term.

The **Town Clerk** be appointed **Administrator of Handicapped Parking Permits** for the Town of Ashford for a one year term.

The Supervisor have certified as required by County Civil Service, Highway and General payrolls.

The Supervisor be authorized to pay without previous authorization of the Board, electric, gas, telephone, West Valley Fire District #1 Pilot & tax, internet fees, bonds & notes together with interest, the safety & street lighting districts bills and NYS unemployment, Justice court fines & fees to State Comptroller, Water District electric bill, and highway employees health insurance custodial account deductible monthly charges.

The mileage allowance be \$.54 per mile for official business. A written break down of mileage, from where to where is required.

Town Officials receiving fees belonging to the Town shall turn the money over to the Supervisor by the end of each month.

Town Officials attending training sessions connected to their position shall submit an expense voucher to the Supervisor's bookkeeper for process. The Town will pay expenses from each respective appropriation.

Town records and other property must be kept at all times in the Town Community Center, unless authorized by the Town Board with the exception of certain highway manuals etc. that pertain to the operations of the highway department.

The Town accepts State and County bid prices where applicable.

The depositors for Town funds be:

General Funds-	M&T Bank, currently, or Cattaraugus County Bank
Highway Funds-	Same as above
Justice Funds-	Same as above
Town Clerk Funds-	Same as above
Tax Collector Funds-	Same as above
Investment funds-	same as above

The Supervisor shall have the authority to invest funds in certificates of deposit in any local bank authorized to do business in New York State and agree with the Towns adopted investment policy. Deputy supervisor and Supervisors bookkeeper shall have bank signature authority for emergency purposes only.

The Springville Journal be the **official paper** for the Town of Ashford to also be used for public notices.

Members of the Board of Appeals be paid \$20.00 per meeting if they choose to be compensated and also be paid mileage and other approved expenses.

Members of the Assessment Board of Review, appointed in September for a five year term, shall be compensated a fee of \$90.00 per year, and \$50.00 per year for a recording secretary.

The Attorney for the Town be compensated as per fees based on required services and approved by the Town Board.

Continue the following resolution:

WHEREAS, if it is necessary to make application to the Cattaraugus County Youth Bureau, New York Division For youth, and;
WHEREAS, if it is necessary for the Chief Fiscal Officer to sign for the Town of Ashford, now therefore be it
RESOLVED the Town Board does hereby authorize the Supervisor of the Town of Ashford, to enter into agreements with the Cattaraugus County Youth Bureau, New York State Division for Youth, to run the youth program if the Board agrees to enter into such an agreement.

Certification of work time be as follows:

1. For all elected and appointed officials who are considered to be part time or full time, the standard work day will be eight (8) hours
2. For all Highway or full time employees, the standard workday will be eight (8) hours per day and six (6) hours for part time.

The **Supervisor** be designated as **Director of Purchasing** for the Town of Ashford.

The Supervisor appointed **Bill King Budget Officer** for a one year term responsibilities to remain the same.

The Supervisor appointed **John A. Pfeffer** as **Deputy Supervisor**.

The Supervisor established standing Committees as follows:

Insurance-Pfeffer, Engels, Bernstein
Planning-Heim, Bond
Highway-Heim, Engels, Bond
Sidewalks and Buildings-Heim Engels
Animal Control and Constables-Heim, Bond
Youth and Senior Citizens-Bernstein, Bond
Telecommunications-Pfeffer, Bernstein
Water District-Pfeffer, Bernstein

Committees required to give reports within 30 days after meetings

The Supervisor be authorized to contract for lawn mowing services for the Town of Ashford cemeteries and the individual and cost to be approved by the Town Board. 2016 Budget amount is \$10.80 per hour same as labor rate.

The Highway Superintendent be authorized to spend up to the sum of \$1,000.00 during the current year on small tools and other small items without prior authorization of the Town Board, however purchases must comply with the thresholds procurement policy.

The Highway Superintendent appointed **Keith Butcher** as **Deputy Highway Superintendent**. He will be compensated at the rate of an additional \$.55 per hour over normal CD-CL rate when acting as the Highway Superintendent.

The duties and responsibilities for the office of the **Animal Control Officer** be appointed to **Bernadette Skelton** and **John Syms** the shared budget amount be used for the compensation at \$10.80 per hour, and that the contractual budget amount be used to pay mileage. This is a one-year term.

Appoint the Animal Control Officer the person to report appraisal of damage by domestic animals.

**TOWN OF ASHFORD
HIGHWAY EMPLOYEE PAY AND BENEFIT AGREEMENT
APPROVED January 13, 2016 FOR THE YEAR OF 2016**

- VACATION;** All vacation time must be used between January 1st and December 31st of each year. Your actual start work date shall be the date used to calculate the following schedule. If you have a break in employment with the town for one year or more the new starting date will be used. All previous years will be eliminated. In any year that you have reached the anniversary date that entitles you to extra vacation time the extra time can not be taken until the actual date and must be taken by December 31st of the same year. An employee on probation or having less than one year will receive zero vacation days including the 1st week in July. However if your starting date is on or before March 1st of the year you will be entitled to the 1st week in July (5days) vacation.
Total Completed years Number of vacation days including 1st week in July
First year March 1st thru December 31st 5 days
1 year thru 5 years 10 days
5 years thru 10 years 15 days
10 years thru 15 years 20 days
15 years and more 25 days
All vacation time must be approved by the Highway Superintendent with a minimum of a two (2) weeks notice. Highway Superintendent can give special consideration to extreme situations.
- SICK DAY.** One day. No days to accumulate year to year. DBL insurance is available by the Town to cover employees.
- DISABILITY;** when an employee goes on disability or compensation insurance the Town will pay health insurance premiums as required under the Family and Medical Leave Act.
- HOLIDAYS:** Nine (9): New Years Day, Memorial Day, July 4th, Labor Day, Thanksgiving and Day after, Columbus Day, Veterans Day, and Christmas Day. You must work the normal work day before and the normal work day after to be paid for the holiday. Except for the 4th of July. A normal workday being a normal calendar Monday, Tuesday, Wednesday, Thursday or Friday. These are the normal established 8 hour workdays and are not scheduled as a holiday. Holidays are not a normal workday. No vacation or sick day is allowed as a substitute for a normal workday. If any of the established holidays fall on a Saturday or Sunday it will be the option of the highway Superintendent to determine if the Friday before or the Monday after be the paid holiday. If you are called to work on an established holiday or the designated day and you meet the requirements, you will receive the normal days pay plus the normal hourly rate for the first 8 hours worked and one and one half (1-1/2) times the normal rate for any hours worked past the first 8 hours worked that day. If you are called to work on an established holiday or the designated day and you do not meet the requirements, you will receive one and one half (1-1/2) times the normal rate for the hours worked that day but not the holiday pay.
- OVERTIME;** One and one half (1-1/2) times the normal regular hourly rate will be paid for any hours worked on any normal Saturdays or Sundays providing you have worked the normal forty (40) hour work week. For any extra hours worked during the normal work week, Monday thru Friday, after the normal forty hours (40) worked during the normal work week you will receive one and one half (1-1/2) times the normal regular hourly rate. If a holiday falls within the week it will be counted as a normal work day providing you have met the requirements and are credited for the day. If you have not worked the normal established five eight (8) hour work days and are not credited for the holiday, the extra time during the normal work week will be paid at the normal regular hourly rate unless you exceed 40 hours during the same week. If you do exceed the 40 hours during the same week then the rate will then be increased to one and one half (1-1/2) times the normal rate.
- PHYSICALS REQUIRED ANNUALLY;** Town will pay insurance co-payment and allow employee four hours, at the Highway Superintendent's approval, to have physical done. The employee will pay for the physical. Physicals are covered by insurance under the policy agreement.
- EMPLOYEES RETURNING TO WORK;** From compensation or disability must have a doctors release stating that it is okay to return to regular duties. Due to the requirements of the position no special or light duty is allowed.
- FAMILY MEDICAL LEAVE ACT (FMLA):** When calculating the FMLA payment leave time all paid vacation days and the one sick day must be used first. That time will be deducted from the established FMLA payment time and will be calculated between January 1st and December 31st of each year.
- EMERGENCY SITUATION (SNOW, ICE, HIGHWAY REPAIR, ETC.):** If these conditions occur during hours other than normal working hours, employees residing in the Town of Ashford (due to response time) are to be called first.
- PART TIME EMPLOYEES;** are not entitled to benefits and will be paid at the labor rate.

11. **NEW EMPLOYEES;** shall have a probationary period of one hundred twenty (120) working days during a single period. Must have a physical exam prior to starting work day. Health evaluation report must meet the Highway Superintendents approval and is at the employee's expense. The first sixty (60) working days of a single period of employment, the rate shall be \$12.85 per hour. For the remaining sixty (60) working days the rate shall be the set CD-CB rate. Due to Health insurance requirements, the health insurance coverage shall become available and begin the first of the month following ninety (90) days of continuous employment. Five (5) vacation days and (1) sick day are available after completion of one hundred twenty (120) working days, providing you meet the requirements of article 1 (vacation). After completion of one year of employment, normal rule of benefits will be available.
12. **HEALTH INSURANCE;** For the year 2016 the insurance carrier will be Blue Cross Blue Shield. The coverage will be the Silver Standard. The Town has established maximum payments as follows: \$3,000 to a prepaid deductible for each member of the plan; \$3,500 for the single health care plan; \$10,000.00 for the family health care plan. These amounts are only in effect while the employee is part of the insurance plan and an employee of the Town of Ashford. Any costs, in excess of these amounts will be paid by the employee. A payroll deduction will be available. If a policy is terminated for any reason, all payments will be terminated as of the termination date. An account has been established and managed by the insured individual and will be subject to the terms of the Health Savings Account (HAS) policy. In the case of any employee having a break in service, job termination, or for any other reason, the Towns payments and insurance plan will be terminated. Any agreed costs to be paid, will be calculated on the total number of normal work hours the employee has worked during the fiscal year, excluding vacation and sick days. If any employee wishes to opt out of the Towns insurance plan the Town will compensate directly to the employee \$2,400.00 or part of, payable under the same calculating conditions and terms as an employee having a break in service, job termination, or for any other reason. The \$2,400.00 will be paid at the end of the fiscal year as normal payroll amount subject to taxes and withholdings.
13. **WAGE;**(CDL) \$16.00 per Hour CD-CB.
The following example is for Budget purposes. Wage \$16.00 + Health insurance 6.25 + FICA 1.23 + Retirement 2.98 + Workers comp 3.48 = \$29.94 per hr. or \$71,257.00 per year per employee.

Labor rate \$10.80
14. **DRUG AND ALCOHOL POLICY;** All employees in the positions requiring a Commercial Driver (CDL) license and defined as safety-sensitive, must comply with the Town of Ashford adopted drug and alcohol testing policy.
15. **SEXUAL HARASSMENT AND EQUAL OPPORTUNITY EMPLOYMENT;** The Town will comply with all Federal and State regulations concerning sexual harassment and equal employment.

The following Resolution shall be approved annually.

A Resolution was made by Donald Engels, seconded by Heinz and carried that Department for the administration of law enforcement and criminal justice was established. (CONSTABULARY) The Town Constables are responsible for the enforcement of all State laws and laws and ordinances of all political subdivisions therein. The Town Constables are peace officers pursuant to the New York State Criminal Procedures Law, Article 2, Section 2.10 & 2.20. This Resolution took effect April 11, 1990. Include amendment of Article 150 of Town Law designating the Supervisor to serve as Police Commissioner, and the Deputy Supervisor to serve as Deputy Police Commissioner. Constables are appointed by the Town Board for a two year term. If a vacancy occurs Board can appoint until the end of the year. Pay mileage and other approved expenses.

Authorize the Supervisor to join the Cattaraugus County Supervisor's Association and that the fees be paid.

Authorize Town Justices to join the NY State justice and Clerk Associations along with the Cattaraugus County Magistrate's Association, and that the fees be paid.

Authorize the Highway Superintendent to join Cattaraugus County and New York State Highway Superintendent's Association, and that the dues be paid.

The Supervisor be authorized to pay NYS Association of Towns annual fees, Code Enforcement Niagara Builders Officials Association, and the Southern Tier West Regional Planning Development Board annual fees.

Authorize the Town Clerk to join the NYS & Catt. Co. & International Institute of Municipal Clerks Association, and pay annual dues.

The petty cash funds be continued for the Town Clerk-\$100.00, and the Town Justice- \$400.00 total or \$200.00 each

Planning Board and Zoning Commission members be paid \$25.00 per meeting if they choose to be compensated, plus mileage and approved expenses.

Deputy Town Clerk and Deputy Town Registrar will be paid \$11.00 per hour and that duties will be conducted in the Town Community Center responsibilities to remain the same. First Deputy Town Clerk to be appointed by Town Clerk and approved by the Town Board. The second deputy will be appointed at the discretion of the Town Clerk as needed.

Annual salaries of the Town Officials be set as follows, with the exception that elected or appointed officials who belong to the towns insurance group choose option one or two. One, the town pay the single policy rate, not to exceed the established salary or the established cap as per highway employees agreement and if there are any remaining funds, they will be paid as the salary. Two, receive the established salary as set.

Supervisor	\$13,000.00	Highway Superintendent-	\$46,500.00
Town Justice	\$12,000.00 each	Budget Officer-	\$3,366.00
Town Clerk-	\$15,000.00	Real Property Appraiser-	\$0
Assessor-	\$17,000.00	Code Enforcement Officer-	\$8,850.00
Councilman (each)-	\$ 3,366.00		

The Town adopt a written investment policy as follows:

The objectives of the investment policy of the local government are to minimize risk, to insure that investments mature when the cash is required to finance operations, and to insure a competitive rate of return in accordance with this policy, the Chief Fiscal Officer is hereby authorized to invest all funds including proceeds of obligations and reserve funds in:

- Certificates of Deposit issued by a bank or trust company authorized to do business in New York State
- Time deposit accounts issued by a bank or trust company authorized to do business in New York State

This written investment policy shall be a minimum policy for the Town of Ashford and the Supervisor who is the designated Investment Officer. The Supervisor shall report to the Town Board each month the results of transactions and review the investments with the Town Board acting as the Investment Policy Committee. The Committee shall monitor and advise on the limits of investments. They shall approve the banks to be used and advise on the limits of investments. All other local government officials receiving money in their official capacity must deposit such funds in negotiable order of withdrawal accounts.

All investments made pursuant to this investment policy shall comply with the following condition:

COLLATERAL:

Certificates of deposit shall be fully secured by insurance of the Federal Deposit Insurance Corporation or by obligations of New York State or obligations of Federal agencies the principal and interest of which are guaranteed by the United States, obligations of New York State local government. Collateral shall be delivered to the local government or a custodial bank with which the local government has entered into a custodial agreement. The market value of collateral shall at all times equal or exceed the principal amount of the certificates of deposit. Collateral shall be monitored no less frequently than monthly, and the market value shall mean the bid or closing price as quoted in the Wall Street Journal or as quoted by another recognized pricing service. The town may choose the option to accept a pledge of a pro rata portion of a collateral "pool" as security for their deposits and investments. This requires that the town must take the necessary steps to ensure deposits and investments are properly secure, and the town should seek the advice of their legal counsel.

Written contracts shall be required for the purchase of all certificates of deposits.

A written contract shall be required with Custodial Banks.

Collateral shall not be required with respect to the direct purchase of obligations of New York State, obligations of the United States, and obligations of federal agencies, the principal and interest of which are guaranteed by the United States Government.

Within sixty (60) days of the end of the fiscal year along with the annual report of the Supervisor, there shall be prepared for the Town Board acting as the Investment Committee, an annual report of the year's transactions.

The Town Board shall review and approve the annual investment report if practicable, at it's annual audit meeting

The Town of Ashford shall adopt Competitive Bidding Threshold Procurement Guidelines as follows:

1. Determine by Committee if or if not the Procurement is subject to competitive bidding. Public works contracts \$35,000.00 and Purchase contracts \$20,000.00 or more
2. If not subject to competitive bidding a minimum of two prices must be received.
3. The method used for procurement policy will be determined by line #1 above.
4. All quotes or bids shall be recorded in the minutes of the Town meetings. If a bid is the awarded bid price for equipment it, shall be recorded in the Town's assets records.
5. If a contract of purchase is awarded to other than the lowest responsible dollar offer, justified documentation of the action shall be recorded in the Town's minutes.
6. The Town Board shall solicit comments and review this policy annually.
7. The minimum threshold shall be \$1,000.00, items less will not require two prices, items over will be subject to this policy. Items \$1,000.00 and up-quotes must be in writing. Items \$1,000.00 and less-quotes can be verbal by telephone, or by other methods.
8. **WHEREAS:** The Town of Ashford pursuant to the authority granted in General Municipal Law, Article 5A (Public Contracts), Section 103 desires to participate in the United States Communities Cooperative Purchasing Alliance. Said Alliance is sponsored by the New York State Association of Counties; Association of School Business Officials International; the National Association of Counties; the National Institute of Governmental Purchasing; the National League of Cities; and the United States Conference of Mayors;

(#8 con't)

WHEREAS: Section 103 of the General Municipal Law permits the Town of Ashford to make purchases of apparatus, materials, equipment, and supplies, and may make such purchases, or may contract for such services related to the installation, maintenance or repair of apparatus, materials, equipment, and supplies as may be required by the Town of Ashford therein through the use of a contract let by the United States of America or any agency thereof, any state or any other county or political subdivision of district therein if such contract was let to the lowest responsible bidder or on the basis of best value in a manner consistent with this section and made available for use by other governmental entities;

WHEREAS: The Town of Ashford desires to participate for the purpose of fulfilling and executing its respective public governmental purposes, goals, objectives, programs, and function;

WHEREAS: The Town of Ashford has reviewed the benefits of participating in this program and based on this review has concluded the program will provide the best value to taxpayers of the Town of Ashford through the anticipated saving to be realized;

NOW THEREFORE BE IT RESOLVED by the Governing Board of the Town of Ashford is authorized to participate in the United States Communities Governmental Purchasing Alliance and that the Town of Ashford or designee is authorized to register for the United States Communities program on behalf of the Town of Ashford.

**THE FOLLOWING APPOINTMENTS ON THIS PAGE ARE IN FORCE UNTIL DECEMBER 31, 2017
2 YEAR APPOINTMENTS 2016-2017**

**These appointments made in 2016 amendments
Possible, appointments good until December 31, 2017**

James P Boberg and **H. Michael Parish** be appointed **Constables** be paid **\$10.80** per hour for 2016, mileage and other approved expenses.

The Town Clerk be appointed Registrar and the First Deputy Town Clerk be appointed Deputy Registrar for a two-year term 2016-2017.

Mary Kay Williams be appointed **First Deputy Clerk** for a two-year term 2016-2017.

Town Board members reviewed and approved the job descriptions provided for Supervisors Bookkeeper, Justice Court Clerk, Building Cleaning, and Budget Officer.

CLERICAL, SECRETARY, CLERK WORK HOURS DESCRIPTION 2016

These hours if worked by appointed or elected personnel will be hours worked other than during the hours established to accomplish the respective normal duties.

Maximum hours allotted to appropriation A1410.4 Deputy Town Clerk 250 hours at a rate of \$11.00 per hour

The Town Clerk may appoint not more than three deputies. First Deputy, Second and Third Deputy. The First Deputy must be approved by the Town Board. Deputy Town Clerks duties and powers are fixed by the Town Board and may be the full powers and duties of the Town Clerk. The Town Clerk is responsible for the conduct of the office.

Maximum hours allotted to appropriation A1460.1 Record Management 90 hours. Supervisors Bookkeeper, Sue Feldman appointed assistant records management officer at a rate of \$11.50 per hour. The responsibility of record management is that of the town board and the town clerk.

All work to be performed in the Ashford Community Center.

TOWN OF ASHFORD JUSTICE SALARY DISCLAIMER

Whereas: The Town of Ashford has recognized an increase in the number of court cases handled by the Town Court. Taking into consideration the 2014 Justice salaries were set at \$10,000 for each Justice, \$20,000 for both. Pursuant to Town Law Article 27 the Town Board has increased the 2015 preliminary budget, Justice personnel appropriation to \$24,000, (\$12,000 for each Justice) with an option that if for some reason the justice court cases declines below 2000 annually the Town Board will examine the situation and an adjustment to the salaries may be made.

RESOLUTION 1-2016

APPROVAL OF TOWN OF ASHFORD ORGANIZATION

On motion of Councilman Pfeffer seconded by Councilman Heim the following resolution was

ADOPTED Ayes 5 Davis, Pfeffer, Heim, Bernstein, Bond
Nays 0

Resolved the Organization of the Town of Ashford be based on all actions of these entire minutes the Town Board unanimously approved.

Councilman Pfeffer made a motion to adjourn the Organization Meeting and move to Regular Town Board Meeting at 7:55pm. Councilwoman Bond seconded the motion. (All Aye)

REGULAR TOWN BOARD MEETING

RESOLUTION 2-2016

APPROVAL OF MINUTES

On motion of Councilman Pfeffer seconded by Councilman Bernstein, the following resolution was

ADOPTED Ayes 5 Davis, Pfeffer, Heim, Bernstein, Bond
Nays 0

Resolved that the minutes of December 9th be approved as submitted

RESOLUTION 3-2016

APPROVAL OF MINUTES

On motion of Councilman Pfeffer seconded by Councilman Heim, the following resolution was

ADOPTED Ayes 5 Davis, Pfeffer, Heim, Bernstein, Bond
Nays 0

Resolved that the minutes of December 29th be approved as submitted

Correspondence:

1. **NYSDOT**-copy of letter to Catt Co DPW regarding approval for request to reduce speed on Town Line Road from Route 240 to Simmons Road. Signs are the responsibility of the Towns of Ashford and Ellicottville.
2. **Justice Court Fund**-Towns share for December 2015 fines is \$8,608.25.
3. **Weast Insurance Agency**-Bill has been submitted and Weast will be at the next meeting to discuss coverage.
4. **Robert Comstock**-sent letter regarding water bill he has received for the first time. He uses a well and is under the impression he was sent a bill in error. This will need to be researched to determine if he has in fact had service at that location from the Water Company.
5. **Advance 2000**-Supervisor Davis has set up an appointment for Advance 2000 to come and review issues with the phone system.

WATER DISTRICT UPDATES:

Diana Spears, Municipal Solutions-

- EFC has received the Town's application which is under review. A few items are being completed for the application.
- The Town has been awarded a NYS Water Infrastructure Grant in the amount of \$1,923,840. The remaining cost will be in the form of a 0% interest loan in the amount of \$1,282,560.
- The Town currently has a Bond Anticipation note outstanding of \$250,000 callable on or after 2/23/16. The intent is to have the Town in financing soon so another Bond Anticipation Note will not be needed.
- Rural Development may have programs available for the hookups to the homes.

Steve Tanner, Clark Patterson Lee-

- Distribution systems drawings and specs are under review and once recommendations are met, modifications will be made and bids will be collected. It is suggested to get references from other areas to insure satisfaction of the work being completed.
- Water storage tank engineering is still underway and when completed the NYSDOH and CCDOH will need to approve
- Wells at the WVCS and WVFD have been researched and the design needs to be done. The requirement is to have 2 well sites.
- Anticipated bidding for the distribution system is late February and for the tank in March.

RESOLUTION 4-2016

ADVERTISE WATER DISTRICT MEETING

On motion of Councilwoman Bond seconded by Councilman Heim the following resolution was

ADOPTED Ayes 5 Davis, Pfeffer, Heim, Bernstein, Bond
Nays 0

Resolved the Town Clerk advertise extensively for the Town of Ashford Water District Meeting on Tuesday, February 23, 2016 at 7pm at the West Valley Fire Hall Route 240 with Municipal Solutions and Clark Patterson Lee.

Andrea Mellon, Planning Board Chairperson, will attend the March meeting to discuss the results of the Comprehensive Plan Survey. Councilman Pfeffer would like to review the raw data prior to the meeting.

The board reviewed the December reports for:

- Town Clerk
- Building Permits
- Highway Expense & Fuel

Code Enforcement Officer Perkins reported Catt Co Dept of Development, Planning and Tourism is researching possibilities for a large existing building on Henrietta Road for future use.

Discussion took place regarding the various committees. Supervisor Davis stated the Committees will need to do background work on the issue then present the finding to the Town Board as a whole and determinations can be made by the board based on the information collected by the Committee.

Newly elected officials reported on the training seminar in Rochester sponsored by the Association of Towns. All members communicated many positive aspects of the training with the information provided regarding legal issues, open meetings, insurance, planning, government, FOIL, not to mention the networking and contacts gained from the experience.

Highway Superintendent Engels has informed the Board of interest to purchase mower. Sealed bids can be collected closer to Spring.

RESOLUTION 5, 2016

ADVERTISE SALE OF MOWER

On motion of Councilman Pfeffer seconded by Councilman Heim, the following resolution was

ADOPTED Ayes 5 Davis, Pfeffer, Heim, Bernstein, Bond
Nays 0

Resolved the Town of Ashford advertise to accept sealed bids for the mower in the Spring, 2016.

Engels also reported his personal cellular number not be provided to residents.

A parking violation has been in issue on Williams Avenue and requests by the Ashford Highway Department were not taken into consideration, therefore the Catt Co Sheriff Dept has been notified of the problem.

RESOLUTION 6-2016

SUPERVISOR'S MONTHLY FINANCIAL REPORT

On motion of Councilman Pfeffer, seconded by Councilman Bernstein, the following resolution was

ADOPTED Ayes 5 Davis, Pfeffer, Heim, Bernstein, Bond
Nays 0

Resolved that the Supervisors Monthly financial report for December 2015 is accepted as submitted.

RESOLUTION 7-2016

AUDIT OF CLAIMS

On a motion of Councilman Pfeffer seconded by Councilwoman Bond, the following resolution was

ADOPTED Ayes 5 Davis, Pfeffer, Heim, Bernstein, Bond
Nays 0

Resolved that the bills be paid on Abstract #1 in the following amounts:

General Fund	No. 1-17, 22-29	\$51,602.39
Highway Fund	No. 1 through 10	\$3,963.59
Light District	No. 1	\$1,100.69
Water District	No. 18-20, 30	\$4,390.84
Water District Capital	No. 1 through 3	\$8,049.38

A suggestion has been made to Supervisor Davis to arrange for a shredding service to be available to residents during the large trash pickup.

A motion was made by Heim seconded by Bernstein and carried that the meeting be adjourned at 8:52pm. (All aye)