

**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

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

Supervisor Davis held a moment of silence for the passing of Al Fuller, who served as Highway Superintendent for the Town of Ashford.

A motion was made by Bernstein 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 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 \$12.00 per hour responsibilities to remain the same.

**Lawrence D. Feldman** 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.

**Janet L S Vant** 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 \$10.90 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 Mellon.

**Frances Engels, Angela Ghani, and Mary Kay Williams** be appointed Justice Court Clerks for 2017.

**Larry J. Nagel** 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.

**Andrea L. Mellon** 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 \$9.75 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 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, Environmental Facilities Corporation (EFC) approved bills as preaudit, 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 are authorized to attend training sessions connected to their position as allowed by the contractual budgeted amount and 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, Pfeffer**  
**Animal Control and Constables-Heim, Bond**  
**Youth and Senior Citizens-Pfeffer, 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 \$10.95 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 \$10.95 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 11, 2017 FOR THE YEAR OF 2017**

1. **VACATION;** All vacation time must be used between January 1<sup>st</sup> and December 31<sup>st</sup> 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 31<sup>st</sup> of the same year. An employee on probation or having less than one year will receive zero vacation days including the 1<sup>st</sup> week in July. However if your starting date is on or before March 1<sup>st</sup> of the year you will be entitled to the 1<sup>st</sup> week in July (5days) vacation.

Total Completed years	Number of vacation days including 1 <sup>st</sup> week in July
First year March 1 <sup>st</sup> thru December 31 <sup>st</sup>	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.

2. **SICK DAY.** One day. No days to accumulate year to year. DBL insurance is available by the Town to cover employees.
3. **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.
4. **HOLIDAYS:** Nine (9): New Years Day, Memorial Day, July 4<sup>th</sup>, 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 4<sup>th</sup> 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.
5. **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.
6. **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.
7. **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.
8. **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 1<sup>st</sup> and December 31<sup>st</sup> of each year.
9. **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.
10. **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 \$13.00 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 2017 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) \$16.30 per Hour CD-CB.  
The following example is for Budget purposes. Wage \$16.30 + Health insurance 6.25 + FICA 1.25 + Retirement 2.58 + Workers comp 3.48 = \$29.86 per hr. or \$71,066.00 per year per employee.  
  
Labor rate \$10.95
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

All checks paid to the Town of Ashford for all departments returned for non sufficient funds will be charged an additional \$20 NSF fee.

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 \$11.25 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-	\$47,200.00
Town Justice #1	\$12,000.00	Town Justice #2	\$10,000.00
Town Clerk-	\$15,000.00	Real Property Appraiser-	\$0
Assessor-	\$17,000.00	Code Enforcement Officer-	\$8,850.00
Councilman (each)-	\$ 3,366.00	Budget Officer-	\$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.

Constables be paid **\$10.95** per hour for 2017, mileage and other approved expenses.

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 2017**

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 \$11.25 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 \$12.00 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 set the 2017 budget, Justice appropriation to \$22,000, (\$12,000/\$10,000 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 1-2017**

#### **APPROVAL OF TOWN OF ASHFORD ORGANIZATION**

On motion of Councilman Pfeffer seconded by Councilman Bernstein 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 7:41pm. Councilwoman Bond seconded the motion. (All Aye)

## REGULAR TOWN BOARD MEETING

### RESOLUTION 2-2017

#### APPROVAL OF ASSISTANT CODE ENFORCEMENT OFFICER

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

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

Resolved to appoint Gary Perkins as temporary, on-call basis as Code Enforcement Officer for the Town of Ashford for a period of no longer than six months.

County Legislator Richard Helmich, Jr. was welcomed by the Town Board. Mr. Helmich addressed the Town Board regarding Land Bank, which addresses abandoned properties. Information was sent previously and will be sent to the Town of Ashford shortly for a chance to respond and take advantage of the program. He urges the Town of Ashford to react soon to the correspondence and submit to Cattaraugus County.

Eric Slocum, Knight Insurance Agency and Karen Buckley, New York Municipal Insurance Reciprocal (NYMIR) were in attendance to present to the Town Board a quote and comparison of the current insurance coverage and costs to insurance coverage and costs by NYMIR. Discussion took place regarding similarities and differences of traditional insurance and NYMIR

NYSRDA WVDP Program Director, Paul Bembia gave updates:

- National Grid is continuing the tree removal activities to support relocation of the electric line. This project is due for completion in several weeks.
- NYSERDA is working with Catt Co regarding 3 culvert replacements near the WVDP. Work should commence in 2017.
- Supervisor Davis just provided the National Grid Pre Application Report for the preliminary assessment regarding relative information for the proposed Solar Farm. Mr. Bembia will forward the information to NYSUN Program Department for input.

DOE Representative Bryan Bower gave updates regarding the completed shipments of the 3 large components from the WVDP and the placement of the vertical storage casks on the concrete pad. Demolition of the Vitrification facility is in the process currently. 2017 budget will determine the time line for completion of this project. Deactivation in the large processing building (main plant) is also taking place. Most work is currently being done inside the buildings.

Supervisor Davis and Deputy Supervisor Pfeffer will be meeting with Tom Reed in February.

### RESOLUTION 3-2017

#### AUTHORIZE ECA REPRESENTATION

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

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

Resolved the Ashford Town Board have representation at the Energy Communities Alliance meetings.

#### **Correspondence:**

1. Justice Court Fund-Town's share for November 2016 fines is \$5,199.00.
2. E&M Engineers and Surveyors-letter regarding further investigation findings at the Fox Valley Road project and possible solutions.
3. Catt Co DPW-Agreement to spend Town Highway Funds to be signed and sent back to DPW
4. State of New York Unified Court System-notification of award of the Justice Court Grant in the amount of \$5,086.46

### RESOLUTION 4-2017

#### AUTHORIZE AGREEMENT TO SPEND TOWN HIGHWAY FUNDS

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

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

Resolved the Ashford Town Board authorize agreement to spend highway funds.

Highway Superintendent reported current research for replacement equipment for a backhoe and sidewalk plow. Duane Fuller has begun as new hire for the highway department.

Planning Board will submit a preliminary draft to the Comprehensive Plan soon.

Supervisor Davis and Highway Superintendent Engels are working with Cattaraugus County DPW P.E., Mark Burr regarding the extension of the sidewalks on Route 240.

**RESOLUTION 5-2017**

**AUTHORIZE ADVERTISING FOR RFP MANAGED IT SERVICES AND SOFTWARE SUPPORT**

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

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

Resolved the Ashford Town Board authorize the Town Clerk to advertise in the four local papers and the Olean Times Herald for Request for Proposal for Managed IT Services and Software Support to be submitted to the Town Clerk's office.

**RESOLUTION 6-2017**

**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 14th be approved as submitted and further  
Resolved the minutes of December 27<sup>th</sup> be approved as submitted

All Town of Ashford West Valley Water customers are currently hooked up to the new water system, water source is West Valley Central School tank. WV Fire Hall well needs some additional work to meet standards. Water rates for the new system are being researched.

**RESOLUTION 7-2017**

**AUTHORIZE INSURANCE COMPANY**

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

ADOPTED Ayes 4 Davis, Pfeffer, Heim, Bond  
Nays 1 Bernstein

Resolved the Town of Ashford continue with Trident as Insurance carrier for 2017.

**RESOLUTION 8-2017**

**AUTHORIZE INSURANCE BIDS FOR 2018**

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

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

Resolved The Town of Ashford collect competitive bids for 2018 insurance.

**RESOLUTION 9-2017**

**BUDGET AMENDMENT**

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 following Budget Amendment is approved for the General Account:  
From **A1990.4** Contingent to **A1110.2** Justice-Equipment in the amount of **\$40.00**

The board reviewed the December reports for:

- Town Clerk
- Building Permits
- Highway Equip & Fuel

**RESOLUTION 10-2017**

**SUPERVISOR'S MONTHLY FINANCIAL REPORT**

On 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 Supervisors Monthly financial report for December 2016 is accepted as submitted.

**RESOLUTION 11-2017**

**AUDIT OF CLAIMS**

On a 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 bills be paid on Abstract #1 in the following amounts:

General Fund	No. 1 through 18	\$6,032.14
Highway Fund	No. 1 through 12	\$7,653.09
Light District	No. 1	\$1,177.81
Trust & Agency	No. 117 through 126	\$13,208.83
Water District	No. 1-6, 10,11	\$4,661.05
Water District Capital	No. 7 through 9	\$279,272.34

A motion was made by Pfeffer seconded by Heim and carried that the meeting be adjourned at 9:30pm.

(All aye)