

The first regular meeting of the Andover Town Board for 2019 was held on January 9, 2018

**Present:**

Gus Weber, Supervisor  
Wayne Grant - Councilman  
Heather Simon, Councilwoman  
Matthew Zengerle, Councilman  
Jim Frungillo, Highway Superintendent

**Call Meeting to Order:** Meeting called to order by Supervisor Weber at 6:00p.m.

**Pledge of Allegiance:** Led by Matt Zengerle.

**Regular Meeting Minutes:** The regular meeting minutes from the November 2018 meeting were distributed and discussed by the board. Motion made by Heather Simon and seconded by Matt Zengerle to accept minutes. **4 Members approving, 0 Disapproving, 1 absent Carried**

**Reports**

**Dog Control Officer:** Reports were submitted by DCO, Lori Rumfelt for month of December. Report was read aloud by Supervisor Weber and discussed with board members and a motion made by Wayne Grant and seconded by Matt Zengerle accept report. **4 Members approving, 0 Disapproving, 1 absent Carried**

**Highway Report:** Highway Superintendent Jim Frungillo tells the board that the weather has been mind this month allowing for brush cutting on Quigg Hollow. The crew plans to move on to Baker Road next. The Town assisted the Village with some ditch work on Grove Street and are moving up Swain Hill.

Motion was made to accept Highway Superintendent report by Heather Simon and seconded by Wayne Grant. **4 Members approving, 0 Disapproving, 1 absent Carried**

**Town Clerk's Report.** The December 2019 Clerk's report was read aloud. The town collected \$105.20 total. \$102.50 local shares and \$3.00 to Ag and Markets and \$0.00 to NYS Dept. of Health. Motion was made to accept Clerk's report by Matt Zengerle and seconded by Wayne Grant. **4 Members approving, 0 Disapproving, 1 absent Carried**

**Code Enforcement Report:** No report submitted.

**Town Justice Report:** Justice James Ames submitted the December2018 report, which was by board members. A motion was made to accept Town Justice report by Wayne Grant and seconded by Matt Zengerle. **4 Members approving, 0 Disapproving, 1 absent Carried**

**Andover Police Department Report:** A police activity report was submitted by Officer Rumfelt. The report was read aloud and reviewed. A motion was made to accept Police report by Wayne Grant and seconded by Heather Simon. **4 Members approving, 0 Disapproving, 1 absent Carried**

**Financial Report:** The monthly report was received from the Bookkeeper and reviewed by the Board.

**Resolution 2019-1: Resolution of Organization**

Offered by: Councilperson Heather Simon.

WHEREAS: It is required by law that The Town Board take certain actions at the beginning of each fiscal year to provide necessary services for the Town, And

WHEREAS: Such actions could include appointments, setting stipends, identifying duties, clarifying arrangements, taking oaths of office, and

THEREFORE: Let it be resolved:

That the Town Board, Town of Andover shall meet in regular sessions on the second Tuesday of each month at 6:00pm in the Town Office at 22 E. Greenwood Street, Andover, NY and the Town Clerk is authorized to advertise such dates and location for the monthly meeting in the designated newspaper and post on the official bulletin board at the Town Hall.

That the Spectator is designated as the official newspaper.

That the Steuben Trust Company, Andover branch, is the designated depository for Town Funds.

That the reimbursement for mileage will be 55 cents (fifty-five) per mile.

That the Town Highway Superintendent may purchase parts and equipment up to \$1500.00 without prior Town Board approval.

That all purchases shall be in compliance with the Town of Andover Procurement Policy as adopted by the Town Board on file in the Town Clerk's office.

That according to law, the Supervisor, Town Clerk or any two board members may call an emergency meeting and is authorized to do so.

The position of Deputy Supervisor is authorized and the Supervisor is authorized to fill the position.

That the Town Highway Employees Rate of pay will concur with the current Union Contract. That the advance payment of certain claims is necessary to efficiently conduct the Towns fiscal responsibilities. The Supervisor is authorized to pay such bills upon receipt of billing.

That the Town Supervisor, acting as chief fiscal officer for the Town of Andover, may expediently and expeditiously place Town funds in interest bearing accounts, within the guideline of the State of New York Financial Management Policy.

That the Town of Andover continues its participation in the Allegany County Highway Mutual Aid Plan.

That the Highway Superintendent is authorized to receive a clothing allowance of \$410.00 (four hundred and ten dollars) and is eligible to collect that by submitting a voucher to the board for such an amount on or before December 1, 2019.

That the Town has the authorization for the Town Officials to attend Official Town and County meetings with mileage and expense paid.

That copier fees shall be at \$0.75 per regular copy and \$0.25 for Freedom of Information Law Request.

That the Community Center rental fee shall be \$40 per day plus a \$50.00 deposit fee which is refundable to the payee upon inspection of the Community Center by the Town Clerk after the event.

AND:

That the following appointments are made:

Historian – Kimberly Haswell

Registrar of Vital Statistics – Amanda Phelps

Deputy Registrar of Vital Statistics – Cindy Welch

Court Clerk – Wendy Seeley

Bookkeeper – Cindy Welch

Records Management Officer – Amanda Phelps

Voting Booth Custodian – Amanda Phelps

Janitor – Amanda Phelps

Receiver of Taxes – Amanda Phelps

Attorney for the Town – Michael Finn

Dog Control Officer – Lori Rumfelt, Alternative – Jim Rumfelt

Deputy Supervisor – Joe Kent  
Town Assessor – LouAnn Glass (2013-2019)  
Building Inspector – Charles Cagle  
Code Enforcement – Charles Cagle  
Delegate to NYS Association of Towns – Wayne Grant, Alternate: Joe Kent  
Marriage Officer – Steve Walker (2018-2021)

That the schedule of payments shall be as follows:

Councilman – Quarterly  
Justice- Monthly  
Justice Clerk – Monthly  
Supervisor – Monthly  
Assessor – Monthly  
Dog Control Officer – Monthly  
Bookkeeper – Monthly  
Code Enforcement Officer – Monthly  
Highway Superintendent, Highway Union Employees, Town Clerk – Bi-weekly  
Tax Collector – Annual Amount Budgeted on or about April 1<sup>st</sup>.  
Historian - quarterly

Supervisor Annual Appointments for 2019 shall be

Mr. Grant – Co-chairman: Highway Committee, Chairman: Bridge committee, Chairman: Fire and Building Code Committee, Co-Chairman: Fire and Emergency Committee, Chairman: Dog Control Committee, Chairman: Cemeteries Committee, Labor Management Safety Committee Representative - ALTERNATE

Mr. Kent: Deputy Supervisor, Chairman: Highway Committee, Co-Chairman: Equalization and Assessment Committee, Liaison Officer with Andover Village Board, Labor Management Safety Committee Representative

Ms. Simon – Chairman: Equalization and Assessment Committee, Co-chairman: Data Processing Committee, Chairman: Parks and Recreation Committee, Chairman: Planning and Economic Development Committee, Co-Chairman: Bridge Committee

Mr. Zengerle – Chairman: Fire and Emergency Committee, Chairman: Town Owned Property Committee, Chairman: Data-Processing Committee, Co-Chairman: Planning and Economic Development Committee, Co-Chairman: Dog Control Committee, Co-Chairman: Cemeteries Committee

WHEREAS; The Andover Town Board is required, by the State of New York and Local Employees Retirement System to establish a standard workday for elected and appointed officials, the following is a standard workday for determining days worked reportable for the New York State and Local Employees Retirement System:

ALL ELECTED OFFICIALS: Supervisor, Councilperson, Town Clerk, Tax Collector and Town Justice – five day work week, six hour day and Superintendent of Highways – five day work week, eight hour day.

ALL APPOINTED OFFICIALS: Dog Control Officer, Assessor, Bookkeeper and Code Enforcement Officer – Five day work week, six hour day.

Matt Zengerle seconded the motion to accept the Resolution.

After discussion of the proposal, the Town Supervisor instructed the Town Clerk to call the Roll of the Town Board, which was done with the following results:

Supervisor WEBER – yay  
Councilman GRANT – yay  
Councilman KENT – absent  
Councilwoman SIMON - yay  
Councilman ZENGERLE– yay

**Passed.**

**Bills:**

General A Vouchers 1-28 \$6498.97  
General B Vouchers 1-3 \$13050.75  
Highway DA Vouchers 1-11 \$22,394.38

Motion made by Heather Simon and seconded by Wayne Grant to pay the bills as submitted  
**4 Members approving, 0 Disapproving, 1 absent Carried**

Motion made by Wayne Grant and seconded by Matthew Zengerle to adjourn the meeting for the evening. Meeting adjourned at 6:22pm. **4 Members approving, 0 Disapproving, 1 absent Carried**

Respectfully submitted,

Amanda Joyce-Phelps  
Clerk