

**REGULAR MEETING  
& Organizational Meeting  
SHELDON TOWN BOARD  
January 15, 2020**

The Regular & Organizational Meeting of the Sheldon Town Board held January 15, 2020 at the Sheldon Town Hall was called to order by Town Supervisor Brian Becker at 7:30 p.m.

Present: Supervisor Brian Becker  
Councilmen: Vince Kirsch, Mike Armbrust, Joe Meyer, Jim Fontaine  
Recording Secretary: Town Clerk Carol Zittel  
Also present: David Ricketson, Highway Superintendent  
A signed list of all present is on file in the Town Clerk's office.

**Minutes**

A motion was made by Jim Fontaine and seconded by Mike Armbrust that the minutes from the December 18, 2019 regular meeting and the December 30, 2019 end of year meeting be approved.

Ayes: (5) Becker, Kirsch, Armbrust, Meyer, Fontaine    Nays: (0)    Motion Carried.

**Communications**

The Town Clerk, Carol Zittel, reported on the following:

**Highway Equipment Inventory Report**

The Highway equipment inventory report was distributed.

**Strykersville Seniors Financial & Activity Report**

The Strykersville seniors submitted their 2019 financial and activity report. The Town Board commented on what a wonderful job Peter Pilc is doing with the senior group. The Board asked that both senior groups send a representative to the March board meeting.

**Historian Report**

The Town Historian, Jeanne Mest, submitted a written report to the Town Board.

**Harris Corners Financial Report & Officers**

Harris Corners Volunteer Fire Department submitted their 2019 financial report and 2020 list of officers.

**Reports**

Financial Reports were presented for the month of December 2019 from the Town Supervisor, Town Clerk and the Town Justices. The Town Clerk also distributed her 2019 annual report. The Town Supervisor distributed a cash flow report and payroll reports. A fund balance report through December 31, 2019 was also distributed.

**Highway Superintendent's Report**

Highway Superintendent David Ricketson reported on the following:

**REGULAR MEETING  
& Organizational Meeting  
SHELDON TOWN BOARD  
January 15, 2020**

**Road Work**

The department has been busy ditching, working on culvert pipes and tree clean up.

**Salt & Sand Use for Year**

At this point in the year the Department has used approximately 1200 tons less salt and sand than in previous years.

**Supervisor's Report**

Supervisor Brian Becker reported on the following:

**Certificates of Deposit**

Town funds have been deposited in two CD's with Five Star Bank. Five Star was the high bidder.

**Change in Leadership – Wyoming County Board of Supervisors**

Supervisor Jerry Davis, Town of Covington, has been selected as the new Chairman of the Wyoming County Board of Supervisors replacing Doug Berwanger.

**Varysburg Water – New Chlorinator**

AJ received a quote of \$470.00 for a new chlorinator and will be purchasing such.

**Quote – Re-piping at Pump House**

AJ received one quote for the re-piping at the pump house. Supervisor Becker will instruct AJ to receive two more quotes on the project.

**Zoning Law – Draft Model Law**

Don Roberts presented the draft zoning model law to the Town Planning Board last week. After a quick review, Town Attorney, David DiMatteo has suggested that the wind law and solar law section not be included in the Town's zoning law. He recommends stand-alone laws on these two items. Supervisor Becker noted that the Town will have to start re-negotiating a contract with Invenergy in approximately four years.

**4-H Scholarship**

Supervisor Becker asked the Board for nominations for eligible school aged children in the Town to receive a 4-H Scholarship. The Board asked the Town Clerk to post on the website and on the Town facebook page. Ages 7-14.

**Acceptance of Reports**

A motion was made by Vince Kirsch and seconded by Joe Meyer to accept all reports as presented.

Ayes: (5) Becker, Kirsch, Armbrust, Meyer, Fontaine    Nays: (0)    Motion Carried.

**REGULAR MEETING  
& Organizational Meeting  
SHELDON TOWN BOARD  
January 15, 2020**

**Solar Project**

Jimmy Moreland from ConnectGen was present at tonight's meeting. He noted that he will be in the Town a bit more and Henry Woltag will be here less frequently.

**Solar Law**

Attorney DiMatteo is working on updating the draft solar law with recommendations from Attorney Dan Spitzer. Supervisor Becker hopes to have a new law by April. The Town Board is lead agency on the solar law. Supervisor Becker will get recommendations on attorneys to represent the Town during solar project negotiations as Attorney Dave DiMatteo is unable to do so.

**Town Highway Department – Union Contract**

Supervisor Becker reported to the Board that Dan Farberman, Human Resources Director for Wyoming County has offered to lead negotiations on the Highway union contract this year. The Town of Attica used his services to negotiate their contract. He has extensive Human Resources experience.

**Supervisor Becker Appointed Vice-Chair**

Supervisor Becker noted that he is now the Vice-Chairman of the Human Resource Committee on the County Board of Supervisors.

**Old Business**

**Organizational Meeting**

**Salaries**

A motion was made by Mike Armbrust and seconded by Joe Meyer to set the salaries for Town Officials both elected and appointed as stated in the 2020 Budget as adopted:  
Town Board \$2,738.70 each, Supervisor \$7,650.00, Town Clerk \$19,643.00 (includes \$20/mt phone reimbursement), Supt. Of Highways \$56,766.70 plus \$700 per year max copay reimbursement and max \$200 per year clothing & boot allowance, Justices (2) \$10,436.50 each, Tax Collector \$3,009.00, Carol Zittel as Registrar of Vital Statistics \$325, Carol Zittel as Marriage Officer (no salary), Carol Zittel as Records Management Officer (no salary), Donna Almeter as Deputy Town Clerk & Deputy Registrar \$12.50/hr, Kate Meyer as Second Deputy Town Clerk \$12.50/hr, Katie Chmura as Bookkeeper \$22,109.00, Jeanne Mest as Town Historian \$1,000.00, Donna Almeter as Court Clerk \$23,416.00, Wyoming County as Zoning Officer, Carolyn Mruczek as Dog Enumerator (\$1.50 per dog, plus mileage), Janet Bonner as Water Rents Receiver \$1,200, AJ Dyrbala as Certified Water Operator \$2,745 Water District Exceptional Duties \$15.00 per hour, Part-time Laborer (wing person) NYS minimum wage (currently \$11.80), Joyce Griffen as cleaner \$12.00 per hour, VACANT as Youth Director \$1,425.00, Kate Meyer as Secretary to Planning Board, Zoning Board of Appeals & Board of Assessment Review at \$12.50 per hour

**REGULAR MEETING  
& Organizational Meeting  
SHELDON TOWN BOARD  
January 15, 2020**

All the afore mentioned terms of office for appointed positions, will carry over to the Organizational Meeting, if said meeting is held after December 31<sup>st</sup> of the year in which the term expires.

The per diem salary for the Planning Board is \$30, Zoning Board of Appeals is \$25 and for the Board of Assessment Review the per diem is \$60.

The phone reimbursement for the highwaymen is \$10/month

The 2020 annual salary for cemetery maintenance is \$200.

Ayes: (5) Becker, Kirsch, Armbrust, Meyer, Fontaine    Nays: (0)    Motion Carried.

**Trainings**

A motion was made by Vince Kirsch and seconded by Joe Meyer to authorize all appointed and elected officials to attend, at town expense, applicable trainings in 2020.

Ayes: (5) Becker, Kirsch, Armbrust, Meyer, Fontaine    Nays: (0)    Motion Carried.

**Water District Advisory Board**

A motion was made by Vince Kirsch and seconded by Joe Meyer to appoint the following to the Varysburg Water District Board for a two-year terms 1/1/20-12/31/21:

Dave Thornton

Scott Almeter

Ronald Wert

Thane Wright

Jeff Rogacki

Ayes: (5) Becker, Kirsch, Armbrust, Meyer, Fontaine    Nays: (0)    Motion Carried.

**Deputy Supervisor & Deputy Highway Superintendent**

A motion was made by Vince Kirsch and seconded by Joe Meyer to appoint:

Mike Armbrust as Deputy Supervisor and John Herrmann as Deputy Highway Superintendent

Ayes: (5) Becker, Kirsch, Armbrust, Meyer, Fontaine    Nays: (0)    Motion Carried.

**Depository Banks**

A motion was made by Vince Kirsch and seconded by Joe Meyer to name as depository bank, the Five Star Bank, Bank of Castile and Steuben Trust for General, Highway, Trust & Agency Varysburg Water District, Capital Fund, Unemployment Insurance Reserve Fund and Lighting Districts.

Ayes: (5) Becker, Kirsch, Armbrust, Meyer, Fontaine    Nays: (0)    Motion Carried.

**REGULAR MEETING  
& Organizational Meeting  
SHELDON TOWN BOARD  
January 15, 2020**

**2020 Mileage Rate**

A motion was made by Vince Kirsch and seconded by Joe Meyer that the rate of mileage for town business for 2020 be set at .575 cents per mile.

Ayes: (5) Becker, Kirsch, Armbrust, Meyer, Fontaine    Nays: (0)    Motion Carried.

**Town Attorney**

A motion was made by Jim Fontaine and seconded by Vince Kirsch to appoint David DiMatteo as the Town Attorney on an as needed basis, and to pay him a \$140.00 hourly rate.

Ayes: (5) Becker, Kirsch, Armbrust, Meyer, Fontaine    Nays: (0)    Motion Carried.

**Town Boards**

A motion was made by Jim Fontaine and seconded by Vince Kirsch to appoint the following people to designated Boards and positions for the terms listed after each name:

Zoning Board of Appeals: Walt Youngers – 5 year term 1/01/20-12/31/2024

Recreation Board: Cheryl Mest - 5 year term 01/01/20-12/31/2024

Planning Board: Jeff Nixon – 5 year term 1/01/20-12/31/2024

Ayes: (5) Becker, Kirsch, Armbrust, Meyer, Fontaine    Nays: (0)    Motion Carried.

**Board Meetings**

A motion was made by Jim Fontaine and seconded by Vince Kirsch that the Regular Board Meeting be the third Wednesday of the month at 7:30 p.m. at the Sheldon Town Hall Except for the following: the May meeting will be held on Wednesday, May 13, 2020 at 7:30 p.m., the June meeting will be held at the Vincent Almeter Memorial Park in Varysburg on June 17, 2020 at 7:00 p.m. and the August meeting will be held at the Sheldon Historical Society on August 26, 2020 at 7:30 p.m.

Ayes: (5) Becker, Kirsch, Armbrust, Meyer, Fontaine    Nays: (0)    Motion Carried.

**Highway Expenditures**

A motion was made by Jim Fontaine and seconded by Vince Kirsch that the Highway Superintendent be allowed to spend an amount not exceeding \$3,000.00 on the repair and maintenance of an individual piece of inventoried town equipment, without Town Board prior approval.

Ayes: (5) Becker, Kirsch, Armbrust, Meyer, Fontaine    Nays: (0)    Motion Carried.

**Highway Expenditures**

A motion was made by Jim Fontaine and seconded by Vince Kirsch that the Highway Supt. is authorized to purchase, without the Town Boards prior approval, small tools in an amount not to exceed \$1,999.00 per purchase. Any purchase of an individual piece of equipment in excess of \$2,000.00 shall be deemed a capital purchase, all of which shall be subject to Town Board approval.

Ayes: (5) Becker, Kirsch, Armbrust, Meyer, Fontaine    Nays: (0)    Motion Carried.

**REGULAR MEETING  
& Organizational Meeting  
SHELDON TOWN BOARD  
January 15, 2020**

**Procurement Policy**

A motion was made by Joe Meyer and seconded by Mike Armbrust that the Town Board adopt the same Procurement Policy as was used in 2019 for the year 2020.

Ayes: (5) Becker, Kirsch, Armbrust, Meyer, Fontaine    Nays: (0)    Motion Carried.

**Investment Policy**

A motion was made by Joe Meyer and seconded by Mike Armbrust that the Town Board adopt the same Investment Policy that was used in 2019 for the year 2020.

Ayes: (5) Becker, Kirsch, Armbrust, Meyer, Fontaine    Nays: (0)    Motion Carried.

**Fund Balance Policy**

A motion was made by Joe Meyer and seconded by Mike Armbrust that the Town Board adopt the same Fund Balance Policy that was used in 2019 for the year 2020. First adopted September 19, 2018.

Ayes: (5) Becker, Kirsch, Armbrust, Meyer, Fontaine    Nays: (0)    Motion Carried.

**Town Policies**

A motion was made by Joe Meyer and seconded by Mike Armbrust that the Town Board adopt the internet, email & computer use policy, discrimination & harassment policy, credit card use policy, code of ethics, emergency plan, workplace violence policies that were adopted in March 2014 and the sexual harassment policy adopted October 2018.

Ayes: (5) Becker, Kirsch, Armbrust, Meyer, Fontaine    Nays: (0)    Motion Carried.

**Scrap Metal Policy**

A motion was made by Joe Meyer and seconded by Mike Armbrust to adopt the scrap metal policy that was first adopted March 2011.

Ayes: (5) Becker, Kirsch, Armbrust, Meyer, Fontaine    Nays: (0)    Motion Carried.

**Town Hall Use Agreement**

A motion was made by Joe Meyer and seconded by Mike Armbrust to adopt the town hall use agreement that was first adopted on January 18, 2017.

Ayes: (5) Becker, Kirsch, Armbrust, Meyer, Fontaine    Nays: (0)    Motion Carried.

**Travel & Training Policy**

A motion was made by Joe Meyer and seconded by Mike Armbrust to adopt the travel and training policy that was first adopted on January 18, 2017.

Ayes: (5) Becker, Kirsch, Armbrust, Meyer, Fontaine    Nays: (0)    Motion Carried.

**Official Newspaper**

A motion was made by Joe Meyer and seconded by Mike Armbrust to designate the Batavia Daily as the Official Newspaper for 2020.

Ayes: (5) Becker, Kirsch, Armbrust, Meyer, Fontaine    Nays: (0)    Motion Carried.

**REGULAR MEETING  
& Organizational Meeting  
SHELDON TOWN BOARD  
January 15, 2020**

**Board Committees**

A motion was made by Jim Fontaine and seconded by Mike Armbrust to appoint the following committees:

Street Lighting: Mike Armbrust & Joe Meyer

Building: Mike Armbrust, Vince Kirsch

Labor: Lead: Dan Farberman, Wyo. Cty. HR Dir., Vince Kirsch & Brian Becker

Highway: Entire Board

Planning/Zoning: Mike Armbrust & Jim Fontaine

Park Committee: Joe Meyer

Assessment Committee: Vince Kirsch & Jim Fontaine

Ayes: (5) Becker, Kirsch, Armbrust, Meyer, Fontaine    Nays: (0)    Motion Carried.

**Schofield Zoning Violation**

Town Attorney David DiMatteo has sent an offer to the Schofield's attorney. No response has been received.

**June Board Meeting – Varysburg Park**

The Board asked that the Town Clerk invite the Vincent Almeter Memorial Park Committee to the June board meeting at the park. The Town Clerk will reach out to Darlene Janes to reserve the date and invite the park committee.

**Recreation Director Position**

Supervisor Becker would like to advertise the position in the Batavia Daily. He will coordinate with Katie Chmura, Town Bookkeeper, to advertise the position. The Board recommended that the website be listed in the ad so people know to look at the website for announcements.

**New Business:**

**New Plow Truck**

The Highway Superintendent received pricing from Fleet Maintenance Inc. The pricing was awarded on Cattaraugus County Bid on 12/27/19 and the Town of Sheldon is able to “piggyback” off the bid.

**Authorization to Purchase Plow Truck**

A motion was made by Jim Fontaine and seconded by Joe Meyer to authorize the purchase of a Western Star 4700SF truck cab & chassis with monroe dump & plow equipment under Cattaraugus County Bid DPW #72 per the January 9, 2020 price quote of \$138,563.00 for the truck cab & chassis and \$106,236.00 for the monroe dump & plow equipment from Fleet Maintenance Inc., 67 Ransier Dr., West Seneca, NY 14224.

Ayes: (5) Becker, Kirsch, Armbrust, Meyer, Fontaine    Nays: (0)    Motion Carried.

**REGULAR MEETING  
& Organizational Meeting  
SHELDON TOWN BOARD  
January 15, 2020**

Councilman Kirsch asked if the plow and mount body is stainless steel to which Supt. Ricketson replied yes. Councilman Kirsch asked about warranty information. Supt. Ricketson responded that there is a 5-year drive train and 7-year electrical warranty.

**Bills**

Supervisor Becker confirmed that the Board had a chance to review the bills.

A motion was made by Jim Fontaine and seconded by Joe Meyer that the General Bills #1 to #14 for a Total of \$14,458.57, the Highway Bills #1 to #15 for a Total of \$38,734.39, the Trust & Agency Bills #1 to #3 for a Total of \$519.66, the Varysburg Water District Bills #1 to #3 for a Total of \$999.70 and the Lighting District Bills for a Total of \$951.41 be paid.

Ayes: (5) Becker, Kirsch, Armbrust, Meyer, Fontaine    Nays: (0)    Motion Carried.

**Comments from the Floor**

At 8:35 p.m. Supervisor Becker opened the floor to comments.

**Solar Project**

Resident, Roger Almeter, had a few comments on the proposed solar project. In his opinion the solar project and the Town comprehensive plan do not coincide.

**Strykersville Garden Property**

Councilman Armbrust asked the Board for permission to purchase mulch for the garden property.

A motion was made by Mike Armbrust and seconded by Vince Kirsch to authorize the purchase of mulch for the Strykersville garden property and to have the highway department transport it.

Ayes: (5) Becker, Kirsch, Armbrust, Meyer, Fontaine    Nays: (0)    Motion Carried.

**Adjournment**

At 9:00 p.m. a motion was made by Vince Kirsch and seconded by Joe Meyer to adjourn the January 15, 2020 meeting of the Sheldon Town Board.

Ayes: (5) Becker, Kirsch, Armbrust, Meyer, Fontaine    Nays: (0)    Motion Carried.