

**ORGANIZATIONAL MEETING  
VILLAGE OF CATTARAUGUS  
APRIL 7, 2011 7:00 pm**

PRESIDING: Mayor Eric Pritchard  
PRESENT: Trustees: John Bronneberg, Walter Gunther, Angela Hogan, Treasurer Eugene Doucette, DPW Supt. Jason Opferbeck, Clerk Rose LaQuay  
ABSENT: Trustee Patrick McGlew  
VISITORS:

Mayor Pritchard opened the meeting at 7:00 pm.  
Constitutional Oaths of Office were previously administered to Mayor Pritchard and Trustees Bronneberg and Hogan.

**RESOLUTION #1 - 2011-2012 - DESIGNATIONS**

Motion - Trustee Bronneberg 2nd Trustee - Gunther A & C - Bronneberg, Gunther, Hogan - Aye

The following designations were made by Mayor Pritchard:

Official Newspaper	<u>Jamestown Post Journal</u>
Depository	<u>Bank of Cattaraugus</u>
Meeting Night	<u>2nd Monday Monthly, 7:00pm</u>
Meeting Rules	<u>Robert's Rules of Order</u>
Mileage / Car Use	<u>.510/mile (IRS Allowance 1-1-11)</u>
Village Clerk Bond	<u>\$100,000.00</u>

Resignation letter received with regret from Trustee Patrick McGlew effective April 7, 2011.

**RESOLUTION #2 - 2011-2012 - APPOINTMENTS AND SALARIES**

Motion - Trustee Hogan 2nd - Trustee Bronneberg A & C - Bronneberg, Gunther, Hogan - Aye

The following appointments, salaries and benefits were made by Mayor Pritchard:

**APPOINTMENTS AND SALARIES:**

Mayor	<u>Eric Pritchard</u>	<u>\$ 2,500.00/yr.</u>
Deputy Mayor	<u>John Bronneberg</u>	
Trustees	<u>Pending</u>	<u>\$ 1,500.00/yr.</u>
	<u>John Bronneberg</u>	<u>\$ 1,500.00/yr.</u>
	<u>Walter Gunther</u>	<u>\$ 1,500.00/yr.</u>
	<u>Angela Hogan</u>	<u>\$ 1,500.00/yr.</u>

**Committees:**

Streets / DPW	<u>Mayor &amp; Trustee Bronneberg</u>
Water / Sewer	<u>Village Board</u>
Police Department	<u>Mayor &amp; Trustee Bronneberg</u>
Youth Council	<u>Trustee Hogan</u>
Senior Citizens	<u>Trustee Gunther</u>
Parks & Trees	<u>Trustee Bronneberg</u>
Ambulance	<u>Trustee Bronneberg</u>
Planning / Zoning	<u>Trustee Bronneberg &amp; Hogan</u>
Village Properties	<u>Mayor &amp; Trustee Gunther</u>
Memorial Day Parade	<u>Clerk</u>
Insurance	<u>Village Board</u>
Civil Defense	<u>Village Board</u>

Public Works Superintendent	Jason Opferbeck	\$48,719.00 / year
Wastewater Treatment Op.	Jonathan Wolfe	\$ 15.99 / hour
Laborer	Jonathan Wolfe	\$ 15.49 / hour
	Gregory Rogan	\$ 15.49 / hour
Grounds Helper	Duane Opferbeck	\$ 8.75 / hour
DPW Summer Help	Kyle Wittrock	\$ 7.75 / hour
	Pending	\$ 7.50 / hour
Clerk / Collector / Registrar	Rose M. LaQuay	\$25,029.00 / year
Deputy Clerk / Collect / Reg	Joy LaQuay	\$ 8.55 / hour
	Gayle Patterson	\$ 9.50 / hour
Per Diem Clerk / Typist	Vacant	
Part Time Police Officer	Donald Veith	\$ 14.30 / hour
Part Time Police Officer	Michael McCarthy	\$ 14.68 / hour supervisory or \$12.94 / hour
Part Time Police Officer	Keith Kibler	\$ 12.56 / hour
Part Time Police Officer	Cochise Redeye	\$ 12.56 / hour
Part Time Police Officer	Robert Kibler	\$ 12.56 / hour
School Crossing Guard	Tina Veith	\$ 9.27 / hour
School Crossing Guard	Kathleen Phelps	\$ 9.27 / hour
Sub. School Crossing Guard	John Mallen	\$ 9.27 / hour
Sub. School Crossing Guard	Rebecca Ellis	\$ 9.27 / hour
Sub. School Crossing Guard	Rebecca Ambuski	\$ 9.27 / hour
Sub. School Crossing Guard	Jenelle Griffin	\$ 9.27 / hour
Treasurer	Eugene Doucette	\$ 6,700.00 / year
Code Enforcement Officer	Cort Wilkins	\$ 3,000.00 / year
Animal Control Officer	Mary Dankert	\$ 800.00 / year
Attorney	Fritz Weyand	Per Case Basis
Janitor	Dorothy Frentz	\$ 100.00 / bi-wkly.
Youth Council Program Dir.	Stacy Corbin	Youth Program
Historian	Patrick Cullen	\$ No Pay

Board of Assess. Review	James Agnew	(2015)	(4 Year Terms September 30)
	Steven Patterson	(2013)	
		(2014)	
Joint Planning Board	Pending	, Chair (2016)	(5 Year Terms in August)
	Bruce Moody	(2012)	
	Joe Pagett	(2013)	
	John Illig	(2014)	
	Jan Bobseine	(2014)	
Zoning Board of Appeals	Dennis Baker	(2011)	(5 Year Terms)
	Wayne Stein	(2012)	
	Andy Rupp	(2013)	
	Richard Luce	(2014)	
	Duane Smith	(2015)	

Holidays	11 Holidays / Year: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving, Day After Thanksgiving, Christmas Eve and Christmas Day.
Vacation	Clerk: 1 Year - 1 Wk., 3-10 Years - 2 Wks., 10-25 Years - 3 Wks., 25+ - 4 Wks. DPW Supt.: 6 Months - 1 Week, 18 Months - 2 Weeks, 5 Years - 3 Weeks
Sick Time	12 Sick Days / Year (96 Hours)

**RESOLUTION #3 - 2011-2012 - CONTRACTS AND AGREEMENTS**

Motion - Trustee Bronneberg 2nd - Trustee Gunther A & C - Bronneberg, Gunther, Hogan - Aye

Authorization to sign the following contracts and agreements was given to Mayor Pritchard:

Catt. Area Youth Council	\$ 3,000
Cattaraugus Library	\$ 3,600
Let's Travel Club	\$ 800
Village of Cattaraugus	Reimbursement of 1/2 Deputy Clerk Wages - signed January 2011
Village of Cattaraugus	Equipment - signed January 2011
Village of Cattaraugus	Village Hall Rental - signed January 2011

**RESOLUTION #4 - 2011-2012 - FEES AND PERMITS**

Motion - Trustee Gunther 2nd - Trustee Hogan A & C - Bronneberg, Gunther, Hogan - Aye

The following fees and permits were made by Mayor Pritchard:

Fees:

Tax Certificate	\$ 10.00 / copy
Vital Records	\$ 10.00 / copy
Genealogical Search	\$ 11.00 / 2 names
Solicitation Permit	\$ 10.00 / day / person
Return Check Fee	\$ 20.00
Zoning Permits:	
Minimum Permit	\$ 25.00
Demolitions	\$ 25.00
Decks / Porches / Fences	\$ 25.00
Swimming Pools	\$ 25.00
Wood Stove / Chimneys	\$ 25.00
New Construction:	
Up to 2,000 Sq. Feet	\$ 50.00
2,001 to 5,000 Sq. Feet	\$ 75.00
5,001 to 10,000 Sq. Feet	\$100.00
Over 10,000 Sq. Feet	\$200.00

**RESOLUTION #5 - 2011-2012 - ATTENDANCE AT SCHOOLS AND CONFERENCES**

Motion - Trustee Hogan 2nd - Trustee Bronneberg A & C - Bronneberg, Gunther, Hogan - Aye

WHEREAS, there is to be held during the coming official year Schools, Meetings and Conferences for Fiscal Officers, Municipal Clerks, DPW Superintendents, Municipal Officials and Employees;

WHEREAS, it is determined by the Village Board of Trustees that attendance by certain municipal officials and employees at one or more of these meetings, conferences or schools benefits the municipality;

NOW THEREFORE BE IT RESOLVED, that the employees of the DPW are authorized to attend schools to maintain water and sewer licenses as required by New York State.

BE IT FURTHER RESOLVED, that Trustees and Appointed Officials are authorized to attend trainings that are within their committee assignment upon Board Approval.

RESOLVED, that this resolution shall take effect immediately.

**RESOLUTION #6 - 2011-2012 - ADVANCE APPROVAL OF CLAIMS**

Motion - Trustee Hogan 2nd - Trustee Gunther A & C - Bronneberg, Gunther, Hogan - Aye

WHEREAS, the Village Board of Trustees has determined to authorize payment in advance of audit of claims for public utility services, postage, benefits, freight and express charges, and

WHEREAS, all such claims shall be presented at the next regular meeting for audit, and  
WHEREAS, the claimant and officer incurring or approving the claim shall be jointly and severally liable for any amount disallowed by the Board of Trustees,  
NOW THEREFORE BE IT RESOLVED, that the Board of Trustees authorizes payment in advance of audit of claims for public utility services, postage, benefits, freight and express charges and all such claims shall be presented at the next regular meeting for audit and the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the Board of Trustees.  
AND BE IT FURTHER RESOLVED, that this resolution will take effect immediately.

**RESOLUTION #7 - 2011-2012 - SIGNATORY ON ALL ACCOUNTS EXCEPT TRUST & AGENCY**

Motion - Trustee Hogan 2nd - Trustee Gunther A & C - Bronneberg, Gunther, Hogan - Aye  
WHEREAS, the Village Board of Trustees has determined it of benefit to the Village to have multiple signers on all Bank Accounts except Trust & Agency so Village business may be conducted in a timely manner, the following shall be given authority to sign checks for the Village: Eric Pritchard, Mayor; John Bronneberg, Deputy Mayor; Eugene Doucette, Treasurer; Rose LaQuay, Clerk; and Gayle Patterson, Deputy Clerk. All Accounts except Trust & Agency will require (two) 2 signatures out of the (five) 5 authorized personnel.

**RESOLUTION #8 - 2011-2012 - ADJOURNMENT**

Motion - Trustee Hogan 2nd - Trustee Gunther A & C - Bronneberg, Gunther, Hogan - Aye  
WHEREAS, all business before the Board has been settled,  
NOW THEREFORE BE IT RESOLVED, the April 7, 2011 Organizational Meeting of the Village of Cattaraugus is adjourned at 9:00 pm.