

**TOWN OF OLEAN MINUTES OF REGULAR MONTHLY MEETING  
AND PUBLIC HEARING  
OLEAN TOWN HALL 2634 RT 16 NORTH, OLEAN NY 14760  
NOVEMBER 13, 2018 6:00 PM**

PRESENT: Donna Howard-----Councilwoman  
          Jamie Geise-----Town Clerk  
          John Artlip-----Councilman  
          Pat Zink-----Highway Superintendent  
          Joshua Torrey-----Councilman

ABSENT : Jerry Dzuroff----- Code Enforcement Officer  
          Annette Parker-----Supervisor  
          Scott Zink-----Councilman

RECOGNITION OF OTHERS: None

The Board reviewed and signed bills for payment.

Deputy Supervisor Artlip called the meeting to order at 6:30 with the Pledge to the Flag.

Supervisor Parker had left the bank statements for review by the Board for the month of October in her absence.

Resolution 1 (R:110118)

**APPROVAL OF MINUTES**

On a motion of Councilwoman Howard, seconded by Councilman Torrey , the following resolution was

ADOPTED: Ayes 3

          Nays 0

Resolved that the minutes of October 16, 2018 be approved.

Resolution 2 (R:110218)

**ADOPTING ABSTRACTS**

On a motion of Councilwoman Howard, seconded by Councilman Torrey , the following resolution was

ADOPTED: Ayes 3

          Nays 0

Resolved that the following bills have been reviewed by the Town Board and are authorized for payment in the following amounts:

General Fund Nos. 137-158 \$8,401.83

Highway Fund Nos. 211-227 \$7,605.78

**REPORT OF TOWN OFFICIALS**

**SUPERINTENDENT OF HIGHWAY**

- Superintendent Zink received the paperwork for the grant for Constitution Avenue . He will fill it out and submit it back to the State.
- Another portion was completed on the Back Hinsdale Road Culvert Grant.

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**CODE ENFORCEMENT OFFICER**

On November 21, 2018, Code Enforcement Officer Jerry Dzuroff submitted a listing of permits and complaints for October 16 thru November 20.

**JUSTICE REPORTS**

Two checks were submitted to Supervisor Parker for the month of October in the following amounts:

Judge Churakos \$560.00 (check #184)  
Judge O'Connell \$3255.00 (check #555)

**TOWN CLERK**

- Jamie brought the Board's attention to an error that was made in September's minutes. The check # 1150 for the Town Clerk's collection should have been #1148. The Minutes of September 18, 2018 were approved as corrected.
- The sale of the Transfer Station tickets has been low. The Town Hall only makes 6% on the sale of the tickets. Jamie suggested that the Town Hall stop selling them.
- A Sexual Harassment Policy must be adopted for the Olean Town Hall and Highway Department. A copy of a policy was given to each Board Member along with a Complaint Form.

Resolution 3 (R:110318)

**SEXUAL HARASSMENT POLICY AND COMPLAINT FORM**

On a motion of Councilwoman Howard, seconded by Councilman Torrey, the following resolution was

ADOPTED: Ayes 3  
Nays 0

Resolved that a Sexual Harassment Policy and Complaint Form have been adopted.

Resolution 4 (R:110418)

**TRANSFER STATION GARBAGE TICKETS**

On a motion of Councilwoman Howard, seconded by Councilman Torrey, the following resolution was

ADOPTED: Ayes 3  
Nays 0

Resolved that the Town Hall will no longer sell Transfer Station Garbage tickets.

A check (#1150) in the amount of \$328.00 was submitted to Supervisor Parker for the month of October for the total of the following amounts:

REVENUE ACCOUNT #2544 DOG PERMITS: \$162.00 (\$175.00 Collected, \$13.00 owed for October to the NYS Department of Agriculture and Markets  
REVENUE ACCOUNT #2555 BLDG/ALTER DEMO PERMITS: \$136.00  
REVENUE ACCOUNT #1603 VITALS: \$10  
REVENUE ACCOUNT #2501 BUS & OCC LICENSES: \$20.00

With no further business, on a motion of Councilwoman Howard, seconded by Councilman Artlip, the meeting was adjourned at 6:55 p.m. Carried unanimously.

Respectfully submitted,

*Jamie Geise*

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Jamie Geise  
Olean Town Clerk