

Organizational meeting of the Town Board of the Town of Clarence was held on Wednesday, January 8, 2025 at the Clarence Town Hall, One Town Place, Clarence, New York.

Supervisor Patrick Casilio called the meeting to order at 8:35 a.m.

Members of the Town Board present were Councilmembers Robert Altieri, Daniel Michnik, Paul Shear, Peter DiCostanzo and Supervisor Patrick Casilio.

Motion by Councilman DiCostanzo, seconded by Councilman Michnik to approve the Work Session and Town Board meeting minutes of December 11, 2024.

Upon roll call – Ayes: All; Noes: None; Absent: None: Motion carried.

Councilman DiCostanzo, Shear, Michnik and Altieri had nothing to report but wished everyone a Happy New Year.

Supervisor Casilio stated this is our Organizational meeting and thanked Carolyn Dorr and Karen Jurek for all of there help to complete this.

Motion by Councilman DiCostanzo, seconded by Councilman Michnik to approve numbers 1 through 23 of the Organizational Items as follows:

1. **Town Board Meetings:**

Regular Town Board meetings will be held on the 2nd and 4th Wednesday except as noted:

November	5 and 19
December	10

Work Sessions will be held at 8:30 a.m. Regular meetings will be held at 10:00 a.m.

2. All items that pertain to conditions of employment, pay, vacation and the like are applicable to employees not covered under collective bargaining agreement except seasonal, part-time and temporary.
3. Adoption of the Town Board Agenda format (Attached). Adoption of the Town of Clarence Office Hours (Attached).
4. Adoption of Employee's Salary Schedule as within the 2025 Adopted Budget except as noted in the Organizational Minutes.
5. New York State Retirement: The Town shall pay for all employees under the Retirement Plan Section 75-i and 41-j.
6. All appointments are contingent upon completing and filing the annual Ethics Disclosure. Failure to do so will automatically revoke such appointment.
The Ethics Board submitted a revised Ethics Disclosure Form as of November 20, 2024 and is attached.
7. To amend the Town Policy Manual sections as listed below:
510 Telephone/Cell Phone Usage: add the title of Parks Superintendent to the list of positions that may be provided a cell phone or have the option of receiving payments on a quarterly basis at the current average rate of the Town's billed rate for cell phones.
8. Designation of Trick or Treat Night on Friday, October 31, 2025 from 5:00 p.m. to 8:00 p.m.
9. March 11, 2025 is proclaimed Founder's Day in honor of Asa Ransom, the first settler and one of the founders of the Town of Clarence.
10. The cell phone reimbursement rate for Town of Clarence employees is as follows: Effective January 1, 2025, the total quarterly reimbursement rate is based on the 2024 start of the year rate plan with Verizon for Town provided cell phones. The rate is based on the average of the two plans we utilize including mandatory FCC and applicable charges which is currently \$93.72 per quarter. The quarterly rate will stay in effect until

which time the monthly rates for the town provided cell phones change. Using the same formula, the Accounting Department will adjust the rates accordingly and notify the employees being reimbursed of the change.

11. All mail will be distributed by the Supervisor's Office.
12. All appointments are for the year 2025 effective January 1, unless otherwise noted or unless otherwise set forth by law.
13. The Supervisor is the appointing officer for the Town of Clarence pursuant to the New York State Civil Service Law. The appointing officer's responsibilities include signing appointment and personnel change forms submitted to Erie County Department of Personnel, certifying the Civil Division payroll, making sure it is accurate and in accordance with Civil Service Law and canvassing candidate eligibility lists assuring all procedures under the Civil Service Law are followed. The Supervisor is the Town's Budget Officer.
14. Approval of Carolyn Dorr for a one-year leave of absence of Senior Clerk Typist from the Planning and Zoning Office to continue in the exempt position. Appointment of Carolyn Dorr as in-house Computer Network Coordinator and as Web Site Coordinator with a stipend per the 2025 budgeted rate.
15. Appointment of Karen Jurek as Assistant to the Town Supervisor Part-Time and as Assistant to the in-house Computer Network Coordinator.
16. The Town Board approves the recommendation of Town Justice Michael Powers for the appointment of Mary Kelley as his Clerk to the Town Justice. The Town Board approves the recommendation of Town Justice Jonathan Hickey for the appointment of Sally Moore as his Clerk to the Town Justice. The Town Board approves the appointment of John Hufford as Laborer/Cleaner in the Court Office at the rate of \$19.2816 per hour.
17. Appointment of Guy Fleming, , Barbara Andruschat, Thomas Koehler, Lawrence Ramunno, Richard Kasperek, Nicole Heh, Kenneth Beil and Gerald Roy as Security Officers PT in the court office.

Appointment of Richard Kasperek Security Officer as Supervisor in charge of equipment and scheduling of officers with a stipend per the 2025 budgeted rate.

18. Appointment of the following Clerks Part Time (PT):
 - Jill Leising at the rate of \$18.0717 per hour.
 - Jennifer D'Andrea at the rate of \$18.0717 per hour.
 - Cheryl Hufnagel as Clerk PT (Building Department) at the rate of \$18.7285 per hour.
 - Valerie Daigler Clerk Part Time in the Supervisor's Office at the rate of \$29.00 per hour.

All Clerks PT will be called by the Supervisor's Office upon request from the Department Head. No payment will be authorized if this procedure is not followed.

19. Appointment of Timothy Sherry as Van Driver Regular Part Time (RPT) at the rate of \$19.1889 per hour. Appointment of Thomas Thielmann as Van Driver Part Time (PT) at the rate of \$18.6559 per hour.
20. Appointment of Emily Wendt-Schultz and Justin Rayner as Dog Control Officers PT.
21. Town Clerk Karen Hawes appoints Gayle Brace Deputy Town Clerk and Janel Farolino as 2nd Deputy Town Clerk. Appointment of Karen Hawes as Registrar of Vital Statistics, Records Management Officer and Freedom of Information Law (FOIL) Records Officer, Gayle Brace as Deputy Registrar of Vital Statistics and Janel Farolino as Sub Registrar of Vital Statistics with all fees for registrar services remitted to the Town of Clarence General Fund.

22. Approval of Janel Farolino for a one-year leave of absence of Senior Clerk Typist from the Parks Department to continue in the exempt position.
23. Appointments in the Legal Department as follows:
- a. Lawrence M. Meckler as Town Attorney with a term to expire 12/31/2025. (This is the second year of a two-year term).
 - b. Steven Bengart as Deputy Town Attorney with a term to expire 12/31/2025.
 - c. Peter Vasilion as Town Prosecutor Part-time with a term to expire 12/31/2025.
 - d. Cynthia Rosel as Paralegal Part-Time at the hourly rate of \$46.3500.
 - e. Jennifer D'Andrea as Clerk Part-Time at the hourly rate of \$30.00.

Approve the IDA stipend for Jennifer D'Andrea at the 2025 budgeted rate.

Approve the Justice Court Liaison for Cynthia Rosel per the 2025 budgeted rate.

Both the Town Attorney and Deputy Town Attorney are registered with the District Attorney's Office to be a prosecutor as needed.

Upon roll call – Ayes: All; Noes: None; Absent: None: Motion carried.

Motion by Councilman Shear, seconded by Councilman Altieri to approve numbers 24 through 33 of the Organizational Items as follows:

24. Appointment of Timothy Lavocat, P.E. as Town Engineer/Department Head for the Engineering and Building Departments, and Administrator of Flood Plain and Town Sewer Districts for a two-year term to expire 12/31/2025. (This is the second year of a two-year term). Approve the stipend for Storm Water Management Officer and Sewer Administrator for Timothy Lavocat, P.E. per the 2025 budgeted rate.
25. Appointment of Joseph Lancellotti, Assistant Municipal Engineer as Deputy Flood Plain Administrator and Administrator of Street Lights. Approve the stipend for Administrator of Street Lights for Joseph Lancellotti per the 2025 budgeted rate.

Appointment of David Albert as Code Enforcement PT at the budgeted rate of pay.

26. Appointment of David Baumler as Area Director of Civil Defense to coordinate emergency services. In addition to the budgeted rate of pay Area Director of Civil Defense, David Baumler, will be paid at the rate of \$78.00 per hour, for Long Term Disasters; and that said payment to occur only in operations exceeding eight (8) or more hours and only when the Town is going to be reimbursed by FEMA, State Aid, or Insurance including third-party insurance.
27. Appointment of Security Officers in the parks part-time as follows:
- Alan Wolbert and William O'Donnell at the rate of \$22.9201 per hour.
 - Rita Savage, Ronald Kline, George Brown, Robert Sugg, Michael Becker, Nicole Heh and Joseph Indelicato at the rate of \$19.7219 per hour.
 - Vincent Akiki, Donald Williams Jr., Peter Becker and Kurt Krause at the rate of \$18.6559.
28. Appointment of School Crossing Guards for the school year 2025/2026 September through June per the school calendars, Rhonda Carpenter and Charles Nagel.
29. The Town Board approves the 2025 salary for Highway Superintendent James Dussing at \$105,000.

The Town Board approves the recommendation of the Highway Superintendent James Dussing to appoint Paul Englert as Deputy Highway Superintendent at the yearly salary of \$90,000 with the yearly stipend of \$3,750.00 for Drainage Management, Jeffrey Loudenslager as General Crew Chief at the yearly salary of \$90,000, Clarence Daigler as General Crew Chief at the yearly salary of \$90,000. Jessica Viola as Confidential

Secretary to Highway Superintendent, and Kenneth Bevilacqua as Laborer-PT. Approve the stipend for Drainage Management for the Highway Superintendent and Deputy Superintendent per the 2025 Highway budgeted rate.

30. Appointment of Clifford O. Trapper as Recreation Director II PT at the hourly rate of \$51.4054. Appointment of Christopher Durr as Deputy Recreation Director PT at the hourly rate of \$45.4157.
31. Appointment of Jason Holden as Parks Superintendent.
32. Appointment of Jonathan Bleuer as Director of Community Development. Appointment of Jonathan Bleuer, Director of Community Development, as the in-house Grant Administrator with a stipend per the 2025 budgeted rate. Appointment of Steven Leising as Zoning Inspector. Appointment of Andrew Schaefer as Junior Planner.
33. Appointment of Jonathan Bleuer as Affirmative Action Officer for the Town of Clarence for a three-year term, to expire 12/31/2027. (This is the first year of a 3-year term). The Affirmative Action Officer is a person who should be knowledgeable of Federal and State Fair Housing Laws, be available to respond to local housing discrimination complaints, and when appropriate, refer such complaints to Housing Opportunities Made Equal (HOME), or U.S. Department of Housing Urban Development.

Upon roll call – Ayes: All; Noes: None; Absent: None: Motion carried.

Motion by Councilman Michnik, seconded by Councilman Shear to approve numbers 34 through 45 of the Organizational Items as follows:

34. Appointment of Kimberly Ignatowski as Director of Administration and Finance. Approve the Bond Administration and IDA stipends for Kimberly Ignatowski per the 2025 budgeted rate.
Appointment of Lisa McCraith as Payroll Clerk PT per the 2025 budgeted rate. The Accounting Department will represent the Town at the LMHF Insurance meetings and give reports to the Town Board. The Accounting Department will represent the Town at SMEC Meetings as called by SMEC and give reports to the Town Board.
35. Appointment of Dawn Kinney as Executive Director of the Youth Board at the yearly salary of \$78,000. Appointment of Jessica Wruck as Program Leader Youth Provisional.
36. Approval for Supervisor Casilio to sign a one (1) year contract for J & M Cleaning LLC to provide weekly cleaning services at the Youth Bureau Building located at 10510 Main Street, Clarence, NY 14031 for 2025.
37. Petty cash allowed for Town Clerk - \$300.00 and Justice Court - \$100.00 for each Judge, \$50.00 for the Youth Bureau, \$50.00 for the Recreation Department and \$300.00 for the Pool during the pool open season.
38. Grant a one year leave of absence effective 1/1/2025 to Albert Weber from Civil Service Real Property Appraiser to continue as the Assessor at the yearly salary of \$95,000. Approve the IDA stipend for Mary Morris per the 2025 budgeted rate.
39. Appointment to the Arboretum Advisory Committee for a one-year term: Parks Superintendent Jason Holden as Town Representative, Elaine Wolfe, Sharon Barker, Patricia Kottakis, Ronald Walkowiak and Harry MacPherson. (There are currently two openings).
The Arboretum Advisory Committee will meet every other month.
40. Appointment to the Audit Committee for a one-year term: Councilman Peter DiCostanzo, as a member of the Town Board, Margaret Weglarski, and Richard Forrestel Jr.

41. Appointment of Joseph Saletta, Code Enforcement Officer as Administrator of Avoidable Alarms.

Appointment of Paul Gross, Senior Code Enforcement Officer Provisional, as the designated American with Disabilities Act Coordinator (ADA Coordinator) for the Town of Clarence.

42. Appointment to the Capital Projects Committee for a one-year term: Town Supervisor, Director of Community Development, Town Engineer, Highway Superintendent, Parks Crew Chief, Director of Administration and Finance and Councilmember Peter DiCostanzo, as a member of the Town Board.
43. Appointment to the Clarence Hollow Community Character Protection Board for a one-year term: Scott Kreher and Cheryl Anthony. There is one opening on the Board.
44. Appointment to the Clarence Center Community Character Protection Board for a one-year term: David Hallock, David Mosher and John Leamer.
45. Community Residence Committee currently has five (5) openings.

Upon roll call – Ayes: All; Noes: None; Absent: None: Motion carried.

Motion by Councilman Altieri, seconded by Councilman Shear to approve numbers 46 through 67 of the Organizational Items as follows:

46. Appointment to the Conservation Advisory Council for a three-year term to expire 12/31/27: Joel Radder and Steven Diver. Appointment of Steven Diver and Cheryl Cantlon as Co-Chairpersons for a one-year term.

Appointment of Dennis Londos as Coordinator of The Deer Abatement Management Assistance Program for the 2025 Season and to be paid through bill pay.

Clarence Town Board hereby establishes the following fees to be paid for the continued implementation of The Deer Abatement Management Assistance Program for the year 2025: \$4000/year for The Deer Abatement Assistance Management Program Coordinator and \$50.00 per deer – paid to agent for each deer tag and voucher turned in and signed by the agent. The Deer Abatement Management Assistance Program Coordinator may also be an agent for taking of deer. Agents listed are appointed from January 1, 2025 through December 31, 2025:

Dennis Londos, Charles Riggio, Ronald Martin, Rick Richert, Peter Forrestel, Michael Schlabach, Nello Paolucci, Martin Bronisz, Patrick Krey, Joseph Hamilton, Adam Martin and Andrew Londos.

Prior to the start of the program each year the Program Coordinator shall submit a list of all the licensed agents, a copy of the agent's license under the ECL (Environmental Conservation Law) which is renewed each year and required permits and agents to the Legal Department.

47. Appointment to the Ethics Board for a five-year term to expire 12/31/2029: Aaron Aisen and Lisa Casey.
48. Appointment to the Fire Advisory Board for a one-year term: The elected year 2025 Fire Chiefs from Clarence, Clarence Center, East Amherst, Harris Hill, Rapids and Swormville Volunteer Fire Companies.
49. Appointment to the Historic Preservation Commission: Carol Conwall, Cheryl Oakes and Daniel Gamin for a 4-year term to expire 12/31/2028.
Appointment of Carol Conwall as Chairperson for a one-year term.
Appointment of Emily Hockwater as Vice-Chairperson for a one-year term.
Appointment of Cheryl Oakes as Secretary for a one-year term.

50. Appointment to the Clarence Industrial Development Agency for a one-year term: Clayton Ertel, Mary Powell, Christopher Kempton, Elaine Wolfe, Robert Dixon, Peter DiBiase and Lauren Jonas Fix.
51. Appointment to the Landscape Review Committee for a one-year term: Planning Board Chairperson, or their designee, Ronald Walkowiak and James Burkard. Appointment Cheryl Cantlon as Alternate Member for a 1 year term.
52. Appointment to the Clarence Library Board for a five-year term to expire 12/31/2029 Susanne Powers.
53. Appointment to the Municipal Agricultural and Farmland Protection Committee for a one-year term: Daniel Corbett, Keith Dawydko, Brett Kreher, John Leamer and Steve Blabac. There are currently four openings.
54. Appointment to the Planning Board: Robert Sackett as Chairperson at the hourly rate of \$61.80, Richard Bigler as 1st Vice Chairperson, and Wendy Weber-Salvati as 2nd Vice Chairperson for a one-year term. , Wendy Weber-Salvati as Planning Board member for a 7-year term to expire 12/31/31. There is one opening for an Alternate with a one-year term.
55. The Sign Review Board shall consist of the Planning Board Chairperson and two members of the Planning Board.
56. Appointment to the Plumbing and Drainage Board for a one-year term: Daniel Loudenslager and Timothy Harris at the rate of \$75.00 per meeting, Joseph Lancellotti, as representative of Engineering Dept., and Timothy Lavocat as Chairperson. There is one (1) opening on the Plumbing and Drainage Board.
57. Appointment of Brenda Young to the Solid Waste and Recycling Committee for a 1-year term.
58. Appointment to the Clarence Senior Center Board for a three-year term to expire 12/31/2027: Robert Hoag and Brendan Cullinan.
59. Appointment to the Traffic Safety Advisory Board for a one-year term: Joseph Nemmer and Steven Dale. There is currently one opening.
60. Appointment to the Youth Board for a three-year term to expire 12/31/2027: Donna Callaghan. There is currently one (1) adult opening.
61. Appointment to the Zoning Board of Appeals: Ryan Mills for a five (5) year term to expire 12/31/2029, Steven Dale as Alternate Member with a one (1) year term to expire 12/31/2025. There is currently one (1) opening.
Appointment to the Zoning Board of Appeals: Ryan Mills as Chairperson for a one (1) year term and Patrick Krey as Vice Chairperson for a one (1) year term.
62. Approval of the Investment Policy, Procurement Policy and Policy Manual for the Town of Clarence, which are available from the Offices of the Supervisor or the Town Clerk. (The Procurement Policy is attached).
63. Appointment of Supervisor as 504/ADA Officer for Erie County Community Development Program.
64. The Town Board authorizes:
 - a. The Assessor to bill, and the Supervisor's office to collect, for the Town's PILOT agreements for all IDA inducements.
 - b. The Town Clerk to bill and collect for Avoidable Alarm charges.
 - c. The Engineering Department to bill and the Town Clerk's Office to collect for Property Maintenance charges. If payments are not made, the charges will be added to the tax rolls.

65. Appointment of Manufacturers and Traders Trust Co., Key Bank/Clarence Office, Bank of America/Transit Road Branch, Bank on Buffalo Clarence Center and Main Street Branch, JP Morgan Chase Bank, Northwest Savings Bank, Lake Shore Savings, and Evans Bank as depositories for the Town of Clarence.
66. Minutes of the Town Board meetings will be on the Town's website at the Town Clerk's discretion.
67. All Boards, Committees and Subcommittees are reminded that they are subject to provisions of the Open Meetings Law, Article 7 of the New York State Public Officers Law (Article 7, sections 101 through 108). All meetings are for the conduct of public business and are open to the public. Town of Clarence Code Chapter 32, Meetings should be referred to:
- a. For all meetings scheduled at least one week in advance, public notice of the time and place of the meeting must be given to the news media and posted on the Town Hall bulletin board at least 72 hours in advance. Notice of the meeting must be posted on the Town website. Whenever possible, the meeting schedule for the entire year shall be posted in January. (All committees/boards should turn in a schedule of meetings to the Supervisors office to be added to the website calendar and Town Calendar).
 - b. Minutes must be kept of all meetings of committees and subcommittees. The content of minutes is outlined in section 106 of the Open Meetings Law; subject to the Open Meetings Law minutes must be filed with the Town Clerk within 2 weeks.
 - c. The criteria for Executive Sessions are outlined in section 105 of the Open Meetings Law. Separate minutes must be kept of Executive Sessions as required. Minutes of Executive Sessions must be filed with the Town Clerk within one week.

Upon roll call – Ayes: All; Noes: None; Absent: None: Motion carried.

Motion by Supervisor Casilio, seconded by Councilman Michnik to approve numbers 68 through 70 of the Organizational Items as follows:

68. Committee and Board appointments made during the year shall be brought up at a work session and then acted upon at the next Town Board Meeting after thorough review.
69. Set Public Hearing date of December 10, 2025 for the Annual review of Clarence 2030.
70. Adopt the following resolutions pertaining to the Highway Department:

Resolved, that pursuant to the provision of section 284 of the Highway Law, Town Board agrees that the monies levied and collected for the repair and improvement of highways, and received from the State for the repair and improvement of highways, shall be expended as follows:

The sum of \$2,825,458.00 may be expended for general repairs upon 126.81 miles of Town Highways including sluices, culverts and bridges (having a span of less than five (5) feet and boardwalks of the renewal thereof).

Various road resurfacing including, but not limited to pending spring inspections: Boyd Drive, Margaret Drive, Bickert Drive, Upper Sawmill, Royal Oaks Drive, Oakwood Lane, Pepperwood Lane, Autumn Trail, Homestead Lane, Westerwald Lane, Vista Avenue, Red Clover Ave, and Greenhurst Road. Additional roads may be added after a springtime inspection of all Town owned roads.

Resolved, that pursuant to Section 143 of Highway Law, the Town Board authorizes the Town of Clarence Superintendent of Highways to rent or hire equipment within the approved 2025 budgetary appropriations.

Whereas, Section 103 of the General Municipal Law requires public bidding for purchases of equipment in excess of \$10,000.00 and

Whereas, The Highway Superintendent of the Town of Clarence makes numerous purchases from time to time throughout the year in total amount not to exceed he annual budget, and

Whereas, pursuant to section 142 of the Highway Law it is desirable for the Town Board to authorize the Highway Superintendent to purchase said equipment, tools and other implements in excess of \$1,000.00 and

Now therefore be it resolved, the Highway Superintendent James Dussing is hereby authorized to purchase without prior approval of the Town Board, equipment, tools and other implements to be used for highway maintenance, construction, or reconstruction, snow plows or other devices for the removal of snow from highways in a sum not to exceed the limitations as prescribed under §103 of the General Municipal Law as amended from time.

The Town Board has adopted a purchasing procedure with section 104B of the General Municipal Law. The Highway Superintendent will comply with that procedure. The Town Board authorizes the Highway Superintendent and or the Deputy Highway Superintendent to attend all functions of Erie County Highway Superintendent's Association, New York State Superintendent's Association 2025 along with the Town Engineer. The use of a Town vehicle will be allowed and all reasonable expenses will be covered by the Town of Clarence. The Town Board has adopted a purchasing procedure in accordance with section 104B of the General Municipal law. The Highway Superintendent will comply with that procedure.

Upon roll call – Ayes: All; Noes: None; Absent: None: Motion carried.

Councilman DiCostanzo reported his Liaison Assignments for 2025 as follows: Accounting Department, Assessors, Capital Projects (as Town Board Member), Ethics, Grants, Industrial Development Agency, Insurance, Labor Management, Parks Department and Recreation Department.

Councilman Shear reported his Liaison Assignments for 2025 as follows: Environmental Management Council, Municipal & Farmland Protection Plan, Planning Department, Planning Board and Zoning Board of Appeals.

Councilman Michnik reported his Liaison Assignments for 2025 as follows: Animal Control, Arboretum Committee, Clarence Center Community Character Protection Board, Clarence Hollow Community Character Protection Board, Clarence Senior Center, Historical Society/Museum, Water Authority and Youth Bureau.

Councilman Altieri reported his Liaison Assignments for 2025 as follows: Cable/Fiber Internet, Clergy Association, Conservation Advisory Council – Deer Abatement, Greenprint Committee, Historic Preservation Committee, Library, Public Safety and Solid Waste & Recycling.

Supervisor Casilio reported his Liaison Assignments for 2025 as follows: Building/Engineering, Capital Projects, Computer Networking and Telecommunications, Emergency Services, Fire Companies, Highway Department, Legal Department, Parks Security, Public Utilities/Street Lights, Sewer Waste Management, Town Hall and Traffic Safety. For my appointments for 2025 year Peter DiCostanzo as the Deputy Supervisor, Carolyn Dorr as Confidential Secretary to the Supervisor, Joseph McGreevy as Town Historian at \$16.4794 per hour for a yearly total of 285.75 hours and Douglas Curella Sr for a one year term as Right-to-Farm Committee.

Motion by Councilman DiCostanzo, seconded by Councilman Michnik for the bill pay of December 19, 2024 as follows: General Funds \$180,570.31, Highway Funds \$94,203.32, Fire

Protection Districts \$8.95, Lighting Funds \$121.11, Capital Funds \$192,970.78 and Agency Funds \$1,042.00 for a total bill pay of \$469,562.36.

Upon roll call – Ayes: All; Noes: None; Absent: None: Motion carried.

For the Good of the Town, Supervisor Casilio mentioned the tragedy that happened in New Orleans on Bourbon Street which made me think of Meet in the Center in Clarence Center. The Fire Company and Highway Department work together to get barricades up and shut roads down but I contacted the Highway Superintendent to potentially get more barricades to protect the public. James Dussing, Highway Superintendent stated six more were ordered.

With no further business, Supervisor Casilio closed the meeting at 9:14 a.m. in honor of Bob Lenz who has been a huge part of the Clarence Community, involved in many organizations and putting together the brochures of Clarence you can find around town and at rest stops on the highway. His restaurant is a spotlight in the town and he will be greatly missed.

Karen Hawes
Town Clerk

Attachment 1

PROCUREMENT POLICY FOR TOWN OF CLARENCE*(Amended January 1, 2020)**(Encumbrance Policy Procedure attached)*

WHEREAS, Section 104-b of the General Municipal Law (GML) requires every town to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of GML, § 103 or any other law; and

WHEREAS, comments have been solicited from those officers of the town involved with procurement; NOW THEREFORE, be it

RESOLVED; that the Town of Clarence does hereby adopt the following procurement policies and procedures:

GUIDELINE 1. Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML, § 103. Every town officer, board, department head or other personnel with the requisite purchasing authority (hereinafter Purchaser) shall estimate the cumulative amount of the items of supply or equipment needed in a given fiscal year. The information gathered and conclusions reached shall be documented and kept with the voucher or other documentation supporting the purchase activity.

GUIDELINE 2. All purchases of a) supplies or equipment, where it can reasonably be determined based on the facts and circumstances, will exceed \$20,000 in the fiscal year or, b) public works contracts over \$35,000 shall be formally bid pursuant to GML, § 103.

GUIDELINE 3. All estimated purchases of supplies and equipment:

- a. Less than twenty thousand dollars (\$20,000) but greater than ten thousand dollars (\$10,000) require a written request for a proposal and written/fax quotes from three (3) vendors.
- b. Less than ten thousand dollars (\$10,000) but greater than four thousand dollar (\$4,000) require a written/fax quote from two (2) vendors.
- c. Less than four thousand dollars (\$4,000) but greater than five hundred dollars (\$500) are left to the discretion of the purchaser

All estimated public works contracts of:

Less than thirty-five thousand dollars (\$35,000) but greater than fifteen thousand dollars (\$15,000) require a written Request for Proposal and fax/proposals from three (3) contractors.

Less than fifteen thousand dollars (\$15,000) but greater than five thousand dollars (\$5,000) require a written Request for Proposal and fax proposals from two (2) contractors.

Less than five thousand dollars (\$5,000) but greater than one thousand dollars (\$1,000) are left to the discretion of the purchaser.

Any written Request for Proposal shall describe the desired goods, quantity and the particulars of delivery. The Purchaser shall compile a list of all vendors from whom written/fax/oral quotes offered.

All information gathered in complying with the procedures of this Guideline shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract.

GUIDELINE 4. The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the Purchaser prepares a written

justification providing reasons why it is in the best interest of the town and its taxpayers to make an award to other than the low bidder. If a bidder is not deemed responsible, facts supporting that judgment shall be documented and filed with the record supporting the procurement.

- GUIDELINE 5. A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the Purchaser shall document the attempt made at obtaining the proposals.
- GUIDELINE 6. Except when directed by the Town Board, no solicitation of written proposals or quotations shall be required under the following circumstances:
- a) Acquisition of professional services;
 - b) Emergencies;
 - c) Sole source situations;
 - d) Goods purchased from agencies for the blind or severely handicapped;
 - e) Goods purchased from correctional facilities;
 - f) Goods purchased from another governmental agency;
 - g) Goods purchased at auction;
 - h) Goods purchased for less than \$500;
 - i) Public works contracts from less than \$1,000;
 - j) Purchases pursuant to State or County bid.
- GUIDELINE 7. This policy shall be reviewed annually by the Town Board at its organizational meeting or as soon thereafter as is reasonably practicable.
- GUIDELINE 8. Pursuant to the provisions of GML §104-b(f), effective January 1, 2009, those employees authorized for purchases on behalf of the Town and their respective titles shall be listed in Appendix 1 of this policy and said listing shall be updated biennially.

Attachment 1- continued

APPENDIX 1

<u>EMPLOYEE</u>	<u>TITLE</u>
Jonathan Bleuer	Director of Community Development
Patrick Casilio	Supervisor
Trina Boller	Senior Clerk
Clarence Daigler	Highway General Crew Chief
Carolyn Dorr	Confidential Secretary to the Town Supervisor
Christopher Durr	Deputy Recreation Director
James Dussing	Highway Superintendent
Paul Englert	Deputy Highway Superintendent
Janel Farolino	2nd Deputy Town Clerk
Amy Gregor	Senior Clerk
Karen Hawes	Town Clerk
Jonathan Hickey	Town Justice
Jason Holden	Parks Superintendent
Kimberly Ignatowski	Director of Administration and Finance
Karen Jurek	Assistant to the Town Supervisor PT
Mary Kelley	Clerk to the Town Justice
Dawn Kinney	Director Youth Board
Joseph Lancellotti	Assistant Municipal Engineer
Timothy Lavocat	Town Engineer
Steven Leising	Zoning Inspector
Jeffrey Loudenslager	Highway General Crew Chief
Theresa Loudenslager	Senior Clerk Typist
Lawrence Meckler	Town Attorney
Sally Moore	Clerk to the Town Justice
Mary Morris	Real Property Appraiser
Michael B. Powers	Town Justice
Cynthia Rosel	Clerk PT
Andrew Schaefer	Junior Planner
Jerome Schuler	Animal Control Officer
Clifford Trapper	Director of Recreation
Michelle Trapper	Senior Clerk Typist
Jessica Viola	Confidential Secretary to Highway
Superintendent	
Albert Weber	Town Assessor
Alan Wolbert	Security Officer
Joseph McGreevy	Town Historian
Jessica Wruck	Program Leader Youth Provisional

Attachment 2

**Encumbrance Procedure Policy**

1. Must have a signed Purchase Order or Proposal dated on or before December 31 of the current year to encumber funds.
2. Purchase Order must be submitted to the Accounting Department by the Monday of the last bill pay that is set for the previous year's bills.

(Ex: Thursday January 31, 2013 was the last check date for 2012 bills to be paid, so Monday January 28th would be the last date for a Purchase Order or Proposal to be given to the Accounting Office to encumber funds from 2012.)

3. Reasonable expectation that the product/service is to be received/performed or completed within 90 days of year end, i.e. March 31st.
4. Applicable dates for the above will be set by the Accounting Department and emailed to all Department heads by year end.
5. A resolution will be made by the Town Board to approve encumbering funds.

Town Board Meeting Agenda Format

Agenda Format:

1. Call to Order
2. Pledge to the Flag
3. Roll Call
4. Minutes of Previous Meeting
5. Supervisor's Report
6. Council Reports
7. Special Events
8. Public Announcements
9. Departmental Reports
10. Agenda Items
11. Applications
12. Bills
13. "For the Good of the Town" (Limit of one minute.)

NOTE: Council members shall vote by reverse seniority, with the Supervisor voting last.

Agenda Policy for all non-land use projects or items - Any person or entity wishing to be placed on the agenda must notify the Town Clerk with subject matter by 4:30 p.m. on the Wednesday the week before the Town Board Meeting.

The Supervisor upon consultation with the Town Board may make exceptions.

Agenda Policy for Land Use Proposals – All proposed land use projects or items to be placed on the Town Board agenda must have all appropriate applications or approvals completed and submitted, including appropriate fees, to the Planning and Zoning Department on or before 4:30 pm of the Wednesday the week before the Town Board Meeting.

- If the item is a new application, then it may be placed on the Town Board's Work Session to determine an appropriate review process. The item may be placed on the next available Town Board Agenda.
- **Exceptions:**
 - a. Any item on a Planning Board Agenda the Wednesday before a Town Board meeting that receives a Planning Board recommendation, be it approval or denial, may be placed on the next Town Board Work Session.
 - b. Case-by-case determination by the Town Supervisor in consultation with the Planning and Zoning Department.

Agenda Policy for Town Board Notification Policy for Land Use Proposals -

This policy is developed in accordance with Clarence 2030, to allow for the public to have a voice in local land use decisions. This policy supersedes but does not replace any notice required by law.

- Unless required by law, an item's first appearance on any Town Board Agenda does not require any additional notification.
- Any and all items referred to the Planning Board shall be noticed for the Planning Board's first agenda. All above-mentioned notices shall be sent by the Planning and Zoning Department by first class mail to property owners within five hundred feet (500') from the subject property. Notification of an item on any other future meeting may be sent at the discretion of the Director of Community Development, the Planning Board Chairperson, or Planning Board Executive Committee.

After the Planning Board's first meeting regarding the proposed project, all affected property owners may stay involved by visiting the Town's Website, speaking with Town staff in the Planning and Zoning Department, or by reading the Clarence Bee, where such notices and agendas are published. Also, all meeting agendas are posted in Town Hall as required by Town Law.

Town Office Hours

Town Hall Offices:

Supervisor	-Week Days	8:30 a.m. – 4:30 p.m.
Town Board	-Week Days	8:30 a.m. – 4:30 p.m.
Town Clerk	-Week Days	8:30 a.m. – 4:30 p.m.
Town Attorney	-Week Days	8:30 a.m. – 4:30 p.m.

Accounting Office	-Week Days	8:30 a.m. – 4:30 p.m.
Zoning Office	-Week Days	8:00 a.m. – 4:30 p.m.
Zoning Office – Clerical	-Week Days	8:30 a.m. – 4:30 p.m.
Assessor	-Week Days	8:30 a.m. – 4:30 p.m.

Justice Court:

Court Office & Window	Week Days	8:30 a.m. – 4:30 p.m.
Court: Session	Tuesdays and Thursdays	5:00 p.m.

Parks Department:

Office Hours - Clerical	-Week Days	7:30 a.m. – 3:30 p.m.
Shop Hours & All Others	-Week Days	7:00 a.m. – 3:30 p.m.

Highway Department:

Office Hours – Clerical	-Week Days	8:00 a.m. – 4:00 p.m.
Shop Hours & All Others	-Week Days	7:00 a.m. – 3:30 p.m.

Engineering and Building Departments:

Office Hours	-Week Days	7:00 a.m. – 3:30 p.m.
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Youth & Recreation Departments:

	-Week Days	8:30 a.m. – 4:30 p.m.
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