

The Organizational meeting of the Town Board of the Town of Clarence was held on Wednesday, January 7, 2026 at the Clarence Town Hall, One Town Place, Clarence, New York.

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

Peter DiCostanzo was installed by Colleen DiCostanzo as Councilman and Deputy Town Supervisor.

James Dussing was installed by Steven Dale as Superintendent of Highways.

Members of the Town Board present were Councilmembers Bob Altieri, Daniel Michnik, Peter DiCostanzo and Supervisor Patrick Casilio. Other Town officials present were Director of Community Development Jonathan Bleuer; Town Attorney Lawrence Meckler, and Town Engineer Timothy Lavocat. Councilmember Paul Shear was absent.

Motion by Councilman DiCostanzo, seconded by Councilman Michnik to approve the Work Session Minutes held December 3, 2025.

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

Motion by Councilman DiCostanzo, seconded by Councilman Altieri to approve the Work Session Minutes held December 10, 2025.

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

Motion by Supervisor Casilio, seconded by Councilman DiCostanzo for the following:

**BOND RESOLUTION OF THE TOWN OF CLARENCE, NEW YORK, ADOPTED JANUARY 7, 2026, AUTHORIZING THE ISSUANCE OF BONDS IN A PRINCIPAL AMOUNT NOT TO EXCEED \$6,200,000 TO FINANCE THE CONSTRUCTION OF A NEW RECREATION FACILITY, STATING THE ESTIMATED MAXIMUM COST THEREOF IS \$6,200,000 AND APPROPRIATING SAID AMOUNT FOR SUCH PURPOSE**

**THE TOWN BOARD OF THE TOWN OF CLARENCE, IN THE COUNTY OF ERIE, NEW YORK, HEREBY RESOLVES (by the favorable vote of not less than two-thirds of all the members of said Town Board) AS FOLLOWS:**

Section 1. The Town of Clarence, in the County of Erie, New York (herein called the “Town”), is hereby authorized to issue bonds in a principal amount not to exceed \$6,200,000 pursuant to the Local Finance Law, constituting Chapter 33-a of the Consolidated Laws of the State of New York (herein called the “Law”), to finance the construction of a new recreation facility.

Section 2. The estimated maximum cost thereof, including preliminary costs and costs incidental thereto and the financing thereof, is \$6,200,000 and said amount is hereby appropriated for such purpose. The plan of financing includes the issuance of bonds in a principal amount not to exceed \$6,200,000 to finance said appropriation, the levy and collection of taxes on all the taxable real property in the Town to pay the principal of said bonds and the interest thereon as the same shall become due and payable.

Section 3. The following additional matters are hereby determined and declared:

(a) The period of probable usefulness applicable to the object or purpose for which said bonds are authorized to be issued, within the limitations of Section 11.00 a. 11 (b) of the Law, is twenty-five (25) years.

(b) The proceeds of the bonds herein authorized and any bond anticipation notes issued in anticipation of said bonds may be applied to reimburse the Town for expenditures made after the effective date of this resolution for the purpose for which said bonds are authorized. The foregoing statement of intent with respect to reimbursement is made in conformity with Treasury Regulation Section 1.150-2 of the United States Treasury Department.

(c) The proposed maturity of the bonds authorized by this resolution will exceed five (5) years.

Section 4. Each of the bonds authorized by this resolution and any bond anticipation notes issued in anticipation of the sale of said bonds shall contain the recital of validity as prescribed by Section 52.00 of the Law and said bonds and any notes issued in anticipation of said bonds shall be general obligations of the Town, payable as to both principal and interest by

general tax upon all the taxable real property within the Town. The faith and credit of the Town are hereby irrevocably pledged to the punctual payment of the principal of and interest on said bonds and any notes issued in anticipation of the sale of said bonds and provision shall be made annually in the budget of the Town by appropriation for (a) the amortization and redemption of the bonds and any notes in anticipation thereof to mature in such year and (b) the payment of interest to be due and payable in such year.

Section 5. Subject to the provisions of this resolution and of the Law and pursuant to the provisions of Section 21.00 of the Law relative to the authorization of bonds with substantially level or declining annual debt service, Section 30.00 relative to the authorization of the issuance of bond anticipation notes and Section 50.00 and Sections 56.00 to 60.00 and Section 168.00 of the Law, the powers and duties of the Town Board relative to authorizing bond anticipation notes and prescribing the terms, form and contents and as to the sale and issuance of the bonds herein authorized, and of any bond anticipation notes issued in anticipation of said bonds, and the renewals of said bond anticipation notes, and as to the execution of agreements for credit enhancements, are hereby delegated to the Supervisor, the chief fiscal officer of the Town.

Section 6. The validity of the bonds authorized by this resolution, and of any notes issued in anticipation of the sale of said bonds, may be contested only if:

(a) such obligations are authorized for an object or purpose for which the Town is not authorized to expend money, or

(b) the provisions of law which should be complied with at the date of publication of such resolution, or a summary thereof, are not substantially complied with, and an action, suit or proceeding contesting such validity is commenced within twenty days after the date of such publication, or

(c) such obligations are authorized in violation of the provisions of the constitution.

Section 7. This bond resolution is subject to a permissive referendum and the Town Clerk is hereby authorized and directed, within ten (10) days after the adoption of this resolution, to publish or cause to be published, in full, in the official newspaper of the Town, having a general circulation within said Town, and posted on the sign board of the Town maintained pursuant to the Town Law, a Notice in substantially the following form appearing in Exhibit A hereto.

Section 8. The Town Clerk is hereby authorized and directed, after said bond resolution shall take effect, to cause said bond resolution to be published, in summary, in the official newspaper of the Town, having a general circulation within said Town, together with a Notice in substantially the form as provided by Section 81.00 of the Law.

The adoption of the foregoing resolution was duly put to a vote on roll call, which resulted as follows:

AYES: Councilmembers: Bob Altieri, Daniel Michnik, Peter DiCostanzo and Supervisor Patrick Casilio

ABSENT: Councilmember: Paul Shear

NOES: None

The resolution was declared adopted.

Councilman Michnik congratulated the elected officials that were sworn in today.

Councilman Altieri mentioned the State of the Town Address hosted by the Clarence Chamber will be held Friday January 30, 2026 at the Brookfield County Club from 11:30 – 1:00 p.m.

Karen Hawes, Town Clerk, stated that 2026 Town and County bills will be out soon, due February 17, 2026. If you have any questions, please contact the Town Clerk's office.

Motion by Councilman DiCostanzo, seconded by Councilman Michnik to approve the following items 1-24:

1. **Town Board Meetings:**

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

January	7 and 21
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. New York State Retirement: The Town shall pay for all employees under the Retirement Plan Section 75-i and 41-j.
5. All appointments are contingent upon completing and filing the annual Ethics Disclosure. Failure to do so will automatically revoke such appointment.
6. Designation of Trick or Treat Night on Saturday, October 31, 2026 from 5:00 p.m. to 8:00 p.m.
7. March 11, 2026 is proclaimed Founder's Day in honor of Asa Ransom, the first settler and one of the founders of the Town of Clarence.
8. The cell phone reimbursement rate for Town of Clarence employees is as follows: Effective January 1, 2026, the total quarterly reimbursement rate is based on the 2025 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 \$93.78 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.
9. To amend the Town Policy Manual in the following sections:
  - a. Section 701 Longevity
  - b. Section 702 Compensatory Time
  - c. Section 802 Vacation
  - d. Section 806 Insurance Contribution and Wellness Incentive Bonus
10. All mail will be distributed by the Supervisor's Office.
11. All appointments are for the year 2026 effective January 1, unless otherwise noted or unless otherwise set forth by law. Adoption of Employee's Salary Schedule as within the 2026 Adopted Budget and amended salary memo except as noted in the Organizational Minutes.
12. 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.
13. 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.
14. Appointment of Karen Jurek as Assistant to the Town Supervisor Part-Time and as Assistant to the in-house Computer Network Coordinator.
15. The Town Board approves the recommendation of Town Justice Michael Powers for the appointment of Mary Kelley as his Clerk to Town Justice. The Town Board approves the recommendation of Town Justice Jonathan Hickey for the appointment of Sally Moore as his Clerk to Town Justice. The Town Board approves the appointment of John Hufford as Laborer/Cleaner in the Court Office.

16. Appointment of Barbara Andruschat, Kenneth Beil, Guy Fleming, Nicole Heh, Richard Kasperek and Thomas Koehler as Security Officers PT in the court office Minimum pay of three (3) hours.  
Appointment of Richard Kasperek Security Officer as Supervisor in charge of equipment and scheduling of officers with a stipend.
17. Appointment of the following Clerks Part Time:
  - Robin Kosmowski and Jill Leising at the rate of \$20.00 per hour.
  - Cheryl Hufnagel as Clerk PT in the Building Department at the rate of \$20.00 per hour.
  - Valerie Daigler as Clerk Part Time in the Supervisor's Office at the rate of \$30.0150 per hour.
  - Karen Smith as Clerk Part Time in the Engineering Office at the rate of \$30.0150 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.
18. Appointment of Timothy Sherry as Van Driver Regular Part Time (RPT) at the rate of \$21.00 per hour. Appointment of Thomas Thielmann as Van Driver Part Time (PT) at the rate of \$20.00 per hour.
19. Appointment of Justin Rayner as Dog Control Officer PT.
20. Town Clerk Karen Hawes appoints Janel Farolino as Deputy Town Clerk and Rachel Guadagno as 2<sup>nd</sup> Deputy Town Clerk. Appointment of Karen Hawes as Registrar of Vital Statistics, Records Management Officer and Freedom of Information Law (FOIL) Records Officer, Janel Farolino as Deputy Registrar of Vital Statistics and Rachel Guadagno as Sub Registrar of Vital Statistics with all fees for registrar services remitted to the Town of Clarence General Fund.
21. Approval to raise the copy fee from \$.25 to \$1.00 per copy. Fees are to be paid at the Town Clerk's Office once copies are made.
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 12/31/2027. (This is the first year of a two-year term).
  - b. David Donohue as Deputy Town Attorney with a term to expire 12/31/2026.
  - c. Peter Vasilion as Town Prosecutor Part-time with a term to expire 12/31/2026.
  - d. Jennifer D'Andrea as Municipal Administrative Assistant Legal Regular Part-Time Provisional
  - e. Approve the IDA stipend for Jennifer D'Andrea.
  - f. Jacob Ullman Wishnoff as Clerk Part-Time.

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: Councilman Shear; Motion carried.

Motion by Councilman Altieri, seconded by Councilman Michnik to approve the following items 24-35:

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 12/31/2027. (This is the first year of a two-year term). Approve the stipend for Storm Water Management Officer and Sewer Administrator for Timothy Lavocat, P.E.

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.

Appointment of David Albert as Code Enforcement PT

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 \$24.00 per hour.
  - Rita Savage, Ronald Kline, George Brown, Robert Sugg, Nicole Heh, Joseph Indelicato and Kurt Krause at the rate of \$21.00 per hour.
  - Vincent Akiki, and Michael Becker at the rate of \$20.00.
28. Appointment of School Crossing Guards for the school year 2026/2027 September through June per the school calendars, Charles Nagel III and Charles Nagel IV.
29. The Town Board approves the recommendation of the Highway Superintendent James Dussing to appoint Paul Englert as Deputy Highway Superintendent, Jeffrey Loudenslager and Clarence Daigler as General Crew Chiefs, and Kenneth Bevilacqua as Laborer-PT. Appointment of Theresa Loudenslager as Confidential Secretary to the Highway Superintendent effective January 6, 2026. Approve the stipend for Drainage Management for the Highway Superintendent and Deputy Superintendent.
30. Appointment of Clifford O. Trapper as Recreation Director II PT.  
Appointment of Christopher Durr as Deputy Recreation Director PT.
31. Appointment of Jason Holden as Parks Superintendent at the yearly salary of \$104,000. Appointment of Michael Pfentner as General Crew Chief.
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. 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 second 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.
34. Appointment of Kimberly Ignatowski as Director of Administration and Finance. Approve the Bond Administration and IDA stipends for Kimberly Ignatowski. Appointment of Lisa McCraith as Payroll Clerk PT.  
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.  
Appointment of Jessica Wruck as Program Leader Youth Provisional.

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

Motion by Councilman Michnik, seconded by Councilman DiCostanzo to approve the following items 36-46:

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 2026.
37. Petty cash allowed for Town Clerk - \$300.00 and Justice Court - \$150.00 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 1/1/2026 to Mary Morris from the Civil Service Real Property Appraiser position to continue as the Assessor. Approve the IDA stipend for Mary Morris.
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 Superintendent, 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, Cheryl Anthony and Shannon Kinnan.
44. Appointment to the Clarence Center Community Character Protection Board for a one-year term: David Mosher, and Alyssa Russell. There is currently one (1) opening on the Board.
45. Community Residence Committee is hereby disbanded as it has been inactive for years.
46. Appointment to the Conservation Advisory Council for a three-year term to expire 12/31/28: Dennis Londos, Steven Diver, Lori Sauls, Cheryl Cantlon, Casey Diederich and Joel Radder. 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 2026 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 2026: \$4000/year for The Deer Abatement Assistance Management Program Coordinator and \$75.00 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, 2026 through December 31,

2026: Martin Bronisz, Peter Forrestel, Patrick Krey, Andrew Londos, Dennis Londos, Adam Martin, Ronald Martin, Rick Richert, and Charles Riggio. 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.

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

Motion by Councilman Altieri, seconded by Councilman DiCostanzo to approve the following items 47-62:

47. Appointment to the Ethics Board for a five-year term to expire 12/31/2030: Debra Fine, Stephen Free and Angelyn McDuff. There is currently one (1) opening.
48. Appointment to the Fire Advisory Board for a one-year term: The elected year 2026 Fire Chiefs from Clarence, Clarence Center, East Amherst, Harris Hill, Rapids and Swormville Volunteer Fire Companies.
49. Appointment to the Historic Preservation Commission: Thomas Steffan for a 4-year term to expire 12/31/2029. There are currently two (2) openings.  
Appointment of Carol Conwall as 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 of Cheryl Cantlon as Alternate Member for a 1 year term.
52. Appointment to the Clarence Library Board for a five-year term to expire 12/31/2030: Marjorie Ebersole, Marlene Arno and Susan Bielawski.
53. Appointment to the Municipal Agricultural and Farmland Protection Committee for a one-year term: Daniel Corbett, Keith Dawydko, Brett Kreher and Steve Blabac. There are currently five (5) openings.
54. Appointment to the Planning Board: Robert Sackett as Chairperson, Richard Bigler as 1<sup>st</sup> Vice Chairperson, and Wendy Weber-Salvati as 2<sup>nd</sup> Vice Chairperson for a one-year term. , Jason Geasling as Planning Board member for a 7-year term to expire 12/31/32. Keith Lukowski as the Alternate Member 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, Timothy Harris and Christopher Merkle . Joseph Lancellotti, as representative of Engineering Dept., and Timothy Lavocat as Chairperson.
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 12/31/2028: Paul Schulz, Lori Adams, Michael Ramaccia, Kathleen Bryant. There are four (4) openings
59. Appointment to the Traffic Safety Advisory Board for a one-year term: Steven Dale. There are currently two (2) openings.

60. Appointment to the Youth Board for a three-year term to expire 12/31/2028: Katherine Giansante, Bryan Renzoni and Cheryl Klemenzenz. There are currently two (2) adult openings.
61. Appointment to the Zoning Board of Appeals: Patrick Krey for a five (5) year term to expire 12/31/2030, R. Forest Rung as Alternate Member with a one (1) year term to expire 12/31/2026.  
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).

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

Motion by Supervisor Casilio, seconded by Councilman Michnik to approve the following items 63-70:

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., 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 NBT Bank as depositories for the Town of Clarence.
66. Minutes of the Town Board meetings will be on the Town's website within two (2) weeks of the meeting date.
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.



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 9, 2026 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 \$2,853,027.00 may be expended for general repairs upon 127.50 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: Academy Street, East Avenue, West Avenue, South Park Avenue, Bodine Road, Royal Oak Drive, Pepperwood Lane, Oakwood Lane, Clarnew Drive, and Green Acres Road. Additional roads may be added or deleted 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 2026 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 the 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 to 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 in 2026 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.

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

Supervisor Casilio had each Councilman read their Liaison assignments for the year.

Councilman DiCostanzo read his assignments as follows: Accounting Department, Assessors, Capital Projects (as Town Board Member), Ethics, Grants, Industrial Development Agency, Insurance, Labor Management, Parks Department and the Recreation Department.

Councilman Altieri read Councilman Shears assignments as follows: Deer Abatement, Environmental Management Council, Municipal & Farmland Protection Plan, Planning Department, Planning Board, and Zoning Board of Appeals.

Councilman Michnik read his assignments 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 read his assignments as follows: Cable/Fiber Internet, Clergy Association, Conservation Advisory Council, Greenprint Committee, historic Preservation Commission, Library, Public Safety and Solid Waste & Recycling.

Supervisor Casilio read his assignments 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.

Supervisor Casilio stated his appointments this year are Peter DiCostanzo as the Deputy Supervisor, Carolyn Dorr as the Confidential Secretary, Joseph McGreevy as Town Historian and Douglas Curella, Sr. as the Right to Farm Resolution Committee for a term of one year.

Motion by Councilman DiCostanzo, seconded by Councilman Michnik to approve the bill pay of December 18, 2025 as follows: General Funds \$146,924.26; Highway Funds \$45,003.76; Drainage Funds \$3,868.64; Lighting Funds \$645.26 and Capital Funds \$8,495.00 for a total bill pay of \$204,936.92.

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

Councilman DiCostanzo mentioned again that each Councilman brought up the openings on many committees within the Town. Please look online and if something interests, please volunteer your time and apply at the Town Supervisors Office.

Supervisor Casilio congratulated the elected officials sworn in, I am a very lucky Supervisor to have such a great team, we tend to pull in the same direction to get things done. It is an honor to be working with everyone as well as all our town employees.

Councilman DiCostanzo mentioned that if anyone follows politics, the elected officials this year were elected for a three-year term rather than a four-year term so they will then be in line to run during the presidential election. In two years, this will happen again where the elected officials will run for a three-year term to have everyone only running in even years.

Supervisor Casilio also mentioned that the Town won an award with the New York State Association of Town due to the efforts of Jonathan Bleuer, Director of Community Development/Planning and Zoning Department.

With their being no further business, Supervisor Casilio adjourned the meeting at 9:14 a.m.

Karen Hawes  
Town Clerk

\*Attachments

## 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.

## Attachment 1- continued

- 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

EMPLOYEE

Jerin Becker  
 Jonathan Bleuer  
 Patrick Casilio  
 Clarence Daigler  
 Carolyn Dorr  
 Christopher Durr  
 James Dussing  
 Paul Englert  
 Amy Gregor  
 Karen Hawes  
 Jonathan Hickey  
 Jason Holden  
 Kimberly Ignatowski  
 Karen Jurek  
 Mary Kelley  
 Dawn Kinney  
 Joseph Lancellotti  
 Timothy Lavocat  
 Steven Leising  
 Jeffrey Loudenslager  
 Theresa Loudenslager  
  
 Lawrence Meckler  
 Sally Moore  
 Mary Morris  
 Michael Pfentner  
 Michael B. Powers  
 Andrew Schaefer  
 Clifford Trapper  
 Michelle Trapper  
 Alan Wolbert  
 Joseph McGreevy  
 Jessica Wruck

TITLE

Dog Control Officer  
 Director of Community Development  
 Supervisor  
 Highway General Crew Chief  
 Confidential Secretary to the Town Supervisor  
 Deputy Recreation Director  
 Highway Superintendent  
 Deputy Highway Superintendent  
 Senior Clerk  
 Town Clerk  
 Town Justice  
 Parks Superintendent  
 Director of Administration and Finance  
 Assistant to the Town Supervisor PT  
 Clerk to the Town Justice  
 Director Youth Board  
 Assistant Municipal Engineer  
 Town Engineer  
 Zoning Inspector  
 Highway General Crew Chief  
 Confidential Secretary to Highway  
 Superintendent  
 Town Attorney  
 Clerk to the Town Justice  
 Assessor  
 General Crew Chief  
 Town Justice  
 Junior Planner  
 Director of Recreation  
 Senior Clerk Typist  
 Security Officer  
 Town Historian  
 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 28<sup>th</sup> 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 31<sup>st</sup>.
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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