

ORGANIZATIONAL MATTERS - NEWSTEAD TOWN BOARD
JANUARY 3, 2022

Supervisor Cummings called the meeting to order at 7:08 pm with all Board members present except Councilman Jendrowski. Supervisor Cummings led the pledge to the flag.

1. A motion was made by Supervisor Cummings, seconded by Councilman Dugan adopting Order of Business for 2022 and the Rules of Order of Town Meetings. (See Attached)
2. A motion was made by Supervisor Cummings, seconded by Councilman Dugan adopting Schedule of Regular Meetings for 2022. (See attached)
3. Letters requesting appointments (see attached): a motion was made by Supervisor Cummings, seconded by Councilman Dugan to accept these letters.
4. A motion was made by Supervisor Cummings, seconded by Councilman Dugan that Emily Janicz be designated to cast the vote of the Town of Newstead at the Annual Meeting of the Association of Towns.
5. Supervisor Cummings announced the appointment of Edmund Burke as Deputy Supervisor for 2022.
6. Supervisor Cummings announced appointments to committees within the Town Board (See attached).
7. A motion was made by Supervisor Cummings, seconded by Councilman Dugan that the Supervisor be authorized to appoint a Secretary to the Supervisor for 2022.
8. Supervisor Cummings announced the appointment of Colleen Salmon as Secretary to the Supervisor and bookkeeper for 2022.
9. Supervisor Cummings announced the appointment of Donald Holmes as Historian and Beverly Summe Assistant Historian of the Town of Newstead for the year 2022.
10. A motion was made by Supervisor Cummings, seconded by Councilman Dugan that the Town Clerk be authorized to appoint additional Deputy Town Clerks for the year 2022.
11. Town Clerk Izydorczak announced the following appointments for the year 2022 - Deputy Town Clerk (FT)- Jennifer DiChristina; 2nd Deputy Clerk (PT)- Emily McCoy; Deputy Registrar- Jennifer DiChristina & Sub-Registrar- Emily McCoy.
12. Highway Superintendent Michael Bassanello announced the appointment of Gary Baehr as Deputy Highway Superintendent for the year 2022.

13. A motion was made by Councilman Dugan, seconded by Councilwoman Pope that the Highway Superintendent be authorized to appoint a Clerk to the Highway Superintendent for 2022.
14. Highway Superintendent Bassanello announced the appointment of Rachel Kleparek as Clerk to the Highway Superintendent for 2022.
15. A motion was made by Councilman Dugan, seconded by Councilwoman Pope that Town Officials be paid the per mile rate as set by the IRS (as of 1-1-22 the rate is **\$TBD**) for use of their car on official business. This pertains to Town Officials and employees or to anyone on an official errand for the Town upon proper approval by the Town Board.
16. A motion was made by Councilman Dugan, seconded by Councilwoman Pope that the Town purchases a blanket bond to cover all Town Officials.
17. A motion was made by Councilman Dugan, seconded by Councilwoman Pope that the theft insurance coverage be continued at \$1,000,000.00 on all town employees.
18. A motion was made by Councilman Dugan, seconded by Councilwoman Pope that the Town Clerk be authorized to continue the Petty Cash Fund of \$100.00, a DEC petty cash fund of \$100.00, and a petty cash fund of \$100.00 during tax collection periods.
19. A motion was made by Councilman Dugan, seconded by Councilwoman Pope that the Director of the Senior Center be authorized to have a Petty Cash Fund of \$100.00.
20. A motion was made by Councilman Dugan, seconded by Councilwoman Pope that the Highway Superintendent be authorized to continue the Petty Cash Fund of \$100.00.
21. A motion was made by Councilman Dugan, seconded by Councilwoman Pope that the Recreation Director be authorized to maintain a petty cash fund of \$100.00.
22. A motion was made by Councilman Dugan, seconded by Councilwoman Pope to appoint Supervisor David Cummings as Budget Officer for 2022 at no salary.
23. A motion was made by Councilman Dugan, seconded by Councilwoman Pope that the Bank on Buffalo; JP Morgan Securities; M&T Bank; NY Class; Evans Bank and Alden State Bank be designated as official depositories into which all Town Officials shall deposit all moneys coming into their hands by virtue of their respective offices.
24. A motion was made by Councilman Dugan, seconded by Councilwoman Pope that all matters to come before the Town Board be in the Supervisor's Town Hall mailbox by 5:00 p.m. on Thursday preceding each meeting to be on the agenda. The agenda will be ready for board members after 5:00 p.m. on Fridays preceding each meeting.

25. A motion was made by Councilwoman Pope, seconded by Councilman Burke that "Regular" Town Board Meetings throughout the year 2022 be held at 7:30 p.m. on the 2nd and 4th Mondays of each month unless noted according to the attached schedule (see attached page # 10.) Work Sessions will be at 6:45 p.m. prior to Regular Meetings. When the Regular Meeting falls on a holiday, the Supervisor may postpone or set a new date for said meeting. Work Sessions may be scheduled the 1st and 3rd Monday of each month at 7:00 p.m. when not conflicting with a Holiday as per schedule. Otherwise, they may be held as determined. All meetings will be held in the Newstead Town Hall and are open to the public except for confidential matters as prescribed by the Open Meetings Law.
26. A motion was made by Councilwoman Pope, seconded by Councilman Burke that the vouchers for Town Claims be audited, allowed, and paid if certified to be true and correct upon forms heretofore adopted, described, and approved by the Town Board and all vouchers will be presented, approved, and paid at both Regular Meetings, twice a month. No voucher will be paid prior to monthly reports being submitted. The Supervisor is authorized to pay utility bills as such become due subject to Town Board audit at the next regular meeting. Vouchers to be paid must be in the hands of the Town Clerk no later than the Thursday before a regular meeting.
27. A motion was made by Councilwoman Pope, seconded by Councilman Burke that the Town brings within the coverage of Workman's Compensation Law all Town Employees and Town Officials, elective and appointed and all Volunteer Firemen who may be injured, within the Town of Newstead Fire Protection District as now constituted, while engaged in their duties as firemen.
28. A motion was made by Councilwoman Pope, seconded by Councilman Burke that the Town continues Disability Insurance coverage as outlined in the resolution of 12/13/93.
29. A motion was made by Councilwoman Pope, seconded by Councilman Burke that all Town Officials be authorized to attend meetings of their respective organizations with all necessary expenses to be paid by the Town of Newstead. Officials and organizations involved are:
 - Town Board - Association of Erie County Governments
 - Town Clerk - Erie County Town Clerk's & Tax Receiver's Assoc.
 - Assessor - Erie County Assessor's Association
 - Highway Superintendent - Erie County Highway Superintendent's Association
 - Other - New York State Association of Towns and others as deemed necessary.
30. A motion was made by Councilwoman Pope, seconded by Councilman Burke to authorize the Town Justices to appoint one court clerk for each justice for 2022.
31. A motion was made by Councilwoman Pope, seconded by Councilman Burke to appoint Sandra Pietrowski full time Court Clerk for 2022.
32. Justice Campbell appoints Joy Wagner as Deputy Court Clerk (PT) to Town Justice for the year 2022.

33. A motion was made by Councilman Burke, seconded by Supervisor Cummings that the Town Justices be authorized to employ a stenographer for the Justice Court or for Special Sessions Court and that payment be made upon a voucher subject to the approval of the Town Board.
34. A motion was made by Councilman Burke, seconded by Supervisor Cummings that Emily Janicz Esq. be appointed Town Attorney for 2022 and that Mike Coutu and Brendan Neill be appointed Deputy Town Attorneys for the year of 2022.
35. A motion was made by Councilman Burke, seconded by Supervisor Cummings that Robert Friedman be appointed as Town Prosecutor and Jennifer Strong as Deputy Town Prosecutor for 2022.
36. The term of Fred Pask on the Zoning Board of Appeals expired 12-31-2021. A motion was made by Councilman Burke, seconded by Supervisor Cummings to appoint Fred Pask to serve as a Zoning Board Member for a five-year term expiring 12-31-2026.
37. The term of Terry Janicz on the Planning Board expired 12-31-2021. A motion was made by Councilman Burke, seconded by Supervisor Cummings to appoint Terry Janicz to serve as a Planning Board Member for a seven-year term expiring 12-31-2028.
38. The terms Carl Klingenschmitt, Robert Folger and David Stutz on the Conservation Advisory Council expired 12/31/2021. A motion was made by Councilman Burke, seconded by Supervisor Cummings to re appoint them to terms expiring 12/31/24.
39. A motion was made by Councilman Burke, seconded by Supervisor Cummings that David DeYoung be appointed Dog Control Officer for 2022.
40. A motion was made by Councilman Burke, seconded by Supervisor Cummings that Andrew DeYoung and Daniel Wood be appointed Deputy Dog Control Officers for 2022.
41. A motion was made by Councilman Burke, seconded by Supervisor Cummings that Brenda Cerasani and Jerry Szmania be reappointed Van Drivers for the Senior Van for the year 2022.
42. A motion was made by Councilman Burke, seconded by Supervisor Cummings to appoint Jim Akin as Water Maintenance Worker (PT) for the year 2022.
43. A motion was made by Councilman Burke, seconded by Supervisor Cummings that Deborah Forrestal be appointed to the Newstead Recreation Committee representing the Akron Central School Board with Jody Brege to serve as alternate as necessary.

44. The terms of Joel Gregorio, Alicia Tomporowski and Adam Massaro on the Recreation Board expired 12/31/21. A motion was made by Supervisor Cummings, seconded by Councilman Dugan to re-appoint them to the Recreation Board for a term to expire 12/31/2024.
45. A motion was made by Supervisor Cummings, seconded by Councilman Dugan that Joel Gregorio be appointed Chairman of the Recreation Board for a term of one year starting 1/1/2022 and ending 12/31/2022 subject to the requirements of the job description.
46. A motion was made by Supervisor Cummings, seconded by Councilman Dugan that Robert Folger be appointed the GIS Administrator for the year 2022.
47. A motion was made by Supervisor Cummings, seconded by Councilman Dugan that Daniel Kowalik be appointed Emergency Coordinator for 2022 at a salary of \$2,421 and Joe Hawes and Mike Mutter be appointed Assistant Emergency Coordinators for 2022 at a yearly salary of \$1,478 each.
48. The term of Robert Tiedt on the Library Board expired 12-31-2021. A motion was made by Supervisor Cummings, seconded by Councilman Dugan to appoint Robert Tiedt to serve as a member of the Library Board for a five-year term expiring 12-31-2026.
49. A motion was made by Supervisor Cummings, seconded by Councilman Dugan to establish the sewer use rate for Sewer District #1 (ADESA) at \$13.25 per 1,000 gallons.
50. A motion was made by Supervisor Cummings, seconded by Councilman Dugan to establish the sewer rate for Sewer District # 2 (Whiting's) at \$10.00 per 1,000 gallons.
51. A motion was made by Supervisor Cummings, seconded by Councilman Dugan that the sewer rate for Sewer District # 3 (Niagara label) will be billed as per village rates.
52. The following resolution was moved by Supervisor Cummings, seconded by Councilman Dugan:

BE IT RESOLVED that salaries and wages are hereby established per annum for the year 2022:

Supervisor	\$43,068.00
Councilperson (4) Dugan, Burke, Jendrowski, Pope	\$12,119.75 each
Town Justice - Campbell	\$23,085.00
Town Justice – Freeman	\$23,085.00
Superintendent of Highways	\$69,956.00
Supervisor of Highways (Refuse Tires)	\$380.00
Supervisor of Highways (Cemeteries)	\$970.00
Supervisor of Highways (Drainage)	\$2,850.00
Supervisor of Highways (Refuse District)	\$790.00
Supervisor of Highways (Parks)	\$1,700.00
Town Clerk	\$56,576.00

Town Clerk (Registrar)	\$1,000.00
Deputy Town Clerk	\$21.38 per hr.
2 nd Deputy Town Clerk (PT)	\$16.40 per hr.
Recreation Specialist	\$49,436.00
Recreation Attendant for Senior Center (B. Gaik)	\$16.19 per hr.
Recreation Attendant for Senior Center (W. Heberling)	\$15.51 per hr.
Recreation Attendant for Senior Center (K. Myers)	\$15.51 per hr.
Recreation Attendant for Senior Center (J. Long)	\$15.51 per hr.
Town Attorney	\$46,000.00
Asst. Town Attorney	\$12,000.00
Assessor	\$45,760.00
Code Enforcement Officer/Zoning Officer	\$74,027.00
Town Prosecutor (PT)	\$9,538.00
Deputy Town Prosecutor (PT)	\$204.00 per session
Court Clerk (full time)	\$22.82 per hr.
Deputy Court Clerk (PT) J. Wagner	\$16.75 per hr.
Building Dept. Administrator -C. Falkowski-Jan. only	\$27.45 per hr.
-J. Brady Feb.-Dec.	\$24.42 per hr.
Clerk to the Assessor/Building Dept. -J.Brady-Jan. only	\$20.38 per hr.
-A. Keller	\$18.70 per hr.
Planning Board Chairman	\$3,260.00
Dog Control Officer (PT)	\$11,283.00
Deputy Dog Control Officer (PT)	\$18.75 per hr.
Highway Clerk (PT)	\$18.34 per hr.
Secretary to the Supervisor	\$31.00 per. hr.
Historian (PT)	\$3,062.00
Assistant Historian	\$1,500.00
Water Maintenance Worker (PT)	\$29.19 per hr.
Water Plant Operator –(PT)	\$24.88 per hr.
Water Plant Asst/Parks Asst – (PT)	\$16.40 per hr.
Van Driver	\$19.86 per hr.
Recreation Director	\$15,498.00
Disaster Coordinator	\$2,421.00
Asst Disaster Coordinator (2)	\$1,478.00
Cleaner (K. Pask)	\$18.00 per hr.

Highway Department:

Full- time staff – as per the union contract

Deputy: \$1.75 above corresponding MEO rate

53. A motion was made by Councilman Dugan, seconded by Councilwoman Pope that the Newstead Planning Board members be paid a rate of \$65.00 per meeting attended for all local meetings held. The Chairman of the Planning Board shall receive an annual salary of \$3,260.00 per year.
54. A motion was made by Councilman Dugan, seconded by Councilwoman Pope that the Zoning Board of Appeals members be paid at the rate of \$37.00 per meeting attended for all local meetings held. The Chairman of the Zoning Board of Appeals shall receive \$45.00 per meeting for said meetings.
55. A motion was made by Councilman Dugan, seconded by Councilwoman Pope that the Board of Assessment Review members be paid a rate of \$20.21 per hour and the Chairman of the Board of Assessment Review be paid \$25.57 per hour.
56. A motion was made by Councilman Dugan, seconded by Councilwoman Pope that Drescher & Malecki LLP be retained to provide auditing services at a rate of \$16,600 annually, for assistance for annual update and budgeting services at a rate of \$1,000 for 2022.
57. A motion was made by Councilman Dugan, seconded by Councilwoman Pope that Mike Bassanello be appointed in charge of the building maintenance for all town buildings except for the joint facility.
58. A Motion was made by Councilman Dugan, seconded by Councilwoman Pope that Dale Gooch be appointed assistant in charge of the building maintenance for all town buildings except for the Joint Highway Facility.
59. The terms of Mary Nanni and Allison Massaro expired 12/31/2021 for the Ethics Board. A motion by Councilman Dugan and seconded by Councilwoman Pope to appoint Mary Nanni and Allison Massaro to the Ethics Board for a five-year term expiring 12-31-2026.
60. A motion was made by Councilman Dugan, seconded by Councilwoman Pope that the Town Board designates the Akron Bugle the Official Newspaper of the Town for 2022.
61. A motion was made by Councilman Dugan, seconded by Councilwoman Pope that the Highway Superintendent be authorized to post roads, at his discretion, when it is in the best interest of the public.
62. A motion was made by Councilman Dugan, seconded by Councilwoman Pope that Supervisor Cummings be appointed to the NEST Consortium for the year of 2022.
63. A motion was made by Councilman Dugan, seconded by Councilwoman Pope that Committee Chairpersons be authorized to enlist the expertise of citizen advisors on their respective committees.

64. A motion was made by Councilwoman Pope, seconded by Councilman Burke that following the annual review of the Town Procurement Policy; the policy shall remain in effect for 2022.
65. A motion was made by Councilwoman Pope, seconded by Councilman Burke that all other existing Town policies shall remain in effect for 2022.
66. A motion was made by Councilwoman Pope, seconded by Councilman Burke that all other terms and conditions of employment for all classifications of employees, (other than Highway Employee Full Time), of the Town of Newstead for 2022 are updated and documented in The Terms and Conditions Handbook.
67. A motion was made by Councilwoman Pope, seconded by Councilman Burke that Clerks Dawn Izydorczak and Jennifer DiChristina be appointed marriage officers for 2022-2023.
68. Attached is the updated list of the Town of Newstead committees for 2022 (see attached).
69. A motion was made by Councilwoman Pope, seconded by Councilman Burke appointing Wendel as the town engineer for 2022 at a monthly fee of \$1,433.
70. A motion was made by Councilwoman Pope, seconded by Councilman Burke that Barb Gaik, Wendy Heberling, Kathy Meyers and Jaclyn Long be appointed attendants for the Senior Center for 2022.

Approval of Bills – Councilwoman Pope reported that the Abstract(s) from Batch(es) #2190, 2192 & 2194 have been reviewed with the previously un-audited vouchers and everything was found in order. Abstract Batch(es) #2198 were presented for payment. Vouchers on this abstract(s) numbered 1- 14 for 2022 totaling \$6,403.38. Councilman Burke seconded to approve payment as follows:

Abstract Batch(es) #2198 for 2022:

General Fund (A)-\$6,108.38, General Fund- Outside Village (B)-\$295.00, Highway (DA) -\$0, Highway: Outside Village (DB)-\$0, CAP-Multicultural Ctr (HMCC)- \$0, CAP-Water-Scotland (HS)-\$0, CAP-Water-Koepsel (HW)-\$0, CAP-Water-Draper (HW01)-\$0, CAP-Water-Cedar (HW02)-\$0, CAP-Water-Knapp (HW03)- \$0, CAP-Bike Path (HTG)-\$0, Drainage (SD)-\$0, Fire Protection (SF)-\$0, Refuse (SR)-\$0, Sewer #1 Fund (SS)-\$0, Sewer District #2 (SS02)-\$0, Sewer District #3 (SS03)-\$0, Trust & Agency(TA)-\$0 and Consolidated Water (SW00)-\$0, WD1(SW1)- \$0, WD2(SW2)- \$0, WD3(SW3)- \$0, WD4(SW4)- \$0, WD5(SW5)- \$0, WD6(SW6)- \$0, WD7(SW7)- \$0, WD7A(SW7A)- \$0, WD8(SW8)- \$0, WD9(SW9)- \$0, WD10(SW10)- \$0; Total:\$6,403.38 Carried

Supervisor Cummings reported the November 2021 Supervisors Report is on file with the Town Clerk

71. Organizational matters having been completed; a motion was made by Councilwoman Pope, seconded by Councilman Burke that the Board close the Organization Meeting for 2022 at 7:25pm. All Motions Made were Carried

ORDER OF BUSINESS

RESOLVED, that the order of business for the conduct of the Town of Newstead Town Board meetings for the year 2022 shall be as follows:

- I - Call Meeting to Order
- II - Roll Call
- III - Pledge of Allegiance
- IV - Approval of Minutes
- V - Agenda Changes
- VI - Communications
- VII - Agenda Items Question Period
- VIII - Approval of the Bills
- IX - Supervisor's Reports
- X - Committee and Department Head Reports
- XI - Old Business
- XII - New Business
- XIII - Question Period/Privilege of the Floor
- XIV - Adjournment

RULES OF ORDER

RESOLVED, that in all matters of Parliamentary Procedure; Robert's Rules of Order shall prevail, except where such rules are inconsistent with any local rule or resolution pertaining to the conduct of Town business.

RULES GOVERNING THE CONDUCT OF BUSINESS

RESOLVED, that the following rules will govern the conduct of business for the Town Board meetings:

A - The agenda shall include all correspondence, resolutions, bills and reports. Items received after 5 p.m. on Thursday preceding the Board Meeting shall be placed on the agenda for the next regular Board Meeting. Emergency situations will be excluded from this requirement and the Town Board may waive this requirement for any matter.

B - By 5 p.m. on the Friday preceding the regular Board Meeting, a copy of the agenda will be available to each Board Member, Department Head, and the Attorney for the Town. The copy shall include all resolutions, important correspondence, and the estimates of expenditures for capital improvements.

C - The agenda shall not be departed from except with a four-fifths vote of the entire Town Board, to be done by motion at the beginning of the meeting.

D - All matters shall be continued on the printed agenda until disposed of. All matters not disposed of shall be tabled and taken from the table only by a majority vote of the entire Town Board.

E - Correspondence shall be disposed of at the time of reading, either by (a) voting to receive and file by majority vote of the entire Town Board (b) resolution (c) referring to a committee (d) tabling. If tabled, the item can be taken from off the table that same meeting or it can be left on the table thereby becoming Old Business to remain on the agenda until disposed.

F – Questions and comments on agenda items only shall be open to all people who wish to speak. General comments will be taken at the end of the meeting. All remarks must be addressed to the Chair unless otherwise directed by the Chair. All comments must be civil. No derogatory comments will be tolerated. Speakers not complying with requirement of civility will not be allowed to continue speaking and may, at the discretion of the Chair, be asked to leave the meeting. Each speaker must limit their comments to a five-minute maximum. The Chair may impose a total time limit for comments on any issue and if it appears that all comments being made are substantially the same, may request other different comments and may close the comment period. The time period for the question/comment period shall be limited to a total of 20 minutes unless extended by the Chair.

G - Monthly committee or department reports must be turned in to the Board prior to any payment for services for that month.

H - When requested by the Town Board, all opinions will be backed by a section of Town Law, and/or Audit and Control opinion, and/or a written opinion from Audit and Control.

I – Privilege of the Floor or Question period. Comments and questions will be made concerning the town at this time. All questions/comments must be made in a civil polite manner and will be addressed to the Chair. No derogatory comments will be tolerated. A speaker not complying with this requirement will be asked to stop speaking and no response will be made to such comment. The Chair may request that a specific representative of the Town respond to a particular question, respond to the question himself or herself, advise the questioner that the Town will look into it and get back to the questioner, or advise the questioner that their question either cannot be answered or will not be answered. There shall be no right of any questioner to receive a response to any question. The Chair reserves the right to limit each speaker to a five-minute maximum and one question or what is reasonable and is the Chair's sole discretion. The time period for questions from the floor shall be limited to 20 minutes unless extended by the Chair.

SCHEDULE OF MEETINGS FOR 2022

Mon. Jan. 3 Organizational Mtg/WS
Mon. Jan. 10 Meeting
Mon. Jan. 17 Holiday - No Work Session
Mon. Jan. 24 Meeting
Mon. Jan. 31 Work Session - Optional

Mon. Feb. 7 Work Session
Mon. Feb. 14 Meeting
Mon. Feb. 21 Holiday-No Work Session
Mon. Feb. 28 Meeting

Mon. Mar. 7 Work Session
Mon. Mar. 14 Meeting
Mon. Mar. 21 Work session
Mon. Mar. 28 Meeting

Mon. Apr. 4 Work Session
Mon. Apr. 11 Meeting
Mon. Apr. 18 Work Session
Mon. Apr. 25 Meeting

Mon. May 2 Work Session
Mon. May 9 Meeting
Mon. May 16 Work Session
Mon. May 23 Meeting
Mon. May 30 Holiday - No Work Session

Mon. Jun. 6 Work Session
Mon. Jun. 13 Meeting
Mon. Jun. 20 Work Session
Mon. Jun. 27 Meeting

Mon. Jul. 4 Holiday – No Work Session
Mon. Jul. 11 Meeting
Mon. Jul. 18 Work Session
Mon. Jul. 25 Meeting

Mon. Aug. 1 Work Session (optional)
Mon. Aug. 8 Meeting
Mon. Aug. 15 Work Session (optional)
Mon. Aug. 22 Meeting
Mon. Aug. 29 Work Session

Mon. Sep. 5 Holiday- No Work Session
Mon. Sep. 12 Meeting
Mon. Sep. 19 Work Session
Mon. Sep. 26 Meeting

Mon. Oct. 3 Work Session
Mon. Oct. 10 Holiday – no meeting
Tues Oct. 11 Meeting
Mon. Oct. 17 Work Session
Mon. Oct. 24 Meeting
Mon. Oct. 31 Work Session - Optional

Mon. Nov. 7 Work Session
Mon. Nov. 14 Meeting
Mon. Nov. 21 Work Session (optional)
Mon. Nov. 28 Meeting

Mon. Dec. 5 Safety Meeting
Mon. Dec. 12 Meeting
Mon. Dec. 19 Work Session
Mon. Dec. 26 Holiday – No Meeting
Thur. Dec 29 Meeting

All Meetings will start at 7:30 p.m. unless notified of change. Prior to each Regular Board Meeting we will meet at 6:45 p.m. for work session unless notified of change. All Work Sessions will start at 7 p.m. on none meeting evenings.

This schedule is tentative. We will meet as needed to adequately take care of town business. If meetings are not necessary, they will be canceled with proper notice.

LETTERS REQUESTING APPOINTMENT FOR 2022

NOTE: INCUMBENTS ARE HIGHLIGHTED

Any general positions- Daniel Wood (Dog Control), Dale Adamski Jr. (Court Constable)

Parks position –

Any committees- Theresa Roth (Ethics)

Any Secretarial position –

Attorney for the Town – **Emily Janicz**

Attorney for the Town- Deputy- **Brendan Neill**, Mike Coutu

Auditor – **Drescher & Malecki**

Conservation Committee (3) – **David Stutz, Carl Klingenschmitt, Robert Folger**

Clerk to Town Justice (2) –**Joy Wagner, Sandra Pietrowski**

Dog Control – **Dave DeYoung**

Dog Control Deputy- **David Andrew Scott DeYoung**, Daniel Wood

Emergency Coordinator (3) – **Joe Hawes, Mike Mutter, Dan Kowalik**

Engineer –**Wendel**

Ethics Committee – **Mary Nanni, Allison Massaro**, Theresa Roth

GIS Administrator –**Robert Folger**

Grant Writer – **Rotella Management**

Highway Clerk – **Rachel Kleparek**

Historian – **Don Holmes**

Historian – Assistant – **Beverly Summe**

Library Board – **Robert Tiedt**

Network Administrator -

Official Newspaper – **Akron Bugle**

Park and Buildings – **Dale Gooch, Jim Akin**

Planning Board (1) – **Andrew Kelkenberg**

Recreation Board (3) – **Adam Massaro, Alicia Tomporowski, Joel Gregorio**

Recreation Board Chairman – **Joel Gregorio**

Recreation Board Director – **Dan Roland**

Secretary to the Supervisor – **Colleen Salmon**

Sr. Citizen Van Driver (2)–**Brenda Cerasani, Jerry Szmania**

Town Prosecutor – **Robert Friedman**

Town Prosecutor – Deputy (1) - **Jennifer Strong**

Water Maintenance Worker – **Jim Akin**

Water Plant Operator – **Doug Heiderman**

Zoning Board (2) – **Fred Pask**

SUPERVISOR'S COMMITTEE APPOINTMENTS For 2022 -

Assessment, Code Enforcement, Planning, Zoning	Burke	Dugan
Buildings	Jendrowski	Cummings
Capital Projects, Town/Village Co-Op	Burke	Pope
Celebration, Recreation	Pope	Burke
Clerical Liaison, GIS	Pope	Dugan
Conservation Council, Solid Waste	Jendrowski	Burke
Court, Dog Control	Dugan	Jendrowski
Drainage, Highway	Burke	Cummings
Finance, Insurance	Cummings	Jendrowski
Fire Companies	Dugan	Jendrowski
Library	Jendrowski	Pope
Parks	Cummings	Pope
Public Safety, Am. with Disabilities	Dugan	Burke
Senior Citizens	Pope	Cummings
Water & Sewer Administration	Cummings	Dugan

- Names listed first are designated as lead person for 2022.

2022 Town of Newstead Committees

CONSERVATION ADVISORY COUNCIL (Town Board Appointed 2 yr.)

Carl Klingenschmitt*	12-31-23
Ken Koehler	12-31-22
Mary Jane Shonn	12-31-22
Lewis Tandy	12-31-22
Robert Folger	12-31-23
David Stutz	12-31-23

PLANNING BOARD (Town Board Appointed 7 yr.)

Tom Cowan*	12-31-24
Donald Hoefler	12-31-25
Andrew Kelkenberg	12-31-27
Terry Janicz	12-31-28
John Potera	12-31-23
John Olaf	12-31-26
Erik Polkowski	12-31-22

ZONING BOARD OF APPEALS (Town Board Appointed - 5 yr.)

William Kaufman*	12-31-24
Adam Burg	12-31-23
John Klodzinski	12-31-25
Fred Pask	12-31-26
Vicki Lombard	12-31-22
Josh Kraft (Alternate)	12-31-25
Mike Mutter (Alternate)	12-31-23

RECREATION BOARD (Town Board Appointed - 3 yr.)

Joel Gregorio*	12/31/24
Robert "Bo" Izydorczak	12/31/22
Melissa Polkowski	12/31/22
Mike Schilling	12/31/23
Tim Morgan	12/31/23
Alicia Tomporowski	12/31/24
Adam Massaro	12/31/24
Jason Pragle	12/31/23

LIBRARY BOARD (Town Board Appointed - 5 yr.)

Sue Brown	12/31/22
Robert Tiedt	12/31/26
Tara Middaugh	12/31/25
Mary Mangan	12/31/24
Suzanne Sweitzer	12/31/23

BOARD OF ASSESSMENT REVIEW (Town Board Appointed – 5 yr.)

Neal Kreher*	09/30/22
Fred Pask	09/30/26
Anthony Dispenza	09/30/23
Stan Serwon	09/30/24
Steve Carlson	09/30/25

ETHICS BOARD (Town Board Appointed – 5 yr)

Mary Nanni	12/31/2026
Colleen Salmon	12/31/2022
Martha Parzych-Short	12/31/2025
Keith Hatswell	12/31/2025
Allison Massaro	12/31/2026
Wallace Smith	12/31/2022
Bruce Serena	12/31/2022