

## Newstead Town Board Meeting- December 12, 2022

The Board entered executive session at 7:03pm to discuss personnel and contracts on a motion from Councilman Dugan, seconded by Councilman Jendrowski. Carried Unanimously

The Board exited executive session on a motion by Councilman Burke, seconded by Councilwoman Pope at 7:35pm, having taken no action. Carried Unanimously

A regular meeting was called to order by the Newstead Town Board on Monday, December 12, 2022 at 7:40pm at the Newstead Town Hall.

Present: David Cummings- Supervisor  
John Jendrowski- Councilman  
Joseph Dugan- Councilman  
Edmund Burke- Councilman  
Patricia Pope- Councilwoman (remotely)  
Emily Janicz - Town Attorney  
Michael Coutu- Assistant Town Attorney  
Scott Rybarczyk- Town Engineer  
Dawn Izydorczak – Town Clerk

Roll Call was taken with all board members present.

Councilwoman Pope led the pledge to the flag.

Minutes from the regular meeting held on November 28th were presented for approval. A motion was made by Councilman Dugan, seconded by Councilman Jendrowski to approve as presented. Carried Unanimously

### **Agenda Changes – none**

**Communications** – The Town Clerk presented the following correspondence:

A letter was received from Charter Communications notifying the town of upcoming programming changes taking place in December.

A Notice of Public Hearing was received from the Erie County Board of Health relative to proposed revisions in the Erie County Sanitary Code, with the hearing to be held on January 17, 2023 at 3:00pm at Room 1402 of the Rath Building.

A letter was received from the NYS Department of State notifying the town that Local Law #5 of 2022 was received and filed on December 2, 2022.

A motion was made by Councilman Burke, seconded by Councilwoman Pope to accept and file the presented correspondence. Carried Unanimously

**Work Session:** The Supervisor reported that no work session was held last week due the annual safety dinner, but the following items were discussed prior to tonight's meeting: water/sewer updates, planning items, building issues updates, grant updates, highway issues, joint town-village meeting, plus any other items brought before the Board.

**Agenda Items Question Period:** no one spoke

**Budget Transfers:** a motion was made by Councilman Dugan, seconded by Councilman Burke to approve the budget transfer(s) as presented in a memo from Bookkeeper Colleen Salmon dated 12/12/22. Carried Unanimously

**Approval of Bills** – Councilman Jendrowski reported that the Abstract(s) from Batch(es) #2294 have been reviewed with the previously un-audited vouchers and everything was found in order. Abstract Batch(es) #2299 prepay & 2300 were presented for payment. Vouchers on this abstract(s) numbered 1294-1356, totaling \$59,392.92. Councilman Dugan seconded to approve payment as follows:

Abstract Batch(es) #2299 prepay & 2300:

General Fund (A)-\$21,424.17, General Fund- Outside Village (B)-\$26.73, Highway (DA) -\$0, Highway: Outside Village (DB)-\$10,007.33, 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)-\$26,769.13, Sewer #1 Fund (SS)-\$505.81, Sewer District #2 (SS02)-\$135.24, Sewer District #3 (SS03)-\$520.01, Trust & Agency(TA)-\$0 and Consolidated Water (SW00)-\$4.50, 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: \$59,392.92 Carried Unanimously

**COMMITTEE AND DEPARTMENT HEAD REPORTS:**

**Highway** – no report presented. The Supervisor stated Mike did give to the Board members a list of equipment items to purchase in 2023 for the highway department and a current equipment report as they requested.

**Assessor** – a report was presented from Tina and read by the Supervisor as follows: she is still working on the reassessment project and valuing new construction as it is closed out by the building department. Exemptions are slowing being returned. She has recently been in contact with the manufactured home parks for updated rent rolls and providing guidance on the new STAR changes and other exemptions and how they are administered. The new changes to STAR have been confusing to both park management and the homeowners within the parks.

**Building Office** – the following building report was presented by Julie Brady of the Planning & Building Department:

Timothy Garlock	6860 Maple	Demolition-2 barns
Steven Hill	12926 Carney	Windows
John Farleo	7713 Greenbush	Generator
Kevin Paquin	12426 Swift Mills	Walls on Lean-to
Jillian Pearl	4302 Billo	Addition/Garage below

The Town Board accepted the building report as presented. The 2023 Planning Board meeting schedule was presented.

**Town Clerk-** School tax collection for both schools has been finalized and all final monies and reports sent to both schools. Re-levied unpaid taxes have been sent to the County Treasurers/RPTS offices.

**Town Attorney(s)** – nothing at this time

**COUNCILPERSONS:**

**Jendrowski** – he spoke with Louis Henley and Chris Bower about the pricing of turnout gear for the fire company. He and Councilman Dugan completed 3 interviews for the Dog Control Officer position.

**Dugan** – he and Councilman Jendrowski completed 3 interviews for the Dog Control Officer position between Saturday and today for Dave’s replacement. He feels we have really good candidates for the position.

**Burke** – he attended the Newstead Fire Company 75<sup>th</sup> installation dinner and installed the Exempt Officers. He congratulated Daniel Cummings on his 62 years of consecutive service to the fire company as an active fireman. He also attended the Recreation Board meeting and reported that any email changes for the recreation online program must go through the town clerk’s office.

**Pope** – nothing at this time

**Supervisor** – the November Supervisor’s Report is on file with the Town Clerk. He attended the Supervisor’s meeting this month in Elma. He had a lunch meeting today with Senator Gallivan and spoke about the status of town grants with him. Senator Gallivan will become our representative officially on January 1<sup>st</sup>. He assisted with getting paperwork together for the DCO interviews and worked on 2023 contracts for renewal.

**UNFINISHED BUSINESS:**

**Buildings** – Kristine is working on the grant for the fire alarm system at the Library. All other items are on hold until spring.

**Planning** – Noise Law changes are in process

**Water/Sewer** – Scott reported all water services are in and the project is substantially complete. The contractors patched the roads and will be completing all necessary restoration that cannot be done now, in the spring.

**Grants** – nothing new

**NEW BUSINESS:**

**Approval – Grant Writing Services Contact Renewal 2023:**

A motion was made by Councilman Dugan, seconded by Councilman Jendrowski approving the proposed contract renewal with Rotella Grant Management for grant writing services for 2023, subject to the terms set forth in the resolution and authorizing the Supervisor to execute the agreements.

(Resolution) Cummings-Aye, Dugan-Aye, Burke-Aye, Jendrowski-Aye, Pope-Aye  
Carried Unanimously

**Approval - Bond Counsel Services Contact Renewal 2023:**

A motion was made by Councilman Jendrowski, seconded by Councilman Dugan approving the proposed contract renewal with Hawkins Delafield & Wood LLP for bond counsel services for 2023, subject to the terms set forth in the resolution and authorizing the Supervisor to execute the agreements.

(Resolution) Cummings-Aye, Dugan -Aye, Burke-Aye, Jendrowski-Aye, Pope-Aye  
Carried Unanimously

**Approval - Legal Services Contract Renewal 2023:**

A motion was made by Councilman Burke, seconded by Councilwoman Pope approving the proposed contract with Emily Janicz for legal services as Town Attorney, Michael T. Coutu as Assistant Town Attorney, and Brendan Neill as Assistant Town Attorney in 2023, subject to the terms set forth in the resolution and authorizing the Supervisor to execute the agreements.

(Resolution) Cummings-Aye, Dugan-Aye, Burke-Aye, Jendrowski-Aye, Pope-Aye  
Carried Unanimously

**Approval – Accounting/Audit Services Contact Renewal 2023:**

A motion was made by Councilwoman Pope, seconded by Councilman Burke approving the proposed contract renewals with Drescher & Malecki LLP for accounting services for 2023 and auditing services for 2022 and 2023, subject to the terms set forth in the resolution and authorizing the Supervisor to execute the agreements.

(Resolution) Cummings-Aye, Dugan-Aye, Burke-Aye, Jendrowski-Aye, Pope-Aye  
Carried Unanimously

**Approval - Engineering Services Contract Renewal 2023:**

A motion was made by Councilman Dugan, seconded by Councilman Jendrowski approving the proposed contract renewal with Wendel WD Architecture, Engineering, Survey & Landscape Architecture, PC for engineering services for 2023, subject to the terms set forth in the resolution and authorizing the Supervisor to execute the agreements.

(Resolution) Cummings-Aye, Dugan -Aye, Burke-Aye, Jendrowski-Aye, Pope-Aye  
Carried Unanimously

**Resolution – Wendel GIS Contact Renewal 2023:**

A motion was made by Councilman Burke, seconded by Councilwoman Pope approving the proposed contract renewal with Wendel (and ESRI) for GIS services for 2023, subject to the terms set forth in the resolution and authorizing the Supervisor to execute the agreements.

(Resolution) Cummings-Aye, Dugan-Aye, Burke-Aye, Jendrowski-Aye, Pope- Aye  
Carried Unanimously

**Public Hearing- Turnout Gear Purchase- Fire companies:**

A motion was made by Councilman Jendrowski, seconded by Councilman Dugan approving the calling of a public hearing on the proposed purchase of turnout gear for the Akron and Newstead Fire Companies, with the hearing to be held on December 29, 2022 at 7:25pm at the Town Hall and authorizing the Town Clerk to publish notice of the hearing in the Akron Bugle.

(Resolution) Cummings-Aye, Dugan-Aye, Burke-Aye, Jendrowski-Aye, Pope- Aye  
Carried Unanimously

**Approval- 2023 Fee Schedule:**

A motion was made by Councilman Jendrowski, seconded by Councilman Dugan approving the proposed fee schedule for 2023, with changes as presented.

Cummings-Aye, Dugan-Aye, Burke-Aye, Jendrowski-Aye, Pope-Aye Carried Unanimously

**Approval- 2023 Organizational Meeting:**

A motion was made by Councilman Burke, seconded by Councilwoman Pope approving scheduling the organizational meeting 2023 for January 2nd at 7:00pm.

Cummings-Aye, Dugan-Aye, Burke-Aye, Jendrowski-Aye, Pope-Aye Carried Unanimously

**Approval- Ornament Exchange Program:**

A motion was made by Councilman Dugan, seconded by Councilman Burke approving the request by Debbie Hilton to have an ornament exchange on the bike path at the Buell St location beginning on December 12<sup>th</sup> and running thru January 1, 2023.

Cummings-Aye, Dugan-Aye, Burke-Aye, Jendrowski-Aye, Pope-Aye Carried Unanimously

**Privilege of the Floor/Question Period:** no one spoke

There being no further business to come before the board for the regular meeting, a motion was made by Councilman Burke, seconded by Councilwoman Pope to adjourn the regular meeting at 8:07pm.  
Carried Unanimously

Respectfully Submitted,  
Dawn D. Izydorcak, RMC, Town Clerk