

## Newstead Town Board Meeting – March 25, 2024

A regular meeting was called to order by the Newstead Town Board on Monday, March 25, 2024 at 7:31pm at the Newstead Town Hall.

Present: Dawn Izydorczak – Supervisor  
John Jendrowski – Councilman  
Joe Dugan – Councilman  
Mike Mutter - Councilman  
Edmund Burke – Councilman  
Emily Janicz – Town Attorney  
Michael Coutu – Assistant Town Attorney  
Jennifer DiChristina – Town Clerk

Roll Call was taken with all board members present.

Councilman Burke led the pledge to the flag.

Minutes from the regular meeting held on March 11, 2024 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** – nothing to report

**Work Session:** at the work sessions held last week the following items were discussed: planning items: Community Center project, Buell Street sewer, dog kennel application-SEQR review pending; Equipment purchases – street sweeper, highway truck bid; Building projects: library, town hall transformer; Grant updates – JCAP grant implementation; Water/sewer updates & new town engineer status.

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

**Budget Transfers:** a motion was made by Councilman Burke seconded by Councilman Jendrowski to approve the budget transfer(s) as presented in a memo from Bookkeeper Colleen Salmon dated 3/25/2024. Carried Unanimously

**Approval of Bills** – Councilman Dugan reported that the Abstract(s) from Batch(es) #2434 have been reviewed with the previously un-audited vouchers and everything was found in order. Abstract Batch(es) #2436 was presented for payment. Vouchers on this abstract(s) numbered 266 - 347, totaling \$374,815.55. Councilman Mutter seconded to approve payment as follows:

Abstract Batch(es) #2436:

General Fund (A)-\$141,373.10, General Fund- Outside Village (B)-\$438.48, Highway(DA)-\$8,003.40, 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)-\$56,730.24, Refuse (SR)-\$4,892.64, Sewer #1 Fund (SS)-\$4,731.85, Sewer District #2 (SS02)-\$104.88, Sewer District #3 (SS03)-\$0, Trust & Agency (TA)-\$0 and Consolidated Water (SW00)-\$85,194.94, WD1(SW1)- \$0, WD2(SW2)- \$0, WD3(SW3)- \$0, WD4(SW4)- \$0, WD5(SW5)- \$0, WD6(SW6)- \$0, WD7(SW7)- \$0, WD7A(SW7A)- \$0, D8(SW8)-\$0, WD9(SW9)- \$0, WD10(SW10)- \$73,346.02; Total: \$374,815.55

Carried Unanimously

**COMMITTEE AND DEPARTMENT HEAD REPORTS:**

**Highway** – a report was presented by Mike and read by the Supervisor as follows: the crews replaced driveway pipe on Stage Road, cleaned stone off Havens Road, ran for parts, checked roads for garbage, limbs, etc., plowed roads and parking lots, sent one truck to help Town of Clarence, put guide rails back up on bike path, fixed fence at ball field and cut fallen tree at park, brush hog the woods along east side of driveway, serviced 313 ex., 950 cat loader, took sander out of 550, took #7 to Buffalo Spring, tried to mow field ditch on Buckwheat Road and picked up sticks in Maple Lawn Cemetery.

**Assessor** – a report was presented by Tina and read by the Supervisor as follows: I have completed the inspection and valuation of the new construction that is either complete or partially complete. Exemption administration has ended. I am now preparing for the tentative assessment roll. We can claim 100% equalization again this year. I have no concerns currently.

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

Hickory Tree Estates LLC	11133 Keller Road	Addition to Pole Barn
Terrence Baker	12574 Hunts Corners Road	Replace Landing w/3 Steps
Michael Basar	6498 Utley Road	SFH
Charles Gibson	11920 Rapids Road	Pole Barn
Frank Laurienzo	12784 Dorsch Road	Roofline Ext on Pole Barn
Lakeshore	184 Quarry Hill Est	Aluminum Carport
Brian Miller	182 Quarry Hill Est	Deck

**Town Clerk** – nothing to report

**Town Attorney(s)** – nothing to report

**COUNCILPERSONS:**

**Jendrowski** – attended the library board meeting. There are solar eclipse glasses still available. Attended the Wendel meeting with Councilman Burke and working on getting some test holes dug at the Buell Street site. Spoke to Danny Kowalik regarding a personnel question. Met with Brawdy Construction to get a quote for masonry work at the library. Laura supplied the last of the information required for the court audit.

**Dugan** – visited the proposed dog kennel location and spoke to a planning board member regarding the same.

**Burke** – attended the meeting with Wendel regarding the Community Center with Councilman Jendrowski.

**Mutter** – attended an Emergency Management meeting regarding the eclipse and there will be another one that will be held the week before.

**Supervisor** – attended the first day of the immersion process with Wendel team on Community Center project, spent Friday catching up after being out of town for a few days and exchanged emails with the school superintendent regarding the tax collection contract.

**UNFINISHED BUSINESS:**

**Buildings** – still working on town hall transformer project and getting quotes for the library masonry project.

**Planning** – working on the community center project and truck bids are due by Wednesday at 1pm.

**Water/Sewer** – nothing new

**Grants** – Laura is working on implementing the JCAP grant.

**NEW BUSINESS:**

**Approval- Joint T/V Purchase of Street Sweeper from Clarence:**

A motion was made by Councilman Mutter, seconded by Councilman Burke approving the joint town and village purchase of a used street sweeper from the Town of Clarence for a purchase price of \$25,000. Each municipality will contribute 50% per the intermunicipal agreement which outlines the terms of the joint purchase and ownership of the street sweeper.

(Resolution) Izydorczak-Aye, Dugan-Aye, Burke-Aye, Jendrowski-Aye, Mutter-Aye

Carried Unanimously

**Approval- Justice Court Audit for 2023**

A motion was made by Councilman Burke, seconded by Councilman Mutter approving the Justice Court Audit for 2023 as completed by Councilman Jendrowski and Councilman Dugan, who reported the court records have been found to be maintained in an exceptionally organized and proper manner. The Town Clerk is directed to send a copy of the resolution along with the Appendix 10 annual Checklist to the Director of Internal Audit at the Office of Court Administration.

(Resolution) Izydorczak-Aye, Dugan-Aye, Burke-Aye, Jendrowski-Aye, Mutter Aye

Carried Unanimously

**Approval- Lateral Restriction Hardship Application- 6498 Utley Road:**

A motion was made by Councilman Dugan, seconded by Councilman Jendrowski approving the application for a lateral restriction exception hardship at 6498 Utley Road in water district 5 as submitted by owner(s) Mike & Laurie Basar, based on supporting documentation provided.

Izydorczak-Aye, Dugan-Aye, Burke-Aye, Jendrowski-Aye, Mutter- Aye

Carried Unanimously

**Approval- Beer/Wine Permit:**

A motion was made by Councilman Dugan, seconded by Councilman Burke approving the request for a beer/wine permit at the Cultural Center on April 7, 2024 for a family party, as requested by Lisa Mazur.

Izydorczak-Aye, Dugan-Aye, Burke-Aye, Jendrowski-Aye, Mutter-Aye

Carried Unanimously

**Approval- Beer/Wine Permit:**

A motion was made by Councilman Dugan, seconded by Councilman Burke approving the request for a beer/wine permit at Veteran's Park on June 9, 2024 for a family reunion, as requested by Mindy Cogovan.

Izydorczak-Aye, Dugan-Aye, Burke-Aye, Jendrowski-Aye, Mutter-Aye

Carried Unanimously

**Approval- Beer/Wine Permit:**

A motion was made by Councilman Dugan, seconded by Councilman Mutter approving the request for a beer/wine permit at Veteran's Park on June 23, 2024 for a family party, as requested by Christopher McNutt.

Izydorczak-Aye, Dugan-Aye, Burke-Aye, Jendrowski-Aye, Mutter-Aye

Carried Unanimously

**Privilege of the Floor/Question Period:** Mike Basar, 137 Woodcrest Dr., Amherst – thanked the board for passing the lateral restriction for the house they are getting ready to build.

There being no further business to come before the board for the regular meeting, a motion was made by Councilman Mutter seconded by Councilman Burke to adjourn the regular meeting at 7:52pm.

Izydorczak-Aye, Dugan-Aye, Burke-Aye, Jendrowski-Aye, Mutter-Aye

Carried Unanimously

Respectfully Submitted,  
Jennifer DiChristina, Town Clerk