

1-8-2015 – 2015 ORGANIZATIONAL MEETING

Present:

Councilman Cheryl L. Earl
Councilman Leonard R. Hochadel
Councilman David L. Montgomery
Supervisor Beverly A. Gambino

Absent:

Councilman Douglas J. Morrell

Also Present:

Highway Superintendent Donald W. Hopkins
Attorney David DiMatteo
Town Clerk Betsy A. Marsh
7 guests

The Sardinia Town Board held its Organizational meeting for 2015 on January 8, 2015 at the Sardinia Community Center. The legal notice of the meeting had appeared in the Arcade Herald and Springville Journal. Supervisor Beverly A. Gambino called the meeting to order at 6:15 PM, with a Pledge to the Flag and a moment of silence.

Supervisor Gambino reviewed the changes from 2014, noting that Len Hochadel will be the Deputy Supervisor, Anthony Korcz will be the cleaner, and Mary Roth will be the new Court Clerk for Town Justice Place. Councilman Earl felt that the new Court Clerk should not get the same hourly rate as the more experienced current Court Clerk. Supervisor Gambino and Councilman Hochadel felt they should get the same rate of pay. Councilman Montgomery felt the new Court Clerk should get less. **After discussion, on a motion by Gambino, seconded by Earl, the new Court Clerk will start at \$15.56 per hour, after 6 months, will get a \$.50 per hour raise, and after 1 year, will get the same hourly rate as the more experienced Court Clerk. Carried, 4 ayes, 1 absent, 0 noes.** Other changes were noted and there was no further discussion.

A proposed resolution, to be known as Resolution #1 of 2015, was introduced by Supervisor. The resolution was then reviewed by the Supervisor, as follows:

**RESOLUTION #1 – 2015
DESIGNATIONS, APPOINTMENTS AND AUTHORIZATIONS**

WHEREAS, the Town Board of the Town of Sardinia wishes to make the following official designations and appointments and authorizations;

WHEREAS, the Town of Sardinia will conduct meetings to ensure open communication between the Board members as well as members of the community,

WHEREAS, The Town Board wishes to conduct business efficiently, timely and that proper procedures are followed:

IT IS RESOLVED THAT:

A. Designation of certain public meetings to be held throughout 2013 at the Sardinia Town Hall, 12320 Savage Road, Sardinia:

- a. Regular Town Board meetings to be held on the second Thursday of each month at 6:30 pm.
- b. Sardinia Planning Board to meet on third Wednesday of each month at 7:00 pm.
- c. Sardinia Zoning Board of Appeals to meet as needed.

B. Designation of Community Bank NA as the official Depository of the Town.

C. Designation of the Arcade Herald and the Springville Journal the official news papers of the Town.

D. Designation of Election polling places by the Erie County Board of Elections are as follows:

- a. District #1 and #2: Sardinia Town Hall, 12320 Savage Road, Sardinia.

E. Authorization for the payment in advance of audit claims for public utility services, postage, freight, approved contracts and express charges. All such claims shall be presented at the next regular meeting for audit..

F. Authorization for the Deputy Supervisor to sign checks.

G. Designation of elective officer annual salaries for 2013 (per budget)

a. Supervisor	Beverly Gambino	\$20,500
b. Councilmembers (4)	Douglas J. Morrell	\$ 5,500
	David L. Montgomery	\$ 5,500
	Leonard Hochadel	\$ 5,500
	Cheryl L. Earl	\$ 5,500
c. Town Clerk	Betsy A. Marsh	\$31,350
d. Highway Superintendent	Donald Hopkins	\$53,000
e. Town Justices (2)	Gene Heintz	\$11,000
	Eric G. Place	\$11,000

H. Designation of highway employees' salaries for 2015 (as per contract)

Robert Hutchinson	\$21.07	Motor Equipment Operator
John Wikolaski	\$20.58	Motor Equipment Operator
Donald Schaus	\$20.58	Motor Equipment Operator
Mark Bray	\$19.58	Motor Equipment Operator

I. Designation of Attorney for the Town to be David DiMatteo to be compensated at a contractual hourly rate of \$150 per hour.

J. Designation of appointed positions for 2015 along with the salary pay rate for the position and the official appointed position:

POSITION	SALARY	PAY	NAME
Deputy Supervisor	\$ 630	Annually	Leonard Hochadel
Budget Officer	\$2,907	Annually	Beverly Gambino
Registrar of Vital Statistics	\$ 796	Annually	Betsy Marsh
Town Historian	\$1,275	Annually	Ted Wiedemann
Dog Control Officer	\$2,805	Annually	Duane DeGolier
Secretary to the Supervisor	\$17.06	Hourly	Michelle Jones
Emergency Services Coordinator	\$1,530	Annually	Gerard Whittington
Constable	\$14.79	Hourly	Larry Becker Jeffery Koch Donna Maier
Assessor	\$15,300	Annually	Thelma Hornberger
Assessor Clerk	\$17.06	Hourly	Stacy Mumbach
Code Enforcement Officer	\$23,154	Annually	Gene Degman
Buildings Caretaker	\$15.35	Hourly	Albert Hanson
Cleaner, Part time	\$14.79	Hourly	Anthony Korcz.
Deputy Highway Superintendent	\$765.00	Annually	Robert Hutchinson
Court Clerk (2)	\$17.06 \$15.56 to start, \$.50 raise after 6 mos., after 1 year, same as most experienced Court Clerk	Hourly Hourly	Debra Smith Mary Roth
First Deputy Town Clerk	\$17.06	Hourly	Jennifer Bray
Second Deputy Town Clerk		Hourly	To Be Announced
Secretary Pool	\$13.07	Hourly	Michelle Jones
Planning Board Members	\$43.92	Per Meeting	Each Member
Planning Board Chair	\$58.89	Per Meeting	Chair
Planning Board Members	\$10.00	Each Additional Meeting Held on the same day	Each Member
Zoning Board of Appeals	\$43.92	Per Meeting	Each Member

Members (5)			
Zoning Board of Appeals Members	\$10	Each additional meeting held on the same day	Each Member
Zoning Board Chair	\$58.89	Per Meeting	Chair
Board of Assessment Review	\$99.65	Per Day	Each Member
Board of Assessment Review - Chair	\$108.01	Per Day	Chair
Recreation Administrator	\$16.65	Per Hour	Chris Warner
Issuing Agent for Handicapped Parking	None		Betsy Marsh
Freedom of Information Officer	None		Betsy Marsh
Freedom of Information Appeal Officer	None		Beverly Gambino
Affirmative Action Officer	None		Betsy Marsh
Records Management Officer	None		Betsy Marsh

K. Payroll Payment Policy shall be established as follows:

- **HOURLY EMPLOYEES:** Pay period shall be a two week period running from 12:01 AM Monday through midnight the following Sunday. Payday shall be on Thursday. Each employee shall complete a supplied bi-weekly timesheet by Tuesday at 10:00 AM prior to payday. All timesheets must be approved by Department Head, Board Chairman or immediate supervisor.
- **SALARIED EMPLOYEES:** Without prior arrangements, salaried employees shall be paid 1/12 of annual salary amount for each month of completed employment. Payday is the last Thursday of each month.
- **Salaried Employees:** Prior arrangements are as follows: Supervisor, Highway Superintendent, and Town Clerk get paid bi-weekly 1/26 of their salary.

L. Designation of mileage reimbursement to be allowed for specified Town officers and employees for the use of their own vehicles in the performing of their official Town duties at the rate of \$0.575 per mile meeting the IRS Rate established for 01/01/2015. Mileage to and from Town Offices is **not** reimbursable. Mileage logs are required for reimbursement and must be submitted monthly. If mileage is questionable, a mileage calculator located at <http://maps.randmcnally.com/mileage-calculator.do> will be used to verify and correct submitted voucher.

M. Meal Reimbursement Policy shall be established as follows: Town Officers and employees shall be entitled to a \$60 per diem allowance for out-of-pocket meal expense incurred while attending meetings, training seminars, and other such events that are for the purpose of maintaining or enhancing the skills or knowledge necessary for the performance of their official duties. This \$60 per diem allowance shall be reduced if the reimbursement period did not include breakfast, lunch, or dinner and/or if any of those meals was included in registration fees, or are chargeable to another source. The daily meals will be reimbursed as followed: \$30.00 for dinner, \$15.00 for lunch, and \$15.00 for breakfast. Receipts are required for reimbursement.

N. The Supervisor announces the following personal appointments and committees for the year 2015, noting that the Supervisor will be a member of each committee and the first member listed to be designated the committee chairman:

- | | | |
|----|--|----------------------|
| a. | Personnel/Administration | Beverly/Len |
| b. | Finance/Planning and Economic Development | Beverly/Len |
| c. | Security and Disaster Preparedness | Gerard Whittington |
| d. | Public Safety (Constable, Building Code Enforcement, Animal Control) | Dave/Doug |
| e. | Buildings & Capital Projects - Town Hall | Beverly/Len |
| f. | Parks | Cheryl/Len |
| g. | Highway | Cheryl/Doug |
| h. | Recreation/Youth | Chris Warner/Beverly |
| i. | Community Events/Celebrations | Len |
| j. | Community Services | Len/Dave |
| k. | Senior Citizens and Programs | Dave |

l.	Environmental Committee/Landfill/Mining	Doug/Len
m.	Liaison to Fire Company	Beverly/Doug
n.	Liaison to Planning Board	Doug
o.	Liaison to Veterans	Beverly
p.	Water Evaluation Committee	Dave/Cheryl
q.	Street Lighting	Cheryl

- O. Appointment to the Planning Board: The reappointment of Keith Reynolds to the Planning Board, with term to expire December 31, 2021. Other Planning Board members and their term expiration dates are as follows: Roxanne Perry 12/31/2015; Robert Church 12/31/2016; Robert Hill – Chairman 12/31/2017; Roxana Waters, 12/31/2018; Darren Farthing 12/31/2019; Daniel Szustakowski 12/31/2020; Michelle Jones - alternate board member & secretary.
- P. Appointment to the Zoning Board of Appeals as follows: Appointment of Hans Ylmar as Member of the ZBA, with term to expire 12/31/2019. Other ZBA members and their term expiration dates are as follows: Alfred Schrader 12/31/2015; Ronald Phillips - Chairman 12/31/2016; Pamela Smolinski 12/31/2017; Richard Wells, 12/31/2018; Michelle Jones - alternate board member & secretary.
- Q. Appointment to the Board of Assessment Review (BAR): Appointment of Keith Ramsey – Chairman, with term to expire 9/30/2019, Appointment of Sheila Vrenna, with term to expire 9/30/2015. Other B.A.R. members and their term expiration dates are as follows: and Gordon Smith, Jr., 9/30/2016; Thomas Idzik 9/30/2017 and James Montgomery 9/30/2018.
- R. Appointments to the Youth Advisory Committee: Appointment of Crystal Killingbeck, Lee Rhodus, Tom Warner, and Mandy Quinn-Stojek. Youth Board will meet the first Thursday of each month at 6:30pm.
- S. Appointments to the Ethics Committee: Appointments: Sharlene Vossler, Jennifer Bray, and Vicky Hansen.
- T. The Town Board appoints Supervisor Beverly Gambino as the designated voting representative for the Town of Sardinia to the Northeast-Southtowns Solid Waste Management Board and the voting representative to the Association of Towns.
- U. Reappointment of Jill Anderson, Esq. as Town Prosecutor for 2015 at the rate of \$375.00 per month and an additional \$100.00 for each additional court night held during the month, as requested by court.

V. Fees

Copies

Non-Town business	\$0.20 per black and white copy
Freedom of Information	\$0.25 per copy

Facsimiles

Outgoing Local Call	\$1.00 first page; \$0.50 each additional page
Outgoing Long Distance Call	\$2.00 first page; \$1.00 each additional page, or cost of call, whichever is higher
Incoming Call	\$1.00 first page; \$.050 each additional page

Certified Copies of Birth and Death Records \$10.00 Each

Marriage Registration Certificates \$5.00 Each

Dog Licensing \$5.00 each spayed, neutered/\$13.00 each not spayed, unneutered

Building Rental

Sardinia Town Hall	\$100.00 per event plus \$50.00 security deposit
Cafeteria	OR \$25.00 per hour for up to 2 hours events

NO food preparation or ALCOHOL consumption shall be allowed in the Town Hall without express Town Board approval. The building rental fee may be waived with the prior approval of the Town Board for non-profit groups. A Certification of Insurance must be provided to the Town Board before any approval is granted. Any other groups/individuals who are not non-profit but request waive of fees and use of the gym shall be reviewed by the youth board first; a recommendation will then be forwarded to the Town Board, and final determination will be made by the Town Board.

Park Shelters	Resident Rate	Non-Resident Rate
Shelter #1(entire)	\$65.00	\$200.00
Shelter #1(one half)	\$30.00	\$95.00
Shelter #2	\$30.00	\$95.00
Shelter #3	\$25.00	\$80.00
Shelter \$4	\$30.00	\$95.00
Shelter #5	\$25.00	\$80.00
Manion Park (each Shelter)	\$15.00	\$50.00

Trailer Permits

- 'Grandfathered" Trailers: \$10.00 per year (add \$40.00 late fee after April 1st)
- Pre-Construction Permit: \$50.00 fee plus \$1000.00 surety bond or CD

- W.** Order of Business
- I. Call Meeting to Order
 - II. Roll Call
 - III. Pledge of Allegiance
 - IV. Moment of Silence
 - V. Approval of Minutes
 - VI. Approval of Bills
 - VII. Monthly Committee & Departmental Reports
 - VIII. Unfinished Business
 - IX. New Business
 - X. Executive Session (if necessary)
 - XI. Adjournment

RULES OF ORDER – That in all matters of Parliamentary Procedure; Roberts Rules of Order shall prevail, except where such rules are inconsistent with any local rule or resolutions pertaining to the conduct of Town Business

RULES GOVERNING THE CONDUCT OF BUSINESS

That the following rules will govern the conduct of business for the Town Board Meeting

- A. All items to be placed on the agenda must be received before 4pm Friday preceding the Board Meeting. Items received after 4pm on Friday shall not be placed on the agenda for the next scheduled Board Meeting unless there is super majority Town Board consent.
- B. By 6pm on Tuesday preceding the regular Board Meeting, a copy of the agenda will be available to each Board Member, Town Clerk to post to website, and the Attorney for the Town. The copy shall include all resolutions, written reports, important correspondence and attachments unless previously distributed. It is also noted that an Agenda is not legally required and is provided as convenience to both Town Board Members and the public.
- C. Monthly committee or department reports must be in writing and turned in to the Supervisor by 4pm Friday preceding the Board Meeting.
- D. Vouchers for payment must be submitted by noon on Tuesday preceding the Board Meeting. Any vouchers received after shall be placed on the agenda for the next regular Board Meeting unless in cases of extreme circumstances. All vouchers will be completed for review by 5pm Wednesday
- E. As per the Open Meeting Laws, all public meetings may be taped, recorded or videoed as long as camera or operator does not impede progress of the meeting. Any recording of a public meeting shall be undertaken in a manner so as to have the least obtrusive effect on the conduct of public business. In this regard, any recording device shall not create any audible noise or emit any light or flashes in a manner which would interfere with the orderly conduct of the relevant meeting, nor shall the device be allowed to set on the desk/table/bench that the Town Board may be using for their meetings.

[End of Resolution]

Councilman Montgomery made a motion to reinstate the comment period during Board meetings. The motion was seconded by Earl, with Councilman Hochadel voting no, Councilman Earl voting aye, Councilman Montgomery voting aye, Supervisor Gambino voting no, and Councilman Morrell was absent. The Attorney for the Town advised that in the event of a tie, the motion is defeated.

On a motion by Gambino, seconded by Hochadel, Resolution #1 of 2015 was moved for adoption. Upon roll call vote, Earl, aye, Hochadel, aye, Montgomery, aye, Morrell, absent, Gambino, aye. So resolved, 4 ayes, 1 absent, 0 noes.

On a motion by Hochadel, seconded by Earl, the Organizational Meeting for 2015 was adjourned at 6:26 PM. Carried, 4 ayes, 1 absent, 0 noes.

Respectfully Submitted,

Town Clerk