

1-10-2019 – 2019 ORGANIZATIONAL MEETING

Present:

Councilman Jamie Emmick
Councilman Leonard R. Hochadel
Councilman Douglas Morrell
Councilman Mandy Quinn-Stojek
Supervisor Beverly A. Gambino

Also Present:

Highway Superintendent Donald Hopkins
Town Clerk Jennifer L Bray
Approx. 9 guests

Supervisor Gambino called the meeting to order at 6:30 PM, with the Pledge to the Flag led by Veteran James Wiedemann.

Supervisor Gambino stated that it is customary for the Town Board to hold an organizational meeting every year. Supervisor Gambino stated that the payroll amounts for the year are decided during the budget process. Then she noted that there were only a few changes for last year therefore she would highlight the changes for the Board. The first was the appointment of Karleigh Hansen to the secretary pool for the ZBA. Next Supervisor Gambino stated that she created a Bicentennial Committee to help with the Towns upcoming Bicentennial. Supervisor Gambino stated that the committee would include herself, Michelle Jones, Town Clerk Jennifer Bray, Councilman Emmick and Councilman Hochadel. She noted that if anyone else was interested in helping with this that they were welcome to reach out to anyone on the committee. Supervisor Gambino stated that the next changes were for appointments to the various boards for the Town. First was the reappointment of Nancy Spink to the Planning board with a term to expire on December 31, 2025. Supervisor Gambino noted that there was still one positional to be filled on the Planning Board. The next appointment was Mike Farrell on the Zoning Board of Appeals with a term to expire on December 31, 2023. The next item was the reappointment of Lynn McCabe to the Board of Assessment Review with a term to expire on September 30, 2023. Supervisor Gambino noted there was still a position to be fill on the Board of Assessment Review as well and stated that if there was anyone interested in any open position they could contact her. The last appointment was for appointing Rosemary L. Bapst, Esq. at Town Prosecutor at a rate of \$375.00 per month and \$100.00 for each additional court night held per month. Supervisor Gambino stated the Rosemary Bapst was highly recommended. Supervisor Gambino noted that she is currently the Town of Marilla Town Prosecutor as well as a prosecutor for child abuse and neglect cases and has worked for the Erie County Special Investigations Unit. Councilman Morrell asked who Mrs. Bapst would be replacing. Supervisor Gambino stated that she was replacing Michael Klima. Councilman Quinn asked if he had resigned. Supervisor Gambino stated that his replacement was due to not returning phone calls since October. Supervisor Gambino asked if there were any other questions or comments. There were not. **Therefor on a motion by Emmick, seconded by Hochadel, the 2019 Organizational resolution, to be known as Resolution #1 of 2019, was moved for adoption, as follows:**

Resolution #1 – 2019

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

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

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 2019 at the Sardinia Town Hall/Community Center, 12320 Savage Road, Sardinia:
 - a. Regular Town Board Meetings to be held on the second Thursday of each month, at 6:30pm
 - b. Sardinia Planning Board to meet on third Wednesday of each month at 7:00pm
 - c. Sardinia Zoning Board of Appeals (ZBA) to meet as needed
- B. Designation of Community Bank NA as the official Depository of the Town.
- C. Designation of the Arcade Herald and Springville Journal as the Official Newspapers of the Town.
- D. Designation of Election polling places by the Erie County Board of Elections are as follows
 - a. District #1 & District #2 – Sardinia Town Hall/Community Center, 12320 Savage Road, Sardinia.
- E. Designation for the payment in advance of audit of claims for public utility services, postage, freight and express charges, payments made to NYS Comptroller's Office for Justice Fees, and approved contracts. All such claims shall be presented at the next regular meeting for audit.
- F. Authorization for Deputy Supervisor to sign checks.
- G. Designation of elective officer annual salaries for 2019 (per budget):

- a. Supervisor Beverly Gambino \$30,000.00
 - b. Council Members (4) Douglas J. Morrell \$6,950.00
Mandy Quinn \$6,950.00
Leonard Hochadel \$6,950.00
Jamie Emmick \$6,950.00
 - c. Town Clerk Jennifer Bray \$42,000.00
 - d. Highway Supt. Donald Hopkins \$59,360.00
 - e. Town Justice (2) Gene Heintz \$14,000.00
Eric G. Place \$14,000.00
- H. Designation of Highway employees for 2019 (as per contract)
- | | | |
|--------------------|---------|--------------------------|
| Donald Schaus | \$23.10 | Motor Equipment Operator |
| Mark Bray | \$23.10 | Motor Equipment Operator |
| Christopher DaBolt | \$20.93 | Motor Equipment Operator |
| Jeremiah Hansen | \$20.93 | Motor Equipment Operator |
- I. Designation of Attorney for the Town to be Joel Kurtzhalts Esq. as primary contact along with David S. Whittemore, Esq. from the law firm Bennett, DiFilippo & Kurtzhalts LLP.
- J. Designation of Town Engineering firm to be Chatfield Engineers, P.C.
- K. Designation of appointed positions for 2019 along with the salary or pay rate for the position and the official appointed to the position:

Position	Salary	Pay	Name
Deputy Supervisor	\$700.00	Annually	Lenard Hochadel
Budget Officer	\$3,225.00	Annually	Beverly Gambino
Registrar of Vital Statistics	\$860.00	Annually	Jennifer Bray
Town Historian	\$1,420.00	Annually	Ted Weideman
Dog Control Officer	\$3,200.00	Annually	Duane DeGolier
Secretary to the Supervisor	\$18.93	Hourly	Michelle Jones
Emergency Services Coordinator	\$1,750.00	Annually	Gerard Whittington
Constables	\$17.04	Hourly	Larry Becker Donna Maier Albert Hansen
Assessor	\$16,975.00	Annually	Thelma Hornberger
Assessor Clerk	\$18.93	Hourly	Stacy Mumbach
Code Enforcement Officer	\$25,680.00	Annually	Gene Degman
Buildings Caretaker	\$17.04	Hourly	Albert Hansen
Cleaner, Part time	\$16.50	Hourly	Anthony Korcz
Deputy Highway Superintendent	\$855.00	Annually	Mark Bray
Court Clerk (2)	\$18.93	Hourly	Debra Smith (open)
First Deputy Town Clerk	\$18.93	Hourly	Jen Dolegowski
Second Deputy Town Clerk	(open)	Hourly	To Be Announced
Secretary Pool	\$15.00	Hourly	Karleigh Hansen

Planning Board Members (7)	\$50.00	Per Meeting	Each Member
Planning Board Chair	\$70.00	Per Meeting	Chair
Planning Board Members	\$10.00	Each Additional Meeting held on the same day	Each Member
Zoning Board of Appeals (5)	\$50.00	Per Meeting	Each Member
Zoning Board of Appeals Members	\$10.00	Each Additional Meeting held on the same day	Each Member
Zoning Board Chair	\$70.00	Per Meeting	Chair
Board of Assessment Review	100.00	Per Day	Each Member
Board of Assessment – Chair	\$110.00	Per Day	Chair
Recreation Administrator	\$18.47	Hourly	Chris Warner
Issuing Agent for Handicapped Parking	None		Jen Bray
Freedom of Information Officer	None		Jen Bray
Freedom of Information Appeals Officer	None		Beverly Gambino
Affirmative Action Officer	None		Jen Bray
Records Management Officer	None		Jen Bray

L. 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 biweekly 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.

M. Designation of mileage reimbursement to be allowed for specified Town Officers and employees for the use of their own vehicle in performing their official Town duties at the rate of 58.0 cents per mile meeting the IRS Rate established for 01/01/2019. 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.

N. Meal reimbursement policy shall be established as follows: Town Officers and employees shall be entitled to a \$69.00 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 \$69.00 per diem allowances shall be reduced if the reimbursement period did 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 are as follows: \$35.00 for dinner, \$17.00 lunch, \$12.00 breakfast and incidental expenses \$5.00. Receipts are required for reimbursement.

O. The Supervisor announces the following personal appointments and committees for the year 2019, noting that the Supervisor will be a member of each committee and **the first person listed to be the designated committee chairman.**

- | | |
|--|---|
| a. Personnel/Administration | Beverly/Jamie |
| b. Finance/Planning & Economic Development | Beverly/Len |
| c. Security and Disaster Preparedness | Gerard Whittington |
| d. Public Safety (Constable, Building Cod Enforcement, Animal Control) | Gerard Whittington |
| e. Building & Capital Projects –Town Hall | Beverly/Len |
| f. Parks | Jamie/Mandy |
| g. Highway | Beverly/Len/Jamie/Doug |
| h. Recreation/Youth | Chris Warner/Mandy/Jamie |
| i. Community Events/Celebrations | Len/Jamie |
| j. Community Service | Len/Mandy |
| k. Senior Citizens and Programs | Len/Doug |
| l. Environmental Committee Landfill/Mining | Beverly/Doug/Len |
| m. Liaison to Fire Company | Beverly/Jamie |
| n. Liaison to Veterans | Beverly |
| o. Water Evaluation Committee | Beverly |
| p. Street Lighting | Mandy |
| q. Bicentennial Committee | Beverly/Michelle Jones/Jen Bray/Jamie/Len |

P. Appointment to the Planning Board: The reappointment of Nancy Spink - Chairman to the Planning Board, with term to expire December 31, 2025. Other Planning Board members and their term expiration dates as follows: Darren Farthing 12/31/2019, Daniel Szustakowski 12/31/2020, Keith Reynolds 12/31/2021, Christine Eisensmith 12/31/22, (**to be filed) 12/31/2023, Robert Hill 12/31/2024

Q. Appoint to the Zoning Board of Appeals as follows: The appointment of Mike Farrell with term to expire 12/31/2023. Other ZBA members and their term expiration dates as follow, Hans Ylmar 12/31/2019, Gerald Pacanowski 12/31/2020, Ronald Phillips - Chairman 12/31/2021, Theodore Krolick Jr. 12/31/2022

R. Appointment to the Board of Assessment Review (BAR): Reappointment of Lynn McCabe, with term to expire 09/30/2023, Other BAR members and their term expiration dates as follows: Keith Ramsey-Chairman 12/31/2019, and (To be Filled) 09/30/2020, Gordon Smith 09/30/2021, Thomas Idzik 09/30/2022.

S. Appointments to the Ethics Committee: Sharlene Vossler, Jen Dolegowski, and Betsy Marsh.

T. The Town Board appoints Supervisor Beverly Gambino as the designated voting representative for the Town of Sardinia to the Northeast-Southtown’s Solid Waste Management Board and the voting representative to the Association of Towns.

U. Appointment of Rosemary L. Bapst, Esq. Town Prosecutor \$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 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

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

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 and Town Clerk to post to website. 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.

DULY ADOPTED, this 10th day of January, 2019 by the following vote: Emmick, aye, Hochadel, aye, Morrell, aye, Quinn, aye, Gambino, aye. So resolved, 5 ayes, 0 noes.

On a motion by Quinn, seconded by Morrell, the Organizational portion of the meeting was adjourned at 6:34, carried, 5 ayes, 0 noes.

Respectfully Submitted,

Town Clerk