

1-6-2010 – 2010 ORGANIZATIONAL MEETING

Present:

Councilman Cheryl L. Earl
Councilman Daniel L. Miller
Councilman David L. Montgomery
Councilman Norman J. Uhteg
Supervisor Mary L. Hannon

Also Present:

Highway Superintendent Donald W. Hopkins
Attorney Linda Joseph
Town Clerk Betsy A. Marsh
Approx. 40 guests

The Sardinia Town Board held its Organizational meeting for 2010 on January 6, 2010 at the Sardinia Community Center. The legal notice of the meeting had appeared in the Arcade Herald and Springville Journal. Supervisor Mary L. Hannon called the meeting to order at 6:00 PM, with a Pledge to the Flag and a moment of silence and welcomed audience members.

A proposed resolution, to be known as Resolution #1 of 2010, was introduced by Supervisor. The resolution was then discussed line-by-line, the Supervisor stating items can be discussed and voted on, and the resolution will then be adopted, as amended, as a complete document.

RESOLUTION #1 - 2010

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 2010 at the Sardinia Town Hall/Community Center, 12320 Savage Road, Sardinia:

(1) Regular Town Board meetings to be held on the second Wednesday of each month, at 6:30 PM.
[Discussion was held, and Councilman Uhteg noted that the Sardinia Legion meetings are that night each month. The Board agreed to hold the February meeting on the second Thursday of February, and discuss at that time whether or not to change meetings back to the second Wednesday, to accommodate Legion members who may wish to attend the Board meetings.]

(2) Sardinia Planning Board to meet on the first and third Wednesday of each month at 7:30 PM.

(3) Sardinia Zoning Board of Appeals (ZBA) to meet as needed.

B. Designation of the Arcade Herald and the Springville Journal as the official newspapers of the Town.

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

(1) District #1 and #2 - Sardinia Community Center, 12320 Savage Road, Sardinia.

D. Designation of Community Bank to replace Chase Bank as the official Depository of the Town to be effective as soon as the necessary documents are executed and funds transferred. Five Star Bank to remain the depository for funds received by the Town Clerk. Until the completion of transfer Chase Bank remains the Depository of the Town.

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

F. Authorization for the Supervisor to use a facsimile signature. Use of facsimile signature requires specific approval. Authorization for the Deputy Supervisor to sign checks.

G. Designation of elective officer annual salaries for 2010 (per budget):

(1) Supervisor	\$18,358
(2) Councilmen (4)	\$4,976.00(each)
(3) Justices (2)	\$ 9,442.00(each)
(4) Town Clerk/Tax Collector	\$28,109.00
(5) Highway Superintendent	\$46,418.00

H. Designation of highway employees' salaries for 2010 (as per contract):

- (1) Motor Equipment Operator \$18.61 per hour
- (2) Motor Equipment Operator (4 plus years) \$15.66 per hour
- (2) Motor Equipment Operator (1 to 3 years) \$15.94 per hour

I. Designation of Attorney for the Town to be Linda H. Joseph to be compensated at the contractual rate of \$200.00 per hour.

[Councilman Uhteg stated he felt Linda Joseph had a conflict of interest, stating she had been hired by the Republican Committee to try to fight the Firemen's LOSAP program.]

J. Designation of appointed positions for 2010 along with the salary or pay rate for the position and the official appointed to the position:

Position	Salary	Pay	Name
Deputy Supervisor	\$562	Annually	David Montgomery
Budget Officer	\$2,521	Annually	Mary Hannon
Registrar of Vital Statistics	\$700	Annually	Betsy Marsh
Town Historian	\$1,102	Annually	Leo McCarthy
Dog Control Officer	\$2,444	Annually	Duane DeGolier
Secretary to the Supervisor	\$15.00	Hourly	Angela Zona
Emergency Services Coordinator	\$1,126	Annually	David Montgomery
Constable (2)	\$13.00	Hourly	Donna Maier Larry Becker
Assessor	\$13,430	Annually	Thelma Hornberger
Assessor Clerk	\$15	Hourly	Stacy Mumbach
Code Enforcement Officer	\$20,365	Annually	Marvin Zielonka
Cleaner, Part time	\$13	Hourly	Dennis Dick
Buildings Caretaker, Sub	\$13.50	Hour	Dennis Dick
Deputy Highway Superintendent	\$670	Annually	To Be Announced
Court Clerk (2)	\$15	Hourly	Debra Smith Laurie Perkins
First Deputy Town Clerk	\$15	Hourly	Jennifer Bray
Second Deputy Town Clerk		Hourly	To Be Announced
Secretary	\$11.00	Hourly	To Be Announced
Planning Board Members (7)	\$39.40	Per Meeting	each member
Planning Board Member/Secretary	\$10	For each Additional meeting held on the same day	Each secretary
Planning Board Chair	\$51.80	Per Meeting	Chair
Zoning Board of Appeals Members (5)	\$39.40	Per Meeting	Each Member
Zoning Board of Appeals Members/ Secretary	\$10.00	Each Additional Meeting held on the same day	Each Member
Zoning Board Chair	\$51.80	Per Meeting	Chair
Board of Assessment Review	\$87.60	Per Day	Each Member
Board of Assessment Review - Chair	\$95.00	Per Day	Chair
Recreation Administrator	\$15.00	Per Hour	To Be Announced
Recreation Attendant	\$9.00 first year \$9.50 second year	Per hour	To Be Announced
Lifeguard WSI	\$11.50	Per Hour	To Be Announced
Lifeguard	\$9.50 first year \$10.50 second year	Per Hour	To Be Announced
Recreation Attendant - Tiny Tots Director	\$12.00	Per Hour	Christine Eisensmith
Recreation Attendant - Tiny Tots (2)	\$10.00	Per Hour	Christine Hulton Courtnee Stampone
Recreation Attendant Sub	\$10.00	Per Hour	Heather Mosher
Issuing Agent for Handicapped Parking	None		Betsy Marsh
Freedom of Information Officer	None		Betsy Marsh
Freedom of Information Appeals Officer	None		Mary Hannon
Affirmative Action Officer	None		Betsy Marsh
Records Management Officer	None		Betsy Marsh

Civil Service Appointing Officer	None	Mary Hannon
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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 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: Town Clerk and Highway Superintendent get paid weekly 1/52 of their salary. Deputy Highway Superintendent, Registrar of Vital Statistics, and Deputy Supervisor get paid ½ of their salary on the last payroll of June and December.

L. Designation of mileage reimbursement to be allowed for specified Town officers and employees for the use of their own vehicles in performing their official Town duties at the rate of **\$0.50** per mile meeting the IRS Rate established for 1/1/2010. Mileage to and from Town Offices is **not** reimbursable. Mileage logs are required for reimbursement and must be submitted monthly.

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 allowances shall be reduced if the reimbursable 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 are as followed: \$30 for dinner, \$15 for lunch, and \$15 for breakfast. Receipts are required for reimbursement.

N. Town Board Committee assignments are established as follows with the first member listed to be designated the Committee Chair.

Personnel/Administration	Mary/Cheryl
Finance/Planning and Economic Development	Mary/Cheryl
Security and Disaster Preparedness	Dave
Public Safety (Constable, Building Code Enforcement, Animal Control)	Dave/Dan
Buildings & Capital Projects	
Community Center	Mary/Dan
Old Town Hall	Cheryl/Dan
Parks	Dave/Cheryl
Highway	Dave/Cheryl
Recreation/Youth	Cheryl/ Dave
Community Events/Celebrations	Mary /Norm
Community Services	Dave/Norm
Senior Citizens and Programs	Dave
Environmental Committee/Landfill/Mining	Mary/Dave
Liaison to Fire Company	Cheryl/Dave
Liaison to Planning Board	Dan
Liaison to Veterans	Mary
Water Evaluation Committee	Mary/Dan

O. Appointment to the Planning Board: The reappointment of Robert Church to the Planning Board, with term to expire December 31, 2016.

Other Planning Board members and their term expiration dates are as follows:

Lynette Franz, 12/31/2010; Roxanna Waters, 12/31/2011; Darren Farthing 12/31/2012; Doug Morrell, 12/31/2013; Keith Reynolds, 12/31/2014, Nancy Spinks, 12/31/2015.

Planning Board Chairman will be Darren Farthing.

P. Appointment to the Zoning Board of Appeals as follows: Appointment of Hans Ylmar as Member of the ZBA, with term to expire 12/31/2014.

Other Z.B.A members and their term expiration dates are as follows:

Theodore Krolick, Jr. 12/31/2010; Ronald Phillips, 12/31/2011, Daniel Moltrup, 12/31/2012; David Malachowski, 12/31/2013.

Z.B.A. Chairman will be Ronald Phillips.

Q. Appointment to the Board of Assessment Review (BAR): Appointment of Carole Morrell as Member of the Board of Assessment Review, with term to expire 12/31/2014.

Other B.A.R. members and their term expiration dates are as follows:
Ralph Wainwright, 12/31/2010; Gordon Smith, Jr., 12/31/2011; Sheila Vrenna, 12/31/2012; Max Opprecht, 12/31/2013.

B.A.R. Chairman will be Max Opprecht.

R. Appointments to the Youth Advisory Board: Appointments of Crystal Killingbeck, Laura Marshall, Ann Wittmeyer, Johanna Roblee, and Jennifer Bray.

S. Appointments to the Ethics Committee: Appointments Jennifer Bray, Keith Ramsey, and Carla Fuller.

T. Sardinia Town Board appoints **Supervisor Mary Hannon** as the designated voting representative for the Town of Sardinia to the NorthEast-Southtowns Solid Waste Management Board and the voting representation to the Association of Towns.

U. Reappoint of Jill Anderson as Town Prosecutor for 2010 at a contract rate of \$350.00 per month.

V. Fees:

(1) Copies

- a. Non-Town business: \$0.20 per black & white copy
\$0.50 per color copy
- b. Freedom of Information: \$0.25 per copy

(2) 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
- Incoming Call: \$1.00 first page; \$0.50 each additional page

(3) Certified Copies of Birth and Death Records \$10.00 each

(4) Marriage Registration Certificates \$5.00 each

(5) Buildings Rental

- a. Old Town Hall No longer rentable
- b. Community Center \$100.00 per event plus \$50.00 security deposit
- c. Cafeteria \$5.00 per hour

No food preparation or alcohol consumption shall be allowed in the Community Center without express Town Board approval. The building rental fee may be waived with the prior approval of the Town Board for non-profit groups.

(6) Park Shelters: Resident Rate Non-Resident Rate

a. Shelter #1 (entire)	\$60.00	\$180.00
b. Shelter #1 (one half)	\$25.00	\$ 75.00
c. Shelter #2	\$25.00	\$ 75.00
d. Shelter #3	\$20.00	\$ 60.00
e. Shelter #4	\$25.00	\$ 75.00
f. Shelter #5	\$20.00	\$ 60.00
g. Manion Park (ea. shelter)	\$10.00	\$ 30.00

(7) 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 \$1,000 surety bond or CD.

W. ORDER OF BUSINESS

(1) The order of business for the conduct of the Town of Sardinia Town Board meetings for the year 2010 shall be as follows:

- I -Call Meeting to Order
- II -Roll Call
- III -Moment of Silence
- IV -Pledge of Allegiance
- V -Approval of Minutes
- VI -Monthly Committee & Departmental Reports
- VII -Public Comment Period
- VIII -Unfinished Business
- IX -New Business
- X -Adjournment

[Councilman Uhteg felt that the public comment period should be placed before the Unfinished business portion of the meeting, rather than right before the adjournment, stating that their comments should be allowed before voting on issues was done. . The other Board members agreed, and the order of business was changed as reflected above.]

(2) 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.

(3) RULES GOVERNING THE CONDUCT OF BUSINESS

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

- A. All items to be placed on the agenda must be received before 5 pm Friday preceding the Board Meeting. Items received after 5 PM on Friday shall be placed on the agenda for the next scheduled Board Meeting unless there is super majority Town Board consent.
- B. By 6:00 p.m. on the Wednesday 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, written reports, important correspondence and attachments unless previously distributed.
- C. The following rules shall apply during the public comment period:
1. Purpose of a regularly scheduled comment period is to allow citizens to raise issues of general concern to the members of the Town Board.
 2. Anyone who wishes to address the Board must sign up by 6:30 pm and identify the general topic on which he or she intends to speak.
 3. Speakers will speak in the order in which they sign-in.
 4. Each speaker is limited to three minutes.
 5. Consistent with the purpose of the general public comment period, speakers shall limit their comments to the issue/topic of concern to the Town and shall not engage in making comments of a personal nature or personal attacks. The Chair of the meeting may request that a speaker confine his or her remarks to the issue listed on the sign-in sheet. A speaker who fails to comply with this rule, after being warned to do so, maybe asked to sit down before his or her time expires.
 6. Members of the public shall refrain from interrupting any speaker and the Chair reserves the right to request that any person who, after being warned, continues to interrupt a speaker to leave the meeting.
 7. The members of the Board will not respond to any questions during the public comment period. Questions may be directed to individual Board members either prior to or after the meetings, or by calling Town Hall to schedule an appointment.
- D. Monthly committee or department reports must be in writing and turned in to the Supervisor by 5 PM Friday preceding the Board Meeting.
- E. Vouchers for payment **must be submitted by noon on Monday** 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 must be signed by Department Head.
- F. Authorization to pay bills will be an agenda item; however, bills must be inspected by the Board Members prior to the Board Meeting. All vouchers will be completed for review on Monday at 4 PM.
- G. 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.

On a motion by Montgomery, seconded by Earl, **Resolution #1 of 2010**, including all of the items and appointments, as amended, was adopted. Upon roll call vote, Councilman Earl, aye, Councilman Miller, aye, Councilman Montgomery, aye, Councilman Uhteg, no, Supervisor Hannon, aye. Resolved, 4 ayes, 1 no.

On a motion by Earl, seconded by Montgomery, the 2010 Organizational meeting was then adjourned at 6:18 PM. Carried, 5 ayes, 0 noes.

Respectfully Submitted,

Town Clerk