



*Town of Sardinia*  
*2025 Organizational Meeting*  
*January 9<sup>th</sup> 2025*  
*Scheduled Time - 6:30pm*

**TOWN BOARD MEMBERS**

Supervisor Beverly Gambino  
Councilwoman Kathleen Becker  
Councilman Krissy Kittleson  
Councilman Len Hochadel  
Councilman Matt Krist

**Also Present:**

Highway Superintendent Christopher Dabolt  
Town Clerk Jennifer L. Bray  
Approx. \_\_\_\_\_ Guests

Organizational Meeting called to order by Supervisor Gambino at \_\_\_\_\_pm

Roll Call

Pledge of Allegiance

Moment of Silence – Virginia “Virg” Domes

**Resolution #1 - 2025**

**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 2025 at the Sardinia Town Hall, 12320 Savage Road, Sardinia, New York:
  - 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 M & T Bank as the official Depository of the Town.
- C. Designation of the Herald Courier 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– Sardinia Town Hall, 12320 Savage Road, Sardinia, New York.
- 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, any payment that would cause the town to incur a late fee or interest charge, 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 2025 (per budget):
  - a. Supervisor Beverly Gambino \$37,040.00
  - b. Council Members (4) Kathleen Becker \$8,580.00  
Krissy Kittleson \$8,580.00  
Leonard Hochadel \$8,580.00  
Matt Krist \$8,580.00
  - c. Town Clerk Jennifer Bray \$51,850.00
  - d. Highway Supt. Christopher DaBolt \$73,000.00
  - e. Town Justice (2) Gene Heintz \$16,700.00  
Eric G. Place \$16,700.00
- H. Designation of Highway employees’ hourly rates for 2025 (as per contract)

Ed Fisher	\$29.55	Motor Equipment Operator
Ethan DaBolt	\$23.64	Motor Equipment Operator*
Ace Fisher	\$23.64	Motor Equipment Operator*

\*At the one-year anniversary of the employees starting date, the employee will be increased to an amount fifty cents (.50¢) below the current prevailing wage.

- I. Designation of Attorney for the Town to be David M. DiMatteo, Esq. as primary contact along with David M. Roach, Esq. from the law firm DiMatteo & Roach.
- J. Designation of Town Engineering firm to be MRB Group/Paul R. Chatfield P.E., and Emilio Moran P.E.
- K. Designation of all Town owned baseball fields, are the exclusive use of WNY Muckdogs Travel Baseball club per contract and Manion Field designated as the Muckdogs home field.
- L. Designation of Sardinia Senior Citizens Group monthly meeting locations, at 12320 Savage Road (Town Hall) for the months of January, February, March, April, May, September and October. The months of June, July and August will be at either Veterans Park or Manion Park.
- M. Designation of appointed positions for 2025 along with the salary or pay rate for the position and the official appointed to the position:

<u>Position</u>	<u>Salary</u>	<u>Pay</u>	<u>Name</u>
<i>Deputy Supervisor</i>	\$875.00	Annually	Lenard Hochadel
<i>Budget Officer</i>	\$4,000.00	Annually	Beverly Gambino
<i>Registrar of Vital Statistics</i>	\$1,070.00	Annually	Jennifer Bray
<i>Town Historian</i>	\$1,740.00	Annually	Ted Wiedemann
<i>Dog Control Officer</i>	\$8,000.00	Annually	Michelle Zak
<i>Secretary to the Supervisor</i>	\$28.39	Hourly	Michelle Jones
<i>Emergency Services Coordinator</i>	\$4,000.00	Annually	Gerard Whittington
<i>Constables</i>	\$21.04	Hourly	Albert Hansen Thomas Zeeb Nicholaus Jackson Michael Kaczmarowski
<i>Assessor</i>	\$21,000.00	Annually	Thelma Hornberger
<i>Assessor Clerk</i>	\$28.39	Hourly	Michelle Jones
<i>Code Enforcement Officer</i>	\$31,070.00	Annually	Gene Degman
<i>Buildings Caretaker</i>	\$22.94	Hourly	Albert Hansen
<i>Cleaner, Part time</i>	\$22.32	Hourly	Larry Purtell
<i>Court Clerk</i>	\$23.38	Hourly	Debra Smith
<i>Deputy Highway Superintendent</i>	\$1,050.00	Annually	Ed Fisher

<i>First Deputy Town Clerk</i>	20.28	Hourly	Vicki Hansen
<i>Secretary Pool</i>	\$18.52	Hourly	Rebekah Burke
<i>Planning Board Members (5)</i>	\$75.00	Per Meeting	Each Member
<i>Planning Board Chair</i>	\$110.00	Per Meeting	Chair
<i>Planning Board Members</i>	\$10.00	Each Additional Meeting held on the same day	Each Member
<i>Zoning Board of Appeals (5)</i>	\$75.00	Per Meeting	Each Member
<i>Zoning Board of Appeals Members</i>	\$10.00	Each Additional Meeting held on the same day	Each Member
<i>Zoning Board Chair</i>	\$110.00	Per Meeting	Chair
<i>Board of Assessment Review</i>	175.00	Per Day	Each Member
<i>Board of Assessment - Chair</i>	\$200.00	Per Day	Chair
<i>Recreation Administrator</i>	\$22.79	Hourly	Toni Orsini
<i>Issuing Agent for Handicapped Parking</i>	None		Jen Bray
<i>Freedom of Information Officer</i>	None		Jen Bray
<i>Freedom of Information Appeals Officer</i>	None		Beverly Gambino
<i>Affirmative Action Officer</i>	None		Jen Bray
<i>Records Management Officer</i>	None		Jen Bray

**N. 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.
- . 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 70.0 cents per mile meeting the IRS Rate established for 01/01/2025**. 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 <https://www.calculator.net/mileage-calculator.htm> will be used to verify and correct submitted voucher.
- Ⓟ. Meal reimbursement policy shall be established as follows: Town Officers and employees shall be entitled to a \$80.00 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 **\$80.00 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: \$33.00 for dinner, \$22.00 lunch, \$20.00 breakfast and incidental expenses \$5.00. Receipts are required for reimbursement.
- Ⓠ. The Supervisor announces the following personal appointments and committees for the year 2025, 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/Matt        |
| b. Finance/Planning & Economic Development                              | Beverly/Lenny       |
| c. Security and Disaster Preparedness                                   | Gerard Whittington  |
| d. Public Safety (Constable, Building Code Enforcement, Animal Control) | Matt/G. Wittington  |
| e. Building & Capital Projects –Town Hall                               | Beverly/Krissy      |
| f. Parks  | Beverly/Krissy      |
| g. Highway  | Beverly/Kathy       |
| h. Recreation/Youth   | Beverly/Toni Orsini |
| i. Community Events/Celebrations  | Len/Kathy           |
| j. Senior Citizens and Programs   | Kathy/Lenny         |
| k. Environment  | Beverly/Krissy      |
| l. Liaison to Fire Company  | Beverly/Lenny       |
| m. Liaison to Veterans  | Kathy/Beverly       |
| n. Water Evaluation Committee   | Beverly             |
| o. Street Lighting  | Krissy/Kathy.       |

- R. Appointment to the Planning Board: Planning Board members and their term expiration dates as follows: Nancy Spink – Chairman to the Planning Board, with term to expire 12/31/2029, Daniel Szustakowski 12/31/2025, Keith Reynolds 12/31/2026, Ryan Wilkins 12/31/2027, Aaron Root 12/31/2028
- S. Appoint to the Zoning Board of Appeals as follows: ZBA members and their term expiration dates as follow: Mark Sasse 12/31/2025. Ronald Phillips – Chairman to the Zoning Board of Appeals 12/31/2026, Theodore Krolick Jr. 12/31/2027, Mike Farrell 12/31/2028, Gordon Smith Jr. 12/31/2029
- T. Appointment to the Board of Assessment Review (BAR), BAR members and their term expiration dates as follows: Thomas Idzik 09/30/2027, Lynn McCabe 9/30/28 Gordon Smith Sr. 09/30/2025, Keith Ramsey – Chairman to the Board of Assessment Review - with term to expire 09/30/2029, Open Seat TBD – 09/30/2026
- U. Appointments to the Ethics Committee: Donald Hopkins, Michelle Jones, Gerard Whittington.
- V. The Town Board appoints Supervisor Beverly Gambino as the designated voting representative for the Town of Sardinia to the Northeast-South town’s Solid Waste Management Board and the voting representative to the Association of Towns.
- W. Appointment of Kevin Condon Esq. Town Prosecutor at the rate of \$697.00 per month.

**X. Fees**

*Copies*

Non-Town business	\$0.25 per black and white copy
Freedom of Information	\$0.30 per copy or cost of reproduction

*Facsimiles*

Outgoing Local Call	\$1.00 first page; \$0.50 each additional page
Outgoing Long-Distance Call cost of call, whichever is higher	\$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*      \$10.00 Each

*Dog Licensing*

\$5.00 each spayed, neutered  
\$13.00 each not spayed and not neutered

<i>Park Shelters</i>	Resident Rate	Non-Resident Rate
Shelter #1(entire)	\$75.00	\$350.00
Shelter #1(one half)	\$40.00	\$150.00
<del>Shelter #2</del>	<del>\$40.00</del>	<del>\$150.00</del>
<del>Shelter #3</del>	<del>\$40.00</del>	<del>\$100.00</del>
Shelter #4	\$40.00	\$150.00
Manion Park (each Shelter)	\$25.00	\$75.00

**\*\*Shelter rentals are open to residents exclusively January 1<sup>st</sup> 2025 through March 31<sup>st</sup> 2025**  
**\*\*Shelter rentals are open to non-residents starting April 1<sup>st</sup> 2025**

**Y. 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

## Z. 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.

**MOTION TO ADJOURN** - *Organizational part of meeting and open Regular Meeting.*



*Approval of Minutes*

1. December Regular Meeting December 16<sup>th</sup>, 2024

*Approval of Bills*

*Discussions and Updates*

**NEW BUSINESS**

**EXECUTIVE SESSION (if necessary)**

**ADJOURNMENT**

Town of Sardinia