

MINUTES

**REGULAR MEETING – EDEN TOWN BOARD
2795 EAST CHURCH STREET
EDEN, NEW YORK
DECEMBER 30, 2014
7:30 P.M.**

TOWN BOARD MEMBERS PRESENT:

GLENN R. NELLIS - SUPERVISOR
 MARY LOU PEW - COUNCILWOMAN (*Absent*)
 EDWARD KRYCIA, JR - COUNCILMAN
 RICHARD S. VENTRY - COUNCILMAN
 FRAN MCLAUGHLIN - COUNCILMAN

OTHERS PRESENT:

Mary Jo Hultquist - Town Clerk
 Lisa Greiner - Administrative Assistant

Call to Order:

Supervisor Nellis called the Regular Meeting of the Eden Town Board to order at 7:30 P.M.

Pledge of Allegiance:

Supervisor Nellis led the assembly in the Pledge of Allegiance to the flag followed by a moment of silence.

Budget Transfers/Amendments:

Supervisor Nellis read the following Budget Transfers/Amendments:

From Account	To Account	Reason for Amendment	Amount
D9050.8 Unemployment Insurance	D9030.8 Social Security	Snow storm wages caused overage in Social Security owed	\$550.00
A1410.1 Town Clerk Personal	A1410.4 Town Clerk Contractual	For Record Book Restoration	\$100.00
A1990.4 Contingent Fund	A4020.1 Registrar	Miscalculation on budget	\$3.00
A8540.4 Drainage-Contractual	A8540.1 Drainage Personal	Off road drainage meeting minutes should be under personal	\$50.00
A1990.4 Contingent Fund	A1620.4 Town Hall Contractual	Overbudget-Electric work	\$6,000.00
A7110.4 Parks & Grounds Maintenance	A7140.4 Playgrounds & Recreation Centers	Transfer for playground at Flower Field	\$2,300.00
A7150.4 Special Recreation Facilities	A7140.4 Playgrounds & Recreation Centers	Transfer for Playground at Flower Field	\$2,300.00
A7310.4 Youth Program	A7140.4 Playgrounds & Recreation Centers	Transfer for Playground at Flower Field	\$2,500.00
A6410.4	A7550.4	Overbudget	

Publicity	Celebrations Acct.		\$200.00
A3120.4 Police Contractual	A3120.2 Police Equipment	Purchase of NICE Recording System	\$2,000.00
A9015.8 Police Retirement	A3120.2 Police Equipment	Purchase of NICE Recording System	\$15,239.84
SW8320.402 Water – Cont. Farnham	SW8320.401 Water Maint. Wepax Road	Account Dist of Wepax Road Expenses	\$4.00
SW2140 Wepax Revenue	SW8320.401 Water Maint. Wepax Road	Revenues to offset expense	\$12.66

MOTION was made by Councilman McLaughlin to approve the Budget Transfers/Amendments as presented; seconded by Councilman Ventry; All “Ayes”; Opposed? – None; Abstain? – None; Motion carried.

Supervisor Nellis read the following Encumbrances/Assignments for 2014:

SF3410.2 Fire Contractual	\$2,660.00 – Eliza Co. – Hose East Eden
SF3410.4 Fire Contractual	\$2,040.00 Murray Roofing – Replace broken skylights \$200.00 – Honeywell – Repair on Bunker Pants
A1410.4 Contractual	\$2,305 – Kofile – Restoration of Two Vital Records Books
A1640.4 Central Garage	\$5,784.98 – Robert Stickney – Materials for electric from Front Building to Blue Building \$39.36 – Chudy Paper – Backorder
A3120.4 Police Contractual	\$958.00 – Sewing Technology
A3640.4 Civil Defense	\$300.00 – Sewing Technology
A3020.4 Public Safety Comm. System	\$9,051.00 – Kenilworth – bal. Of ins. For Tower Rebuild
A7140.4 Playgrounds & Recreation Centers	\$7,100.00 Kaufmann Playsets – Playground Equip. for Flower Field to be installed in spring
A8540.4 Drainage – Contractual	\$6,950.00 – Projects to be complete in 2015

MOTION was made by Councilman Krycia to approve the 2014 Encumbrances/Assignments as presented; seconded by Councilman Ventry; All “Ayes”; Opposed? – None; Abstain? – None; Motion carried.

Budget Transfers/Amendments for Highway Department:

Supervisor Nellis read the following Budget Transfers/Amendments for the Highway Department:

Date	From	To	Description	Amount
12/30/14	D917 Fund Balance	D5142.4 Snow Removal Contractual	Storm Costs exceeded budget	\$40,000.00
12/30/14	D917 Fund Balance	D5142.1 Snow Removal Personal	Storm Costs exceeded budgeted payroll	\$30,000.00
12/30/14	D5130.2 Equip.Purchase	D5130.4 Mach.Contractual	Budget Adjustment	\$1,400.00

12/30/14	D878.2 Equipment Reserve	D5130.2 Equipment Purchase	Truck #33 Rebuild	\$1,996.31
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MOTION was made by Councilman Ventry to approve the Budget Transfers/Amendments for the Highway Department; seconded by Councilman McLaughlin; All “Ayes”; Opposed? – None; Abstain? – None; Motion carried.

Audit Bills:

Supervisor Nellis asked if there were any changes or additions to the “Audit of Bills” which are on file in the Town Clerk’s office. There were none.

DESCRIPTION	VOUCHER NUMBERS	AMOUNT
General Fund	786-849	\$49,698.81
Highway Dept. Fund	414-435	\$46,537.36
Fire Dept. Fund	309-328	\$9,647.56
Recreation Dept. Fund	142-147	\$2,020.46
Refuse and Garbage Fund	16	\$37,730.24
Street Lights Fund	33-34	\$833.43
Water Fund	59-61	\$2,243.25
Trust & Agency Fund	--	--
Capital Fund H8320.404		
Community Development	14	\$7,175.00

MOTION was made by Councilman Ventry to approve the Audit of Bills as presented; seconded by Councilman McLaughlin; All “Ayes”? Opposed? – None; Abstain? – None; Motion carried.

New and Unfinished Business:

1. Approve new Electrical Inspector for Town of Eden

MOTION was made by Councilman Ventry to appoint Steve Lomison, Certified Electrical Inspector to perform Electrical Inspections in the Town of Eden; seconded by Councilman Krycia; All “Ayes”; Opposed? – None; Abstain? – None; Motion carried.

2. Police Contract

This item was tabled and moved to “Old Business” to be discussed at a future Town Board Meeting.

3. Resignation of part-time Administrative Assistant (eff. 12/4/14)

Supervisor Nellis read the following:

“Ann Knack has served the Eden community exceptionally well over 30 plus years as Administrative Assistant to six Supervisors of different political parties. She has provided continuity in the Supervisor’s office as well as among Town Board members. She has also developed an expertise in municipal law and protocols over the years that provided insight and thoughtfulness to town proceedings. This statement is meant to be one final gesture by this Town Board and Supervisor expressing our deep appreciation to Ann for a job “well done!”

4. Appointment – Part-time Court Clerk

MOTION was made by Supervisor Nellis to appoint Teresa Wallace to be appointed as a part-time Court Clerk at a rate of \$11.50 per hour, for up to 10 hours per week, effective December 31, 2014, as recommended by Michael Cooper, Town Justice; seconded by

Councilman McLaughlin; All “Ayes”; Opposed? – None; Abstain? – None; Motion carried.

Adjournment:

MOTION was made by Councilman Krycia to adjourn the Regular Meeting of the Eden Town Board; seconded by Councilman McLaughlin; All “Ayes”; Opposed? – None; Abstain? – None; Motion carried.

Supervisor Nellis adjourned the Regular Meeting of the Eden Town Board at 7:50 P.M.

MOTION was made by Councilman Krycia to open the 2015 Re-organizational Meeting of the Eden Town Board; seconded by Councilman McLaughlin; All “Ayes”; Opposed? – None; Abstain? – None; Motion carried.

Supervisor Nellis opened the 2015 Reorganization Meeting of the Eden Town Board at 7:50 p.m.

REORGANIZATIONAL MEETING

FOR THE YEAR 2015

TOWN OF EDEN

Supervisor Nellis began the Re-organizational Meeting by reading the following items:

1. Regular meetings of the Eden Town Board will be held on the second Wednesday of each month starting at 7:30 P.M. Additional meetings will be held on the fourth Wednesday of each month as needed.
2. The official newspaper of the Town of Eden will be “The Sun” located in Hamburg, New York and as an alternate, the “Buffalo News”.
3. Surety Bonds will be carried as follows:
 - \$1,116,000.00 - Tax Collector
 - \$1,116,000.00 - Supervisor/Deputy Supervisor
 - \$1,116,000.00 - Bookkeeper
 - \$1,116,000.00 - Court Clerk
 - \$50,000.00 - Blanket Employee Dishonesty
4. Mileage reimbursement will be \$.45 per mile while using personal vehicles on Town business, authorized in advance.
5. Copies of adopted minutes will be on file at the Eden Library, the Town Clerk’s office and the Town of Eden Website, www.edenny.gov.
6. Appoint Key Bank, M & T, Evans Bank and Chase Bank and other institutions as deemed appropriate by the Board, as banks for deposits, checking and investments.

MOTION was made by Councilman McLaughlin to accept and approve Items Nos. 1 thru 6 as presented; seconded by Councilman Krycia; All” Ayes”?”; Opposed? – None; Abstain? – None; Motion carried.

Supervisor Nellis then read the Salaries of Elected Officials as follows:

Salaries of Elected Officials:

1. Town Board Members \$10,500.00 yearly to be paid monthly.

2. Justices Michael Cooper and Melissa Zittel at \$15,958.00 each yearly to be paid monthly.
3. Supervisor Glenn R. Nellis at \$38,629.00 yearly to be paid bi-weekly.
4. The Head Assessor will receive \$18,995.00 yearly, to be paid monthly and the other two assessors \$14,779.00 each yearly, to be paid monthly.
5. Town Clerk, Mary Jo Hultquist \$37,206.00 yearly, to be paid bi-weekly. The Town Clerk will also receive remuneration as school tax collector for the 2015-2016 school year \$7,669.00.
6. Highway Superintendent, Ronald Maggs at \$71,181.00 yearly, to be paid bi-weekly.

MOTION was made by Councilman Krycia to approve the above salaries; seconded by Councilman McLaughlin; All – “Ayes”; Opposed? – None; Abstain? – None; Motion carried.

Supervisor Nellis then read the Appointments and Salaries as follows:

Appointments and Salaries:

Appoint Teresa Baskerville full-time Court Clerk at \$32,951.00 yearly to be paid bi-weekly.

Appoint Bettyann Neifer part-time Court Clerk at \$15.48/hr. for up to 300 hours per year and Teresa Wallace at \$11.50/hr. for up to 10 hours per week and Rachel Miller \$11.00 per hour to work in the Court Office as needed, not to exceed \$400 for the year.

The rate of pay for the part-time Code Enforcement Officer for the year 2015 will be \$19.64 per hour for 19 hours per week, to be paid bi-weekly.

The salary of the full-time Bookkeeper will be \$37,309.00 yearly, to be paid bi-weekly.

The rate of pay for part-time highway employees will be \$12.00 per hour, to be paid bi-weekly.

Re-appoint Dave Rice Fire Inspector for structural fires at \$69.00 per occurrence.

Appoint Diane Herzog part-time secretary to the Code Enforcement Officer for five (5) hours per week at \$13.33/hr. to be paid bi-weekly.

MOTION was by Councilman McLaughlin to approve the above appointments; seconded by Councilman Ventry; All “Ayes” - Opposed? – None; Abstain? – None; Motion carried.

Appoint Cynthia Allen part-time secretary to the Assessors for 19 hours per week at the rate of \$12.03/hr., to be paid bi-weekly.

The Chairman of the Zoning Board of Appeals is to be paid \$500.00 yearly.
The Chairman of the Planning Board is to be paid \$500.00 yearly.

The Chairman of the Assessment Board of Review is to be paid \$125.00 yearly and the other members of the Assessment Board to be compensated \$85.00 each yearly. A secretary, if needed, will be compensated \$200.00 per year.

Deputy Town Clerk Heather Ohmit will be paid \$12.39 per hour. Deputy Town Clerk Cynthia Ciesielski will be paid \$12.03 per hour. The hours and salaries of the Town Clerk’s office shall not exceed a total of 1,404 Deputy Clerk hours or \$17,245.00 for the year.

Appoint Mary Jo Hultquist, Registrar, at a rate of \$3,647.00 yearly, to be paid monthly.

Appoint William Sickau part-time custodian at 40 hours per month at \$14.22/hr. to be paid monthly.

Appoint Raymond Zabron, part-time Dog Control Officer, at an annual salary of \$14,943.00, to be paid monthly.

Appoint Maureen Zabron, part-time Dog Control Officer's secretary at an annual salary of \$3,181.00, to be paid monthly.

Appoint Susan Brass, Recreation Director at \$22,447.00 yearly, to be paid monthly.

Appoint Scot Christiansen, Recreation Working Crew Chief, at \$24.47/hr., to be paid bi-weekly.

Appoint Lisa Sargent as Exercise Instructor, to be paid \$650.00 per 6-week session.

Appoint Cynthia Kugler, secretary to the Highway Superintendent at \$14.06 per hour for 40 hours per week, to be paid bi-weekly and secretary to the Off-Road Drainage Committee at \$25.00 per meeting.

MOTION was by Councilman McLaughlin to approve the above appointments; seconded by Councilman Ventry; All "Ayes" - Opposed? - None; Abstain? - None; Motion carried

Appoint Kevin C. Condon, Town Prosecutor, at annual salary of \$6,310.00, to be paid monthly.

Reappoint Ronald Maggs, Chairman of the Off-Road Drainage Committee.

Reappoint Ronald Maggs and reappoint Cindy Kugler as Co-MS4 Officers to be compensated \$1,599.00 and \$1,035.00, respectively, yearly, to be paid bi-weekly.

Appoint William J. Trask, Sr., Town Attorney to provide legal services for the Town at an annual compensation of \$29,804.00, to be paid monthly.

Kim Soda, Full-Time Police Dispatcher will be compensated \$43,622.00 for the year, to be paid bi-weekly.

Part-time Police Officers will be paid \$18.64 per hour for Day Shifts, not to exceed 2285 hours and \$42,592.00 and \$19.83 per hour for Night Shifts, not to exceed 1000 hours and \$19,830.00 not to exceed a total expenditure of \$62,422.00 for all part-time officers for the year.

Appoint the following persons as part-time police officers: Joseph Alessi, Mark Baltes, Samuel Beiter, Brian Burgstahler, Adam Cornell, Thomas George, Joseph Flynn, Nathan Miller, James Pierce and Richard Syracuse.

Part-time public safety dispatchers with 1-5 years experience will be paid \$11.14 per hour, with 6-10 years experience \$11.70 per hour and with 11 years the rate will be \$12.26 per hour.

Appoint the following persons as part-time public safety dispatchers: Julie Boedo, Derek Filipiak, Kenneth Heary, Stan Janus, Thomas Jones, Rose Nadrich and Christopher Schmidt.

MOTION was made by Councilman Krycia to approve the above appointments and salaries as stated; seconded by Councilman McLaughlin; All "Ayes"; Opposed? - None; Abstain? - None; Motion carried.

Supervisor Nellis read the following appointments:

Appoint Diane Herzog, Planning Board Secretary at \$98.21 per occasion.

Appoint Stacey Callinan secretary to the Historic Review Board and Zoning Board secretary at the rate of \$89.19 per hearing plus \$13.61/hr. for reconvened hearings.

Appoint Police Chief the inspection official for games of chance at no pay.

Appoint the Town Clerk as Affirmative Action Officer at no pay.

The Eden and East Eden Fire Chiefs will receive an annual stipend of \$1,200.00 each.

Appoint William Laing part-time Fire Clerk at \$12.50 per hour, not to exceed 8 hours per week, to be paid bi-weekly.

The Director of Operations for the Eden Emergency and Rescue Squad will receive an annual stipend of \$1,200.00.

MOTION was by Councilman McLaughlin to approve the above appointments and salaries; seconded by Councilman Krycia; All – “Ayes”; Opposed? – None; Abstain? – None; Motion carried.

Appointments of the Supervisor:

Supervisor Nellis read the following appointments:

Appoint Lisa J. Greiner, Administrative Assistant and Confidential Secretary to the Supervisor at \$35,850.00 yearly, to be paid bi-weekly.

Appoint Diane Herzog, part-time secretary to the Supervisor at \$13.33 per hour for 14 hours per week, to be paid bi-weekly.

Appoint Sue Minekime Town Historian at \$2,242.00 each for the year.

Appoint Glenn Nellis, Director of Civil Defense, at no salary.

Appoint Joseph Flynn, Captain of the Reserve Police, at no salary.

Appoint Robert Pietrocarlo Head Assessor.

MOTION was made by Councilman Krycia to approve the appointments and salaries as stated: seconded by Councilman Ventry; All – “Ayes”; Opposed? – None; Abstain? – None; Motion carried.

Supervisor Nellis made the following appointments as Town Board Liaisons to the various Town Boards/Committees:

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| Mary Lou Pew | Code Review Committee |
| Rich Ventry & Fran McLaughlin | Recreation Advisory Board |
| Edward Krycia, Jr. | Eden Chamber of Commerce |
| Edward Krycia, Jr. | Historic Preserv Board/Local History Comm |
| Edward Krycia, Jr. & Fran McLaughlin | Economic Development Committee |
| Edward Krycia, Jr. | Conservation Advisory Board |
| Mary Lou Pew | Zoning Board of Appeals |
| Edward Krycia, Jr. | Library Board |
| Mary Lou Pew & Rich Ventry | Emergency Squad |
| Fran McLaughlin | Street Lights |
| Edward Krycia, Jr. & Rich Ventry | Planning Board |
| Mary Lou Pew & Rich Ventry | Fire Departments |
| Rich Ventry | Assessment Board of Review |
| Edward Krycia, Jr. | Agricultural Advisory Board |
| Fran McLaughlin | Drainage Committee |

Mary Lou Pew	Technology Committee
Mary Lou Pew & Rich Ventry	Emergency Preparedness Committee
Glenn R. Nellis	Association of Erie County Governments
Fran McLaughlin	NEST- Solid Waste
Glenn R. Nellis	Community Development Block Grant
Glenn R. Nellis	Rural Transit Service Advisory Board
Glenn R. Nellis & McLaughlin	Southtowns Community Enhancement Coalition
Glenn Nellis	Watershed/Erie County Water Quality Committee

MOTION was made by Councilman Ventry to approve the appointments of Town Board Liaisons; seconded by Councilman Krycia - “Ayes”; Opposed? – None; Abstain? – None; Motion carried.

Advisory Board Appointments/Reappointments:

Supervisor Nellis stated all Committee/Board members whose terms were due to expire December 31, 2014 were notified and requested to fill out a new application if they wished to be considered for reappointment. Board Chairs were also asked to supply a recommendation for reappointment and appointments to their various boards. All reappointments will be approved at the January 14, 2015 Town Board Meeting.

Renewal of Independent Service Provider Contracts:

MOTION was made by Councilman Krycia to renew a one-year contract with Michael Bolo (Peak Performance) as an Independent Economic Development Specialist Provider for the Town of Eden for the year 2015 at an annual stipend of \$2,400, to be compensated \$200 monthly upon receipt of a statement of services rendered for that month. Seconded by Councilman McLaughlin; All “Ayes”? Opposed? – None; Abstain? – None; Motion carried.

MOTION was made by Councilman Krycia to renew a one-year contract with Charles Dias as an Independent Computer Technology Service Provider for the Town of Eden for the year 2015 at an annual stipend of \$4,968, to be compensated \$414.00 monthly upon receipt of statement for services rendered for that month. Seconded by Councilman Ventry; All “Ayes”; Opposed? – None; Abstain? – None; Motion carried.

MOTION was made by Councilman McLaughlin to enter into a contract with Drescher and Malecki to serve as independent accountants and auditors for the Town for the year ending December 31, 2014 and the cost of \$19,525.00 and to authorize Supervisor Nellis to execute said contract as prepared by Drescher and Malecki; seconded by Councilman Krycia; All “Ayes”; Opposed? – None; Abstain? – None; Motion carried.

MOTION was made by Councilman McLaughlin to enter into a contract with Joseph Ghosen, to serve as GIS Consultant for the 2015 at \$6,000.00 yearly, to be reimbursed \$500.00 per month; seconded by Councilman Ventry; All “Ayes”; Opposed? – None; Abstain? – None; Motion carried.

MOTION was made by Councilman McLaughlin to designate Lisa Winter, Bookkeeper, to oversee the services provided to the Town by Drescher and Malecki; seconded by Councilman Ventry; All “Ayes”; Opposed? – None; Abstain? – None; Motion carried.

Reaffirmation of the Town’s Procurement and Investment Policies:

MOTION was made by Councilman Krycia to adopt the Procurement Policy as amended December 29, 2010, and to adopt the Investment Policies and Guidelines of the Town of Eden, as amended on December 29, 2010. Both are on file in the Town Clerk’s office; seconded by Councilman Ventry; All – “Ayes”; Opposed? – None; Abstain? – None; Motion carried.

MOTION was made by Councilman McLaughlin to appoint CRA Engineering as our engineering firm of record providing Retainer Services, an estimated 6-8 hours per month, for a yearly sum of \$4,500.00, to be paid semi-annually and \$3,000 as a placeholder for General Municipal Engineering Support Services and to authorize Supervisor Glenn R. Nellis to execute said contract as prepared by CRA Engineering; seconded by Councilman Ventry; All “Ayes”; Opposed? – None; Abstain? – None; Motion carried.

MOTION was made by Councilman Krycia that the daily meal allowance for the Association of Towns Meeting held in New York City will be \$40.00 a day and the hotel stay limited to three nights for this annual meeting. Attendance at this meeting to be approved in advance by the Town Board; seconded by Councilman McLaughlin; “Ayes”; Nellis, Krycia, McLaughlin; Opposed? – Ventry; Abstain? – None; Motion carried.

NOTE: It was noted by Supervisor Nellis that none of the Town Board members would be attending this year.

Adjournment:

MOTION was made by Councilman Krycia to adjourn the Reorganization Meeting of the Eden Town Board; seconded by Councilman Ventry; All – “Ayes”; Opposed? – None; Abstain? – None; Motion carried.

Supervisor Nellis appointed Councilwoman Pew as Deputy Supervisor, which is the prerogative of the Supervisor to make that appointment.

Supervisor Nellis adjourned the Reorganization Meeting of the Eden Town Board at 8:22 P.M.

Adjournment:

MOTION was made by Councilman McLaughlin to adjourn the Regular Meeting of the Eden Town Board; seconded by Councilman Ventry; All – “Ayes”; Opposed? – None; Abstain? – None; Motion carried.

Supervisor Nellis adjourned the Regular Meeting of the Eden Town Board at 8:22 P.M.

Respectfully submitted by,

Mary Jo Hultquist
Town Clerk