

January 5, 2016

**MINUTES**

**RE-ORGANIZATIONAL MEETING  
FOR THE YEAR 2016  
2795 EAST CHURCH STREET  
EDEN, NEW YORK  
JANUARY 5, 2016  
7:30 P.M.**

**TOWN BOARD MEMBERS PRESENT:**

MELISSA HARTMAN	-	SUPERVISOR
RICHARD VENTRY	-	COUNCILMAN
MARY LOU PEW	-	COUNCILWOMAN
SUSAN WILHELM	-	COUNCILWOMAN
MICHAEL BYRNES	-	COUNCILMAN

**OTHERS PRESENT:**

Mary Jo Hultquist	-	Town Clerk
Cynthia Ciesielski	-	Administrative Assistant
William J. Trask	-	Town Attorney

**Call to Order:**

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

**Pledge of Allegiance:**

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

**New & Unfinished Business:**

**1. Re-organization of Town for 2016 per annual State requirement**

**REORGANIZATIONAL MEETING**

**FOR THE YEAR 2016**

**TOWN OF EDEN**

Supervisor Hartman 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/Clerk
  - \$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.
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 Councilwoman Pew to accept and approve Items Nos. 1 thru 6 as presented; seconded by Councilwoman Wilhelm; All "Ayes"; Opposed? – None; Abstain? – None; Motion carried.

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

**Salaries of Elected Officials:**

1. Town Board Members \$10,710 yearly, to be paid monthly.
2. Justices Michael Cooper and Melissa Zittel at \$16,277.00 each yearly, to be paid monthly.
3. Supervisor Melissa Hartman at \$39,402.00 yearly, to be paid bi-weekly.
4. The Head Assessor will receive \$19,375.00 yearly, to be paid monthly and the other two assessors \$15,075.00 each yearly, to be paid monthly.
5. Town Clerk, Mary Jo Hultquist \$37,950.00 yearly, to be paid bi-weekly. The Town Clerk will also receive remuneration as school tax collector for the 2016-2017 school year in the amount of \$7,899.00.
6. Highway Superintendent, Ronald Maggs at \$72,605.00 yearly, to be paid bi-weekly.

MOTION was made by Councilman Ventry to approve the above salaries; seconded by Councilwoman Wilhelm; All "Ayes"; Opposed? – None; Abstain? – None; Motion carried.

Supervisor Hartman read the following Appointments and Salaries:

Appoint Teresa Baskerville full-time Court Clerk at \$35,647.00 yearly, to be paid bi-weekly.

Appoint Bettyann Neifer part-time Court Clerk at \$15.79 per hour for up to 300 hours per year and Rachel Miller \$11.00 per hour to work in the Court Office as needed, not to exceed \$400 for the year and Cindy Henry part-time Court Clerk at \$12.00 per hour for up to 19 hours per week.

The rate of pay for the part-time Code Enforcement Officer for the year 2016 will be \$20.02 per hour for 19 hours per week, to be paid bi-weekly.

The salary of the full-time bookkeeper will be \$42,664.00 yearly, to be paid bi-weekly.

The rate of pay for part-time highway employees will be \$12.25 per hour, to be paid bi-weekly.

Re-appoint Dave Rice Fire Inspector for structural fires at \$70.00 per occurrence.

Appoint Diane Herzog part-time secretary to the Code Enforcement Officer for fourteen (14) hours per week at \$13.60 per hour, to be paid bi-weekly.

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MOTION was made by Councilman Ventry to approve the above appointments; seconded by Councilwoman Pew; All "Ayes"; Opposed? – None; Abstain? – None; Motion carried.

Councilman Ventry read the following Appointments and Salaries:

Appoint Sue Johnson part-time secretary to the Assessors for 19 hours per week at the rate of \$12.24 per hour, 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 \$14.00 per hour for 19 hours per week, to be paid by-weekly.

Appoint Mary Jo Hultquist Registrar, at a rate of \$3,720.00 yearly, to be paid monthly.

Appoint William Sickau part-time custodian at 40 hours per month at \$14.50 per hour, to be paid monthly.

Appoint Raymond Zabron, part-time Dog Control Officer, at an annual salary of \$15,242.00, to be paid monthly.

Appoint Maureen Zabron, part-time Dog Control Officer's secretary at an annual salary of \$3,245.00, to be paid monthly.

Appoint Susan Brass, Recreation Director at \$22,896.00 yearly, to be paid bi-weekly.

Appoint Scot Christiansen Recreation Working Crew Chief at \$24.96 per hour, to be paid bi-weekly.

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

Appoint Cindy Kugler secretary to the Highway Superintendent at \$19.00 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.

Appoint Kevin C. Condon, Town Prosecutor, at an annual salary of \$6,436.00, 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 \$1,631.00 and \$1,056.00, 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 \$30,400.00, to be paid monthly.

**Note:** William J. Trask, Town Attorney stated that the above-mentioned compensation would include attending town board meetings and services to the Town Board and employees of the Town of Eden as required and additional services throughout the year would be billed at \$175.00/hour.

Kim Soda, Full-time Police Clerk, will be compensated \$44,494.00 for the year, to be paid bi-weekly.

Part-time Police Officers will be paid \$19.01 per hour for day shifts, not to exceed 2285 hours and \$43,438.00 and \$20.23 per hour for night shifts, not to exceed 1000 hours and

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\$20,230.00, not to exceed a total expenditure of \$63,668.00 for all part-time officers for the year.

Part-time public safety dispatchers with 1-5 years experience will be paid \$12.14 per hour, with 6-10 years experience \$12.70 per hour and with 11 years the rate will be \$13.26 per hour.

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

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

MOTION was made by Councilman Byrnes to approve the above appointments and salaries as stated; seconded by Councilwoman Pew; All "Ayes"; Opposed? – None; Abstain? – None; Motion carried.

The following appointments were read by Supervisor Hartman:

Appoint Diane Herzog Planning Board Secretary at \$100.17 per occasion.

Appoint Stacey Callinan Zoning Board secretary at the rate of \$90.97 per hearing plus \$13.88 per hour for reconvened hearings.

Appoint the 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 \$12.75 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 made by Councilwoman Wilhelm to approve the above appointments and salaries; seconded by Councilman Ventry; All "Ayes"; Opposed? – None; Abstain? – None; Motion carried.

**Appointments of the Supervisor:**

Supervisor Hartman read the following appointments:

Appoint Cindy Ciesielski, Administrative Assistant and Confidential Secretary to the Supervisor at \$35,100.00 yearly, to be paid bi-weekly.

Appoint Diane Herzog part-time secretary to the Supervisor at \$13.60 per hour for 5 hours per week, to be paid bi-weekly.

Appoint Sue Minekime Town Historian at \$2,287.00 annually.

Appoint Supervisor Missy Hartman Director of Civil Defense at no salary.

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

Appoint Rich Ventry as Deputy Town Supervisor.

Appoint Robert Pietrocarlo Head Assessor.

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**Note:** The appointment of the Deputy Town Supervisor is an appointment of the Town Supervisor.

Motion was made by Councilman Byrnes seconded by Councilwoman Wilhelm to approve the appointments and salaries as stated; Ayes; Ventry, Pew, Wilhelm, Byrnes; Opposed? – None; Abstain? – Hartman; Motion carried.

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

Mary Lou Pew	Code Review Committee
Rich Ventry	Recreation Advisory Board
Michael Byrnes	Eden Chamber of Commerce
Susan Wilhelm	Historic Preservation Brd./Local History Comm.
Rich Ventry& Michael Byrnes	Economic Development Committee
Michael Byrnes	Conservation Advisory Board
Mary Lou Pew	Zoning Board of Appeals
Susan Wilhelm	Library Board
Mary Lou Pew & Rich Ventry	Emergency and Rescue Squad
Michael Byrnes	Street Light Committee
Susan Wilhelm & Rich Ventry	Planning Board
Mary Lou Pew & Rich Ventry	Fire Departments
Rich Ventry	Assessment Board of Review
Susan Wilhelm	Agricultural Advisory Board
Michael Byrnes	Drainage Committee
Missy Hartman & Mary Lou Pew	Technology Committee
Mary Lou Pew & Rich Ventry	Emergency Preparedness Committee
Missy Hartman	Association of Erie County Governments
Susan Wilhelm	NEST – Solid Waste
Missy Hartman	Community Development Block Grant
Missy Hartman	Rural Transit Service Advisory Board
Rich Ventry	Southtowns Community Enhancement Coalition
Missy Hartman	Watershed/Erie County Water Quality Comm.

MOTION was made by Councilman Ventry to acknowledge the appointments of Supervisor Hartman for Town Board Liaisons to the various committees; seconded by Councilwoman Pew; All “Ayes”; Opposed? – None; Abstain? – None; Motion carried.

**Advisory Board Appointments/Reappointments:**

Supervisor Hartman stated all Committee/Board members whose terms were due to expire December 31, 2015 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 27, 2016 Town Board Meeting, with the exception of the Library Board.

Appoint Marilyn Antos to the Eden Library Board

MOTION was made by Councilman Ventry to approve the appointment of Marilyn Antos to the Eden Library Board for another 5-year term; seconded by Councilwoman Pew; All “Ayes”; Opposed? – None; Abstain? – None; Motion carried.

Renewal of Independent Service Providers Contracts:

MOTION was made by Councilwoman Pew to renew a one-year contract with Charles Dias as an Independent Computer Technology Service Provider for the Town of Eden for the year 2016 at an annual stipend of \$5,100.00, to be compensated \$425.00 monthly upon receipt of a statement for services rendered for that month. Seconded by Councilman Ventry; All “Ayes”; Opposed? – None; Abstain? – None; Motion carried.

MOTION was made by Councilwoman Pew to enter into a contract with Joseph Ghosen, to serve as GIS Consultant for 2016 at \$6,120.00 yearly, to be reimbursed \$510.00 per month. Seconded by Councilman Ventry; All "Ayes"; Opposed? – None; Abstain? – None; Motion carried.

MOTION was made by Councilwoman Pew to designate Lisa Winter, Bookkeeper, to oversee the services provided to the Town by Drescher and Malecki. Seconded by Councilwoman Wilhelm; All "Ayes"; Opposed? – None; Abstain? – None; Motion carried.

Reaffirmation of the Town's Procurement and Investment Policies:

MOTION was made by Councilman Ventry 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 Byrnes; All "Ayes"; Opposed? – None; Abstain? – None; Motion carried.

MOTION was made by Councilman Ventry to appoint GHD Consulting Services, Inc. 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 Melissa Hartman to execute said contract as prepared by GHD. Seconded by Councilwoman Wilhelm; All "Ayes"; Opposed? – None; Abstain? – None; Motion carried.

MOTION was made by Councilman Ventry that the daily meal allowance for the Association of Towns Meeting held in New York City will be \$74.00 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 Councilwoman Wilhelm; All "Ayes"; Opposed? – None; Abstain? – None; Motion carried.

## **2. Ambulance Bid**

Supervisor Hartman read the following resolution:

### **RESOLUTION OF THE EDEN TOWN BOARD**

Authorizing the advertisement for bids for a new ambulance for use by the Eden Emergency Squad pursuant to its contract with the Town of Eden.

**WHEREAS**, pursuant to contract with the Town of Eden, the Eden Emergency Squad provides ambulance transportation and emergency medical and rescue services to residents of the Town of Eden utilizing equipment owned by the Town of Eden, and

**WHEREAS**, the Eden Emergency Squad has recommended to the Eden Town Board updating and replacing the primary ambulance used in providing these services with a new ambulance and has prepared specifications for a new ambulance which will meet the future needs of the Eden Community, and

**WHEREAS**, the Town of Eden has sufficient funds to proceed with the acquisition of a new ambulance pursuant to the Eden Emergency Squad's recommendation.

**NOW, THEREFORE BE IT RESOLVED** the Eden Town Clerk is hereby authorized to publish and advertise such notices as may be required to solicit sealed bids for a new ambulance in accordance with the specifications prepared by the Eden Emergency Squad, and it is further

**RESOLVED** that such bids will be received in the office of the Eden Town Clerk until Thursday, February 4, 2015 at 1:00 p.m., at which time all such bids will be publicly opened and read.

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**MOTION** was made by Councilman Ventry to approve the resolution and set the bid opening date for the new ambulance for February 4, 2016 at 1:00 p.m. in the Town Clerk's office; seconded by Councilwoman Wilhelm; All "Ayes"; Opposed? – None; Abstain? – None; Motion carried.

**3. Approval to attend Supervisor 2016 Newly Elected Town Officials Schools/January 6,7& 8, 2016**

**MOTION** was made by Councilman Ventry to approve the attendance of Supervisor Hartman to the 2016 Newly Elected Town Officials School to be held on January 6,7 & 8, 2016; seconded by Councilman Byrnes; All "Ayes"; Opposed? – None; Abstain? – None; Motion carried.

**Hearing of Visitors:**

Phil Muck, asking when all other appointments would be made, Supervisor Hartman stated at the January 27, 2016 Town Board Meeting.

**Adjournment:**

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

Supervisor Hartman adjourned the Regular Meeting of the Eden Town Board at 8:05 P.M.

Respectfully submitted by,

Mary Jo Hultquist  
Town Clerk