

**MINUTES**

**RE-ORGANIZATIONAL MEETING  
FOR THE YEAR 2017  
2795 EAST CHURCH STREET  
EDEN, NEW YORK  
DECEMBER 28, 2016  
7:30 P.M.**

**TOWN BOARD MEMBERS PRESENT:**

MELISSA HARTMAN - SUPERVISOR  
RICHARD VENTRY - COUNCILPERSON (*Absent*)  
MARY LOU PEW - COUNCILPERSON  
SUSAN WILHELM - COUNCILPERSON  
MICHAEL BYRNES - COUNCILPERSON

**OTHERS PRESENT:**

Mary Jo Hultquist - Town Clerk  
Debbie Gregorie - Administrative Assistant  
William J. Trask - Town Attorney  
Lisa Winter - Bookkeeper

**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.

**Budget Transfers/Amendments:**

Supervisor Hartman read the following Budget Transfers/Amendments:

| <b>From Account</b>                      | <b>To Account</b>                         | <b>Reason for Amendment</b>                                      | <b>Amount</b> |
|--|---|--|---------------|
| A1410.1<br>Town Clerk-<br>Personnel      | A1410.4<br>Town Clerk –<br>Contractual    | Transfer for encumbrance to preserve 2 add'l vital records books | \$2,500.00    |
| A1990.4<br>Contingent Fund               | A1375.4<br>Bank Fees                      | Change in banking industry resulting in fees                     | \$6,000.00    |
| A7110.1<br>Parks & Grounds –<br>Personal | A7110.2<br>Parks & Grounds –<br>Equipment | Transfer for assignment of funds to 2017 for new mower           | \$10,000.00   |

**MOTION** was made by Councilperson Wilhelm to approve the Budget Transfers/Amendments as presented; seconded by Councilperson Byrnes; All “Ayes”; Opposed? - None; Abstain? - None; Motion carried.

**Encumbrances/Assignments for 2016:**

Supervisor Hartman read the following Encumbrances/Assignments:

|   |                 |   |
|---|-----------------|---|
| <u>A1410.4</u><br>Town Clerk – Contractual    | \$1,916.00      | Kofile Preservation of<br>Vital Records                                 |
| <u>A1620.4</u><br>Town Hall – Contractual     | \$5,000.00      | Spring Town Hall Front<br>Entrance and Sidewalk<br>Project              |
| <u>A3120.4</u><br>Police – Contractual        | \$ 726.82       | AmChar  |
|   | 900.00          | Darylss Car Audio -<br>Install Rhino Tab                                |
|   | 500.00          | Darylss Car Audio   |
|   | 5,159.00        | Patrol PC   |
|   | <u>136.00</u>   | Lakeshore Embroidery  |
|   | \$ 7,421.82     |   |
| <u>A7110.2</u><br>Parks & Grounds – Equipment | \$10,000.00     | Assigned-New Mower  |
| <u>A8540.4</u><br>Drainage – Contractual      | \$ 1,633.50     | Off-Road Drainage<br>Project 2016-06 – to be<br>completed in Spring '17 |
| <u>D5110.4</u><br>Roads – Contractual         | \$53,000.00     | or balance to increase<br>the number of road<br>projects done in '17    |
| <u>SF3410.4</u><br>Fire – Contractual         | \$ 257.33       | MES Hand Lights   |
|   | 274.95          | Paul Conway Shields-<br>Helmet Fronts                                   |
|   | <u>1,762.50</u> | Empire Laundry Mach.  |
|   | \$2,294.78      |   |

**MOTION** was made by Supervisor Hartman to approve the Encumbrances/Assignments for 2016 as presented; seconded by Councilperson Pew; All “Ayes”; Opposed? - None; Abstain? - None; Motion carried.

**Audit Bills:**

Supervisor Hartman 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            | 818-870         | \$31,915.71 |
| Highway Dept. Fund      | 342-356         | \$20,083.44 |
| Fire Dept. Fund         | 285-298         | \$2,147.22  |
| Recreation Dept. Fund   | 157-161         | \$362.17    |
| Refuse and Garbage Fund | --              | --          |
| Street Lights Fund      | 36-37           | \$512.39    |
| Water Fund              | 37              | \$11.00     |
| Trust & Agency Fund     | --              | --          |
| Capital Fund            |                 |             |
| H8320.404               | --              | --          |
| H8320.405               | --              | --          |
| Community Development   | --              | --          |

**MOTION** was made by Councilperson Pew to approve the Audit of Bills as presented; seconded by Supervisor Hartman; All “Ayes”; Opposed? - None; Abstain? - None; Motion carried.

**New & Unfinished Business:**

**1. Approval of GHD contract for 2017**

**MOTION** was made by Supervisor Hartman to approve the 2017 contract for the engineering firm, GHD, for services for 2017 in the amount of \$7,200.00; seconded by Councilperson Byrnes; All “Ayes”; Opposed? - None; Abstain? - None; Motion carried.

**2. Approve Clinton Brown Company Architecture, PC as consultant for the NY Main Street Technical Assistance Grant**

**MOTION** was made by Councilperson Pew to approve Clinton Brown Company Architecture, PC as consultant for the NY Main Street Technical Assistant Grant not to exceed \$20,000.00; seconded by Councilperson Wilhelm; All “Ayes”; Opposed? - None; Abstain? - None; Motion carried.

**3. Resignations**

Supervisor Hartman read the following resignations:

Mark A. Baltes, Part-time Police Officer

**MOTION** was made by Supervisor Hartman to accept the resignation of Mark A. Baltes, Part-time Police Officer, effective January 1, 2017, with thanks and appreciation; seconded by Councilperson Byrnes; All “Ayes”; Opposed? - None; Abstain? - None; Motion carried.

Gordon Karstedt, Eden Recreation Advisory Board  
James L. Brass, Eden Recreation Advisory Board  
David Yingling, Eden Recreation Advisory Board

**MOTION** was made by Supervisor Hartman to accept the resignations of Gordon Karstedt, James L. Brass and David Yingling, Eden Recreation Advisory Board, effective December 31, 2016, with thanks and appreciation; seconded by Councilperson Pew; All “Ayes”; Opposed? - None; Abstain? - None; Motion carried.

**4. Resolution for Proposed Dog Fee changes**

Supervisor Hartman read the following resolution:

**Dog Fees  
To be adjusted to the  
Standard Schedule of Fees**

**WHEREAS**, Section 108-3 (G) of the Town of Eden Code provides for the Eden Town Board, by resolution, from time to time to establish the schedule of fees it shall deem necessary and appropriate for the proper administration of its dog licensing and dog control program, and authorizes the Town Clerk to collect and remit such fees consistent with the requirements of Article 7 of the Agriculture and Markets Law of the State of New York.

**NOW, THEREFORE BE IT RESOLVED**, that the Town Board of the Town of Eden does hereby amend the schedule of fees for dog licensing and dog control to be as follows, effective JANUARY 2, 2017:

|                        |  |
|------------------------|--|
| Spayed/Neutered*       | \$10.00  |
| Un-spayed/Un-neutered* | \$18.00  |
| Dog Redemption         | \$30.00 for the first day, \$25.00 for each additional day |

|   |                              |
|---|------------------------------|
|   | (\$200.00 maximum)           |
| Purebred License                                      | \$25.00 – up to 10 dogs      |
|   | \$50.00 – 10-25 dogs         |
|   | \$100.00 – more than 25 dogs |
| Surcharge per month for<br>Late renewal registrations | \$5.00 – for each dog        |

\*For Spayed/Neutered and Un-spayed/Un-neutered dog fees, there will be a \$2.00 discount for seniors 65 years and older.

**MOTION** was made by Supervisor Hartman to approve the resolution as presented; seconded by Councilperson Wilhelm; “Ayes”; Hartman, Wilhelm, Byrnes; Opposed? - Pew; Abstain? - None; Motion carried.

The above resolution was duly put to a roll call vote of the Eden Town Board at a regular meeting held on December 28, 2016, the results of which are as follows:

|                       |     |
|-----------------------|-----|
| Supervisor Hartman    | Aye |
| Councilperson Pew     | No  |
| Councilperson Wilhelm | Aye |
| Councilperson Byrnes  | Aye |

Motion carried.

**5. 3<sup>rd</sup> Ambulance – EMS**

**MOTION** was made by Supervisor Hartman to keep the 3<sup>rd</sup> Ambulance for the Eden Emergency Squad; seconded by Councilperson Pew; All “Ayes”; Opposed? - None; Abstain? - None; Motion carried.

**Hearing of Visitors:**

There were none.

**Adjournment:**

**MOTION** was made by Councilperson Wilhelm to adjourn the Regular Meeting of the Eden Town Board; seconded by Councilperson Byrnes; All – “Ayes”; Opposed? – None; Abstain? – None; Motion carried.

**Supervisor Hartman adjourned the Regular Meeting of the Eden Town Board at 7:45 pm.**

**MOTION** was made by Supervisor Hartman to open the 2017 Re-organizational Meeting of the Eden Town Board; seconded by Councilperson Pew; All “Ayes”; Opposed? - None; Abstain? – None; Motion carried.

**Supervisor Hartman opened the 2017 Reorganization Meeting of the Eden Town Board at 7:45 pm.**

**REORGANIZATIONAL MEETING**

**FOR THE YEAR 2017**

**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 7:00 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 Buffalo Law Journal" located in Buffalo, 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 \$.50 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 Councilperson Wilhelm to accept and approve Items Nos. 1 thru 6 as presented; seconded by Councilperson Byrnes; 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 \$10,924.00 yearly, to be paid monthly.
2. Justices Michael Cooper and Melissa Zittel at \$16,603.00 each yearly, to be paid monthly.
3. Supervisor Melissa Hartman at \$40,190.00 yearly, to be paid bi-weekly.
4. The Chair of the Board of Assessor will receive \$19,763.00 yearly, to be paid monthly and the other two assessors \$15,377.00 each yearly, to be paid monthly.
5. Town Clerk, Mary Jo Hultquist \$38,709.00 yearly, to be paid bi-weekly. The Town Clerk will also receive remuneration as school tax collector for the 2017-2018 school year, pursuant to the agreement with the Eden Central School District, in the amount of \$8,136.00.
6. Highway Superintendent, Ronald Maggs at \$74,057.00 yearly, to be paid bi-weekly.

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

Supervisor Hartman read the following Appointments and Salaries:

Appoint Teresa Baskerville full-time Court Clerk at \$39,480.00 yearly, 38 hours per week, to be paid bi-weekly.

Appoint Bettyann Neifer part-time Court Clerk at \$15.79 per hour for up to 50 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 \$12.50 per hour for up to 19 hours per week.

The rate of pay for the part-time Code Enforcement Officer for the year 2017 will be \$20.42 per hour for 19 hours per week, to be paid bi-weekly.

The rate of pay for David Rice the Part-time Code Enforcement Officer will be \$20.03 for up to 8 hours per week to be paid bi-weekly.

The salary of the full-time bookkeeper will be \$47,036.00.00 yearly, for 40 hours per week, to be paid bi-weekly.

The rate of pay for part-time highway employees will be \$12.50 per hour, to be paid bi-weekly.

Re-appoint Dave Rice Fire Inspector for structural fires at \$70.70 per occurrence.

Appoint Diane Herzog part-time secretary to the Code Enforcement Officer for fourteen (14) hours per week at \$14.10 per hour, to be paid bi-weekly.

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

Supervisor Hartman read the following Appointments and Salaries:

Appoint Sue Johnson part-time secretary to the Assessors for 19 hours per week at the rate of \$12.74 per hour, to be paid bi-weekly.

Appoint Robert Pietrocarlo Chair of the Board of Assessors.

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.

Acknowledge the Town Clerk's appointments of Deputy Town Clerk (Part-time) Heather Ohmit and Deputy Town Clerk (Part-time) Cindy Ciesielski. Heather Ohmit will be paid \$14.50 per hour and Cindy Ciesielski will be paid \$14.10 per hour. The total Deputy Town Clerk hours and compensation should not exceed 1404 hours or \$20,192.00 for the year.

Appoint Mary Jo Hultquist Registrar, at a rate of \$3,794.00 yearly, to be paid monthly.

Appoint William Sickau part-time custodian at 40 hours per month at \$14.79 per hour, to be paid monthly.

Appoint Raymond Zabron, part-time Dog Control Officer, at an annual salary of \$15,547.00, to be paid bi-weekly.

Appoint Maureen Zabron, part-time Dog Control Officer's secretary at an annual salary of \$3,310.00, to be paid monthly.

Appoint Scot Christiansen Recreation Working Crew Chief at \$25.46 per hour, to be paid bi-weekly.

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

Appoint Cindy Kugler secretary to the Highway Superintendent at \$19.38 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 Lawrence M. Schwegler, Town Prosecutor, at an annual salary of \$6,565.00, 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 \$1,664.00 and \$1,077.00, respectively, yearly, to be paid bi-weekly.

Appoint William J. Trask, Sr., Town Attorney (Counsel to the Town) and authorize Supervisor Hartman to accept the terms of 2017 engagement with a base annual compensation of \$31,008.00 for general municipal legal services, to be paid month, and an hourly rate of \$175.00 for litigation, special district/special project legal services.

Kim Soda, Full-time Police Clerk, will be compensated \$45,384.00 for the year, to be paid bi-weekly.

Part-time Police Officers will be paid \$19.39 per hour for day shifts, not to exceed 2285 hours and \$44,307.00 and \$20.63 per hour for night shifts, not to exceed 1000 hours and \$20,635.00, not to exceed a total expenditure of \$64,942.00 for all part-time officers for the year.

Part-time public safety dispatchers with 1-5 years experience will be paid \$12.38 per hour, with 6-10 years experience \$12.95 per hour and with 11 years the rate will be \$13.53 per hour.

Appoint the following persons as part-time police officers: Joseph Alessi, John Arns, 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, Steve Bugary, Derek Filipiak, Stan Janus, Rick Johnson, Thomas Jones, Carl Lograsso, Rose Nadrich.

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

The following appointments were read by Supervisor Hartman:

Appoint Diane Herzog Planning Board Secretary at \$102.17 per occasion.

Appoint Diane Herzog Zoning Board secretary at the rate of \$92.79 per hearing plus \$14.16 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 \$13.25 per hour, not to exceed 12 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 Councilperson Pew to approve the above appointments and salaries; seconded by Councilperson Wilhelm; All "Ayes"; Opposed? – None; Abstain? – None; Motion carried.

**Appointments of the Supervisor:**

Supervisor Hartman read the following appointments:

Appoint Debra Gregoire, Administrative Assistant and Confidential Secretary to the Supervisor at \$35,811.00 yearly, to be paid bi-weekly.

Appoint Diane Herzog part-time secretary to the Supervisor at \$14.10 per hour for 5 hours per week, to be paid bi-weekly.

Appoint Sue Minekime Town Historian at \$2,333.00 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 at a \$1,500.00 yearly stipend to be paid monthly.

Appoint Robert Pietrocarlo Head Assessor.

Motion was made by Councilperson Wilhelm, seconded by Supervisor Hartman to acknowledge the Supervisor's appointments and approve the salaries as stated.

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

|                                 |  |
|---------------------------------|--|
| Mary Lou Pew                    | Code Review Committee                          |
| Susan Wilhelm                   | Recreation Advisory Board                      |
| Michael Byrnes                  | Eden Chamber of Commerce                       |
| Susan Wilhelm                   | Historic Preservation Brd./Local History Comm. |
| Rich Ventry &<br>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<br>Coalition  |
| Missy Hartman                   | Watershed/Erie County Water Quality Comm.      |

MOTION was made by Councilperson Pew to acknowledge the appointments of Supervisor Hartman for Town Board Liaisons to the various committees; seconded by Councilperson Wilhelm; All "Ayes"; Opposed? – None; Abstain? – None; Motion carried.



**Advisory Board Appointments/Reappointments:**

Patricia Smith will be re-appointed to the Library Advisory Board for a 5-year term.  
David Zittel will be re-appointed to the Agricultural Advisory Committee for a 2-year term.

Gerald Mammoser will be re-appointed to the Agricultural Advisory Committee for a 2-year term.

Paul Laing will be re-appointed to the Agricultural Advisory Committee for a 2-year term.

James Walker will be re-appointed to the Agricultural Advisory Committee for a 2-year term.

Felicia Krycia will be re-appointed to the Agricultural Advisory Committee for a 2-year term.

The Conservation Board does not meet until January, appointments will be made after that.

Zoning and Planning boards are still conducting interviews.

**Renewal of Independent Service Providers Contracts:**

MOTION was made by Supervisor Hartman to renew a one-year contract with Charles Dias as an Independent Computer Technology Service Provider for the Town of Eden for the year 2017 at an annual stipend of \$5,200.00, to be compensated \$434.00 monthly upon receipt of a statement for services rendered for that month. Seconded by Councilperson Pew; All "Ayes"; Opposed? – None; Abstain? – None; Motion carried.

MOTION was made by Supervisor Hartman to enter into a contract with Joseph Ghosen, to serve as GIS Consultant for 2017 at \$6,240.00 yearly, to be reimbursed \$520.00 per month. Seconded by Councilperson Pew; All "Ayes"; Opposed? – None; Abstain? – None; Motion carried.

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

**Reaffirmation of the Town's Procurement and Investment Policies:**

MOTION was made by Supervisor Hartman 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 Councilperson Pew; All "Ayes"; Opposed? – None; Abstain? – None; Motion carried.

MOTION was made by Supervisor Hartman 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 \$7,200.00, 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 Councilperson Wilhelm; All "Ayes"; Opposed? – None; Abstain? – None; Motion carried.

MOTION was made by Supervisor Hartman 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 Councilperson Wilhelm; All "Ayes"; Opposed? – None; Abstain? – None; Motion carried.

December 28, 2016

**Adjournment:**

**MOTION** was made by Councilperson Pew to adjourn the Regular Meeting of the Eden Town Board; seconded by Councilperson Wilhelm; 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