

January 3, 2018

MINUTES

**RE-ORGANIZATIONAL MEETING
FOR THE YEAR 2018
2795 EAST CHURCH STREET
EDEN, NEW YORK
JANUARY 3, 2018
7:00 P.M.**

TOWN BOARD MEMBERS PRESENT:

MELISSA HARTMAN	-	SUPERVISOR
RICHARD VENTRY	-	COUNCILPERSON
MICHAEL BYRNES	-	COUNCILPERSON
SUSAN WILHELM	-	COUNCILPERSON
GARY SAM	-	COUNCILPERSON

OTHERS PRESENT:

Mary Jo Hultquist	-	Town Clerk
Debbie Gregorie	-	Administrative Assistant
Lisa Winter	-	Bookkeeper

Call to Order:

Supervisor Hartman called the Regular Meeting of the Eden Town Board to order at 7:00 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 and Unfinished Business:

1. **Reorganization of Town for 2018 per annual state requirement:**

REORGANIZATIONAL MEETING

FOR THE YEAR 2018

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 Hamburg 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 \$.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 Evans Bank, Key Bank, M & T and Chase Bank and other institutions as deemed appropriate by the Board, as banks for deposits, checking and investments.

MOTION was made by Councilperson Ventry 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 \$11,142.00 yearly, to be paid monthly.
2. Justices Michael Cooper and Melissa Zittel at \$16,935.00 each yearly, to be paid monthly.
3. Supervisor Melissa Hartman at \$40,994.00 yearly, to be paid bi-weekly.
4. The Chair of the Board of Assessor will receive \$20,158.00 yearly, to be paid monthly and the other two assessors \$15,685.00 each yearly, to be paid monthly.
5. Town Clerk, Mary Jo Hultquist \$39,483.00 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 \$8,380.00.
6. Highway Superintendent, Ronald Maggs at \$75,538.00 yearly, to be paid bi-weekly.

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

Supervisor Hartman read the following Appointments and Salaries:

Appoint Teresa Baskerville full-time Court Clerk at \$40,271.00 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 Cindy Henry part-time Court Clerk at \$13.00 per hour for up to 17 hours per week.

The rate of pay for the part-time Code Enforcement Officer for the year 2018 will be \$19.50 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 \$20.43 for up to 8 hours per week to be paid bi-weekly.

The salary of the full-time bookkeeper will be \$47,969.00 yearly, for 40 hours per week, to be paid bi-weekly.

The rate of pay for part-time highway employees will be \$12.75 per hour, to be paid bi-weekly.

Re-appoint Dave Rice Fire Inspector for structural fires at \$72.00 per occurrence.

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Appoint Diane Herzog part-time secretary to the Code Enforcement Officer for fourteen (14) hours per week for seven months and (25) hours per week for five months at \$14.60 per hour, to be paid bi-weekly.

MOTION was made by Councilperson Wilhelm to approve the above appointments; seconded by Councilperson Byrnes; 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 \$13.24 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 year. A secretary, if needed, will be compensated \$200.00 per year.

Acknowledge the Town Clerk's appointments of Deputy Town Clerk (Part-time) Janet Moot-Cunfer and Deputy Town Clerk (Part-time) Cindy Ciesielski. Janet Moot-Cunfer will be paid \$12.50 per hour and Cindy Ciesielski will be paid \$14.60 per hour. The total Deputy Town Clerk hours and compensation should not exceed 1404 hours or \$18,424.00 for the year.

Appoint Mary Jo Hultquist Registrar, at a rate of \$3,870.00 yearly, to be paid monthly.

Appoint William Sickau part-time custodian at 40 hours per month at \$15.09 per hour, to be paid monthly.

Appoint Raymond Zabron, part-time Dog Control Officer, at an annual salary of \$16,169.00 to be paid bi-weekly plus \$60.00 per mandatory court session.

Appoint Maureen Zabron, part-time Dog Control Officer's secretary at an annual salary of \$3,376.00, to be paid monthly.

Appoint Amy Porter, Recreation Director at \$21.77 per hour for 19 hours per week, to be paid by-weekly.

Appoint Scot Christiansen Recreation Working Crew Chief at \$25.97 per hour, to be paid bi-weekly.

Appoint Jim Schintzius, Cemetery Caretaker at \$17.50 per hour plus \$75.00 for Saturday burials, paid bi-weekly as needed.

Appoint Cindy Kugler secretary to the Highway Superintendent at \$19.77 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 \$6,696.00, 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 \$1,697.00 and \$1,099.00, 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 2018 engagement with a base annual

compensation of \$31,628.00 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 \$47,384.00 for 40 hours per week, to be paid bi-weekly.

Part-time Police Officers will be paid \$19.78 per hour for day shifts, not to exceed 2285 hours and \$45,197.00 and \$21.04 per hour for night shifts, not to exceed 1000 hours and \$21,040.00, not to exceed a total expenditure of \$66,237.00 for all part-time officers for the year.

Part-time public safety dispatchers with 1-5 years experience will be paid \$12.63 per hour, with 6-10 years experience \$13.21 per hour and with 11 years the rate will be \$13.80 per hour. All paid by-weekly.

Appoint the following persons as part-time police officers: Joseph Alessi, John Arns, Brian Burgstahler, George Avery, Robert Braeuner, Matt Cross, Joseph Flynn and Tony Zolnowski.

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

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

The following appointments were read by Supervisor Hartman:

Appoint Diane Herzog Planning Board Secretary at \$104.21 per occasion.

Appoint Diane Herzog Zoning Board secretary at the rate of \$94.65 per hearing plus \$14.44 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 \$1,500.00 each.

Appoint William Laing part-time Fire Clerk at \$13.75 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 \$1,500.00.

MOTION was made by Supervisor Hartman to approve the above appointments and salaries; seconded by Councilperson Ventry; 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 \$36,523.00 yearly, to be paid bi-weekly.

Appoint Rich Ventry as Deputy Town Supervisor at a \$1,500 yearly stipend to be paid monthly.

Additional Appointments:

Appoint Diane Herzog part-time secretary to the Supervisor at \$14.60 per hour for 5 hours per week, to be paid bi-weekly.

Appoint Sue Minekime Town Historian at \$2,380.00 annually.

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

Appoint Robert Stickney as Emergency Coordinator and will receive an annual stipend of \$1,5000.00.

Appoint Town Supervisor, Police Chief, Highway Superintendent to the Work Place Violence/Sexual Harassment Team and Town Clerk to serve as an alternate.

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

Appoint Robert Pietrocarlo Head Assessor.

Motion was made by Councilperson Byrnes, 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:

Michael Byrnes	Code Review Committee
Susan Wilhelm	Recreation Advisory Board
Gary Sam	Eden Chamber of Commerce
Susan Wilhelm	Historic Preservation Brd./Local History Comm.
Rich Ventry & Missy Hartman	Central Business District Committee/Economic Development
Michael Byrnes	Conservation Advisory Board
Gary Sam	Zoning Board of Appeals
Susan Wilhelm	Library Board
Susan Wilhelm & Rich Ventry	Emergency and Rescue Squad
Michael Byrnes	Street Light Committee
Susan Wilhelm & Rich Ventry	Planning Board
Gary Sam & Rich Ventry	Fire Departments
Rich Ventry	Assessment Board of Review
Susan Wilhelm	Agricultural Advisory Board
Rich Ventry	Drainage Committee
Missy Hartman	Technology Committee
Missy Hartman & 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

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

Advisory Board Appointments/Reappointments:

Linda Meyer will be re-appointed to the Library Advisory Board for a 5-year term.
Phil Muck will be re-appointed to the Library Advisory Board for a 5-year term.
Karyn Agle Sullivan will be re-appointed to the Agricultural Advisory Committee for a 2-year term.
Joseph Eppolito will be appointed to the Planning Board for a 7-year term.
Scott Green will be appointed to the Planning Board as an alternate for a 1-year term.
David Johnson will be re-appointed to the Planning Board as an alternate for a 1-year term.

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Kristin Kent will be re-appointed to the Zoning Board Chair for a 1-year term.
Curtis Neureuter will be re-appointed to the Zoning Board for a 5-year term.
Joseph Winiecki will be re-appointed to the Zoning Board for a 5-year term.
Doug Scheu will be re-appointed to the Zoning Board as an alternate for a 1-year term.
Candice Pineau will be appointed to the Zoning Board as an alternate for a 1-year term.

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

Renewal of Independent Service Providers Contracts:

MOTION was made by Supervisor Hartman to renew a one-year contract with Nicholas Miller as an Independent Computer Technology Service Provider for the Town of Eden for the year 2018 at an annual stipend of \$16,854.00, to be compensated \$1,404.50 monthly upon receipt of a statement for services rendered for that month. Seconded by Councilperson Wilhelm; 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 2018 at \$6,360.00 yearly, to be reimbursed \$530.00 per month. Seconded by Councilperson Wilhelm; 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 Byrnes; 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 Byrnes; 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 Ventry; 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 Byrnes; All “Ayes”; Opposed? – None; Abstain? – None; Motion carried.

2. Set Fire Commissioner Meetings for 2018

Supervisor Hartman set the following dates for 2018:

January 24, 2018 at 7:00 pm
May 23, 2018 at 7:00 pm
September 26, 2018 at 7:00 pm

Hearing of Visitors:

There were none.

Adjournment:

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MOTION was made by Supervisor Hartman 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 7:27 P.M.

Executive Session:

Supervisor Hartman adjourned the Executive Session of the Eden Town Board Meeting at 8:30 P.M.

Respectfully submitted by,

Mary Jo Hultquist
Town Clerk