

**MINUTES**

**REGULAR & REORGANIZATIONAL MEETING-- EDEN TOWN BOARD  
2795 East Church Street  
Eden, NY 14057  
December 28, 2023 8:30 A.M.**

This meeting was held in-person and virtually through GoToMeeting.com. The meeting link was made available to the public prior to the meeting.

**TOWN BOARD MEMBERS PRESENT:**

RICH VENTRY - SUPERVISOR  
SUSAN WILHELM - COUNCILMEMBER  
VINCENT VACCO - COUNCILMEMBER

**OTHERS PRESENT:**

Emily Hawkins - Town Clerk  
Marlene Grunder - Administrative Assistant  
Ron Maggs - Highway Superintendent  
Lisa Winter - Bookkeeper

Supervisor Ventry called the meeting to order at 8:30 A.M.

**Pledge of Allegiance**

**Budget Transfers:**

<b>From Account</b>	<b>To Account</b>	<b>Reason for Amendment</b>	<b>Amount</b>
A7110.4 Parks & Ground Contractual	A4089 Federal Aid Other	Reverse 4/28/23 Budget Amendment for ARPA Monies not spent on Bleachers, Pavilions, Parking Lots & Basketball Resurface	\$75,000.00
A1620.4 Town Hall Contractual	A4089 Federal Aid Other	Reverse 4/28/23 Budget Amendment for ARPA Monies not spent on Stair Treads	\$1,000.00
A7410.4 Library - Contractual	A4089 Federal Aid Other	Reverse 4/28/23 Budget Amendment for ARPA Monies not spent on Landscape at Library	\$7,700.00
SF2665 Sale of Equipment	SF3410.4 Fire - Contractual	Proceeds from Sale of Trailer to Eden Fire Dept #1	\$1,570.00
A7110.1 Parks & Grounds Personal	A7110.4 Parks & Grounds Contractual	Overbudget	\$4,000.00
A6989.4 Other Economic Development	A1410.1 Town Clerk - Personal	Time Spent on Building Records Inventory for Grant	\$522.00
A7020.4 Rec Administration - Personal	A3620.1 Safety Inspection - Personal	Overtime as result of take over of Rec Maint	\$5,000.00
A3640.4 Civil Defense	A3120.4 Police Contractual	Overbudget Police	\$3,000.00
A1110.1 Municipal Court Personal	A3120.4 Police Contractual	Overbudget Police	\$4,500.00
A4540.401 Ambulance Co-Pays	A899.1 Restricted Other - EMS	Co Pays to Revenue Recovery	\$40,000.00
A1990.4 Contingent Fund	A9030.8 Social Security	Overbudget on Payroll	\$360.00
A9060.8 Hospital & Medical Insurance	A9010.8 State Retirement	Amount owed over estimate budgeted	\$3,800.00
A9060.8 Hospital & Medical Insurance	A9015.8 Police Retirement	Amount owed over estimate budgeted	\$2,590.00

**#209-2023: MOTION** was made by Councilmember Wilhelm to approve the Budget Transfers as presented; seconded by Councilmember Vacco; Ayes: All; Opposed: None; Abstain: None; Motion carried.

**\*\*Assignments**

SF915.2 Use of Assigned Building Maintenance for various projects to SF3410.4 \$2500.00  
 SL915.2 Use Reserve Streetlight Maintenance for Schoolview Light Replacement to new Pole  
 \$2230.06

**Audit of Bills:**

December 28, 2023

DESCRIPTION	VOUCHER NUMBERS	AMOUNT
General Fund	852-882	\$51,331.24
Fire Dept. Fund	307-320	\$23,210.93
Recreation Fund	198-200	\$1,008.08
Water Fund	19	\$15.00
Street Lights Fund	47-50	\$3,620.43
Refuse Fund	NA	
Highway Fund	339-354	\$21,399.94
Capital H1620.4	12	\$117.00

**#210-2023: MOTION** was made by Councilmember Vacco to approve the Audit of Bills as presented; seconded by Councilmember Wilhelm; Ayes: All; Opposed: None; Abstain: None; Motion carried.

**Public Comment on Agenda Items Only:** No comment.

**New and Unfinished Business:**

**1. Approve Services of Andrew Reilly from Wendel for Wind Project:**

**#211-2023: MOTION** was made by Councilmember Wilhelm to approve the services of Andrew Reilly of Wendel to assist in writing the wind farm law, in the amount of \$4,500.00; seconded by Councilmember Vacco; Ayes: All; Opposed: None; Abstain: None; Motion carried.

**Hearing of Visitors:** None.

**REORGANIZATIONAL MEETING  
 FOR THE YEAR 2024  
 TOWN OF EDEN**

Supervisor Ventry 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 Sun” 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 \$.67 per mile while using personal vehicles on Town business, authorized in advance.
5. Copies of adopted minutes will be on file at the Town Clerk’s office and the Town of Eden Website.

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

**#211-2023: MOTION** was made by Councilmember Wilhelm to accept and approve items #1 through #6 as presented; seconded by Councilmember Vacco; Ayes: All; Opposed: None; Abstain: None; Motion carried.

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

**Salaries of Elected Officials:**

1. Town Board Members \$13,238.00 each yearly, to be paid bi-weekly.
2. Justices Michael Cooper and Melissa Zittel at \$20,121.00 each yearly, to be paid bi-weekly.
3. Supervisor Richard Ventry at \$55,295.00 yearly, to be paid bi-weekly.
4. Town Clerk, Emily Hawkins at \$46,910.00 yearly, to be paid bi-weekly. The Town Clerk will also receive remuneration as school tax collector for the 2024-2025 school year, pursuant to the contract to be negotiated with the Eden Central School District.
5. Highway Superintendent, Ronald Maggs at \$89,750.00 yearly, to be paid bi-weekly.

**#212-2023: MOTION** was made by Supervisor Ventry to approve the above salaries; seconded by Councilmember Wilhem; Ayes: All; Opposed: None; Abstain: None; Motion carried.

Supervisor Ventry read the following Appointments and Salaries:

Appoint Teresa Baskerville full-time Court Clerk at \$53,456.00 yearly, 40 hours per week, to be paid bi-weekly.

Appoint Jen Johnston as clerk to the Supervisor's office at \$18.80 per hour, to be paid bi-weekly, not to exceed 10 hours per week.

The salary of the full-time bookkeeper, Lisa Winter will be \$60,029.00 yearly, for 40 hours per week to be paid bi-weekly.

The rate of pay for part-time highway employees will be \$18.50 per hour, to be paid bi-weekly.

Re-appoint Dean Nelipowitz Fire Inspector at \$75.00 per occurrence.

Appoint Dave Rice Full-time Code Enforcement Officer for 40 hours per week at \$37.91 per hour. Appoint Dean Nelipowitz as Assistant Code Enforcer as needed at \$22.80 per hour.

Appoint Shelly Griebel full-time assistant to the Code Enforcement Officer for 20 hours per week and the Assessor's Office for 20 hours per week at \$22.00 per hour, to be paid bi-weekly.

Appoint Jeff Winter part-time Crew Chief for Grounds and Maintenance at \$21.05 per hour not to exceed 19 hours per week.

Appoint Warren Riedel part-time Laborer for Buildings and Grounds at \$20.00 per hour not to exceed 19 hours per week.

Appoint Nicholas Blaszczyk, part-time Dog Control Officer, at an annual salary of \$16,068.00, to be paid bi-weekly plus \$60.00 per mandatory court session.

Appoint Judith Bigelow as back-up Dog Control Officer, at a rate of \$40.00 per day.

**#213-2023: MOTION** was made by Councilmember Vacco to approve the above appointments and salaries; seconded by Councilmember Wilhem; Ayes: All; Opposed: None; Abstain: None; Motion carried.

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 \$125.00 per year.

Acknowledge the Town Clerk's appointments of Deputy Town Clerk (Part-time) Janet Moot-Cunfer and Deputy Town Clerk (Part-time) Jennifer Johnston. Janet Moot-Cunfer will be paid \$22.50 per hour and Jennifer Johnston will be paid \$18.80 per hour both bi-weekly. The total Deputy Town Clerk hours and compensation should not exceed 1456 hours or \$31,028.00 for the year.

Appoint Sue Johnson as the Sole Appointed Town Assessor and she will receive \$34.28 per hour for 19 hours per week, to be paid bi-weekly.

Appoint Brenda Klinczar as the Assessor Clerk at a rate of pay of \$18.80 per hour for 19 hours per week, to be paid bi-weekly.

Appoint Emily Hawkins Registrar, at a rate of \$4,000.00 yearly, to be paid bi-weekly.

Appoint William Sickau part-time custodian, at a salary of \$10,224.00 yearly, to be paid bi-weekly.

Appoint Andrew Riedel, part-time Recreation Director, at an annual salary of \$25,750.00 plus annual stipend of \$2,500.00 for overseeing Parks and Grounds, to be paid bi-weekly.

Appoint Scot Christiansen, full-time Recreation Working Crew Chief at \$31.89 per hour for 40 hours per week, to be paid bi-weekly.

Appoint Jeff Winter, North Evans Cemetery Caretaker at \$21.05 per hour plus Burials to be paid \$75.00 for weekday burials and \$125 for weekend burials to be paid bi-weekly as needed. Pay for burials includes time spent on the layout of graves and overseeing the burial.

Appoint Cindy Kugler secretary to the Highway Superintendent at \$25.70 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 \$11,785.00, to be paid bi-weekly.

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

Reappoint Ronald Maggs and reappoint Cindy Kugler as Co-MS4 Officers to be compensated \$2,040.00 and \$1,360.00, respectively, yearly, to be paid bi-weekly.

Appoint William J. Trask Sr. as Counsel to the Town and authorize Supervisor Ventry to accept terms of 2024 engagement with a base annual compensation of \$37,569.00 for general municipal legal services, to be paid monthly, and an hourly rate of \$175.00 for litigation, special district/special project legal services.

Part-time Police Officers will be paid \$27.00 per hour for day shifts, not to exceed 1978 hours and \$53,406.00 and \$28.00 per hour for night shifts, not to exceed 2190 hours and \$61,320.00, not to exceed a total expenditure of \$114,726.00 for all part-time officers for the year to be paid bi-weekly.

Appoint Mark Baltes as Head Part-time Clerk for Eden Police Department at \$21.20 per hour.

Part-time public safety clerks with 1-5 years experience will be paid \$18.83 per hour, with 6-10 years experience \$19.41 per hour and with 11 years the rate will be \$20.00 per hour. All paid bi-weekly.

**#214-2023: MOTION** was made by Councilmember Wilhelm to approve the above appointments and salaries; seconded by Councilmember Vacco; Ayes: All; Opposed: None; Abstain: None; Motion carried.

The following appointments were read by Supervisor Ventry:

Planning Board - Appoint Shelly Griebel Planning Board Secretary at \$70.00 per meeting.  
David Rice Code Enforcement Representative at \$75.00 per meeting.

Zoning Board - Appoint Shelly Griebel Zoning Board Secretary at the rate of \$70.00 per hearing.  
David Rice Code Enforcement Representative at \$75.00 per meeting.

Code Review Committee - Appoint Shelly Griebel as Code Review Committee Secretary at the rate of \$70.00 per meeting.  
David Rice Code Enforcement Representative at \$75.00 per meeting.

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

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

The Eden and East Eden Fire Chiefs will receive an annual stipend of \$2,000.00 each.

Appoint William Laing part-time Eden Fire Clerk at \$19.95 per hour, not to exceed 6 hours per week, to be paid bi-weekly and Rick Kirst as part-time E. Eden Clerk at \$19.95 per hour, not to exceed 4 hours per week, to be paid bi-weekly.

**#215-2023: MOTION** was made by Councilmember Vacco to approve the above appointments and salaries; seconded by Councilmember Wilhelm; Ayes: All; Opposed: None; Abstain: None; Motion carried.

**Appointments of the Supervisor:**

Supervisor Ventry read the following appointments:

Appoint Marlene Grunder, Administrative Assistant and Confidential Secretary to the Supervisor at \$25.70 per hour for 36 hours per week, to be paid bi-weekly.

Appoint Gary Sam as Deputy Town Supervisor at a \$1500 yearly stipend to be paid bi-weekly.

**Additional Appointments:**

Appoint Sue Minekime Town Historian at \$2,600.00 annually.

Appoint Supervisor Richard Ventry Director of Civil Defense at no salary.

Appoint Brian Burgstahler as Emergency Coordinator and will receive an annual stipend of \$2,200.00.

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

Appoint Chief Gregory Savage as Records Access Officer for the Police Department.

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

**#215-2023: MOTION** was made by Councilmember Vacco to acknowledge the Supervisor’s appointments and approve the salaries as stated; seconded by Councilmember Wilhelm; Ayes: All; Opposed: None; Abstain: None; Motion carried.

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

Michael Byrnes	Code Review Committee
Gary Sam	Recreation Advisory Board
Gary Sam	Eden Chamber of Commerce
Michael Byrnes	Historical Alliance
Michael Byrnes	Conservation Advisory Board
Gary Sam	Zoning Board of Appeals
Susan Wilhelm	Library Board
Gary Sam	Emergency and Rescue Squad
Susan Wilhem & Vincent Vacco	Planning Board
Gary Sam & Vincent Vacco	East Eden Fire Department
Gary Sam & Michael Byrnes	Eden Fire Department
Rich Ventry	Assessment Board of Review
Rich Ventry	Off-Road Drainage Committee
Richard Ventry	Association of Erie County Governments
Susan Wilhelm	NEST
Richard Ventry	Rural Transit Service Advisory Board
Vincent Vacco	Erie County Sewer Board District 3
Vincent Vacco	Eden Corn Festival

**#216-2023: MOTION** was made by Supervisor Ventry to approve the above appointments of Town board Liaisons; seconded by Councilmember Wilhelm; Ayes: All; Opposed: None; Abstain: None; Motion carried.

**Board Appointments/Reappointments:**

**Planning Board**

- Reappoint Brian Reed as Planning Board Chair
- Appoint Katrina Schmitt-Ruof to the Planning Board for a 7-year term
- Appoint Daniel Buchanan to the Planning Board as an alternate for a 1-year term.
- Appoint Kevin Moore to the Planning Board as an alternate for a 1-year term.

**Zoning Board**

- Reappoint Kristin Kent as the Zoning Board of Appeals as Chair
- Appoint Patrick Riestter to the Zoning Board of Appeals as an alternate for a 1-year term
- Appoint Herbert Stocksclaeder to the Zoning Board of Appeals as an alternate for a 1-year term

**Library Board**

Appoint Bettyann Neifer to the Library Board for a 5-year term

**#217-2023: MOTION** was made by Councilmember Wilhelm to acknowledge the appointments of the Boards; seconded by Councilmember Vacco; Ayes: All; Opposed: None; Abstain: None; Motion carried.

**Renewal of Independent Service Providers Contracts:**

**#218-2023: MOTION** was made by Richard Ventry to enter into a contract with Joseph Ghosen, to serve as GIS Consultant for 2024 at \$7,416.00 yearly, to be reimbursed \$618.00 per month. Seconded by Councilmember Wilhelm. On the Vote: Motion Carried.

**#219-2023: MOTION** was made by Supervisor Ventry to designate Lisa Winter, Bookkeeper, to oversee the services provided to the Town by Drescher and Malecki. Seconded by Councilmember Vacco. On the Vote: Motion Carried.

**#220-2023: MOTION** was made by Supervisor Ventry that the daily meal allowance for the Association of Towns Meeting held in New York City will be \$79.00 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. On the Vote: Motion Carried.

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

**#221-2023: MOTION** was made by Supervisor Ventry to adopt the Procurement Policy as amended February 10, 2021 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 Councilmember Vacco. On the Vote: Motion Carried.

**#222-2023: MOTION** was made by Supervisor Ventry to adjourn the Re-organizational Meeting of the Eden Town Board at 8:55 A.M., seconded by Councilmember Wilhelm; On the Vote: Motion Carried.

Hearing of Visitors:

Ron Maggs

**#223-2023: MOTION** was made by Councilmember Vacco to close the meeting; seconded by Supervisor Vacco; Ayes: All; Opposed: None; Abstain: None; Motion carried.

The Regular Meeting was adjourned at 9:00 A.M.

Respectfully Submitted by:

Emily Hawkins, Town Clerk