

The Inauguration Program for elected officials of the Town of Clarence was held on Wednesday, January 6, 2016 at the Clarence Town Hall, One Town Place, Clarence, New York.

Domenic Cortese served as master of ceremonies. Convocation was given by Rev. Dr. Gregory Hall of Clarence Presbyterian Church. Pledge to the flag was led by American Legion Post 838. Maria Andrzejewski sang "God Bless the USA."

Town Supervisor Patrick Casilio was installed by Town Clerk Nancy Metzger; Councilmembers Robert Geiger and Christopher Greene were installed by Town Justice Robert Sillars; Town Clerk Nancy Metzger was installed by Town Justice Robert Sillars; and Erie County Legislator Edward Rath was installed by Town Justice Robert Sillars.

Supervisor Patrick Casilio called the 2016 Organizational Meeting to order at 7:31 p.m.

Members of the Town Board present were Councilmembers Christopher Greene, Robert Geiger and Peter DiCostanzo.

Supervisor Casilio thanked Domenic Cortese for serving as MC tonight. He invited everyone to stay after the meeting for the reception.

Supervisor Casilio thanked his wife Susan for all her help during this election. He also thanked his brothers and sister for their support for this position and their business.

Supervisor Casilio thanked the many department heads present for coming tonight. He thanked the Councilmembers and Town Attorney for their help. He thanked Karen Jurek for all she did to prepare for this meeting, along with help from Robin Sendlbeck and Theresa Casey.

Motion by Supervisor Casilio, seconded by Councilman Greene to create the position of Assistant to the Town Supervisor. On the question, Supervisor Casilio said this is being done for Civil Service purposes. This is an exempt position. Upon roll call – Ayes: All; Noes: None. Motion carried.

Motion by Supervisor Casilio, seconded by Councilman Greene to accept the resignation of James Paul Shear from the Town of Clarence Planning Board effective immediately. Upon roll call – Ayes: All; Noes: None. Motion carried.

Motion by Supervisor Casilio, seconded by Councilman Geiger to appoint James Paul Shear as Town of Clarence Councilman to fill the vacant seat with a term to expire December 31, 2016. On the question, Supervisor Casilio said this appointment is being made to fill the Councilman seat left vacant due to the November 2015 election of Patrick Casilio to Town Supervisor. Mr. Shear served as a member and as 1<sup>st</sup> Vice Chairman of the Planning Board, served as a member of the Municipal Review Committee and was a member of the Quality Review Board. Upon roll call – Ayes: All; Noes: None. Motion carried.

Councilman DiCostanzo said he will bring the motions for the items listed under his report on the agenda to the January 20, 2016 meeting for approvals.

Motion by Councilman DiCostanzo, seconded by Councilman Geiger to accept the minutes of the work session and regular meetings held December 16, 2015. Upon roll call – Ayes: Councilmembers Geiger, DiCostanzo and Supervisor Casilio; Noes: None. Recuse: Councilman Greene. (He was not on the Board.) Motion carried.

Councilman Geiger said the Clarence Historical Society is holding a meeting January 12, 2016 with Jon Rothenmeyer doing a presentation on steam locomotives.

The Youth Bureau and Chamber are hosting WinterFest on January 31<sup>st</sup> at Noon in the Main Street Town Park.

Town Clerk Nancy Metzger installed James Paul Shear in as Town Councilman.

## 2016 Organizational Items

1/6/2016

Motion by Councilman DiCostanzo, seconded by Councilman Geiger to approve the following items 1 – 11:

1. **Town Board Meetings:**

Regular Town Board meetings will be held on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday at **7:00 p.m.**, except as noted:

January	6 and 20
March	2 and 16
November	2 and 16
December	14 ( <i>only one meeting</i> )

Work Session to start at 6:00 p.m.

Work Session may be held at 9:00 a.m. on the first Wednesday of each month, as called by the Supervisor.

2. **Agenda Format:**

1. Call to Order
2. Pledge to the Flag
3. Prayer
4. Roll Call
5. Minutes of Previous Meeting
6. Supervisor's Report
7. Council Reports
8. Public Announcements
9. Departmental Reports
10. Public Participation (Town Board Member Reports, Department Reports or Agenda Items with a limit of **3** minutes.)
11. Balance of Agenda Items
12. "For the Good of the Town" (Limit of one minute.)

**NOTE:** Council members shall vote by reverse seniority, with the Supervisor voting last.

3.1 **Agenda Policy for all non-land use projects or items** - Any person or entity wishing to be placed on the Agenda must notify the Town Clerk with subject matter by 4:30 p.m. on Wednesday prior to the Wednesday Board Meeting. The Supervisor upon consultation with the Town Board may make exceptions.

3.2 **Agenda Policy for Land Use Proposals** – All proposed land use projects or items to be placed on the Town Board agenda must have all appropriate applications or approvals completed and submitted, including appropriate fees, to the Planning and Zoning Department on or before 4:30 pm of the Wednesday the week before the Town Board Meeting.

- If the item is a new application, then it may be placed on the Town Board's Work Session to determine an appropriate review process. The item may be placed on the next available Town Board Agenda.
- **Exceptions:**
  - a. Any item on a Planning Board Agenda the Wednesday before a Town Board meeting that receives a Planning Board recommendation, be it approval or denial, may be placed on the next Town Board Work Session.
  - b. Case-by-case determination by the Town Supervisor in consultation with the Planning and Zoning Department.

3.3 **Agenda Policy for Town Board Notification Policy for Land Use Proposals** - This policy is developed in accordance with Master Plan 2015, Chapter VIII, page 32, to allow for the public to have a voice in local land use decisions. This policy supersedes but does not replace any notice required by law.

- Unless required by law, an item's first appearance on any Town Board Agenda does not require any additional notification.

- Any and all items referred to the Planning Board shall be noticed for the Planning Board's first agenda. All above-mentioned notices shall be sent by the Planning and Zoning Department by first class mail to property owners within five hundred feet (500') from the subject property. Notification of an item on any other future meeting may be sent at the discretion of the Director of Community Development, the Planning Board Chairperson, or Planning Board Executive Committee.

After the Planning Board's first meeting regarding the proposed project, all affected property owners may stay involved by visiting the Town's Website, speaking with Town staff in the Planning and Zoning Department, or by reading the Clarence Bee, where such notices and agendas are published. Also, all meeting agendas are posted in Town Hall as required by Town Law.

4. **Town Hall Offices:**

Supervisor	-Week Days	8:30 a.m. – 4:30 p.m.
Town Board	-Week Days	8:30 a.m. – 4:30 p.m.
Town Clerk	-Week Days	8:30 a.m. – 4:30 p.m.
Town Attorney	-Week Days	8:30 a.m. – 4:30 p.m.
Court	-Week Days	8:30 a.m. – 4:30 p.m.
	-Window Hours	8:30 a.m. – 4:00 p.m.
Administration & Finance	-Week Days	8:30 a.m. – 4:30 p.m.
Zoning Office	-Week Days	8:00 a.m. – 4:30 p.m.
Zoning Office – Clerical	-Week Days	8:30 a.m. – 4:30 p.m.
Assessor	-Week Days	8:30 a.m. – 4:30 p.m.

**Highway and Parks Departments:**

Office Hours - Clerical	-Week Days	8:00 a.m. – 4:00 p.m.
Shop Hours & All Others	-Week Days	7:00 a.m. – 3:30 p.m.

**Engineering and Building Departments:**

Office Hours - Clerical	-Week Days	7:30 a.m. – 3:30 p.m.
Hours for all Others	-Week Days	7:00 a.m. – 3:30 p.m.

**Youth & Recreation Departments:**

	-Week Days	8:30 a.m. – 4:30 p.m.
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- All items which pertain to conditions of employment, pay, vacation and the like are applicable to employees not covered under collective bargaining agreement (except seasonal, part-time and temporary).
- To adopt the Town of Clarence Fleet Management Policy. (Attached) The said policy may be amended from time to time by resolution of the Town Board. (Copy of this policy will be available in the office of the Town Clerk).
- To amend the Town Policy Manual in the following sections:
  - 600 - 605 Bereavement Leave
  - 800 - 802 Vacation Scheduling
  - 800 - 803 Proper Use of Sick Leave
  - 800 - 806 Medical Insurance
- FEES:** Motion to adopt the following 2016 Fee Schedules:
 

**Clarence Town Pool Fees:**

  - Daily Child Pass - \$3.00 (Children 17 and under)
  - Daily Adult Pass - \$5.00
  - Family Season Pass - \$100.00
  - Adult Season Pass - \$50.00
  - Child Season Pass - \$30.00 (Children 17 and under)

**Clarence Recreation Department – Playground Fees:**

  - Season - \$30.00
  - Daily - \$3.00
- Adoption of Employee's Salary Schedule as within the 2016 Adopted Budget **except** as noted in the Organizational Minutes.

10. New York State Retirement: The Town shall pay for all employees under the Retirement Plan Section 75-i and 41-j.
11. All appointments are contingent upon completing and filing the annual Ethics Disclosure. Failure to do so will automatically revoke such appointment.

Upon roll call – Ayes: All; Noes: None Motion carried.

Motion by Councilman Geiger, seconded by Councilman DiCostanzo to approve the following items 12 – 26:

12. **Holidays:**

January 18, 2016	Monday	Martin Luther King Day
February 15, 2016	Monday	Presidents' Day
March 25, 2016	Friday	Good Friday
May 30, 2016	Monday	Memorial Day
July 4, 2016	Monday	Independence Day
September 5, 2016	Monday	Labor Day
October 10, 2016	Monday	Columbus Day
November 11, 2016	Friday	Veterans' Day
November 24, 2016	Thursday	Thanksgiving Day
November 25, 2016	Friday	Thanksgiving Holiday
December 26, 2016	Monday	Christmas Day Holiday
January 2, 2017	Monday	New Year's Day Holiday

**NOTE:** Employee must work the day before and the day after the holiday to be paid unless on vacation or approved paid sick or personal leave.

\*Christmas Eve ½ day Holiday occurs only when Christmas falls on Tuesday thru Friday.

13. Designation of Trick or Treat Night on Monday, October 31, 2016 from 5:00 p.m. to 8:00 p.m.
14. March 11, 2016 is proclaimed Founder's Day in honor of Asa Ransom, the first settler and one of the founders of the Town of Clarence.
15. **Longevity payments:** Except for elected officials, longevity will be paid to full time employees in accordance with the following schedule in a lump sum payment in a separate check in the pay period of the employee's affected anniversary date.

5 – 9 years of full-time service	\$ 875.00
10 – 14 years of full-time service	\$ 1,000.00
15 – 19 years of full-time service	\$ 1,075.00
20 – 24 years of full-time service	\$ 1,175.00
25+ years of full-time service	\$ 1,325.00

16. Any employee who is an active Volunteer Fireman may, with Department Head approval, respond when needed, to any working fire, first aid or mutual aid call within the Town of Clarence and within their fire district. Log in/out procedures per Section 604 of the Town Personnel Policy Manual.
17. Residency Requirement as set forth in the Town of Clarence Local Law 1-2004, code 39.11-39.15.
18. Approval for all Elected Officials, Code Enforcement Officers, Town Engineer, Civil Engineer, Clerks to Town Justice, Director of Administration and Finance, Zoning Department, Town Attorney and Assessor's Office to attend their respective ***local Association*** meetings with reasonable and necessary expenses to be paid by the Town. All meetings must have Department Head approval prior to attending.

Pursuant to the General Municipal Law § 77, and only when expenses are over the per diem rate, will a per diem allowance be paid in lieu of actual expenses in accordance with the rates adopted for federal income tax purposes. Verification of all expenses (*receipts and voucher*) must be submitted with the request for reimbursement.

All Town Officials, Department Heads and Town Employees must receive Town Board approval to attend any conferences, seminars, meetings, etc., **other than their local Association** meetings. Requests for such approval must be submitted for a Town Board motion and include the itinerary/*subject(s) of the meeting/training/conference including the date, time, location and cost.* Failure to follow this procedure will result in no reimbursement of expenses.

19. **Use of Vehicles:** Upon advance Town Board approval, employees using personal vehicles for official Town business shall be paid a mileage allowance in accordance with IRS rates. No Town vehicles will be allowed to leave the Town except when on official business and with prior Department Head approval.

The only Town vehicles which may be taken home after regular working hours will be those used by the:

Parks Crew Chief, Highway Superintendent, Highway Deputy Superintendent, Parks and Highway General Crew Chiefs, Dog Control Officer and Dog Control Officer RPT/PT.

*The Town Board has the right to cancel or revoke the privilege to take a vehicle home at any time during the calendar year upon the passing of a resolution.* Employees taking home vehicles will be charged with a fringe benefit in accordance with the current IRS rates. (Refer to the Town's Policy manual section 507 for further information on the Town's Vehicle Policy and also the Fleet Management Policy.

20. **Use of Cell Phones:** The following positions may be provided a cell phone or have the option of receiving payment on a quarterly basis at the current average rate of the Town's billed rate for cell phones:

Town Supervisor, Assistant to the Town Supervisor, Town Board Members, Director of Community Development, Town Attorney, Deputy Town Attorney, Town Engineer, Civil Engineer, Engineering Aide, Highway Superintendent, Deputy Highway Supt., Parks Crew Chief, Parks and Highway General Crew Chief, Code Enforcement Officers, Senior Code Enforcement Officer; Plumbing Inspector, Executive Director of Youth Board, Assessor, Dog Control Officer, Dog Control Department (1), Emergency Management (2), Security Officers (2) Security Department (1).

The Town's cell phone policy Section 510 should be followed for the use of cell phones. *The Town Board has the right to cancel or revoke the privilege of being provided a cell phone or receiving reimbursement at any time during the calendar year upon the passing of a resolution.*

21. All mail will be distributed by the Supervisor's Office.
22. All appointments are for the year 2016 unless otherwise noted or unless otherwise set forth by law.
23. The Supervisor is the appointing officer for the Town of Clarence pursuant to the New York State Civil Service Law. The appointing officer's responsibilities include signing appointment and personnel change forms submitted to Erie County Department of Personnel, certifying the Civil Division payroll, making sure it is accurate and in accordance with Civil Service Law and canvassing candidate eligibility lists assuring all procedures under the Civil Service Law are followed. The Supervisor is the Town's Budget Officer.
24. Appointment of Karen Jurek as the Assistant to the Town Supervisor at the rate of \$30.1039 per hour.
25. The Town Board approves the recommendation of Judge Powers for the appointment of Mary Kelley as his Clerk to the Town Justice. The Town Board approves the recommendation of Judge Sillars for the appointment of Marilyn Taton as his Clerk to the Town Justice.

26. Appointment of David Wetzler, Guy Fleming, John Micciarelo, Thomas Fulton, Karl King, Kenneth Stevens, and James Budniak as Security Officer PT in the court office at the rate of \$17.6473 per hour – minimum pay of two (2) hours. Appointment of Guy Fleming, Security Officer-Court Office as Supervisor in charge of equipment and scheduling of officers at a stipend of \$250.00 per year.

Upon roll call – Ayes: All; Noes: None. Motion carried.

Motion by Councilman Greene, seconded by Supervisor Casilio to approve the following items 27 – 45:

27. Appointment of Shirley Moore, Diane Nardolillo, Kelly Klemann, Evelyn Messineo, and Theresa Casey as Clerks PT at the rate of \$13.0629 per hour. Appointment of Deborah Griffiths as Clerk PT at the rate of \$13.3926 per hour.

Appointment of Robin Sendlbeck as Clerk PT in the Supervisor/Town Board Office at the rate of \$15.2058 per hour. Appointment of Michele Gac (Youth/Recreation Departments) and Amy Major (Assessor's Office) as Clerks PT at the rate of \$13.5252 per hour.

All Clerks-PT will be called by the Supervisor's Office upon request from the Department Head. No payment will be authorized if this procedure is not followed.

Appointment of Vincent Delgato as Van Driver RPT at the rate of \$12.6715 per hour. *(There is currently one opening for a Van Driver PT).*

Appointment of Robert Dickinson as Laborer PT at the rate of \$13.9800 per hour.

Appointment of Anne Cimato, as Dog Control Officer RPT at the rate of \$14.1343 per hour. Appointment of Donna Giezycki and David Mathis as Dog Control Officers PT at the rate of \$14.1343 per hour.

28. Town Clerk Nancy Metzger appoints Darcy Snyder and Gayle Brace as Deputy Town Clerks. Appointment of Nancy Metzger as Registrar of Vital Statistics, Records Management Officer and FOIL Records Officer, Darcy Snyder as Deputy Registrar of Vital Statistics and Gayle Brace as Sub Registrar of Vital Statistics with all fees for registrar services remitted to the Town of Clarence General Fund.

29. Appointments in the Legal Department as follows:

- a. Lawrence M. Meckler as Town Attorney for two-year term to expire 12/31/2017. *(Note this is the first year of another two-year term).*
  - b. Steven Bengart as Deputy Town Attorney with a term to expire 12/31/2016.
  - c. Peter Vasilion as Town Prosecutor PT with a term to expire 12/31/2016.
  - d. Cynthia Rosel as Paralegal
- (Note: Both the Town Attorney and Deputy Town Attorney are also registered with the District Attorney's Office to be a prosecutor as needed).*

30. Appointment of Timothy Lavocat, P.E., as Town Engineer/Department Head for the Engineering and Building Departments, and Administrator of Flood Plain and Town Sewer Districts for a two year term to expire 12/31/2017. *(Note: This is the first year of another two-year term).*

31. Appointment of Joseph Lancellotti, Civil Engineer as Deputy Flood Plain Administrator.

32. Appointment of David Bissonette as Natural Disaster Services Coordinator and David Baumler as Area Director of Civil Defense to coordinate emergency services. In addition to the budgeted rate of pay, the Natural Disaster Services Coordinator, David Bissonette, and the Area Director of Civil Defense, David Baumler, will be paid at the rate of \$78.00 per hour, for Long Term Disasters; and that said payment to occur *only* in operations exceeding eight (8) or more hours and *only* when the Town is going to be reimbursed by FEMA, State Aid, or Insurance including third-party insurance.

33. Appointment of Alan Wolbert and William O'Donnell as Security Officer PT at the rate of \$16.1160 per hour. Appointment of Roseann Goetz, Rita Savage, Ronald Kline, George Brown, James Schmigiell, Robert Sugg, Adam Muchow, Philip Montante, III, Andrew Smith, and Evan Biddlecom as Security Officer PT at the rate of \$14.5773 per hour. Appointment of Jeffrey O'Donnell, and Justin Harfouche as Security Officer PT at the rate of \$11.22 per hour.
34. Appointment of School Crossing Guards for the terms of February 29, 2016 through June 21, 2016 (*end of school year and start back **first day of school** as set by the school board*) September 6, 2016 through November 25, 2016: Rhonda Carpenter and Lorraine Hunt at the rate of \$11.6310 per hour. Appointment of Arnold Castren and as Substitute Crossing Guard at the rate of \$11.6310 per hour.
35. The Town Board approves the recommendation of the Highway Superintendent James Dussing to appoint Charles McNiff as Deputy Highway Superintendent, Paul Englert as General Crew Chief, Gail Englert as Confidential Secretary to Highway Superintendent and Camille O'Reilly as Laborer RPT at the rate of \$14.5464 per hour.
36. The Deputy Highway Superintendent, General Crew Chiefs, Deputy Town Clerks, Secretary to the Superintendent of Highways, Assistant to the Town Supervisor, Junior Planner, Court Clerks, and Program Leader-Youth shall be compensated at time and a half for all hours worked over normal work week.

At the discretion of the Department Head, the above employees would be eligible for a minimum of four (4) hours call-in pay at the applicable straight or overtime rate for each call-in that occurs following the employees' normal work day except in the following circumstances:

In the event a call-in occurs three (3) hours or less before the employee's normal start time, but more than two (2) hours before the employees start time, the minimum pay could be three (3) hours of pay at the applicable straight or overtime rate.

In the event that the call is in two (2) hours or less, before the employees normal start time, the minimum pay could be two (2) hours at the applicable straight or overtime rate of pay.

Flex Time may be used in lieu of overtime for the above listed non-union employees during the week in which the employee worked over their normal work day schedule.

37. Appointment of Clifford O. Trapper as Recreation Director II PT. Appointment of Christopher Durr as Deputy Recreation Director PT.
38. Appointment of James Burkard as Parks Crew Chief and Administrator of Street Lights. Appointment of Robert Linde as General Crew Chief in the Parks Department.
39. Appointment of James Callahan as Director of Community Development. Appointment of Jonathan Bleuer as Junior Planner.
40. Appointment of James Callahan as Affirmative Action Officer for the Town of Clarence for a three-year term, to expire 12/31/2018. (*Note: The Affirmative Action Officer is a person who should be knowledgeable of Federal and State Fair Housing Laws, be available to respond to local housing discrimination complaints, and when appropriate, refer such complaints to Housing Opportunities Made Equal (HOME), or U.S. Department of Housing Urban Development*). (*Note: this is the first year of a three year appointment*).
41. Appointment of Pamela CuvIELLO as Director of Administration and Finance at a salary of \$71,949.00. Appointment of Kimberly Ignatowski as Account Clerk PT at the rate of \$20.40 per hour.
42. Appointment of Dawn Kinney as Executive Director-Youth Board and Jessica Notarius as Program Leader-Youth, Provisional. Appointment of Deanna Brace

as Youth Activities Leader RPT, at the rate of \$12.50 per hour, and Laura Grande Youth Activities Leader PT at the rate of \$10.0878 per hour.

43. Petty cash allowed for Town Clerk - \$300.00 and Justice Court - \$50.00 for each Judge.
44. Grant a one year leave of absence to Karen Jurek from the Civil Service Senior Clerk position in the Parks Department effective 1/1/2016 to continue as Assistant to the Town Supervisor. Grant a one year leave of absence effective 1/1/2016 to Albert Weber from Civil Service Real Property Appraiser to continue as the Assessor.
45. Appointment of Karen Jurek, Assistant to the Town Supervisor, as in-house Computer Network Coordinator and Web Site Coordinator with a stipend per the 2016 budgeted rate.

Upon roll call – Ayes: All; Noes: None. Motion carried.

Motion by Councilman Shear, seconded by Councilman DiCostanzo to approve the following items 46 – 73:

46. Appointment to the Arboretum Advisory Committee for a one-year term: Stephen Murtaugh, James Burkard, Peter Wolfe, Robert Fogelsonger, Todd Norris, Judith Dawson, Elaine Wolfe and Sharon Barker.
47. Appointment to the Audit Committee for a one-year term: Councilman Peter DiCostanzo, as a member of the Town Board, Margaret Weglarski, and Richard Forrestel Jr.
48. Appointment to the Avoidable Alarm Committee for a one-year term: David Metzger, Building Department Representative, Nancy Gugino, and David Stengel.
49. Appointment to the Cable Television Advisory Committee for a one-year term: Julie Ann McCullough, Chuck Eckert, Keith Artis, Jeffrey Feinen, and Andrew Harris.
50. Appointment to the Capital Projects Committee for a one-year term: Town Supervisor, Director of Community Development, Town Engineer, Highway Superintendent, Parks Crew Chief, Director of Administration & Finance and Councilmember Peter DiCostanzo, as a member of the Town Board.
51. Appointment to the Clarence Hollow Community Character Protection Board for a one-year term: William Henderson, Scott Kreher, and Robert Lenz.
52. Appointment to the Clarence Center Community Character Protection Board for a one-year term: David Hallock and David Mosher. *(There is currently one opening).*
53. Appointment to the Community Residence Committee for a one-year term: Eileen McCallister, Lynette McConnell and David D'Amato. *(There are currently two openings).*
54. Appointment to the Conservation Advisory Council for a three-year term to expire 12/31/2018: Elizabeth Mattson, Elizabeth Meunier, Joel Radder and Peter Wolfe. Appointment to the Conservation Advisory Council: Peter Wolfe as Chairperson for a one-year term. *(There is currently one opening with term to expire term expire 12/31/2018).*
55. Appointment to the Ethics Board for a five-year term to expire 12/31/2020: Robert Cole, Gerald Drinkard, and Debra Fine.
56. Appointment to the Fire Advisory Board for a one-year term: The elected year 2016 Fire Chiefs from Clarence, Clarence Center, East Amherst, Harris Hill, Rapids and Swormville Volunteer Fire Companies.

57. Appointment to the Historic Preservation Commission for a four-year term to expire on 12/31/2019: Carol Cornwall and Paul Dabrowski.  
Appointment of Carol Cornwall as Chairperson for a one-year term. (*There is currently one opening with a term to expire 12/31/2019 and the Vice/Chairperson Secretary is open –within the committee*).
58. Appointment to the Clarence Industrial Development Agency for a one-year term: Clayton Ertel, Mary Powell, Christopher Kempton, Michael Buettner, David Schuster, Elaine Wolfe and Susan Ballard.
59. Appointment to the Landscape Review Committee for a one-year term: Robert Sackett, as member of the Planning Board, Donald Lavocat, and James Burkard.
60. Appointment to the Clarence Library Board for a five-year term to expire 12/31/2020: Marjorie Ebersole, Michael Rockwell, and Carey Shoemaker.
61. Appointment to the Planning Board: Richard Bigler for a seven-year term to expire 12/31/2022 and D. Jeffrey Buckley as member to fill a vacant unexpired term to expire 12/31/2019.  
  
Appointment of Robert Sackett as Chairperson, Richard Bigler as 1<sup>st</sup> Vice Chairperson, and Wendy Weber-Salvati as 2<sup>nd</sup> Vice Chairperson for a one-year term. (*There is currently one opening for an Alternate for a one-year term*).
62. The Sign Review Board shall consist of the Planning Board Chairperson and two members of the Planning Board.
63. Appointment to the Municipal and Farmland Protection Committee for a one-year term: Daniel Corbett, Keith Dawydko, Melvyn Hedges, Joanne Jackson, Brett Kreher, John Leamer, Hans Mobius, and Douglas Curella Sr. (*There is currently one opening*).
64. Appointment to the Plumbing and Drainage Board for a one-year term: Larry Merkle, Daniel Loudenslager, Joseph Lancellotti, as representative of Engineering Dept., and Timothy Lavocat as Chairperson. (*There is currently one opening*).
65. Appointment to the Recreation Advisory Committee for a one-year term: Michael Powers, Peter Wolfe, Margaret Walker, Joel Radder, George Emerling, James Burkard and Kirk Lincoln.
66. Appointment to the Senior Center Board for a three-year term to expire 12/31/2018: Barbara Anderson, Mary Anne Kermis, William Westley, Holly Zuffranieri, and David Meacham.
67. Appointment to the Traffic Safety Advisory Board for a one-year term: John Wind, and Joseph Nemmer. (*There is currently one opening*).
68. Appointment to the Youth Board for a three-year term to expire 12/31/2018: Gayle Brace, Donna Callaghan, Robert Coniglio, and Wendy Lennert.
69. Appointment to the Zoning Board of Appeals for a five-year term to expire 12/31/2020: Patricia Burkard. Appointment of Richard McNamara as Alternate for a one-year term expiring 12/31/2016. Appointment of Daniel Michnik as Chairperson for a one-year term and Ryan Mills as Vice-Chairperson for a one-year term.
70. Approval of the Investment Policy, Procurement Policy and Policy Manual for the Town of Clarence, which are available from the Offices of the Supervisor or the Town Clerk. (*Note the Procurement Policy is attached with 1/1/2016 update*).
71. Appointment of Supervisor as 504/ADA Officer for Erie County Community Development Program.
72. Appointment of Lumsden & McCormick, LLP as Auditors and Drescher & Malecki as Financial Consultants to the Town Board at their standard hourly rates.

73. The Town Board authorizes:
- a. The Assessor to bill, and the Supervisor's office to collect for the Town's PILOT agreements for all IDA inducements.
  - b. The Town Clerk to bill and collect for Avoidable Alarm charges.
  - c. The Engineering Department to bill and the Town Clerk's Office to collect for Property Maintenance charges. If payments are not made, the charges will be added to the tax rolls.

Upon roll call – Ayes: All; Noes: None. Recuse: Supervisor Casilio on item 58 to appoint Mary Powell, who is his sister. Motion carried.

Motion by Supervisor Casilio, seconded by Councilman DiCostanzo to approve the following items 74 – 79:

74. Appointment of Manufacturers and Traders Trust Co., Key Bank/Clarence Office, Bank of America/Transit Road Branch, Bank of Akron/Clarence Center and Main Street Branches, Citizens Bank, JP Morgan Chase Bank, First Niagara Bank, Northwest Savings Bank, Lake Shore Savings and Evans Bank as depositories for the Town of Clarence.
75. Minutes of the Town Board meetings will be on the Town's website at the Town Clerk's discretion.
76. All Boards and Committees are reminded that they are subject to the Open Meetings Provisions of the Public Officers Law.

For all meetings scheduled at least one week in advance, public notice of the time and place of the meeting must be given to the news media and posted on the Town Hall bulletin board at least 72 hours in advance. Whenever possible, the meeting schedule for the entire year shall be posted in January. Minutes of all Meetings subject to the Open Meetings Law must be filed with the Town Clerk within 2 weeks.

Minutes of Executive Sessions must be filed with the Town Clerk within one week.

77. Committee and Board appointments made during the year shall be brought up at a work session and then acted upon at the next Town Board Meeting after thorough review.
78. Set Public Hearing date of February 24, 2016 at 7:45 p.m. for the Annual review of the Master Plan.
79. **Adopt the following resolutions pertaining to the Highway Department:**

**Resolved**, that pursuant to the provisions of section 284 of the Highway Law, Town Board agrees that the monies levied and collected for the repair and improvement of highways, and received from the state for the repair and improvement of highways, shall be expended as follows:

The sum of \$1,824,806 may be expended for general repairs upon 124.75 miles of Town Highways including sluices, culverts, and bridges (having a span of less than five (5) feet and boardwalks or the renewal thereof.

Various road resurfacing, Kraus Road (between Greiner & Main), Via Marina, Fieldbrook Drive, Kraus Road, Smiley Terrace, Shadyside Drive, Forest Creek Drive, Hollingson Road and Old Post Circle.

**Resolved**, that pursuant to Section 143 of Highway Law, the Town Board authorizes the Town Superintendent of Highways to rent or hire equipment within the approved 2016 budgetary appropriations.

**Whereas**, Section 103 of the General Municipal Law requires public bidding for purchases of equipment in excess of \$10,000.00 and

**Whereas**, the Highway Superintendent of the Town of Clarence makes numerous purchases from time to time throughout the year in total amount not to exceed the annual budget, and

**Whereas**, pursuant to Section 142 of the Highway Law it is desirable for the Town board to authorize the Highway Superintendent to purchase said equipment, tools and other implements in excess \$1,000.00 and

**Now therefore be it resolved**, that the Highway Superintendent is hereby authorized to purchase without prior approval of the Town Board, equipment, tools and other implements to be used for highway maintenance, construction, or reconstruction, snow plows or other devices for the removal of snow from highways in a sum not to exceed the limitations as prescribed under 103 of the General Municipal Law as amended from time to time.

The Town Board has adopted a purchasing procedure in accordance with section 104B of the General Municipal Law. The Highway Superintendent will comply with that procedure.

The Town Board authorizes the Highway Superintendent and or the Deputy Highway Superintendent to attend all functions of Erie County Highway Superintendent's Association, New York State Highway Superintendent's Association 2016, along with the Town Engineer. All reasonable expenses will be covered by the Town of Clarence.

Upon roll call – Ayes: All; Noes: None. Motion carried.

Motion by Councilman DiCostanzo, seconded by Councilman Greene that after proper audit and review by the Town Board, the following bills of December 31, 2015 are approved for payment: General Fund - \$56,932.14; Highway Fund - \$10,210.02; Fire Protection Districts - \$2,292.05; Capital Fund - \$103,372.35; Aquatic Growth District - \$315.00; and Trust & Agency 203 - \$118,512.23 for a total amount of \$291,633.79. Upon roll call – Ayes: All; Noes: None. Motion carried.

Supervisor Patrick Casilio will be liaison to the following for 2016: Capital Projects, Avoidable Alarms, Building/Engineering, Emergency Services, Fire Companies, Highway Department, Law-Legislation, Parks Security, Public Safety Issues & Recycling, Public Utilities/Street Lights, Master Sewer, Sewer District, Town Hall, and Traffic Safety.

Councilman Peter DiCostanzo will be liaison to the following for 2016: Accounting Department, Assessor, Capital Projects (*as member of Tn. Board*), Ethics, Industrial Development Agency, Insurance, Parks Department and Recreation Department.

Councilman Robert Geiger will be liaison to the following for 2016: Animal Control, Cable TV, Clarence Senior Center, Clergy Association, Community Residences, Historical Society, Municipal & Farmland Protection Plan and Service Organizations, (*Including, Clarence Chamber, Clarence Hollow Association, Meet in the Center, Clarence Educational & Farm Market Assoc.*)

Councilman Christopher Greene will be liaison to the following for 2016: Computers, Conservation Advisory Council, Grants, Labor Management, Library, Sidewalk Task Force and Youth Bureau.

Councilman Paul Shear will be liaison to the following for 2016: Arboretum Committee, Clarence Center Community Character Protection Board, Clarence Hollow Community Character Protection Board, Environmental Management Council, Historic Preservation Commission, Planning, Recreation Advisory Committee and Zoning Board of Appeals.

Supervisor Casilio recognized Daniel Michnik, Chairman of the Clarence Republican Committee who was present.

Supervisor Casilio made the following appointments: Mark Woodward, Town Historian; Hans Mobius to serve on the Right-to-Farm Resolution Committee for a term of one year; and Peter DiCostanzo, Deputy Supervisor.

There being no further business, Supervisor Casilio adjourned the meeting at 8:20 p.m. in memory of David McCarthy and Tom Palinkas.

Nancy C. Metzger  
Town Clerk

## Attachment 1



## Town of Clarence Fleet Management Policy

Written by James A. Dussing- Superintendent of Highways

Effective January 7, 2015

### **PREAMBLE-**

The purpose of this policy is to comply with a recommendation from the New York State office of Comptroller and to provide the most efficient, cost effective way to manage vehicles owned by the Town of Clarence (the "Town"). Our goal is to provide the highest quality vehicles at the lowest possible price. Best management practices (BMPs) should be used throughout the implementation of this policy. This policy incorporates all the requirements of the "Vehicle Usage" section of the Town Policy Manual (currently Section 507 of the Town Policy Manual).

### **ADMINISTRATION-**

The Town Board will be responsible for enforcing this policy. The Town of Clarence Superintendent of Highways or his/her appointee will be responsible for administering the provisions of this policy that relate to purchasing, maintenance and disposal of Town of Clarence Fleet vehicles. Prior to purchasing any Town Vehicle, such purchase must be authorized by the Town Board. Authorization of the Town Board is required for any modifications to or deviations from this policy. The Town Board will review the Town's fleet of vehicles at least once annually to determine whether vehicles should be added to or removed from the fleet.

### **VEHICLES COVERED-**

"Fleet Vehicles" or "T Vehicles" are vehicles owned and maintained by the Town of Clarence and listed in the Town's inventory with a T followed by a number. These vehicles include all the vehicles driven by Town of Clarence officials and employees with the exception of Parks Department and Highway Department Vehicles. The Parks and Highway Superintendents will have the authority to manage the vehicles in their respective fleets that are not covered by this policy, based on the individual needs of their departments, with the understanding that efficient and cost effective use of vehicles should be the priority. All vehicles owned by the Town of Clarence, (including those vehicles that are not "Fleet Vehicles" or "T Vehicles") are subject to the "Vehicle Markings" section of this Policy.

### **NUMBER OF FLEET VEHICLES-**

There is no set number of vehicles that can be owned by the Town of Clarence. Every effort will be made to keep the total number of vehicles owned by the Town to an absolute minimum. Town vehicles with very low mileage (vehicles driven less than 1500 miles per year) should be repurposed or removed from the inventory. No vehicles will be purchased without a needs assessment survey being completed and considered by the Town Board and a resolution from the Town Board approving the purchase. The practice of "banking" vehicles for use by multiple departments will be implemented to maximize the use of each vehicle. Keys to all Town Vehicles must be kept in one secure location and signed out for use. The assignment of a vehicle to an individual department or employee must be done annually by the Town Board at the organizational meeting in January. The Town Board may modify these assignments as it sees fit throughout the year.

### **TAKE HOME VEHICLES-**

It is the goal of this Policy to minimize the number of Town Vehicles taken home by Town Employees or Town Officials. Only those individuals who have a regular and reoccurring Town business need to take a vehicle home on a regular basis will be given the authority to take a Town Vehicle home. Such authority shall be limited only to the period of time the legitimate Town Business need exists. All take home vehicles must be approved by Department Head and the Town Board. The Town Board has the right to cancel or revoke the privilege to take a vehicle home at any time upon the passing of a resolution. Please refer to the Town Policy Manual provision entitled "Vehicle Usage" (currently section 507) for specific information on permissible use of take home vehicles. Employees are not permitted to use Town Vehicles for personal use. In the rare and unlikely event that a Town Vehicle must be used for personal reasons, the employee's department head, or the Town Board (in the case of Department Heads or Town Officers and Officials) must be immediately notified of the personal use and the reason therefore. All employees and Town Officers and Officials are subject to any applicable IRS and NYS State or local tax liability for using a Town Vehicle for personal purposes.

## **VEHICLE MARKINGS-**

All town of Clarence vehicles (whether or not the vehicle is covered by other provisions of this Policy) must be clearly marked. The Town seal must be on each vehicle as well as a vehicle ID number and an American Flag. The Town seal is to be permanently placed on the driver and passenger doors of all vehicles. The use of magnetic emblems is not allowed. The seals must be at least 10 inches tall on all cars and SUV's and at least 14 inches tall on all trucks, and must be clearly visible from a reasonable distance. Any variations to this rule must be approved by the Town Board. Officials may remove emblems temporarily for code enforcement, public safety or other uses that require the town official to act in a discreet manner. Any changes in vehicle marking must be approved by the Superintendent of Highways. The decals will be provided by and installed by the Highway Department or approved shop. Arrangements must be made to have all vehicles clearly marked as soon as possible after the approval of this policy.

## **Passengers-**

The use of Town owned vehicles is restricted to employees of the Town of Clarence. Passengers must either be Town employees, officers or officials or individuals conducting work on the behalf of the Town who have a need to ride in the Town Vehicle with a Town employee, officer or official. Department heads may approve non-employee passengers for situations in which it is deemed necessary by them (i.e. local dignitaries, or representatives of the media visiting the Town, etc.). A log of the name of individuals who are not Town Employees and who are not conducting work on behalf of the Town, who are transported in a Town Vehicle must be kept and must include, the name of the individual transported, the date of transport, the reason for the transport, and the locations from/to which the individual was transported.

## **PURCHASING-**

All purchasing of new "T" vehicles will be performed by the Superintendent of Highways or designated appointee. The Town Board will notify the Highway Superintendent of the need to purchase a new vehicle and will provide specifications for the purchase (i.e. timing, and type of vehicle to be purchased and maximum purchase price). Upon locating an appropriate vehicle and negotiating a purchase price, the Town Board will authorize the Superintendent of Highways or designated appointee, by resolution, to enter into and execute any purchase contracts. The Town will first attempt to use the New York State Office of General Services contract to obtain the lowest possible price. If the vehicle is not available through state contract and the total purchase price exceeds \$10,000 then the purchase must be advertised and put out for public bid and the bid must be awarded to the lowest responsible bidder. The replacement cycles of vehicles and the subsequent purchase of new vehicles can vary depending on budget constraints and other factors. It should be the goal to replace cars at three years and SUV's at four years to obtain the best possible trade in or resale value.

## **MAINTENANCE-**

The town of Clarence should provide the best possible maintenance to its fleet vehicles to obtain the best resale value. Any malfunctions or signs that the vehicle is not operating properly must be reported to the Superintendent of Highways, in writing, immediately (an email identifying the vehicle and describing the malfunction or problem will suffice). All service to vehicles must be recorded in a vehicle history log for that vehicle. The vehicle history report must be kept by the maintenance staff at the Highway Department. This report must include mileage, service dates and any repairs made to the vehicle by highway department personnel or by an outside repair shop. Any damage to the vehicles must be reported to the employee's Department Head and to the Highway Department Mechanic Crew Chief immediately. The Highway Department Mechanic Crew Chief must include that information in the vehicle history log and, in consultation with the Superintendent of Highways, determine the best method for making the necessary repairs.

## **DISPOSAL**

The goal of the disposal of fleet vehicles is to get the highest salvage value for the vehicles while minimizing administration costs. Trade in price, public auction and public bidding of the vehicle should always be considered when removing vehicles from the Town's inventory. It will be left to the discretion of the Superintendent of Highways on what option best fits the town's needs. Public sale of the vehicles will be posted and advertised by the Town Clerk's office.

**REPLACEMENT SCHEDULE-**

The Superintendent of Highways will maintain an up to date vehicle replacement schedule at all times. This schedule can be changed at any time at his/her discretion. The basis of the schedule should be to always keep the Town of Clarence fleet current. Generally, Cars should be replaced every three years and SUV's should be replaced every 4 years. Specialty vehicles such as vehicles used by the senior center, youth department and the animal control officers should be replaced as needed. A needs assessment survey must be completed by the Department Head or the Superintendent of Highways and submitted to the Town Board for all vehicles for which replacement is being sought. This needs assessment survey must be accompanied by a proposed resolution upon submission to the Town Board. The Town Board will consider the request for replacement, including the information submitted in the needs assessment survey, and act the resolution. The Town will endeavor to replace vehicles before major repairs are necessary. Changes to the type of vehicle, or options available on the vehicle at the time of replacement must be approved by the Town Board and will be considered on a case-by-case basis. The vehicles that need replacement must be budgeted for during the budget process and purchased during the next calendar year. Emergency replacement of fleet vehicles will be carried out by the Superintendent of Highways.

(Vehicle Needs Assessment Survey is attached).



# Town of Clarence

## Vehicle Needs Assessment Survey

(Adopted 1/7/15)

### PART 1

*This is part of the Town's Fleet Management Policy and Town Policy Manual section 507.*

Date: \_\_\_\_\_

Department: \_\_\_\_\_

Vehicle Information: \_\_\_\_\_  
Year                      Make/Model

1. Please list the basic need for this vehicle for the department:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Is this vehicle a replacement in addition to your department vehicles? YES/NO

3. Can this vehicle be shared? YES/NO Explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. How much daily use will this vehicle have? Estimate of yearly mileage: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Can a personal vehicle be used and the user would be reimbursed for miles traveled per the current IRS Rate? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

6. Additional Comments: \_\_\_\_\_

\_\_\_\_\_

**Approved by the Clarence Town Board:      YES --- NO**  
**Date:    \_\_\_/\_\_\_/\_\_\_\_\_**



**PART 2**

**Vehicle Needs Assessment Survey**

Department: \_\_\_\_\_

Department Head: \_\_\_\_\_  
(Signature)

1. Please list the vehicles used by your department (Year, Make, Model, and the Town Vehicle Number) and the employee(s) to which they are assigned:

YEAR – MAKE – MODEL - VEHICLE	EMPLOYEE

2. Of these vehicles, which ones are available to be taken home, and by whom?

Vehicle	Employee Requesting to Take Home	Personal Mileage to be driven From Home to Work and Work to Home

3. How many passengers are typically in each vehicle?

Vehicle	Number of Passengers

4. What is the primary use of each vehicle?

Vehicle	Primary Use

5. Can the vehicles be shared with other departments if necessary?

Vehicle	YES / NO

## Attachment 2 – Procurement Policy



## PROCUREMENT POLICY FOR TOWN OF CLARENCE

(Amended January 1, 2016)

(Encumbrance Policy Procedure attached)

WHEREAS, Section 104-b of the General Municipal Law (GML) requires every town to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of GML, § 103 or any other law; and

WHEREAS, comments have been solicited from those officers of the town involved with procurement; NOW THEREFORE, be it

RESOLVED; that the Town of Clarence does hereby adopt the following procurement policies and procedures:

**GUIDELINE 1.** Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML, § 103. Every town officer, board, department head or other personnel with the requisite purchasing authority (hereinafter Purchaser) shall estimate the cumulative amount of the items of supply or equipment needed in a given fiscal year. The information gathered and conclusions reached shall be documented and kept with the voucher or other documentation supporting the purchase activity.

**GUIDELINE 2.** All purchases of a) supplies or equipment, where it can reasonable by determined based on the facts and circumstances, will exceed \$20,000 in the fiscal year or, b) public works contracts over \$35,000 shall be formally bid pursuant to GML, § 103.

**GUIDELINE 3.** All estimated purchases of:

Less than \$20,000 but greater than \$10,000 require a written request for a proposal and written/fax quotes from 3 vendors.

Less than \$10,000 are left to the discretion of the purchaser.

All estimated public works contracts of:

Less than \$35,000 but greater than \$20,000 require a written Request for Proposal and fax/proposals from 3 contractors.

Less than \$20,000 but greater than \$5,000 require a written Request for Proposal and fax proposals from 2 contractors.

Less than \$5,000 but greater than \$1,000 are left to the discretion of the purchaser.

Any written Request for Proposal shall describe the desired goods, quantity and the particulars of delivery. The Purchaser shall compile a list of all vendors from whom written/fax/oral quotes offered. All information gathered in complying with the procedures of this Guideline shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract.

**GUIDELINE 4.** The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the Purchaser prepares a written justification providing reasons why it is in the best interest of the town and its taxpayers to make an award to other than the low bidder. If a bidder is not deemed responsible, facts supporting that judgment shall be documented and filed with the record supporting the procurement.

- GUIDELINE 5. A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the Purchaser shall document the attempt made at obtaining the proposals.
- GUIDELINE 6. Except when directed by the Town Board, no solicitation of written proposals or quotations shall be required under the following circumstances:
- a) Acquisition of professional services;
  - b) Emergencies;
  - c) Sole source situations;
  - d) Goods purchased from agencies for the blind or severely handicapped;
  - e) Goods purchased from correctional facilities;
  - f) Goods purchased from another governmental agency;
  - g) Goods purchased at auction;
  - h) Goods purchased for less than \$500;
  - i) Public works contracts from less than \$1,000;
  - j) Purchases pursuant to State or County bid.
- GUIDELINE 7. This policy shall be reviewed annually by the Town Board at its organizational meeting or as soon thereafter as is reasonably practicable.
- GUIDELINE 8. Pursuant to the provisions of GML §104-b(f), effective January 1, 2009, those employees authorized for purchases on behalf of the Town and their respective titles shall be listed in Appendix 1 of this policy and said listing shall be updated biennially.

## APPENDIX 1

EMPLOYEE

Jonathan Bleuer  
 James Burkard  
 James Callahan  
 Pamela Cuviallo  
 Christopher Durr  
 James Dussing  
 Paul Englert  
 Albert Weber  
 Alan Wolbert  
 Patrick Casilio  
 Karen Jurek  
 Mary Kelley  
 Dawn Kinney  
 Joseph Lancellotti  
 Timothy Lavocat  
 Robert Linde  
 Charles McNiff  
 Lawrence Meckler  
 David Metzger  
 Nancy Metzger  
 Jessica Notarius  
 Michael B. Powers  
 Cynthia Rosel  
 Jerome Schuler  
 Robert Sillars  
 Darcy Snyder  
 Marilyn Taton  
 Clifford Trapper  
 Mary Morris  
 Mark Woodard

TITLE

Junior Planner  
 Parks Crew Chief  
 Director of Community Development  
 Director of Administration & Finance  
 Deputy Recreation Director  
 Highway Superintendent  
 General Crew Chief @ Highway  
 Town Assessor  
 Security Officer  
 Supervisor  
 Assistant to the Town Supervisor  
 Clerk to the Town Justice  
 Director Youth Board  
 Civil Engineer  
 Town Engineer  
 General Crew Chief  
 Deputy Highway Superintendent  
 Town Attorney  
 Senior Code Enforcement Officer  
 Town Clerk  
 Program Youth Leader  
 Judge  
 Paralegal  
 Animal Control Officer  
 Judge  
 Deputy Town Clerk  
 Clerk to the Town Justice  
 Director of Recreation  
 Real Property Appraiser  
 Town Historian



## **Encumbrance Procedure Policy**

1. Must have a signed Purchase Order or Proposal dated on or before December 31 of the current year to encumber funds.
2. Purchase Order must be submitted to the Accounting Department by the Monday of the last bill pay that is set for the previous year's bills.

*(Ex: Thursday January 31, 2013 was the last check date for 2012 bills to be paid, so Monday January 28<sup>th</sup> would be the last date for a Purchase Order or Proposal to be given to the Accounting office to encumber funds from 2012.)*

3. Reasonable expectation that the product/service is to be received/performed or completed within 90 days of year end, i.e. March 31<sup>st</sup>.
4. Applicable dates for the above will be set by the Accounting Department and emailed to all Department heads by year end.
5. A resolution will be made by the Town Board to approve encumbering funds.