

## ORGANIZATIONAL MATTERS - NEWSTEAD TOWN BOARD

JANUARY 7, 2013

Supervisor Cummings called the meeting to order with all Board members present. Councilman Rooney led the pledge to the flag.

1. A motion was made by Supervisor Cummings, seconded by Councilman Baran regarding Order of Business for 2013 and the Rules of Order of Town Meetings. (See page #6)
2. A motion was made by Supervisor Cummings, seconded by Councilman Baran regarding Agenda and Conduct of Business at Regular Meetings. (See page #7 )
3. Letters requesting appointments (Attached see page #8) was made by Supervisor Cummings, seconded by Councilman Baran to accept these letters.
4. A motion was made by Supervisor Cummings, seconded by Councilman Baran that David Cummings be designated to cast the vote of the Town of Newstead at the Annual Meeting of the Association of Towns.
5. Supervisor Cummings announced the appointment of Jim Mayrose as Deputy Supervisor for 2013.
6. A motion was made by Supervisor Cummings, seconded by Councilman Baran that David DeYoung be appointed Dog Control Officer for 2013.
7. A motion was made by Supervisor Cummings, seconded by Councilman Baran that Beverlee Richards be appointed Deputy Dog Control Officer for 2013.
8. A motion was made by Supervisor Cummings, seconded by Councilman Baran that Dan Roland be appointed Director of Recreation for a term of two years starting 1-1-2013 and ending 12-31-2014 subject to the job description.  
Cummings-Aye, Rooney-Aye, Mayrose-No, Baran-Aye, York-No Carried
9. A motion was made by Supervisor Cummings, seconded by Councilman Baran that the Recreation Director be authorized to maintain a petty cash fund of \$100.
10. A motion was made by Supervisor Cummings, seconded by Councilman Baran that the Supervisor be authorized to appoint a Secretary to the Supervisor for 2013.
11. Supervisor Cummings announced the appointment of Colleen Salmon as Secretary to the Supervisor for 2013.
12. Supervisor Cummings announced the appointment of Nancy Eckerson as Historian and Doug Scarborough Asst Historian of the Town of Newstead for the year 2013.
13. A motion was made by Supervisor Cummings, seconded by Councilman Baran that Brenda Cerasani and Jerry Szmania be reappointed Van Drivers for the Senior Van for the year 2013.
14. Town Clerk announced the following appointments for the year 2013 - Deputy Town Clerk, Part time Jennifer Heberling; 2<sup>nd</sup> Deputy Clerk (PT)- Deborah Forrestel; Sub-Registrar Jennifer Heberling.
15. A motion was made by Councilman Baran, seconded by Councilman York that Town Officials be paid the per mile rate as set by the IRS for use of their car on official business. This pertains to Town Officials and employees or to anyone on an official errand for the Town upon proper approval by the Town Board.
16. A motion was made by Councilman Baran, seconded by Councilman York that the Town purchases a blanket bond to cover all Town Officials.

17. A motion was made by Councilman Baran, seconded by Councilman York that the theft insurance coverage be continued at \$1,000,000.00 on all town employees.
18. A motion was made by Councilman Baran, seconded by Councilman York that the Town Clerk be authorized to continue the Petty Cash Fund of \$100.00, a DEC petty cash fund of \$100.00, and a petty cash fund of \$100.00 during tax collection periods.
19. A motion was made by Councilman Baran, seconded by Councilman York that the Director of the Senior Center be authorized to have a Petty Cash Fund of \$100.00.
20. A motion was made by Councilman Baran, seconded by Councilman York that the Highway Superintendent be authorized to continue the Petty Cash Fund of \$100.00.
21. A motion was made by Councilman Baran, seconded by Councilman York that the Bank of Akron; JP Morgan Chase Bank; Bank of America; M&T Bank; Class; and Alden State Bank be designated as official depositories into which all Town Officials shall deposit all moneys coming into their hands by virtue of their respective offices.
22. A motion was made by Councilman Baran, seconded by Councilman York that all matters to come before the Town Board be in the Supervisor's Town Hall mailbox by 5:00 p.m. on Thursday preceding each meeting to be on the agenda. The agenda will be ready for board members after 5:00 p.m. on Fridays preceding each meeting.
23. A motion was made by Councilman Baran, seconded by Councilman York that "Regular" Town Board Meetings throughout the year 2013 be held at 8:00 p.m. on the 2nd and 4th Mondays of each month according to the attached schedule (see attached page #9). Work Sessions will be at 7:15 p.m. prior to Regular Meetings. When the Regular Meeting falls on a holiday, the Supervisor may postpone or set a new date for said meeting. Work Sessions may be scheduled the 1st and 3rd Monday of each month at 7:30 p.m. when not conflicting with a Holiday. Otherwise they may be held as determined. All meetings will be held in the Newstead Town Hall and are open to the public except for confidential matters as prescribed by the Open Meetings Law.
24. A motion was made by Councilman York, seconded by Councilman Rooney that the vouchers for Town Claims be audited, allowed and paid if certified to be true and correct upon forms heretofore adopted, described and approved by the Town Board and all vouchers will be presented, approved and paid at both Regular Meetings, twice a month. No voucher will be paid prior to monthly reports being submitted. The Supervisor is authorized to pay utility bills as such become due subject to Town Board audit at the next regular meeting. Vouchers to be paid must be in the hands of the Town Clerk no later than the Thursday before a regular meeting.
25. A motion was made by Councilman York, seconded by Councilman Rooney that Sandra Pietrowski be appointed as Clerk to Town Justice (PT) for the year 2013.
26. A motion was made by Councilman York, seconded by Councilman Rooney that Judy Bell is appointed as Deputy Clerk to Town Justice (PT) for the year 2013.
27. A motion was made by Councilman York, seconded by Councilman Rooney that the Town of Newstead Ethics Board be appointed for 2013. The board will be Mary Nanni for a term to expire 12-31-2013, Colleen Salmon for a term to expire 12-31-2014, Todd Esposito for a term to expire 12-31-2015, Tim Morgan for a term to expire 12-31-2016 and Allison Massaro for a term to expire 12-31-2017. After this initial year all terms will be five years.
28. A motion was made by Councilman York, seconded by Councilman Rooney that the Town Justices be authorized to employ a stenographer for the Justice Court or for Special Sessions Court and that payment be made upon a voucher subject to the approval of the Town Board.
29. A motion was made by Councilman York, seconded by Councilman Rooney that the Town brings within the coverage of Workman's Compensation Law all Town Employees and Town Officials, elective and appointed and all Volunteer Firemen who may be injured,

within the Town of Newstead Fire Protection District as now constituted, while engaged in their duties as firemen.

30. A motion was made by Councilman York, seconded by Councilman Rooney that the Town continues Disability Insurance coverage as outlined in the resolution of 12/13/93.
31. A motion was made by Councilman York, seconded by Councilman Rooney that all Town Officials be authorized to attend meetings of their respective organizations with all necessary expenses to be paid by the Town of Newstead. Officials and organizations involved are:
  - Town Board - Association of Erie County Governments
  - Town Clerk - Erie County Town Clerk's & Tax Receiver's Assoc.
  - Assessor - Erie County Assessor's Association
  - Highway Superintendent - Erie County Highway Superintendent's Association
  - Other - New York State Association of Towns and others as deemed necessary.
32. The term of Harold Finger on the Zoning Board of Appeals expired 12-31-2012. A motion was made by Councilman Rooney, seconded by Councilman Mayrose to appoint Harold Finger to serve as a Zoning Board Member for a five-year term expiring 12-31-2017.
33. The term of John Olaf on the Planning Board expired 12-31-2012. A motion was made by Councilman Rooney, seconded by Councilman Mayrose to appoint John Olaf to serve as a Planning Board Member for a seven-year term expiring 12-31-2019.
34. Supervisor Cummings announced appointments to committees within the Town Board (See attached page #11).
35. The terms of Richard Hegmann, Ken Koehler, Edmund Burke, and Louis Tandy on the Conservation Advisory Council expired 12/31/2012. State law requires terms of this council be two year terms. A motion was made by Councilman Rooney, seconded by Councilman Mayrose to appoint Richard Hegmann, Ken Koehler, Edmund Burke, and Louis Tandy to terms expiring 12/31/14.
36. A motion was made by Councilman Rooney, seconded by Councilman Mayrose to appoint Supervisor David Cummings as Budget Officer for 2013 at no salary.
37. A motion was made by Councilman Rooney, seconded by Councilman Mayrose that Duane Root be appointed as Town Prosecutor for the year 2013 and Jennifer Strong and Robert Friedman as Assistant Town Prosecutors for 2013.
38. A motion was made by Councilman Rooney, seconded by Councilman Mayrose to appoint James Akin as Water Maintenance Worker (PT) for the year 2013.
39. A motion was made by Councilman Rooney, seconded by Councilman Mayrose to appoint Douglas Heiderman as Water Treatment Plant Operator (PT) for the year 2013.
40. A motion was made by Councilman Rooney, seconded by Councilman Mayrose to establish the sewer use rate for Sewer District #1 at \$ 8.84 per 1000 gallons.
41. A motion was made by Councilman Rooney, seconded by Councilman Mayrose, to establish the sewer use rate for Sewer District #2 at \$ 11.25 per 1000 gallons.
42. The following resolution was moved by Councilman Rooney, seconded by Councilman Mayrose:

BE IT RESOLVED, that salaries and wages are hereby established per annum for the year 2013:

Supervisor	\$32,245.00
Councilman (2)	\$9,708.75 each
(Councilman Rooney & Mayrose declined their pay raise for 2013)	
Councilman (1)	\$9,518.25
Councilman (1)	\$9,103.75
Town Justice - Campbell	\$21,000.00

Town Justice – Freeman	\$21,000.00
Superintendent of Highways	\$55,316.00
Supervisor of Highways (Refuse Tires)	\$300.00
Supervisor of Highways (Cemeteries)	\$792.00
Supervisor of Highways (Drainage)	\$2,349.00
Supervisor of Highways (Refuse District)	\$650.00
Supervisor of Highways (Parks)	\$1,339.00
Town Clerk	\$46,050.00
Town Clerk (Registrar)	\$1,000.00
Deputy Town Clerk (PT)	\$15.12 per hr.
Director of Senior Services	\$43,000.00
Recreation Attendant for Senior Center (K.Green)	\$9.18 per hr.
Recreation Attendant for Senior Center (B.Gaik)	\$9.18 per hr.
Attorney for the Town	\$36,186.00
Assessor	\$26.80 per hr.
Code Enforcement Officer/Zoning Officer	\$47,000.00
Town Prosecutor (PT)	\$6,930.00
Deputy Town Prosecutor (PT)	\$162.08 per session
Court Clerk (PT)	\$16.46 per hr.
Deputy Court Clerk (PT)	\$14.72 per hr.
Clerks to the Court	eliminated
Building Dept. Administrator	\$20.81 per hr.
Clerk to the Assessor/ Building Dept.	\$13.74 per hr.
Planning Board Chairman	\$2,637.00
Dog Control Officer (PT)	\$8,947.00
Deputy Dog Control Officer (PT)	\$12.92 per hr.
Highway Clerk (PT)	\$12.27 per hr
Secretary to the Supervisor	\$20.81 per. hr.
Historian (PT)	\$2,021.00
Assistant Historian	no salary
Water Maintenance Worker (PT)	\$22.44 per hr.
Water Plant Operator	\$18.40 per hr.
Van Driver	\$11.64 per hr.
Recreation Director	\$10,725.00

Highway Department:

- Full- time staff – as per the union contract
- Summer Employees:
  - First Year: \$8.82
  - Second Year: \$9.06
  - Third year and thereafter: \$9.30
- Deputy: \$1.75 above corresponding MEO rate

43. A motion was made by Councilman Mayrose, seconded by Supervisor Cummings that Tracy Sturmer be appointed to the Newstead Recreation Committee representing the Akron Central School Board with Phil Kenline to serve as alternate as necessary.
44. A motion was made by Councilman Mayrose, seconded by Supervisor Cummings that the Newstead Planning Board members be paid a rate of \$46.00 per meeting attended for all local meetings held. The Chairman of the Planning Board shall receive an annual salary of \$2,637.00 per year.
45. A motion was made by Councilman Mayrose, seconded by Supervisor Cummings that the Zoning Board of Appeals members be paid at the rate of \$30.00 per meeting attended for all local meetings held. The Chairman of the Zoning Board of Appeals shall receive \$35.00 per meeting for said meetings.
46. The terms of Mary Kalinowski, Robyn Robnett, Karen Stachowiak on the Recreation Board expired 12/31/12. Mary Kalinowski has declined reappointment. A motion was made by Councilman Mayrose, seconded by Supervisor Cummings, to appoint Robyn

Robnett and Karen Stachowiak to the Recreation Board for a term to expire 12/31/2015, subject to the conditions of the committee descriptions.

47. A motion was made by Councilman Mayrose, seconded by Supervisor Cummings that the Highway Superintendent be authorized to post roads, at his discretion, when it is in the best interest of the public.
48. A motion was made by Councilman Mayrose, seconded by Supervisor Cummings that Deborah Forrestel be appointed Clerk to the Highway Superintendent for 2013.
49. Highway Superintendent Michael Bassanello announced the appointment of Dean Schultz as Deputy Highway Superintendent for the year 2013.
50. A motion was made by Councilman Mayrose, seconded by Supervisor Cummings that Glenn Joachimiak be appointed Disaster Coordinator for 2013 at a yearly salary of \$1,600.00 and Daniel Kowalik and Joe Hawes, Assistant Disaster Coordinators for 2013 at a yearly salary of \$960.00 each.
51. A motion was made by Councilman Mayrose, seconded by Supervisor Cummings that Supervisor Cummings be appointed to the NEST Consortium for the year of 2013.
52. A motion was made by Councilman Mayrose, seconded by Supervisor Cummings that Committee Chairpersons be authorized to enlist the expertise of citizen advisors on their respective committees.
53. A motion was made by Supervisor Cummings, seconded by Councilman Baran that the Town Board designates the Akron Bugle the Official Newspaper of the Town for 2013.
54. A motion was made by Supervisor Cummings, seconded by Councilman Baran that Drescher & Malecki LLP be retained to provide auditing services at a rate of \$14,500 annually, for assistance for annual update and budgeting services at a rate of \$1,000 for 2013.
55. A motion was made by Supervisor Cummings, seconded by Councilman Baran that Nathan Neill Esq. be appointed Attorney for the Town for 2013 with a clerical allowance of \$5,820. And that Jennifer Strong be appointed Assistant Town Attorney for the year of 2013.
56. A motion was made by Supervisor Cummings, seconded by Councilman Baran that following the annual review of the Town Procurement Policy; the policy shall remain in effect for 2013.
57. A motion was made by Supervisor Cummings, seconded by Councilman Baran that the Town of Newstead Fee schedule be adopted as changed for 2013. (see Attached page 13 and 14)
58. A motion was made by Supervisor Cummings, seconded by Councilman Baran that all other existing Town policies shall remain in effect for 2013.
59. A motion was made by Supervisor Cummings, seconded by Councilman Baran that Christine Falkowski be appointed Network Administrator for the year 2013.
60. A motion was made by Supervisor Cummings, seconded by Councilman Baran that the Assessment Review Board members be paid a rate of \$15.00 per hour and the Chairman of the Assessment Review Board be paid \$20.00 per hour.
61. A motion was made by Supervisor Cummings, seconded by Councilman Baran that Becky Baker be appointed GIS Administrator for the year 2013.
62. A motion was made by Supervisor Cummings, seconded by Councilman Baran that all other terms and conditions of employment for all classifications of employees, (other than

Highway Employee Full Time), of the Town of Newstead for 2013 are updated and documented in The Terms and Conditions Handbook.

63. A motion was made by Supervisor Cummings, seconded by Councilman Baran that Rotella Grant Management be retained as Grant Writer for the Town for 2013.
64. The Term of Sue Brown on the Library Board expired 12-31-2012. A motion was made by Supervisor Cummings, seconded by Councilman Baran to appoint Sue Brown to serve as a member of the Library Board for a five year term expiring 12-31-2017.
65. The term of Patty Young-Szlapak on the Board of Assessment review will expire 9-30-2013. A motion was made by Councilman Baran seconded by Councilman York to appoint Patty Young-Szlapak a member of the Board of Assessment for a term expiring 9-30-2018.
66. The Town Board appoints an assessment review committee each year. A motion was made by Councilman Baran seconded by Councilman York to appoint Fred Pask, Don Kreher Jr, Howard Shaeffer, Stan Serwon, Steve Carlson and Fran LaClaire to the assessment review committee for the year 2013.
67. A motion was made by Councilman Baran, seconded by Councilman York that Joel Gregorio be appointed chairman of the Recreation Board for a term of one year starting 1/1/2013 and ending 12/31/2013 subject to the requirements of the job description.
68. A motion was made by Supervisor Cummings, seconded by Councilman Baran that Jim Akin be appointed in charge of building maintenance for all town buildings with the exception of the Joint Highway Facility.
69. Organizational matters having been completed; a motion was made by Councilman Baran, seconded by Councilman York that the Board close the Organization Meeting for 2013.

All of the above resolutions were carried unanimously with the exception of #8 which vote is noted with the motion.

## ORDER OF BUSINESS

RESOLVED, that the order of business for the conduct of the Town of Newstead Town Board meetings for the year 2013 shall be as follows:

- I - Call Meeting to Order
- II - Roll Call
- III - Pledge of Allegiance
- IV - Approval of Minutes
- V - Communications
- VI - Privilege of the Floor
- VII - Approval of the Bills
- VIII - Supervisor's Monthly Reports
- IX - Committee and Department Head Reports
- X - Old Business
- XI - New Business
- XII - Question Period
- XIII - Adjournment

## RULES OF ORDER

RESOLVED, that in all matters of Parliamentary Procedure; Robert's Rules of Order shall prevail, except where such rules are inconsistent with any local rule or resolution pertaining to the conduct of Town business.

## **RULES GOVERNING THE CONDUCT OF BUSINESS**

RESOLVED, that the following rules will govern the conduct of business for the Town Board meetings:

A - The agenda shall include all correspondence, resolutions, bills and reports. Items received after 5 p.m. on Thursday preceding the Board Meeting shall be placed on the agenda for the next regular Board Meeting. Emergency situations will be excluded from this requirement and the Town Board may waive this requirement for any particular matter.

B - By 5 p.m. on the Friday preceding the regular Board Meeting, a copy of the agenda will be available to each Board Member, Department Head, and the Attorney for the Town. The copy shall include all resolutions, important correspondence, and the estimates of expenditures for capital improvements.

C - The agenda shall not be departed from except with a four-fifths vote of the entire Town Board.

D - All matters shall be continued on the printed agenda until disposed of. All matters not disposed of shall be tabled and taken from the table only by a majority vote of the entire Town Board.

E - Correspondence shall be disposed of at the time of reading, either by (a) voting to receive and file by majority vote of the entire Town Board (b) resolution (c) referring to a committee (d) tabling. If tabled, the item can be taken from off the table that same meeting or it can be left on the table thereby becoming Old Business to remain on the agenda until disposed.

F - The privilege of the floor shall be open to all people who wish to speak and will remain open to all who have been recognized by the Chair. All remarks must be addressed to the Chair unless otherwise directed by the Chair. All comments must be civil. No derogatory comments will be tolerated. Speakers not complying with requirement of civility will not be allowed to continue speaking and may, at the discretion of the Chair, be asked to leave the meeting. Each speaker must limit their comments to a five minute maximum. The Chair may impose a total time limit for comments on any issue and if it appears that all comments being made are substantially the same, may request other different comments and may close the comment period. The time period for privilege of the floor shall be limited to a total of 20 minutes unless extended by the Chair.

G - Monthly committee or department reports must be turned in to the Board prior to any payment for services for that month.

H - When requested by the Town Board, all opinions will be backed by a section of Town Law, and/or Audit and Control opinion, and/or a written opinion from Audit and Control.

I - The Question Period will be open to specific questions pertaining to any matters discussed at the current meeting. It may not be used as a time for statements that can be presented under privilege of the floor or by requesting placement on the agenda. All questions must be made in a civil polite manner and will be addressed to the Chair. No derogatory comments will be tolerated. Speaker not complying with this requirement will be asked to stop speaking and no response will be made so such comment. The Chair may request that a specific representative of the Town respond to a particular question, respond to the question himself or herself, advise the questioner that the Town will look into it and get back to the questioner or advise the questioner that their question either cannot be answered or will not be answered. There shall be no right of any questioner to receive a response to any particular question. The Chair reserves the right to limit each person to one question and to limit the overall question period to a reasonable time period in the Chair's sole discretion. The time period for questions from the floor shall be limited to 20 minutes unless extended by the Chair.

# LETTERS REQUESTING APPOINTMENT FOR 2013

NOTE: INCUMBENTS ARE HIGHLIGHTED

Any general positions-

Any Secretarial position – Kathy Dunphy

Assessment/ Review Committee–

Assessment Board –**Patty Young-Szlapak**

Attorney for the Town - **Nathan Neill**

Attorney for the Town- Deputy- **Jennifer Strong**

Auditor - **Drescher & Malecki**

Conservation Committee – **Ed Burke, Lewis Tandy, Ken Koehler, Dick Hegmann**

Clerk to Town Justice – **Judith Bell, Sandra Pietrowski**

Disaster Coordinator – **Glenn Joachimiak**

Disaster Coordinator Assistant – **Dan Kowalik, Joe Hawes,**

Dog Control – **Dave DeYoung**

Dog Control Deputy- **Beverlee Richards**

Engineer – **Wendel, CRA, GHD, Nussbaumer/Clarke, Wm Schutt**

Ethics Board – Todd Esposito, Colleen Salmon, Becky Baker, Joan Summe, Mary Nanni,

Allison Massaro, Tim Morgan

GIS Administrator – **Becky Baker**

Grant Writer – **Rotella Management**

Highway Clerk – **Deb Forrestel**

Highway Department- Part/full-Time –

Historian – **Nancy Eckerson,**

Historian – Asst – **Doug Scarborough**

Library Board – **Sue Brown**

Network Administrator – **Christine Falkowski,**

Official Newspaper – **Akron Bugle**

Planning Board – **John Olaf**

Recreation Board – **Robyn Robnett, Joel Gregorio, Karen Stachowiak,**

Recreation Director – **Dan Roland, Greg Parzych, Robert Izydorzak**

Secretary to the Supervisor – **Colleen Salmon**

Sr. Citizen Van Driver – **Jerry Szmania, Brenda Cerasani**

Town Prosecutor - **Duane Root**

Town Prosecutor – Deputy- **Jennifer Strong, Robert Friedman**

Water Maintenance Worker – **Jim Akin**

Water Plant Operator – **Doug Heiderman**

Zoning Board– **Harold Finger**

## SCHEDULE OF MEETINGS FOR 2013

Mon. Jan 7	Organizational Meeting	Mon. Jul. 1	Work Session
Mon. Jan. 14	Meeting	Mon. Jul. 8	Meeting
Mon. Jan. 21	Holiday- no work session	Mon. Jul. 15	Work Session
Mon. Jan. 28	Meeting	Mon. Jul. 22	Meeting
		Mon. Jul. 29	Work session - optional
Mon. Feb. 4	Work Session	Mon. Aug. 5	Work Session
Mon. Feb. 11	Meeting	Mon. Aug. 12	Meeting
Mon. Feb. 18	Holiday-no work session	Mon. Aug. 19	Work Session
Mon. Feb. 25	Meeting	Mon. Aug. 26	Meeting
Mon. Mar. 4	Work Session	Mon. Sep. 2	Holiday- no work session
Mon. Mar. 11	Meeting	Mon. Sep. 9	Meeting
Mon. Mar. 18	Work session	Mon. Sep. 16	Work Session
Mon. Mar. 25	Meeting	Mon. Sep. 23	Meeting
		Mon. Sep 30	Work Session - optional
Mon. Apr. 1	Work Session	Mon. Oct. 7	Work Session
Mon. Apr. 8	Meeting	Mon. Oct. 14	Meeting
Mon. Apr. 15	Work Session	Mon. Oct. 21	Work Session
Mon. Apr. 22	Meeting	Mon. Oct. 28	Meeting
Mon. Apr. 29	Work Session -optional		
Mon. May 6	Work Session	Mon. Nov. 4	Work Session
Mon. May 13	Meeting	Mon. Nov. 11	Meeting
Mon. May 20	Work Session-	Mon. Nov. 18	Work Session
Tues. May 28	Meeting	Mon. Nov. 25	Meeting
Mon. Jun. 3	Work Session	Mon. Dec. 2	Safety Meeting
Mon. Jun. 10	Meeting	Mon. Dec. 9	Meeting
Mon. Jun. 17	Work Session	Mon. Dec. 16	Work Session
Mon. Jun. 24	Meeting	Mon. Dec 23	No Meeting
		Mon. Dec 30	Meeting

All work sessions will start at 7:30 p.m. unless notified of change. Prior to each Regular Board Meeting we will meet at 7:15 p.m. for work session unless notified of change.

This schedule is tentative. We will meet as needed to adequately take care of town business. If meetings are not necessary they will be canceled with proper notice.

## 2013 Town of Newstead Committees

### **CONSERVATION ADVISORY COUNCIL** (Town Board Appointed 2 yr.)

Carl Klingenschmitt*	12-31-13
Richard Hegmann	12-31-14
Ken Koehler	12-31-14
Edmund Burke	12-31-14
Louis Tandy	12-31-14
Robert Folger	12-31-13
David Stutz	12-31-13

### **PLANNING BOARD** (Town Board Appointed 7 yr.)

Tom Cowan*	12-31-17
Donald Hoefler	12-31-18
Andrew Kelkenberg	12-31-13
Terry Janicz	12-31-14
John Potera	12-31-16
John Olaf	12-31-19
Erik Polkowski	12-31-15

### **ZONING BOARD OF APPEALS** (Town Board Appointed - 5 yr.)

William Kaufman*	12-31-14
Adam Burg	12-31-13
John Klodzinski	12-31-15
Charles Keppler	12-31-16
Harold Finger	12-31-17
Fred Pask (Alternate)	12-31-15
Cheryl Esposito(Alternate)	12-31-16

### **RECREATION BOARD** (Town Board Appointed - 3 yr.)

Joel Gregorio *	12/31/15
Mark Barszcz	12/31/13
Melissa Polkowski	12/31/13
Mike Schilling	12/31/14
Tim Morgan	12/31/14
Robyn Robnett	12/31/15
Karen Stachowiak	12/31/15
Tracy Oakes	12/31/14

### **LIBRARY BOARD** (Town Board Appointed - 5 yr.)

Sue Brown	12/31/17
Sarah Rooney	12/31/16
Cheryl Esposito	12/31/15
Kathy Chubb	12/31/14
Suzanne Sweitzer	12/31/13

### **BOARD OF ASSESSMENT REVIEW** (Town Board Appointed – 5 yr.)

Neal Kreher*	09/30/17
Michael Rushok	09/30/16
Patty Young-Szlapak	09/30/18
Stan Serwon	09/30/14
Steve Carlson	09/30/15

### **ETHICS BOARD** (Town Board Appointed – 5 yr)

Mary Nanni	12/31/2013
Colleen Salmon	12/31/2014
Todd Esposito	12/31/2015
Tim Morgan	12/31/2016
Allison Massaro	12/31/2017

### **ASSESSMENT REVIEW COMMITTEE** ( annual appointments)

Fred Pask	Fran LaClaire
Don Kreher Jr.	Stan Serwon
Howard Schaeffer	Steve Carlson

# SUPERVISOR'S COMMITTEE APPOINTMENTS

## 2013

Am. with Disabilities Coord. Assessment Buildings Capital Projects Liaison	York , Rooney Mayrose, York Baran, Cummings Cummings, Baran
Celebration Clerical Liaison Code Enforcement Conservation Council	York, Baran Mayrose, Rooney Cummings, Mayrose Baran, York
Court Dog Control Drainage Finance	Mayrose, Cummings York, Baran Baran, York Cummings, Mayrose
Fire Companies GIS Highways Insurance	Rooney, Mayrose Mayrose, Baran Rooney, Cummings Cummings, York
Library Parks Planning /Zoning Public Safety	York, Rooney Cummings, Rooney Mayrose, Baran Baran, York
Recreation Senior Citizens Solid Waste Town/Village Cooperation Water & Sewer Administration	Rooney, Mayrose Rooney, Cummings York, Baran Rooney, Mayrose Cummings, Rooney

- Names listed first are designated as Chairman for 2013.

Following the Organizational Meeting, the Board entered a Special Meeting at 8:00pm with all the same members present, to conduct the following business:

**Budget Transfers:** a motion was made by Councilman Mayrose, seconded by Councilman York to approve the budget transfers per the memo from Bookkeeper Colleen Salmon dated January 7, 2013. Carried Unanimously

**Approval of Bills** – Councilman Mayrose presented Abstract Batch(es) #1246 for 2012 & 1247 for 2013 for payment. Vouchers on this abstract numbered from 1445 – 1451 for 2012 and 1-7 for 2013 totaling \$125,130.66 and were presented by Councilman Mayrose, seconded by Councilman Baran to approve payment as follows:

Abstract Batch(es) #1246 (2012) & 1447 (2013):  
General Fund (A) -\$7,328.63, General Fund- Outside Village (B) \$165.00, Highway (DA) -\$0, Highway: Outside Village (DB) \$2,942.99, Capital Projects: CAP- Highway Garage- (HG) - \$0, CAP-Murder Creek (HM) \$0, CAP- Equipment Purchase (HR02)- \$0, CAP- Library Basement (HR04) \$1,000.00, CAP- Scotland Rd (HS)- \$0, CAP- Town Hall (HT)- \$0, CAP- Water Improvement (HW)- \$495.03, Drainage (SD)- \$0, Fire Protection (SF) \$0, Refuse (SR) \$0, Sewer Fund (SS) \$0, Sewer District #2 (SS02)- \$0, Trust & Agency(TA)- \$0 and Water Districts: Consolidated (SW00) \$0, (SW1) \$0, (SW2) \$0, (SW3) \$0, (SW4) \$0, (SW5) \$116,142.00, (SW6) \$0, (SW7) \$0, (SW7A) \$0, (SW8) \$0, (SW9) \$0, (SW10) \$0  
Total: \$125,130.66 Carried Unanimously

**Approval- Legal Services Contract for 2013:**

A motion was made by Councilman Mayrose, seconded by Councilman Rooney awarding the Legal Services Contract for the Town for 2013 to Nathan Neill under the terms set forth in the contract.

(Resolution Attached) Cummings-Aye, Rooney -Aye, Mayrose-Aye, Baran-Aye, York-No Carried

There being no further business to come before the board a motion was made by Councilman Mayrose, seconded by Councilman Rooney to adjourn the regular meeting at 8:29pm. Carried Unanimously

Respectfully Submitted,  
Dawn D. Izydorczak, Town Clerk

TOWN OF NEWSTEAD FEE SCHEDULE minimum permit = \$50 rounded to nearest \$

Building permit renewal for 6 months (50% of original permit fee or \$100, whichever is greater)	\$100/50%
Swimming Pools: Valid for 3 months only. (exception: weather related construction delays)	\$50 pool permit
Swimming Pools: Renewal for additional 3 months only (exception: weather)	\$100/pool renew
New residential construction (including attached garage)	.25/SF
	.50/SF (up to 400 SF)
Residential addition (over 400 SF will be calculated as new construction)	.15/SF
Residential accessory structures (detached garages, barns, including agricultural)	.25/SF
Residential remodeling (exposing of framing, structural repairs or mechanical work)	
Other residential construction (roofs, windows, decks, outdoor furnaces)	\$50
Commercial construction-new	.35/SF
Commercial remodeling	.50/SF
Commercial addition (less than 750 SF)	.65/SF
Building without a permit	Double the fee
Fine charged to builder for structures occupied prior to issuance of Certificate of Occupancy	\$500 per week
Certificate of Occupancy/Compliance	\$50
Certificate of Occupancy/Compliance fire inspection	see rates below
Driveway permit with culvert	\$275
Driveway permit without culvert	\$50
Demolition permit	\$50
Engineering review fee (by Town Engineer)	\$225 minimum \$50 + engineering fee
Fill or Pond permit	
Fire Inspection: up to 15,000 SF	\$50
Fire Inspection: up to 30,000 SF	\$75
Fire Inspection: up to 45,000 SF	\$100
Fire Inspection: up to 60,000 SF	\$125
Fire Inspection: over 60,000 SF	\$150
Operating Permit 60,000+ SF only	\$50
Flood zone development permit - principal building	\$100
Flood zone development permit - accessory structures	\$50
Fuel Tank installation/removal (including 500+ gallon propane)	\$50
Manufactured homes-home only	\$75
Manufactured home AND garage	\$125
Mining: sand banks, gravel pits and pit excavation-base fee	\$2,000
	.05/CY or \$4K annually
Mining: each cubic yard or part thereof above 20,000 cubic yards	
Public Improvement Projects: 0 - \$250,000	10%
Public Improvement Projects: \$250,001 - \$500,000	9.50%
Public Improvement Projects: \$500,001 - \$750,000	9%
Public Improvement Projects: \$750,001 - \$1,000,000	8.50%
Public Improvement Projects: \$1,000,000 and up	8%
*Under \$1,000,000 - Fees are to be paid to Town prior to start	
*Over \$1,000,000 - 50% of fee to be paid to Town prior to start and when 50% is down to 25%, balance is due.	
*Additional inspections may be required by Town Engineer	
*Performance bond not to exceed 120% of cost of installation for improvements	
*Maintenance guarantee not to exceed 2 years 15% of cost	
Re-zoning (10 acres or less)	\$500+ engineering fee
Re-zoning (more than 10 acres)	plus \$25/acre
Sign permit	\$50
Sign review by Planning Board	\$100
Site Plan review - up to and including one acre disturbed	\$250
Site Plan review - over one acre, up to 5 acres disturbed	\$500
Site Plan review - over 5 acres, up to 10 acres disturbed	\$1,000

Site Plan review - over 10 acres	\$1,000 + \$25 per acre
Site Plan engineering review fee	\$225 minimum
Site Plan review - change-in-use or undisturbed	\$100
Special Use Permit - filing	\$100
Special Use Permit - renewal	\$50
Subdivision - minor application fee	\$200
Subdivision - minor application engineering review fee	\$225 minimum
Subdivision - minor application greenspace fee	\$750 per lot
Subdivision - major application fee	\$350
Subdivision - major application engineering review fee	\$500 minimum
Subdivision - major application greenspace fee	\$750 per lot
Subdividing without approval	\$500 additional fee
Variance request to Zoning Board of Appeals	\$200
Telecommunications Tower - up to 175 feet	\$3,000
Telecommunications Tower - each foot above 175 feet	\$50 per foot
Telecommunications Tower - new tower building permit fee	\$500
Telecommunications Tower - co-location building permit fee	\$100
Topsoil/excavation base fee up to 500 cubic yards	\$25+engineering fee
Topsoil/excavation each 1,000 cubic yards or part thereof above 500 cubic yards	\$50/100 cubic yards
<b><u>TOWN CLERK FEES:</u></b>	
Marriage License or Certified Copy	\$40/\$10
Duplicate Tax Bill	\$1 for receipt
Miscellaneous Copy	0.25
Town Map	\$1
14 Gal. Red Recycle Bin	\$6
Master Plan Copy	\$15
<b><u>DOG LICENSE FEES:</u></b>	
Enumeration Fee	\$10
Multiple Dog Permit	\$25
Spayed/Neutered: one year	\$10
Spayed/Neutered: two year	\$18
Spayed/Neutered: three year	\$25
Un-spayed/Un-neutered	\$20
New Tag Fee	\$3
Returned Dog Fee	\$25+expenses
Dog Adoption Fee	\$55
Dog Violation Penalties: 1st Conviction	\$35 - \$100
Dog Violation Penalties: 2nd Conviction Within 3 Years	\$60 - \$150
Dog Violation Penalties: 3rd Conviction Within 3 Years	\$100 - \$200
Returned Check Fee	\$20