

Town of Sardinia  
Town Board Organization Agenda

Town Board Proceedings  
Organization Meeting  
January 16, 2014  
6:15pm

TOWN BOARD MEMBERS:

SUPERVISOR: Beverly Gambino  
COUNCILMAN: Douglas J. Morrell  
COUNCILMAN: David L. Montgomery  
COUNCILMAN: Len Hochadel  
COUNCILWOMAN: Cheryl L. Earl

Others present:

TOWN CLERK Betsy A. Marsh  
HWY SUPERINTENDENT: Donald Hopkins

Meeting called to order by Supervisor Gambino at \_\_\_\_\_ pm

Roll Call

Pledge of Allegiance

Moment of Silence

1. Moved by \_\_\_\_\_, seconded by \_\_\_\_\_ that the elected Town Officials are salaried for the year 2014 as per budget as follows:

Supervisor	Beverly Gambino	\$20,500.00
Council Members (4)	Douglas J. Morrell	\$5,550.00
	David L. Montgomery	\$5,550.00
	Leonard Hochadel	\$5,550.00
	Cheryl L. Earl	\$5,550.00
Town Clerk	Betsy A. Marsh	\$31,350.00
Highway Supt.	Donald Hopkins	\$53,000.00
Town Justice (2)	Ronald F. Thompson	\$11,000.00
	Gene Heintz	\$11,000.00

2. Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, Designation of highway employee's salaries for 2014 as per contract are as follows:

Robert Hutchinson	\$20.26hour	Motor Equipment Operator
John Wikolaski	\$19.73hour	Motor Equipment Operator
Donald Schaus	\$18.83hour	Motor Equipment Operator
Mark Bray	\$18.83hour	Motor Equipment Operator

3. Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, the Designation of Town Attorney to be David M. DiMatteo, Esq. to compensate at a contractual hourly rate of \$150.00 and his support staff at a rate of \$75.00 hour, and authorize the Supervisor to complete and sign the Retainer Letter.
4. Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, that Jill Anderson, Esq. be appointed as Town Prosecutor for 2014 at the contract rate of \$350.00 per month and an Additional \$100.00 for extra court nights held during the month, as requested by Court.
5. Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, on the recommendation of Town Supervisor Beverly Gambino that Cheryl L. Earl, be appointed Deputy Supervisor effective January 1, 2014 with the annual salary of \$630.00 and have the Authorization to sign checks.
6. Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, on the recommendation of Highway Superintendent Donald Hopkins, that Robert Hutchinson be appointed Deputy Highway Superintendent effective January 1, 2014 at the annual salary of \$750.00 and that he act in a capacity of the Highway Superintendent in the event of his absence for any reason, e.g. vacation, illness etc...
7. Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, on the recommendation of the Town Clerk, Betsy A. Marsh that Jennifer Bray, be appointed First Deputy Town Clerk effective January 1, 2014, at the hourly rate of \$16.73 hour.
8. Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Supervisor, Beverly Gambino be appointed as the Budget Officer with the annual salary of \$2850.00
9. Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, on the recommendation of the Town Supervisor Beverly Gambino, that Wendy Leonard be appointed Confidential Secretary/Bookkeeper to the Supervisor effective January 1, 2014 at the hourly rate of \$16.73 hour
10. Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, that Betsy A. Marsh be appointed as Registrar of Vital Statistics with the annual salary of \$780.00
11. Moved by \_\_\_\_\_, second by \_\_\_\_\_, that Duane DeGolier be appointed Dog Control Officer effective January 1, 2014 at the annual salary of \$2750.00
12. Moved by \_\_\_\_\_, second by \_\_\_\_\_, that Gerald Whittington be appointed as Emergency Services Coordinator, effective January 1, 2014 with the annual salary of \$1500.00
13. Moved by \_\_\_\_\_, second by \_\_\_\_\_, that Debra Smith be appointed as Clerk to the Town Justice effective January 1, 2014 with the hourly rate of \$16.73. Noting that there is available an opening for one (1) additional Court Clerk if the need arises.
14. Moved by \_\_\_\_\_, second by \_\_\_\_\_, that Donna Maier be appointed as Constable effective January 1, 2014 at the hourly rate of 14.50 hour. Noting that there is an opening for one (1) additional Constable to be appointed at a later date with the same rate of pay.
15. Moved by \_\_\_\_\_, second by \_\_\_\_\_, that Thelma Hornberger be appointed as Assessor, effective January 1, 2014 with the annual salary of \$15,000.00
16. Moved by \_\_\_\_\_, second by \_\_\_\_\_, on the recommendation of Thelma Hornberger that Stacy Mumbach be appointed as Assessor Clerk, effective January 1, 2014 at the hourly rate of \$16.73 hour
17. Moved by \_\_\_\_\_, second by \_\_\_\_\_, that Gene Degman be appointed as Code Enforcement Officer, effective January 1, 2014 with the annual salary of \$22,700.00. Noting that there is available the position of Assistant Code Enforcement Officer if need be in the future with the hourly rate of \$12.30 hour

18. Moved by \_\_\_\_\_, second by \_\_\_\_\_, that Roxanne Waters be appointed Cleaner-part time, effective January 1, 2014 at the hourly rate of \$14.50
19. Moved by \_\_\_\_\_, second by \_\_\_\_\_, that Albert Hanson be appointed as Buildings Caretaker-part time, effective January 1, 2014 at the hourly rate of \$15.05
20. Moved by \_\_\_\_\_, second by \_\_\_\_\_, that Michelle Jones be appointed Secretary-part time, effective January 1, 2014 at the hourly rate of \$12.81
21. Moved by \_\_\_\_\_, second by \_\_\_\_\_, that the Planning Board consist of seven (7) members with salary of \$43.06 per meeting for the six regular members and the Planning Board Chair to receive \$57.74 per meeting & \$10.00 for each additional meeting held on the same day

Appointment	Term Expiration dates:
Daniel Szustakowski	12/31/2020
Keith Reynolds	12/31/2014
Vincent Perry	12/31/2015
Robert Church	12/31/2016
Robert Hill – Chairman	12/31/2017
Roxana Waters	12/31/2018
Darren Farthing	12/31/2019
Michelle Jones – alternate board member & secretary	

22. Appointment of Town Historian – TBA
23. Appointment of Recreation Administration - TBA

24. Moved by \_\_\_\_\_, second by \_\_\_\_\_ that the Zoning Board consist of five (5) members with a salary of \$43.06 per meeting for the four regular members and The Zoning Board Chair to receive \$57.74 per meeting & \$10.00 for each additional meeting held on the same day.

Appointment	Term Expiration dates:
Pamela Smolinski	12/31/2017
Richard Wells	12/31/2018
Hans Ylmar	12/31/2014
Alfred Schrader	12/31/2015
Ronald Phillips – Chairman	12/31/2016

25. Moved by \_\_\_\_\_, second by \_\_\_\_\_, that the Board of Assessment Review consist of five (5) members with a salary of \$97.70 Per Day for the four regular members and the Board of Assessment Review Chair to receive \$105.89 Per Day

Appointment	Term Expiration dates:
Thomas Idzik	09/30/2017
James Montgomery	12/31/2018
Keith Ramsey - Chairman	09/30/2014
Ralph Wainwright	09/30/2015
Gorden Smith, Jr.	09/30/2016

26. Moved by \_\_\_\_\_, second by \_\_\_\_\_, that the following appointments be made, noting that the appointee serves with no salary/pay:

Issuing Agent for Handicapped parking	Betsy A. Marsh
Freedom of Information Officer	Betsy A. Marsh
Freedom of Information Appeal Officer	Beverly Gambino
Affirmative Action Officer	Betsy A. Marsh
Records Management Officer	Betsy A. Marsh
Civil Service Appointing Officer	Beverly Gambino

27. Moved by \_\_\_\_\_, second by \_\_\_\_\_ Designation of certain public meetings to be held throughout 2014 at the Sardinia Town Hall, 12320 Savage Road, Sardinia

- (1) Regular Town Board meetings to be held on the second Thursday of each month at 6:30p.m.
- (2) Sardinia Planning Board to meet on third Wednesday of each month at 7:30 p.m.
- (3) Sardinia Zoning Board of Appeals to meet as needed

28. Moved by \_\_\_\_\_, second by \_\_\_\_\_, that the Springville Journal be designated as the Official paper, and that the Arcade Herald be used at the discretion of the Board.

29. Moved by \_\_\_\_\_, second by \_\_\_\_\_ Designation of Election polling place by the Erie County Board of Elections are as follows:

District #1 & District #2: Sardinia Town Hall, 12320 Savage Road, Sardinia

30. Moved by \_\_\_\_\_, second by \_\_\_\_\_, that the Designation of Community Bank NA as the official Depository of the town.

31. Moved by \_\_\_\_\_, second by, \_\_\_\_\_ Authorization for the payment in advance of audit claims for public utility services, postage, freight, payments made to NYS Comptroller's Office for Justice Fees, approved contracts and express charges. All such claims shall be presented at the next regular meeting for audit.

32. Moved by \_\_\_\_\_, second by, \_\_\_\_\_ that the Payroll Policy shall be established as follows:

Hourly Employees: Pay Period shall run from 12:01 AM Monday through midnight on the 2<sup>nd</sup> Sunday. Payday shall be on every other Thursday, Each Employee shall complete a supplied bi-weekly timesheet by Monday at 10:00 AM prior to payday. All timesheets must be approved by Department Head, Board Chairman or immediate supervisor.

Salaried Employee: Without prior arrangements, salaried employees shall be paid 1/12 of annual salary amount for each month of completed employment. Payday for salaried employees will be the last payday of the month the service was provided.

Salaried Employees: Prior arrangement are as follows: Supervisor, Highway Superintendent and Town Clerk get paid bi-weekly 1/26 of their salary.

33. Moved by \_\_\_\_\_, second by \_\_\_\_\_ Designation of mileage reimbursement to be allowed for specified Town officers and employees for the use of their own vehicles in the performing their official Town duties at the rate of \$0.56 per mile meeting the IRS Rate established for January 1, 2014. Mileage logs are required for reimbursement and must be submitted monthly. If mileage is questionable, a mileage calculator located at <http://maps.randomally.com/mileage-calculator.do> with be used to verify and correct submitted voucher.

34. Moved by \_\_\_\_\_, second by \_\_\_\_\_ that the Meal Reimbursement Policy shall be established as follows: Town Officers and employees shall be entitled to a \$60.00 per diem allowance for out-of-pocket meal expense incurred while attending meetings, training seminars, and other such events that are for the purpose of maintaining or enhancing skills or knowledge necessary for the performance of their official duties. This \$60.00 Per Diem allowance shall be reduced if the reimbursable period did not include breakfast, lunch, or dinner and/or if any of those meals was included in registration fees, or are chargeable to another source. The daily meals will be reimbursed are as follows: \$30.00 for dinner, \$15.00 for lunch, and \$15.00 for breakfast. Receipts are required for reimbursements

35. Moved by \_\_\_\_\_ second by \_\_\_\_\_ The Supervisor Announces the following personal appointments and committees for the year 2014, noting that she will also be a member of each committee and the first person listed to be the designated committee chairman  
**COMMITTEES AND LIASONS**

Personnel/Administration	Beverly/Cheryl
Finance/Planning & Economic Development	Beverly/Len
Security and Disaster Preparedness	Gerald Whittington
Public Safety	Dave/Doug
(Constable, Building Code Enforcement, Animal Control)	
Building & Capital Projects	
Sardinia Town Hall	Beverly/Len
Parks	Cheryl/Dave
Highway	Cheryl/Doug
Recreation/Youth	Cheryl/Beverly
Community Events/Celebrations	Len
Community Services	Len/Dave
Senior Citizens and Programs	Dave
Environmental Committee/Landfill/Mining	Doug/Len
Liaison to Fire Company	Beverly/Doug
Liaison to Planning Board	Doug
Liaison to Veterans	Beverly
Water Evaluation Committee	Dave/Len
Street Lighting	Dave

36. Moved by \_\_\_\_\_, second by \_\_\_\_\_ Appointments to the Youth Advisory Board: Appointments of Crystal Killingbeck, Tom Warner, Chris Warner, and Ben Bainbridge. Youth Board will meet the first Thursday of each month at 6:30pm

37. Moved by \_\_\_\_\_ second by \_\_\_\_\_, Appointment to the Ethics Committee: Appointments – Sharlene Vossler, Jennifer Bray and the third appointment TBD.

38. Moved by \_\_\_\_\_ second by \_\_\_\_\_ that the Appointment of the Supervisor Beverly Gambino as the designated voting representative for the Town Of Sardinia to the NorthEast-Southtowns Solid Waste Management Board and the voting representative to the Association of Towns

39. Moved by \_\_\_\_\_, second by \_\_\_\_\_, Fees are set as follows

**Copies**

Non-Town business \$0.20 per black and white copy  
 Freedom of Information \$0.25 per copy

**Facsimiles**

Outgoing Local Call \$1.00 first page; \$0.50 each additional page  
 Outgoing Long Distance Call \$2.00 first page; \$1.00 each additional page, or cost of call, whichever is higher  
 Incoming Call \$1.00 first page; \$.050 each additional page

**Certified Copies of Birth and Death Records** \$10.00 Each

**Marriage Registration Certificates** \$5.00 Each

**Dog Licensing** \$5.00 each spayed, neutered/\$13.00 each not spayed, unneutered

**Building Rental**

Sardinia Town Hall \$100.00 per event plus \$50.00 security deposit  
 Cafeteria OR \$25.00 per hour for up to 2 hours events

NO food preparation or ALCOHOL consumption shall be allowed in the Town Hall without express Town Board approval. The building rental fee may be waived with the prior approval of the Town Board for non-profit groups. A Certification of Insurance must be provided to the Town Board before any approval is granted. Any other groups/individuals who are not non-profit but request waive of fees and use of the gym shall be reviewed by the youth board first; a recommendation will then be forwarded to the Town Board, and final determination will be made by the Town Board.

Park Shelters	Resident Rate	Non-Resident Rate
Shelter #1(entire)	\$65.00	\$200.00
Shelter #1(one half)	\$30.00	\$95.00
Shelter #2	\$30.00	\$95.00
Shelter #3	\$25.00	\$80.00
Shelter \$4	\$30.00	\$95.00
Shelter #5	\$25.00	\$80.00
Manion Park (each Shelter)	\$15.00	\$50.00

**Trailer Permits**

- a. 'Grandfathered' Trailers: \$10.00 per year (add \$40.00 late fee after April 1<sup>st</sup>)
- b. Pre-Construction Permit: \$50.00 fee plus \$1000.00 surety bond or CD

40. Moved by \_\_\_\_\_, second by \_\_\_\_\_ ORDER OF BUSINESS

- I. Call Meeting to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Moment of Silence
- V. Approval of Minutes
- VI. Monthly Committee & Department Reports
- VII. Approval of Bills
- VIII. Unfinished Business
- IX. New Business
- X. Executive Session (If Necessary)
- XI. Adjournment

RULES OF ORDER -- That in all matters of Parliamentary Procedure; Roberts Rules of Order shall prevail, except where such rules are inconsistent with any local rule or resolutions pertaining to the conduct of Town Business

41. Moved by \_\_\_\_\_ second by \_\_\_\_\_ RULES GOVERNING THE CONDUCT OF BUSINESS

That the following rules will govern the conduct of business for the Town Board Meeting

- A. All items to be placed on the agenda must be received before 4pm Friday preceding the Board Meeting. Items received after 4pm on Friday shall not be placed on the agenda for the next scheduled Board Meeting unless there is super majority Town Board consent.
- B. By 6pm on Tuesday preceding the regular Board Meeting, a copy of the agenda will be available to each Board Member, Town Clerk to post to website, and the Attorney for the Town. The copy shall include all resolutions, written reports, important correspondence and attachments unless previously distributed. It is also noted that an Agenda is not legally required and is provided as convenience to both Town Board Members and the public.
- C. Monthly committee or department reports must be in writing and turned in to the Supervisor by 4pm Friday preceding the Board Meeting.
- D. Vouchers for payment must be submitted by noon on Tuesday preceding the Board Meeting. Any vouchers received after shall be placed on the agenda for the next regular Board Meeting unless in cases of extreme circumstances. All vouchers will be completed for review by 5pm Wednesday
- E. As per the Open Meeting Laws, all public meetings may be taped, recorded or videoed as long as camera or operator does not impede progress of the meeting. Any recording of a public meeting shall be undertaken in a manner so as to have the least obtrusive effect on the conduct of public business. In this regard, any recording device shall not create any audible noise or emit any light or flashes in a manner which would interfere with the orderly conduct of the relevant meeting, nor shall the device be allowed to set on the desk/table/bench that the Town Board may be using for their meetings.

MOTION TO ADJOURN