Town of Sardinia

2016 Organizational Meeting

January 14, 2016

Scheduled Time – 6:30pm – To precede Regular Board Meeting

TOWN BOARD MEMBERS

Councilman Douglas J. Morrell

Councilman Many Quinn

Councilman Len Hochadel

Councilman Cheryl L. Earl

Also present:

Highway Superintendent Donald W. Hopkins

Attorney David DiMatteo

Town Clerk Betsy March

Approx. \_\_\_\_ Guests

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

Roll Call

Pledge of Allegiance

Moment of Silence

**Resolution #1 – 2016**

**Whereas,** the Town Board of the Town of Sardinia wishes to make the following official designations and appointments and authorizations,

**Whereas,** the Town of Sardinia will conduct meetings to ensure communication between the Board members as well as members of the community,

**Whereas,** the Town Board wishes to conduct business efficiently, timely and that proper procedures are followed:

**It is resolved that:**

1. Designation of certain public meetings to be held throughout 2016 at the Sardinia Town Hall/Community Center, 12320 Savage Road, Sardinia:
   1. Regular Town Board Meetings to be held on the second Thursday of each month, at 6:30pm
   2. Sardinia Planning Board to meet on third Wednesday of each month at 7:00pm
   3. Sardinia Zoning Board of Appeals (ZBA) to meet as needed
2. Designation of Community Bank NA as the official Depository of the Town.
3. Designation of the Arcade Herald and Springville Journal as the Official Newspapers of the Town.
4. Designation of Election polling places by the Erie County Board of Elections are as follows
   1. District #1 & District #2 – Sardinia Town Hall/Community Center, 12320 Savage Road, Sardinia.
5. Designation for the payment in advance of audit of claims for public utility services, postage, freight and express charges, payments made to NYS Comptroller’s Office for Justice Fees, and approved contracts. All such claims shall be presented at the next regular meeting for audit.
6. Authorization for Deputy Supervisor to sign checks.
7. Designation of elective officer annual salaries for 2016 (per budget):
   1. Supervisor Beverly Gambino $21,218.00
   2. Council Members (4) Douglas J. Morrell $5745.00

Mandy Quinn $5745.00

Leonard Hochadel $5745.00

Cheryl L. Earl $5745.00

* 1. Town Clerk Betsy A. Marsh $32,448.00
  2. Highway Supt. Donald Hopkins $54,855.00
  3. Town Justice (2) Gene Heintz $11,385.00

Eric G. Place $11,385.00

1. Designation of Highway employees’ for 2016 (as per contract)

Robert Hutchinson $21.70 Motor Equipment Operator

John Wikolaski $21.19 Motor Equipment Operator

Donald Schaus $21.19 Motor Equipment Operator

Mark Bray $20.17 Motor Equipment Operator

1. Designation of Attorney for the Town to be David M. DiMatteo Esq. to be compensated at the contractual hourly rate of $150.00.
2. Designation of Town Engineering firm to be Chatfield Engineers, P.C.
3. Designation of appointed positions for 2016 along with the salary or pay rate for the position and the official appointed to the position:

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | **Salary** | **Pay** | **Name** |
| Deputy Supervisor | $640.00 | Annually | Lenard Hochadel |
| Budget Officer | $2950.00 | Annually | Beverly Gambino |
| Registrar of Vital Statistics | $810.00 | Annually | Betsy Marsh |
| Town Historian | $1295.00 | Annually | Ted Weideman |
| Dog Control Officer | $2850.00 | Annually | Duane DeGolier |
| Secretary to the Supervisor | $17.31 | Hourly | Michelle Jones |
| Emergency Services Coordinator | $1553.00 | Annually | Gerald Whittington |
|  |  |  |  |
| Constables | $15.01 | Hourly | Larry Becker  Jeffery Koch  Donna Maier |
| Assessor | $15,530.00 | Annually | Thelma Hornberger |
| Assessor Clerk | $17.31 | Hourly | Stacy Mumbach |
| Code Enforcement Officer | $23,500.00 | Annually | Gene Degman |
|  |  |  |  |
| Buildings Caretaker | $15.58 | Hourly | Albert Hansen |
| Cleaner, Part time | $15.01 | Hourly | Anthony Korcz |
| Deputy Highway Superintendent | $777.00 | Annually | Robert Hutchinson |
| Court Clerk (2) | $17.31 | Hourly | Debra Smith  (open) |
| First Deputy Town Clerk | $17.31 | Hourly | Jennifer Bray |
| Second Deputy Town Clerk |  | Hourly | To Be Announced |
| Secretary Pool | $13.27 | Hourly | Michelle Jones  DeniseSchiener |
| Planning Board Members (7) | $43.92 | Per Meeting | Each Member |
| Planning Board Chair | $58.89 | Per Meeting | Chair |
| Planning Board Members | $10.00 | Each Additional Meeting held on the same day | Each Member |
| Zoning Board of Appeals (5) | $43.92 | Per Meeting | Each Member |
| Zoning Board of Appeals Members | $10.00 | Each Additional Meeting held on the same day | Each Member |
| Zoning Board Chair | $58.89 | Per Meeting | Chair |
| Board of Assessment Review | 99.65 | Per Day | Each Member |
| Board of Assessment – Chair | $108.01 | Per Day | Chair |
| Recreation Administrator | $16.89 | Hourly | Chris Warner |
| Issuing Agent for Handicapped Parking | None |  | Betsy Marsh |
| Freedom of Information Officer | None |  | Betsy Marsh |
| Freedom of Information Appeals Officer | None |  | Beverly Gambino |
| Affirmative Action Officer | None |  | Betsy Marsh |
| Records Management Officer | None |  | Betsy Marsh |

1. Payroll Payment Policy shall be established as follows:

* **HOURLY EMPLOYEES**: Pay period shall be a two week period running from 12:01 AM Monday through midnight the following Sunday. Payday shall be on Thursday. Each employee shall complete a supplied biweekly timesheet by Tuesday at 10:00 AM prior to payday. All timesheets must be approved by Department Head, Board Chairman or immediate supervisor.
* **SALARIED EMPLOYEES**: Without prior arrangements, salaried employees shall be paid 1/12 of annual salary amount for each month of completed employment. Payday is the last Thursday of each month.
* **SALARIED EMPLOYEES:** Prior Arrangements are as follows: Supervisor, Highway Superintendent, and Town Clerk get paid bi-weekly 1/26 of their salary.

1. Designation of mileage reimbursement to be allowed for specified Town Officers and employees for the use of their own vehicle in performing their official Town duties at the rate of $0.54 per mile meeting the IRS Rate established for 01/01/2016. Mileage to and from Town Offices is **not** reimbursable. Mileage logs are required for reimbursement and must be submitted monthly. If mileage is questionable, a mileage calculator located at <http://maps.randmcnally.com/mileage-calculator.do> will be used to verify and correct submitted voucher.
2. Meal reimbursement policy shall be established as follows: Town Officers and employees shall be entitled to a $69.00 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 the skills or knowledge necessary for the performance of their official duties. This $69.00 per diem allowances shall be reduced if the reimbursement 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: $31.00 for dinner, $17.00 lunch, $16.00 breakfast and incidental expenses $5.00. Receipts are required for reimbursement.
3. The Supervisor announces the following personal appointments and committees for the year 2016, noting that the Supervisor will be a member of each committee and **the first person listed to be the designated committee chairman.**
   1. Personnel/Administration Beverly/Len
   2. Finance/Planning & Economic Development Beverly/Len
   3. Security and Disaster Preparedness Gerard Whittington
   4. Public Safety (Constable, Building Code Doug

Enforcement, Animal Control)

* 1. Building & Capital Projects –Town Hall Beverly/Len
  2. Parks Cheryl/Mandy
  3. Highway Cheryl/Doug
  4. Recreation/Youth Chris Warner/Mandy
  5. Community Events/Celebrations Len
  6. Community Service Len/Mandy
  7. Senior Citizens and Programs Len/Doug
  8. Environmental Committee Landfill/Mining Doug/Len
  9. Liaison to Fire Company Beverly/Doug
  10. Liaison to Veterans Beverly
  11. Water Evaluation Committee Beverly/Len
  12. Street Lighting Mandy
  13. Energy Len/Cheryl

1. Appointment to the Planning Board: The reappointment of ­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_to the Planning Board, with term to expire December 31, 2022

Other Planning Board members and their term expiration dates as follows: Robert Church 12/31/2016, Robert Hill – Chairman 12/31/2017, Mary Allen 12/31/2018, Darren Farthing 12/31/2019, Daniel Szustakowski 12/31/2020, Keith Reynolds 12/31/2021, Michelle Jones – alternate board member & secretary.

1. Appoint to the Zoning Board of Appeals as follows: Appointment of Alfred Schrader as Member of the ZBA, with term to expire 12/31/2020. Other ZBA members and their term expiration dates as follow: Ronald Phillips –Chairman 12/31/2016, Pamela Smolinski 12/31/2017, Richard Wells 12/31/2018, Hans Ylmar 12/31/2019. Denise Schiener – alternate board member & secretary.
2. Appointment to the Board of Assessment Review (BAR): Appointment of Sheila Vrenna with term to expire 12/31/2020. Other BAR members and their term expiration dates as follow: Gordon Smith 09/30/2016, Thomas Idzik 09/30/2017, James Montgomery 12/31/2018, Keith Ramsey 12/31/2019.
3. Appointments to the Youth Advisory Board: Appointment of Crystal Killingbeck, Lee Rhodus, Tom Warner, and Chris Warner, Youth Board will meet the first Thursday of each month at 6:30pm.
4. Appointments to the Ethics Committee: Appointments: Sharlene Vossler, Jennifer Bray, and Vicky Hansen.
5. The Town Board appoints 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.
6. Appointment of Law Office of DiMatteo and Roach, 87 Main Street, Warsaw, NY - which includes, David M. DiMatteo Esq., David M. Roch Esq., and Molly L. Bayliss Esq. as Town Prosecutor(s) for 2016 at the rate of $375.00 per month and an additional $100.00 for each additional court night held during the month, as requested by court.

1. **Fees**

**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**

1. ‘Grandfathered” Trailers: $10.00 per year (add $40.00 late fee after April 1st)
2. Pre-Construction Permit: $50.00 fee plus $1000.00 surety bond or CD
3. Order of Business
4. Call Meeting to Order
5. Roll Call
6. Pledge of Allegiance
7. Moment of Silence
8. Approval of Minutes
9. Approval of Bills
10. Monthly Committee & Departmental Reports
11. Unfinished Business
12. New Business
13. Executive Session (if necessary)
14. 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

RULES GOVERNING THE CONDUCT OF BUSINESS

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

1. 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.
2. 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.
3. Monthly committee or department reports must be in writing and turned in to the Supervisor by 4pm Friday preceding the Board Meeting.
4. 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
5. 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