

TOWN OF SARDINIA
 AGENDA
 ORGANIZATIONAL MEETING
 DATE: JANUARY 10, 2013
 TIME: 6:15 PM
 PLACE: SARDINIA TOWN HALL

Town Board Members

		Present	Absent
Supervisor:	Mary Hannon	_____	_____
Councilman:	Douglas Morrell	_____	_____
Councilman:	Dave Montgomery	_____	_____
Councilman:	Daniel Miller	_____	_____
Councilwoman:	Cheryl Earl	_____	_____
 Others:			
Town Clerk	Betsy A. Marsh	_____	_____
Hwy. Superintendent	Donald Hopkins	_____	_____
Attorney for Town	Linda H. Joseph	_____	_____

Meeting called to Order by Supervisor Hannon at _____ pm

Welcome & Roll Call

Pledge of Allegiance

Moment of Silence

RESOLUTION # 1 2013

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 open 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:

A. Designation of certain public meetings to be held throughout 2013 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 6:30 p.m.
- (2) Sardinia Planning Board to meet on third Wednesday of each month at 7:30 pm, with additional meetings held as needed.
- (3) Sardinia Zoning Board of Appeals to meet as needed.

B. Designation of the Arcade Herald and the Springville Journal the official newspapers of the Town.

C. Designation of Election polling places by the Erie County Board of Elections are as follows:

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

D. Designation of Community Bank, NA as the official Depository of the town.

E. 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.

F. Authorization for the Deputy Supervisor to sign checks.

G. Designation of elective officer annual salaries for 2013 (per budget)

- | | |
|----------------------------|-----------------|
| (1) Supervisor: | \$19,964 |
| (2) Councilmen (4) | \$ 5412(each) |
| (3) Justices (2) | \$ 10,667(each) |
| (4) Town Clerk | \$30,568 |
| (5) Highway Superintendent | \$51,216 |

H. Designation of highway employee's salaries for 2013 (as per contract)

- | | |
|--|-------------------|
| (1) Motor Equipment Operator (4 plus years) | \$ 19.48 per hour |
| (2) Motor Equipment Operator (less than 4 years) | \$ 18.11 per hour |

I. Designation of Attorney for the Town to be Linda H. Joseph, Esq. to be compensated at a contractual rate of \$200 per hour.

J. Designation of appointed positions for 2013 along with the salary pay rate for the position and the official appointed position:

POSITION	SALARY	PAY	NAME
Deputy Supervisor	\$ 612	Annually	David Montgomery
Budget Officer	\$ 2742	Annually	Mary Hannon
Registrar of Vital Statistics	\$ 762	Annually	Betsy Marsh
Town Historian	\$ 1200	Annually	Leo McCarthy
Dog Control Officer	\$ 2678	Annually	Duane DeGolier
Bookkeeper	\$ 16.32	Hourly	Beverly Gambino
Emergency Services Coordinator	\$ 1218	Annually	David Montgomery
Constable (2)	\$ 14.15	Hourly	Donna Maier Gene Heintz
Assessor	\$ 14606	Annually	Thelma Hornberger
Assessor Clerk	\$ 16.32	Hourly	Stacy Mumbach
Code Enforcement Officer	\$ 22147	Annually	Gene Degman
Asst. Code Enforcement Officer	\$ 12.00	Hourly	TBA
Cleaner, Part Time	\$ 14.15	Hourly	Roxanne Waters
Buildings Caretaker Part Time	\$ 14.68	Hourly	Albert Hanson
Deputy Highway Superintendent	\$ 730	Annually	Robert Hutchinson
Court Clerk (2)	\$ 16.32	Hourly	Debra Smith, TBA
First Deputy Town Clerk	\$ 16.32	Hourly	Jennifer Bray
Second Deputy Town Clerk	\$ 16.32	Hourly	To Be Announced
Secretary	\$ 12.51	Hourly	Stacy Mumbach, TBA
Planning Board Members (7)	\$ 42.85	Per Meeting	Each Member
Planning Board Members/Secretary	\$ 10	For each additional meeting held on the same day	Each Member
Planning Board Chair	\$ 56.33	Per Meeting	Chairman Robert Hill
Zoning Board of	\$ 42.85	Per Meeting	Each Member

Appeals Members (5)			
Zoning Board Members/Secretary	\$ 10	For each additional meeting held on the same day	Each Member
Zoning Board Chair	\$ 56.33	Per Meeting	Chairman Ronald Phillips
Board of Assessment Review	\$ 95.32	Per Day	Each Member
Board of Assessment Review Chair	\$ 103.31	Per Day	Chairman Max Opprecht
Recreation Administrator	\$ 15.92	Per Hour	Laura Marshall
Recreation Attendant	\$ 9.57 first year \$ 10.08 second year	Per Hour	To Be Announced
Lifeguard WSI	\$ 12.20	Per Hour	To Be Announced
Lifeguard	\$ 10.08 first year \$ 11.14 second year	Per Hour	To Be Announced
Issuing Agent for Handicapped Parking	None		Betsy Marsh
Freedom of Information Officer	None		Betsy Marsh
Freedom of Information Appeal Officer	None		Mary Hannon
Affirmative Action Officer	None		Betsy Marsh
Records Management Officer	None		Betsy Marsh
Civil Service Appointing Officer	None		Mary Hannon

K. Payroll Payment Policy shall be established as follows:

- **HOURLY EMPLOYEES:** Pay period shall run from 12:01 AM Monday through midnight on the 2nd 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 EMPLOYEES:** 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.

L. **SALARIED EMPLOYEES:** Prior arrangements are as follows: Town Clerk and Highway Superintendent get paid weekly 1/26 of their salary.

M. 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 \$0.555 per mile meeting the IRS Rate established for January 1, 2013. Mileage to and from Town Offices is **not** reimbursable. Mileage logs are required for reimbursement and must be submitted monthly.

N. Meal Reimbursement Policy shall be established as follows: Town Officers and employees shall be entitled to a \$60 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 \$60 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 followed: \$30 for dinner, \$15 for lunch, and \$15 for breakfast. Receipts are required for reimbursement.

O. Town Board Committee assignments are established as follows with the first member listed to be designated the committee chairman:

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

P. Appointment to the Planning Board: The appointment of Darren Farthing to the Planning Board, with a term to expire December 31, 2019,

Other Planning Board members and their term expiration dates are as follows:

Daniel Szustakowski , 12/31/2013; Keith Reynolds, 12/31/2014; Vincent Perry 12/31/2015, Robert Church 12/31/2016, Chairman Robert Hill 12/31/2017; Roxana Waters, 12/31/2018 and _____, alternate board member.

Q. Appointment to the Zoning Board of Appeals as follows: Appointment of _____ as Member of the ZBA, with term to expire 12/31/2017 .

Other Z.B.A members and their term expiration dates are as follows: Richard Wells 12/31/13, Hans Ylmar 12/31/2014, Alfred Schrader, 12/31/15; Chairman Ronald Phillips, 12/31/2016, and Stacey Mumbach, alternate board member.

R. Appointment to the Board of Assessment Review (BAR): Appointment of _____Member of the Board of Assessment Review, with term to expire 9/30/2017.

Other B.A.R. members and their term expiration dates are as follows: Chairman Max Opprecht, 9/31/2013, Keith Ramsey, 9/30/2014; Ralph Wainwright, 9/30/2015, and Gordon Smith, Jr., 9/30/2016.

S.. Appointments to the Youth Advisory Board: Appointments of Crystal Killengbeck, Laura Marshall, Mandy Quinn, , Tom Warner, Chris Warner, Ben Bainbridge, and Sue Lefort. Youth Board will meet on the first Thursday of each month at 6:30 p.m.

T. Appointments to the Ethics Committee: Appointments _____, _____ and _____.

U. Sardinia Town Board appoints Supervisor Mary Hannon as the designated voting representative for the Town of Sardinia to the NorthEast-Southtowns Solid Waste Management Board and the voting representation to the Association of Towns.

V. Appointment of Jill Anderson, Esq. as Town Prosecutor for 2013 at a contract rate of \$350 per month. Additional \$100 for extra meetings held during month, as requested by Court.

W. Fees:

(1) Copies

- a. Non-Town business: \$0.20 per black & white copy
- b. Freedom of Information: \$0.25 per copy

(2) Facsimiles

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

(3) Certified Copies of Birth and Death Records \$10.00 each

(4) Marriage Registration Certificates \$5.00 each

(5) Dog Licensing \$5.00 each spayed, neutered/\$13.00 each not spayed, unneutered

(6) Buildings Rental

- a. Sardinia Town Hall \$100.00 per event plus \$50.00 security deposit.
OR \$25.00 per hour for up to 2 hour events.
- b. Cafeteria \$ 5 per hour

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 Certificate 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 waiver 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.

(7) Park Shelters:	Resident Rate	Non-Resident Rate
a. Shelter #1 (entire)	\$65.00	\$200.00
b. Shelter #1 (one half)	\$30.00	\$ 95.00
c. Shelter #2	\$30.00	\$ 95.00
d. Shelter #3	\$25.00	\$ 80.00
e. Shelter #4	\$30.00	\$ 95.00
f. Shelter #5	\$25.00	\$ 80.00
g. Manion Park (ea. shelter)	\$15.00	\$ 50.00

(8) Trailer Permits

- a. "Grandfathered" Trailers: \$10.00 per year (add \$40.00 late fee after April 1st).
- b. Pre-Construction Permit: \$50.00 fee plus \$1,000 surety bond or CD.

(9) Chairs/Tables - Rental fees for tables and chairs are as follows:

\$.50 per chair and \$5 per table to Town of Sardinia residents ONLY and to be used in the Town of Sardinia ONLY.

Chairs and tables must be returned within 48 hours of rental or pay double amount on fee.

X. ORDER OF BUSINESS

(1) The order of business for the conduct of the Town of Sardinia Town Board meetings for the year 2012 shall be as follows:

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

(2) 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.

(3) RULES GOVERNING THE CONDUCT OF BUSINESS

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

A. All items to be placed on the agenda must be received before 5 pm Friday preceding the Board Meeting. Items received after 5 PM 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 6:00 p.m. on the Monday preceding the regular Board Meeting, a copy of the agenda will be available to each Board Member, Town Clerk to post to our website, and the Attorney for the Town. The copy shall include all resolutions, written reports, important correspondence and attachments unless previously distributed.

C. The following rules shall apply during the public comment period:

1. Purpose of a regularly scheduled comment period is to allow citizens to raise issues of general concern to the members of the Town Board at the end of its regular meetings.
2. Anyone who wishes to address the Board must sign up by 6:30 pm and identify the general topic on which he or she intends to speak.
3. Speakers will speak in the order in which they sign-in.
4. Each speaker is limited to three minutes.
5. Consistent with the purpose of the general public comment period, speakers shall limit their comments to the issue/topic of concern to the Town and shall not engage in making comments of a personal nature or personal attacks. The Chair of the meeting may request that a speaker confine his or her remarks to the issue listed on the sign-in sheet. A speaker who fails to comply with this rule, after being warned to do so, maybe asked to sit down before his or her time expires.
6. Members of the public shall refrain from interrupting any speaker and the Chair reserves the right to request that any person who, after being warned, continues to interrupt a speaker to leave the meeting.
7. The members of the Board will not respond to any questions during the public comment period. Questions may be directed to individual Board members either prior to or after the meetings, or by calling Town Hall to schedule an appointment.

D. Monthly committee or department reports must be in writing and turned in to the Supervisor by 5 PM Friday preceding the Board Meeting.

E. Vouchers for payment **must be submitted by noon on Monday** 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 must be signed by Department Head.

F. Authorization to pay bills will be an agenda item; however, bills must be inspected by the Board Members prior to the Board Meeting. All vouchers will be completed for review on Wednesday at 4 PM.

G. 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.

Be it so resolved that:

Motion:	Second:	Time:
Aye:	Nay:	Abstain:

Y. Motion to Adjourn

Be it so resolved that:

Motion:	Second:	Time:
Aye:	Nay:	Abstain: