

TOWN OF SARDINIA
 AGENDA
 ORGANIZATIONAL MEETING
 DATE: JANUARY 13, 2011
 TIME: 6:00 PM
 PLACE: SARDINIA TOWN HALL

Town Board Members

		Present	Absent
Supervisor:	Mary Hannon	_____	_____
Councilman:	Dave Montgomery	_____	_____
Councilman:	Daniel Miller	_____	_____
Councilwoman:	Cheryl Earl	_____	_____
Councilman:	Norm Uhteg	_____	_____
 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 2011

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 2011 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 pm.

(2) Sardinia Planning Board to meet on first 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 news papers 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 own.

E. Authorization for the payment in advance of audit claims for public utility services, postage, freight, 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 2011 (per budget)

- | | |
|----------------------------|-----------------|
| (1) Supervisor: | \$18,909 |
| (2) Councilmen (4) | \$ 5,126 (each) |
| (3) Justices (2) | \$ 9,726 (each) |
| (4) Town Clerk | \$28,953 |
| (5) Highway Superintendent | \$48,275 |

H. Designation of highway employee's salaries for 2011 (as per contract)

- | | |
|---|------------------|
| (1) Motor Equipment Operator | \$19.35 per hour |
| (2) Motor Equipment Operator (4 plus years) | \$17.84 per hour |
| (3) Motor Equipment Operator (1 to 3 years) | \$16.58 per hour |

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

G. Designation of appointed positions for 2011 along with the salary pay rate for the position and the official appointed position:

POSITION	SALARY	PAY	NAME
Deputy Supervisor	\$ 578.86	Annually	David Montgomery
Budget Officer	\$2596.63	Annually	Mary Hannon
Registrar of Vital Statistics	\$ 721	Annually	Betsy Marsh
Town Historian	\$1135.06	Annually	Leo McCarthy
Dog Control Officer	\$2517.32	Annually	Duane DeGolier
Bookkeeper to the Supervisor	\$15.45	Hourly	Angela Zona
Emergency Services Coordinator	\$1159.78	Annually	David Montgomery
Constable (2)	\$13.39	Hourly	Donna Maier Larry Becker
Assessor	\$13833.93	Annually	Thelma Hornberger
Assessor Clerk	\$ 15.45	Hourly	Stacy Mumbach
Code Enforcement Officer	\$20,975.95	Annually	Marvin Zielonka
Cleaner, Part Time	\$13.39	Hourly	Roxane Waters
Buildings Caretaker Part Time	\$13.90	Hourly	Albert Hanson
Deputy Highway Superintendent	\$ 670	Annually	Robert Hutchinson
Court Clerk (2)	\$15.45	Hourly	Debra Smith, TBA
First Deputy Town Clerk	\$15.45	Hourly	Jennifer Bray
Second Deputy Town Clerk		Hourly	To Be Announced
Secretary	\$11.84	Hourly	Stacy Mumbach, Colleen Cottrell
Planning Board Members (7)	\$40.58	Per Meeting	Each Member
Planning Board Members/Secretary	\$10	For each additional meeting held on the same day	Each Member
Planning Board Chair	\$53.35	Per Meeting	Chairman
Zoning Board of Appeals Members (5)	\$40.58	Per Meeting	Each Member
Zoning Board	\$10	For each	Each Member

Members/Secretary		additional meeting held on the same day	
Zoning Board Chair	\$53.35	Per Meeting	Chairman Ronald Phillips
Board of Assessment Review	\$90.28	Per Day	Each Member
Board of Assessment Review Chair	\$97.85	Per Day	Chair Max Opprecht
Recreation Administrator	\$15.45	Per Hour	Laura Marshall
Recreation Attendant	\$9.27 first year \$9.78 second year	Per Hour	To Be Announced
Lifeguard WSI	\$11.84	Per Hour	To Be Announced
Lifeguard	\$9.78 first year \$10.81 second year	Per Hour	To Be Announced
Recreation Attendant Tiny Tots Director	\$12.36	Per Hour	Laura Marshall
Recreation Attendant Tiny Tots (2)	\$10.30	Per Hour	Amy Pielochowski, Donna Lyons
Recreation Attendant Sub	\$10.30	Per Hour	Katie Benz
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

H. Payroll Payment Policy shall be established as follows:

- **HOURLY EMPLOYEES:** Pay period shall run from 12:01 AM Monday through midnight 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 first payday of the following month the service was provided.

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

J. 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 \$0.51 per mile meeting the IRS Rate established for 1/1/2011. Mileage to and from Town Offices is **not** reimbursable. Mileage logs are required for reimbursement and must be submitted monthly.

K. 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.

L. 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/Dan
Buildings & Capital Projects	
Sardinia Town Hall	Mary/Dan
Parks	Dan/Cheryl
Highway	Dave/Cheryl
Recreation/Youth	Cheryl/ Mary
Community Events/Celebrations	Dan/Norm
Community Services	Dave/Norm
Senior Citizens and Programs	Dave
Environmental Committee/Landfill/Mining	Mary/Dave
Liaison to Fire Company	Cheryl/Dave

Liaison to Planning Board
Liaison to Veterans
Water Evaluation Committee

Dan
Mary
Mary/Dan

M. Appointment to the Planning Board: The appointment of Robert Hill to the Planning Board, with term to expire December 31, 2017.

Other Planning Board members and their term expiration dates are as follows: Roxana Waters, 12/31/2011; Darren Farthing 12/31/2012; Doug Morrell 12/31/2013; Keith Reynolds, 12/31/2014, Vincent Perry 12/31/2015, Robert Church 12/31/2016, Colleen Cottrell, alternate board member.

N. Appointment to the Zoning Board of Appeals as follows: Appointment of William Hopkins as Member of the ZBA, with term to expire 12/31/2015.

Other Z.B.A members and their term expiration dates are as follows:
Ronald Phillips, 12/31/11; Daniel Moltrup 12/31/2012; David Malachowski 12/31/2013, Hans Ylmar 12/31/2014, Stacey Mumbach, alternate board member.

O. Appointment to the Board of Assessment Review (BAR): Appointment of Ralph Wainwright, Member of the Board of Assessment Review, with term to expire 9/30/2015.

Other B.A.R. members and their term expiration dates are as follows: Gordon Smith, Jr., 9/30/2011; Shelia Vrenna 9/30/2012; Max Opprecht, 9/31/2013, Keith Ramsey, 9/30/14.

R. Appointments to the Youth Advisory Board: Appointments of Crystal Killengbeck, Laura Marshall, =Amy Pielechowski, and Mandy Stojek.

S. Appointments to the Ethics Committee: Appointments Jennifer Bray, Keith Ramsey and Carla Fuller.

T. 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.

U. Appointment of Jill Anderson, Esq. as Town Prosecutor for 2011 at a contract rate of \$350 per month. Additional \$100 for extra meetings held during month, as requested by Court.

V. Fees:

(1) Copies

- | | |
|----------------------------|-------------------------------|
| a. Non-Town business: | \$0.20 per black & white copy |
| | \$0.50 per color 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.
 - 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.

(7) Park Shelters:	Resident Rate	Non-Resident Rate
a. Shelter #1 (entire)	\$60.00	\$180.00
b. Shelter #1 (one half)	\$25.00	\$ 75.00
c. Shelter #2	\$25.00	\$ 75.00
d. Shelter #3	\$20.00	\$ 60.00
e. Shelter #4	\$25.00	\$ 75.00
f. Shelter #5	\$20.00	\$ 60.00
g. Manion Park (ea. shelter)	\$10.00	\$ 30.00

(&) 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.

W. ORDER OF BUSINESS

(1) The order of business for the conduct of the Town of Sardinia Town Board meetings for the year 2011 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 Period
- 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 Wednesday 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, 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:

Motion to Adjourn

Be it so resolved that:

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