

ORGANIZATIONAL MATTERS - NEWSTEAD TOWN BOARD
JANUARY 4, 2021

Supervisor Cummings called the meeting to order at 7:00 pm with all Board members present. Supervisor Cummings led the pledge to the flag.

1. A motion was made by Supervisor Cummings, seconded by Councilman Jendrowski adopting Order of Business for 2021 and the Rules of Order of Town Meetings. (See Attached)
2. A motion was made by Supervisor Cummings, seconded Councilman Jendrowski adopting Schedule of Regular Meetings for 2021. (See attached)
3. Letters requesting appointments (see attached): a motion was made by Supervisor Cummings, seconded by Councilman Jendrowski to accept these letters.
4. A motion was made by Supervisor Cummings, seconded by Councilman Jendrowski that Brendan Neill 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 Edmund Burke as Deputy Supervisor for 2021.
6. Supervisor Cummings announced appointments to committees within the Town Board (See attached).
7. A motion was made by Supervisor Cummings, seconded by Councilman Jendrowski that the Supervisor be authorized to appoint a Secretary to the Supervisor for 2021.
8. Supervisor Cummings announced the appointment of Colleen Salmon as Secretary to the Supervisor and Bookkeeper for 2021.
9. Supervisor Cummings announced the appointment of Donald Holmes as Historian and Beverly Summe Assistant Historian of the Town of Newstead for the year 2021.
10. A motion was made by Supervisor Cummings, seconded by Councilman Jendrowski that the Town Clerk be authorized to appoint additional Deputy Town Clerks for the year 2021.
11. Town Clerk Izydorczak announced the following appointments for the year 2021 - Deputy Town Clerk (FT)- Jennifer Herberger; 2nd Deputy Clerk (PT)- Emily McCoy; Deputy Registrar- Jennifer Herberger & Sub-Registrar- Emily McCoy.
12. Highway Superintendent Michael Bassanello announced the appointment of Gary Baehr as Deputy Highway Superintendent for the year 2021.

13. A motion was made by Councilman Jendrowski, seconded by Councilman Dugan that the Highway Superintendent be authorized to appoint a Clerk to the Highway Superintendent for 2021.
14. Highway Superintendent Bassanello announced the appointment of Rachel Kleparek as Clerk to the Highway Superintendent for 2021.
15. A motion was made by Councilman Jendrowski, seconded by Councilman Dugan that Town Officials be paid the per mile rate as set by the IRS (as of 1-1-21 the rate is **TBD**) 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 Jendrowski, seconded by Councilman Dugan that the Town purchases a blanket bond to cover all Town Officials.
17. A motion was made by Councilman Jendrowski, seconded by Councilman Dugan that the theft insurance coverage be continued at \$1,000,000.00 on all town employees.
18. A motion was made by Councilman Jendrowski, seconded by Councilman Dugan 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 Jendrowski, seconded by Councilman Dugan 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 Jendrowski, seconded by Councilman Dugan that the Highway Superintendent be authorized to continue the Petty Cash Fund of \$100.00.
21. A motion was made by Councilman Jendrowski, seconded by Councilman Dugan that the Recreation Director be authorized to maintain a petty cash fund of \$100.00.
22. A motion was made by Councilman Jendrowski, seconded by Councilman Dugan to appoint Supervisor David Cummings as Budget Officer for 2021 at no salary.
23. A motion was made by Councilman Jendrowski, seconded by Councilman Dugan that the Bank on Buffalo; JP Morgan Securities; M&T Bank; NY Class; Evans Bank 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.
24. A motion was made by Councilman Jendrowski, seconded by Councilman Dugan 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.

25. A motion was made by Councilman Dugan, seconded by Councilwoman Pope that "Regular" Town Board Meetings throughout the year 2021 be held at 7:30 p.m. on the 2nd and 4th Mondays of each month unless noted according to the attached schedule (see attached page # 12.) Work Sessions will be at 6:45 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 7:00 p.m. when not conflicting with a Holiday as per schedule. 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.
26. A motion was made by Councilman Dugan, seconded by Councilwoman Pope 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.
27. A motion was made by Councilman Dugan, seconded by Councilwoman Pope that the Town brings within the coverage of Worker'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.
28. A motion was made by Councilman Dugan, seconded by Councilwoman Pope that the Town continues Disability Insurance coverage as outlined in the resolution of 12/13/93.
29. A motion was made by Councilman Dugan, seconded by Councilwoman Pope 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.
30. A motion was made by Councilman Dugan, seconded by Councilwoman Pope to authorize the Town Justices to appoint one court clerk for each justice for 2021.
31. A motion was made by Councilman Dugan, seconded by Councilwoman Pope to appoint Sandra Pietrowski full time Court Clerk for 2021.
32. Justice Campbell appoints Joy Wagner as Deputy Court Clerk (PT) to Town Justice for the year 2021.

33. A motion was made by Councilwoman Pope, seconded by Councilman Burke 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.
34. A motion was made by Councilwoman Pope, seconded by Councilman Burke that Brendan Neill Esq. be appointed Town Attorney for 2021 with a clerical allowance of \$5,000 and that Emily Janicz be appointed Deputy Town Attorneys for the year of 2021.
35. A motion was made by Councilwoman Pope, seconded by Councilman Burke that Robert Friedman be appointed as Town Prosecutor and Jennifer Strong as Deputy Town Prosecutor for 2021.
36. The term of John Klodzinski and Max Brady on the Zoning Board of Appeals expired 12-31-2020. A motion was made by Councilwoman Pope, seconded by Councilman Burke to appoint John Klodzinski and David DeRose to serve as a Zoning Board Member for a five-year term expiring 12-31-2025
37. The term of Andrew Kelkenberg on the Planning Board expired 12-31-2020. A motion was made by Councilwoman Pope, seconded by Councilman Burke to appoint Andrew Kelkenberg to serve as a Planning Board Member for a seven-year term expiring 12-31-2027.
38. The terms of Richard Hegmann, Ken Koehler, Mary Jane Shonn and Lewis Tandy on the Conservation Advisory Council expired 12/31/2020. A motion was made by Councilwoman Pope, seconded by Councilman Burke to re appoint all of them to terms expiring 12/31/22.
39. A motion was made by Councilwoman Pope, seconded by Councilman Burke that David DeYoung be appointed Dog Control Officer for 2021.
40. A motion was made by Councilwoman Pope, seconded by Councilman Burke that Andrew DeYoung be appointed Deputy Dog Control Officer for 2021.
41. A motion was made by Councilwoman Pope, seconded by Councilman Burke that Brenda Cerasani, Jerry Szmania, and Richard Long be reappointed Van Drivers for the Senior Van for the year 2021.
42. A motion was made by Councilwoman Pope, seconded by Councilman Burke to appoint James Akin as Water Maintenance Worker (PT) for the year 2021.
43. A motion was made by Councilwoman Pope, seconded by Councilman Burke to appoint Douglas Heiderman as Water Treatment Plant Operator (PT) for the year 2021.

44. A motion was made by Councilman Burke, seconded by Supervisor Cummings that Deborah Forrestal be appointed to the Newstead Recreation Committee representing the Akron Central School Board with Jody Brege to serve as alternate as necessary.
45. The terms of Mike Schilling, Tim Morgan and Jason Pragle on the Recreation Board expired 12/31/20. A motion was made by Councilman Burke, seconded by Supervisor Cummings to re-appoint Mike Schilling, Tim Morgan and Jason Pragle to the Recreation Board for a term to expire 12/31/2023.
46. A motion was made by Councilman Burke, seconded by Supervisor Cummings that Joel Gregorio be appointed Chairman of the Recreation Board for a term of one year starting 1/1/2021 and ending 12/31/2021 subject to the requirements of the job description.
47. A Motion was made by Councilman Burke, Supervisor Cummings that Dan Roland be appointed Recreation Director 01-01-2021 to 12-31-2022.
48. A motion was made by Councilman Burke, seconded by Supervisor Cummings that Christine Falkowski be appointed Network Administrator for the year 2021.
49. A motion was made by Councilman Burke, seconded by Supervisor Cummings that Robert Folger be appointed the GIS Administrator for the year 2021.
50. A motion was made by Councilman Burke, seconded by Supervisor Cummings that Daniel Kowalik be appointed Emergency Coordinator for 2021 at a salary of \$2,106 and Joe Hawes and Mike Mutter be appointed Assistant Emergency Coordinators for 2021 at a yearly salary of \$1,286 each.
51. The term of Tara Middaugh on the Library Board expired 12-31-2020. A motion was made by Councilman Burke, seconded by Supervisor Cummings to appoint Tara Middaugh to serve as a member of the Library Board for a five-year term expiring 12-31-2025.
52. A motion was made by Councilman Burke, seconded by Supervisor Cummings to establish the sewer use rate for Sewer District #1 (ADESA) at \$13.00 per 1,000 gallons.
53. A motion was made by Councilman Burke, seconded by Supervisor Cummings to establish the sewer rate for Sewer District # 2 (Whiting's) at \$10.00 per 1,000 gallons.
54. A motion was made by Councilman Burke, seconded by Supervisor Cummings that the sewer rate for Sewer District # 3 (Niagara Label) will be billed as per village rates.
55. The following resolution was moved by Councilman Burke, seconded by Supervisor Cummings:

BE IT RESOLVED that salaries and wages are hereby established per annum for the year 2021:

Supervisor	\$39,858.00
Councilperson (3) Dugan, Burke, Jendrowski	\$11,775.00 each
Councilwoman Pope declined her raise for 2021	
Councilperson (1) Pope	\$11,542.50 each
Town Justice - Campbell	\$22,360.00
Town Justice – Freeman	\$22,360.00
Superintendent of Highways	\$66,420
Supervisor of Highways (Refuse Tires)	\$371.00
Supervisor of Highways (Cemeteries)	\$955.00
Supervisor of Highways (Drainage)	\$2,811.00
Supervisor of Highways (Refuse District)	\$782.00
Supervisor of Highways (Parks)	\$1,618.00
Town Clerk	\$53,040.00
Town Clerk (Registrar)	\$1,000.00
Deputy Town Clerk	\$19.68 per hr.
2 nd Deputy Town Clerk (PT)	\$14.70 per hr.
Recreation Specialist	\$45,900.00
Recreation Attendant for Senior Center (B. Gaik)	\$14.49 per hr.
Recreation Attendant for Senior Center (W. Heberling)	\$13.81 per hr.
Recreation Attendant for Senior Center (K. Myers)	\$13.81 per hr.
Town Attorney	\$40,000.00
Asst. Town Attorney	\$12,000.00
Assessor	\$45,740.00
Code Enforcement Officer/Zoning Officer	\$70,491.00
Town Prosecutor (PT)	\$9,260.00
Deputy Town Prosecutor (PT)	\$198.90 per session
Court Clerk (full time)	\$21.12 per hr.
Deputy Court Clerk (PT) J. Wagner	\$15.05 per hr.
Building Dept. Administrator	\$25.75 per hr.
Clerk to the Assessor/Building Dept.	\$18.68 per hr.
Planning Board Chairman	\$3,135.00
Dog Control Officer (PT)	\$10,665.00
Deputy Dog Control Officer (PT)	\$17.05 per hr.
Highway Clerk (PT)	\$16.64 per hr.
Secretary to the Supervisor	\$28.25 per. hr.
Historian (PT)	\$2,762.00
Assistant Historian	\$1,156.00
Water Maintenance Worker (PT)	\$27.49 per hr.
Water Plant Operator –(PT)	\$23.18 per hr.
Water Plant Asst/Parks Asst – (PT)	\$14.70 per hr.
Van Driver	\$18.16 per hr.
Recreation Director	\$14,172.00
Disaster Coordinator	\$2,106.00
Asst Disaster Coordinator (2)	\$1,286.00
Cleaner (K. Pask)	\$16.30 per hr.

Highway Department:

Full- time staff – as per the union contract

Deputy: \$1.75 above corresponding MEO rate

56. A motion was made by Supervisor Cummings, seconded by Councilman Jendrowski that the Newstead Planning Board members be paid a rate of \$62.00 per meeting attended for all local meetings held. The Chairman of the Planning Board shall receive an annual salary of \$3,135.00 per year.
57. A motion was made by Supervisor Cummings, seconded by Councilman Jendrowski that the Zoning Board of Appeals members be paid at the rate of \$34.00 per meeting attended for all local meetings held. The Chairman of the Zoning Board of Appeals shall receive \$42.00 per meeting for said meetings.
58. A motion was made by Supervisor Cummings, seconded by Councilman Jendrowski that the Board of Assessment Review members be paid a rate of \$18.51 per hour and the Chairman of the Board of Assessment Review be paid \$23.87 per hour.
59. A motion was made by Supervisor Cummings, seconded by Councilman Jendrowski that Drescher & Malecki LLP be retained to provide auditing services at a rate of \$16,500 annually, for assistance for annual update and budgeting services at a rate of \$1,000 for 2021.
60. A motion was made by Supervisor Cummings, seconded by Councilman Jendrowski that James Akin be appointed in charge of building maintenance for all town buildings with the exception of the Joint Highway Facility.
61. A Motion was made by Supervisor Cummings, seconded by Councilman Jendrowski that Dale Gooch be appointed assistant in charge of the building maintenance for all town buildings with the exception of the Joint Highway Facility.
62. The terms of Joan Summe and Gerald Pasqua expired 12/31/2020 for the Ethics Board. A Motion by Supervisor Cummings and seconded by Councilman Jendrowski to appoint Martha Parzych-Short and Keith Hatswell to the Ethics Board for a five-year term expiring 12-31-2025.
63. A motion was made by Supervisor Cummings, seconded by Councilman Jendrowski that the Town Board designates the Akron Bugle the Official Newspaper of the Town for 2021.
64. A motion was made by Supervisor Cummings, seconded by Councilman Jendrowski that the Highway Superintendent be authorized to post roads, at his discretion, when it is in the best interest of the public.
65. A motion was made by Supervisor Cummings, seconded by Councilman Jendrowski that Supervisor Cummings be appointed to the NEST Consortium for the year of 2021.

66. A motion was made by Councilman Jendrowski, seconded by Councilman Dugan that Committee Chairpersons be authorized to enlist the expertise of citizen advisors on their respective committees.
67. A motion was made by Councilman Jendrowski, seconded by Councilman Dugan that following the annual review of the Town Procurement Policy; the policy shall remain in effect for 2021.
68. A motion was made by Councilman Jendrowski, seconded by Councilman Dugan that all other existing Town policies shall remain in effect for 2021.
69. A motion was made by Councilman Jendrowski, seconded by Councilman Dugan 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 2021 are updated and documented in The Terms and Conditions Handbook.
70. A Motion was made by Councilman Jendrowski, seconded by Councilman Dugan that Town Clerk Dawn Izydorczak and Deputy Town Clerk Jennifer Herberger be appointed marriage officers for 2021-2022.
71. Attached is the updated list of the Town of Newstead committees for 2021 (see attached).
72. A motion was made by Councilman Jendrowski, seconded by Councilman Dugan, Appointing Wendel as the town engineer for 2021 at a monthly fee of \$1,373.
73. As per Judge Campbell's request in a letter to the town dated December 29, 2020, a motion by Councilman Jendrowski, seconded by Councilman Dugan that Judge Campbell's salary be \$1 per pay period from January 1, 2021 through March 31, 2021.
74. **Budget transfers:** a motion was made by Supervisor Cummings, seconded by Councilman Dugan to approve the budget transfer(s) as presented in a memo from Bookkeeper Collen Salmon date 1/4/2021. Carried Unanimously
75. **Approval of Bills** – Councilman Jendrowski reported that the Abstract(s) from Batch(es) #2096 & USDA payments have been reviewed with the previously un-audited vouchers and everything was found in order. He presented Abstract Batch(es) #2097 (2020) & 2100 (2021). Vouchers on this abstract(s) numbered 1366 (2020) & 1-10 (2021), totaling \$6,060.50. Councilman Dugan seconded to approve payment as follows:

Abstract Batch(es) #2097 & 2100:

General Fund (A)-\$5,097.50, General Fund-Outside Village (B)-\$270.00, Highway (DA)-\$0, Highway: Outside Village (DB)-\$0, Drainage (SD)-\$0, Fire Protection (SF)-\$0, Refuse (SR)-\$0, Sewer #1 Fund (SS)-\$693.00, Sewer District #2 (SS02)-\$0, Sewer District #3 (SS03)-\$0, Trust & Agency (TA)-\$0 and Consolidated Water (SW00)-\$0, WD1 (SW1)-\$0, WD2(SW2)-\$0, WD3(SW3)-\$0, WD4(SW\$)-\$0, WD5(SW5)-\$0,

WD6(SW6)-\$0, WD7(SW7)-\$0, WD7A(SW7A)-\$0, WD8(SW8)-\$0, WD9(SW9)-\$0,
WD10(SW10)-\$0;
Total: \$6,060.50

Carried Unanimously

76. Organizational matters having been completed; a motion was made by Supervisor Cummings, seconded by Councilwoman Pope that the Board close the Organization Meeting for 2021 at 7:25pm.

ORDER OF BUSINESS

RESOLVED, that the order of business for the conduct of the Town of Newstead Town Board meetings for the year 2020 shall be as follows:

- I - Call Meeting to Order
- II - Roll Call
- III - Pledge of Allegiance
- IV - Approval of Minutes
- V - Agenda Changes
- VI - Communications
- VII - Agenda Items Question Period
- VIII - Approval of the Bills
- IX - Supervisor's Reports
- X - Committee and Department Head Reports
- XI - Old Business
- XII - New Business
- XIII - Question Period/Privilege of the Floor
- XIV - 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 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, to be done by motion at the beginning of the meeting.

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 – Questions and comments on agenda items only shall be open to all people who wish to speak. General comments will be taken at the end of the meeting. 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 the question/comment period 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 – Privilege of the Floor or Question period. Comments and questions will be made concerning the town at this time. All questions/comments must be made in a civil polite manner and will be addressed to the Chair. No derogatory comments will be tolerated. A speaker not complying with this requirement will be asked to stop speaking and no response will be made to 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

SCHEDULE OF MEETINGS FOR 2021

Mon. Jan. 4 Organizational Mtg/WS	Mon. Jul. 5 Holiday – No Work Session
Mon. Jan. 11 Meeting	Mon. Jul. 12 Meeting
Mon. Jan. 18 Holiday - No Work Session	Mon. Jul. 19 Work Session
Mon. Jan. 25 Meeting	Mon. Jul. 26 Meeting
Mon. Feb. 1 Work Session	Mon. Aug. 2 Work Session (optional)
Mon. Feb. 8 Meeting	Mon. Aug. 9 Meeting
Mon. Feb. 15 Holiday-No Work Session	Mon. Aug. 16 Work Session (optional)
Mon. Feb. 22 Meeting	Mon. Aug. 23 Meeting
	Mon. Aug. 30 Work Session
Mon. Mar. 1 Work Session	Mon. Sep. 6 Holiday- No Work Session
Mon. Mar. 8 Meeting	Mon. Sep. 13 Meeting
Mon. Mar. 15 Work session (optional)	Mon. Sep. 20 Work Session
Mon. Mar. 22 Meeting	Mon. Sep. 27 Meeting
Mon. Mar. 29 Work Session (optional)	
Mon. Apr. 5 Work Session	Mon. Oct. 4 Work Session
Mon. Apr. 12 Meeting	Mon. Oct. 11 Holiday – no meeting
Mon. Apr. 19 Work Session	Tues Oct. 12 Meeting
Mon. Apr. 26 Meeting	Mon. Oct. 18 Work Session
	Mon. Oct. 25 Meeting
Mon. May 3 Work Session	Mon. Nov. 1 Work Session
Mon. May 10 Meeting	Mon. Nov. 8 Meeting
Mon. May 17 Work Session	Tues. Nov. 15 Work Session (optional)
Mon. May 24 Meeting	Mon. Nov. 22 Meeting
Mon. May 31 Holiday – No Work Session	Mon. Nov. 29 Work Session
Mon. Jun. 7 Work Session	Mon. Dec. 6 Safety Meeting
Mon. Jun. 14 Meeting	Mon. Dec. 13 Meeting
Mon. Jun. 21 Work Session	Mon. Dec. 20 Work Session
Mon. Jun. 28 Meeting	Mon. Dec. 27 Meeting

All Meetings will start at 7:30 p.m. unless notified of change. Prior to each Regular Board Meeting we will meet at 6:45 p.m. for work session unless notified of change. All Work Sessions will start at 7 p.m. on none meeting evenings.

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.

LETTERS REQUESTING APPOINTMENT FOR 2021

NOTE: INCUMBENTS ARE HIGHLIGHTED

Any general positions-

Parks position – Lisa Lederhouse

Any committees-

Any Secretarial position –

Attorney for the Town - **Brendan Neill**

Attorney for the Town- Deputy- **Emily Janicz**

Auditor – **Drescher & Malecki**

Conservation Committee (3) – **David Stutz, Carl Klingenschmitt, Robert Folger**

Clerk to Town Justice (2) –**Joy Wagner, Sandra Pietrowski**

Dog Control – **Dave DeYoung**

Dog Control Deputy- **David Andrew Scott DeYoung,**

Emergency Coordinator (3) – **Joe Hawes, Mike Mutter, Dan Kowalik**

Engineer –**Wendel**

Ethics Committee – **Keith Hatswell, Martha Parzych-Short**

GIS Administrator –**Robert Folger**

Grant Writer – **Rotella Management**

Highway Clerk – **Rachal Kleparek**

Historian – **Don Holmes**

Historian – Assistant – **Beverly Summe**

Library Board – **Tara Middaugh**

Network Administrator – **Christine Falkowski,**

Official Newspaper – **Akron Bugle**

Park and Buildings – **Jim Akin, Dale Gooch**

Planning Board (1) – **Andrew Kelkenberg**

Recreation Board (3) – **Tim Morgan, Jason Pragle, Mike Shilling**

Recreation Board Chairman – **Joel Gregorio**

Recreation Board Director – **Dan Roland**

Secretary to the Supervisor – **Colleen Salmon**

Sr. Citizen Van Driver (2)–**Brenda Cerasani, Jerry Szmania, Richard Long**

Town Prosecutor – **Robert Friedman**

Town Prosecutor – Deputy (1) - **Jennifer Strong**

Water Maintenance Worker – **Jim Akin**

Water Plant Operator – **Doug Heiderman**

Zoning Board (2) – John **Klodzinski, David DeRose**

SUPERVISOR'S COMMITTEE APPOINTMENTS For 2021 -

Assessment, Code Enforcement, Planning, Zoning	Burke	Dugan
Buildings	Jendrowski	Cummings
Capital Projects, Town/Village Co-Op	Burke	Pope
Celebration, Recreation	Pope	Burke
Clerical Liaison, GIS	Pope	Dugan
Conservation Council, Solid Waste	Jendrowski	Burke
Court, Dog Control	Dugan	Jendrowski
Drainage, Highway	Burke	Cummings
Finance, Insurance	Cummings	Jendrowski
Fire Companies	Dugan	Jendrowski
Library	Jendrowski	Pope
Parks	Cummings	Pope
Public Safety, Am. with Disabilities	Dugan	Burke
Senior Citizens	Pope	Cummings
Water & Sewer Administration	Cummings	Dugan

- Names listed first are designated as lead person for 2021.

2021 Town of Newstead Committees

CONSERVATION ADVISORY COUNCIL (Town Board Appointed 2 yr.)

Carl Klingenschmitt*	12-31-21
Richard Hegmann	12-31-22
Ken Koehler	12-31-22
Mary Jane Shonn	12-31-22
Lewis Tandy	12-31-22
Robert Folger	12-31-21
David Stutz	12-31-21

PLANNING BOARD (Town Board Appointed 7 yr.)

Tom Cowan*	12-31-24
Donald Hoefler	12-31-25
Andrew Kelkenberg	12-31-27
Terry Janicz	12-31-21
John Potera	12-31-23
John Olaf	12-31-26
Erik Polkowski	12-31-22

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

William Kaufman	12-31-24
Adam Burg	12-31-23
John Klodzinski	12-31-25
Fred Pask	12-31-21
Vicki Lombard	12-31-22
David DeRose (Alternate)	12-31-25
Mike Mutter (Alternate)	12-31-23

RECREATION BOARD (Town Board Appointed - 3 yr.)

Joel Gregorio*	12/31/21
Robert "Bo" Izydorczak	12/31/22
Melissa Polkowski	12/31/22
Mike Schilling	12/31/23
Tim Morgan	12/31/23
Alicia Tomporowski	12/31/21
Adam Massaro	12/31/21
Jason Pragle	12/31/23

LIBRARY BOARD (Town Board Appointed - 5 yr.)

Sue Brown	12/31/22
Robert Tiedt	12/31/21
Tara Middaugh	12/31/25
Mary Mangan	12/31/24
Suzanne Sweitzer	12/31/23

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

Neal Kreher*	09/30/22
Fred Pask	09/30/21
Anthony Dispenza	09/30/23
Stan Serwon	09/30/24
Steve Carlson	09/30/25

ETHICS BOARD (Town Board Appointed – 5 yr)

Mary Nanni	12/31/2021
Colleen Salmon	12/31/2022
Martha Parzych-Short	12/31/2025
Keith Hatswell	12/31/2025
Allison Massaro	12/31/2021
Wallace Smith	12/31/2022
Bruce Serena	12/31/2022