

## ORGANIZATIONAL MATTERS - NEWSTEAD TOWN BOARD

JANUARY 7, 2008

Supervisor Cummings called the meeting to order at 7:15 PM and led the pledge to the flag. All were present except Councilman George, who arrived at 7:20 PM

1. A motion was made by Supervisor Cummings, seconded by Councilman Finger regarding Order of Business for 2008 and the Rules of Order of Town Meetings. (See page #7)
2. A motion was made by Supervisor Cummings, seconded by Councilman Finger regarding Agenda and Conduct of Business at Regular Meetings. (See page #8 )
3. Letters requesting appointments. (Attached see page #9). A motion was made by Supervisor Cummings, seconded by Councilman Finger to accept these letters.
4. A motion was made by Supervisor Cummings, seconded by Councilman Finger that David Cummings 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 Councilman Justin Rooney as Deputy Supervisor for 2008.
6. A motion was made by Supervisor Cummings, seconded by Councilman Finger that David DeYoung be appointed Dog Control Officer for 2008.
7. A motion was made by Supervisor Cummings, seconded by Councilman Finger that Beverlee Richards be appointed Deputy Dog Control Officer for 2008.
8. A motion was made by Supervisor Cummings, seconded by Councilman Finger that Terri Bierasinski be appointed Recreation Coordinator for 2008.
9. A motion was made by Supervisor Cummings, seconded by Councilman Finger that the Recreation Director be authorized to maintain a petty cash fund of \$100.
10. A motion was made by Supervisor Cummings, seconded by Councilman Finger that the Supervisor be authorized to appoint a Secretary to the Supervisor for 2008.
11. Supervisor Cummings announced the appointment of Colleen Salmon as Secretary to the Supervisor for 2008.
12. Supervisor Cummings announced the appointment of Nancy Eckerson as Historian of the Town of Newstead for the year 2008.
13. Supervisor Cummings announced the reappointment of Don Kreher Jr. to the Drainage Committee for a term of 5 years expiring 12-31-12.
14. A motion was made by Councilman Finger, seconded by Councilwoman Esposito that Doug Swader and Jerry Szmania be reappointed Van Driver's for the Senior Van for the year 2008.
15. A motion was made by Councilman Finger, seconded by Councilwoman Esposito that Bobbie Murray be appointed Custodian of the Limerick Hall for the year 2008.
16. Town Clerk announced the following appointments for the year 2008 - Deputy Town Clerk, Full time Kathleen McLeod Lang; 2<sup>nd</sup> Deputy Clerk (PT)- Jennifer Heberling; 3<sup>rd</sup> Deputy Clerk (PT) Sandy Pietrowski; Sub-Registrar Kathleen McLeod Lang.
17. A motion was made by Councilman Finger, seconded by Councilwoman Esposito that John Good be appointed Bingo Inspector for 2008.
18. A motion was made by Councilman Finger, seconded by Councilwoman Esposito that Town Officials be paid the per mile rate as set by the IRS 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.

19. A motion was made by Councilman Finger, seconded by Councilwoman Esposito that the Town purchases a blanket bond to cover all Town Officials.
20. A motion was made by Councilman Finger, seconded by Councilwoman Esposito that the theft insurance coverage be continued at \$25,000 on all town employees and \$75,000 on the Town Clerk and Supervisor.
21. A motion was made by Councilman Finger, seconded by Councilwoman Esposito 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.
22. A motion was made by Councilman Finger, seconded by Councilwoman Esposito that the Highway Superintendent be authorized to continue the Petty Cash Fund of \$100.00.
23. A motion was made by, Councilman Finger, seconded by Councilwoman Esposito that the Bank of Akron; Chase Bank; Fleet Bank; M&T Bank; Class; 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 Finger, seconded by Councilwoman Esposito 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 Councilwoman Esposito, seconded by Councilman Rooney that "Regular" Town Board Meetings throughout the year 2008 be held at 8:00 p.m. on the 2nd and 4th Mondays of each month according to the attached schedule (see attached page #10) Work Sessions will be at 7:15 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 will be scheduled the 1st and 3rd Monday of each month at 7:30 p.m. when not conflicting with a Holiday. 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 Councilwoman Esposito, seconded by Councilman Rooney 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 Monday before a regular meeting.
27. A motion was made by Councilwoman Esposito, seconded by Councilman Rooney that Sandra Pietrowski be appointed as Clerk to Town Justice (PT) for the year 2008.
28. A motion was made by Councilwoman Esposito, seconded by Councilman Rooney that Judy Bell is appointed as Deputy Clerk to Town Justice (PT) for the year 2008.
29. A motion was made by Councilwoman Esposito, seconded by Councilman Rooney that Brian Wittlinger be appointed Clerk for the Court and William Kaufman be appointed Assistant Clerk for the Court for the year 2008.
30. A motion was made by Councilwoman Esposito, seconded by Councilman Rooney 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.

31. A motion was made by Councilwoman Esposito, seconded by Councilman Rooney that the Town brings within the coverage of Workman'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.
32. A motion was made by Councilwoman Esposito, seconded by Councilman Rooney that the Town continues Disability Insurance coverage as outlined in the resolution of 12/13/93.
33. Pursuant to the applicable provision of the Conservation Law, Supervisor Cummings appoints the following Fire Wardens: Doug Jones, Craig Frost, Craig Parker, Terry Lotz and Joe Hawes. Notice of these appointments will be submitted to the Conservation Department by February 15th.
34. A motion was made by Councilman Rooney, seconded by Councilman George 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 Association & Erie Co. Tax Receivers 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.
35. The term of Dave Wakeman on the Zoning Board of Appeals expired 12-31-2007. Dave has declined reappointment. A motion was made by Councilman Rooney, seconded by Councilman George to appoint Scott Zitzka to serve as a Zoning Board Member for a five year term expiring 12-31-2012.
36. Supervisor Cummings announced appointments to committees within the Town Board (See attached page #12).
37. The terms of Kenneth Koehler and Louis Tandy on Conservation Advisory Council expired 12/31/07. A motion was made by Councilman Rooney, seconded by Councilman George to appoint Kenneth Koehler and Louis Tandy to terms expiring 12/31/10.
38. A motion was made by Councilman Rooney, seconded by Councilman George to appoint Supervisor David Cummings as Budget Officer for 2008 at no salary.
39. A motion was made by Councilman Rooney, seconded by Councilman George that Duane Root be appointed as Town Prosecutor for the year 2008 and Robert Friedman as Assistant Town Prosecutor for 2008.
40. A motion was made by Councilman Rooney, seconded by Councilman George to appoint James Akin as Water Maintenance Worker (PT) for the year 2008.
41. A motion was made by Councilman Rooney, seconded by Councilman George to appoint Douglas Heiderman as Water Treatment Plant Operator (PT) for the year 2008.
42. A motion was made by Councilman Rooney, seconded by Councilman George to establish the sewer use rate for Sewer District #1 at \$6.99 per 1000 gallons.
43. A motion was made by Councilman Rooney, seconded by Councilman George, to establish the sewer use rate for Sewer District #2 at 7.84 per 1000 gallons.
44. The following resolution was moved by Councilman Rooney, seconded by Councilman George
 

BE IT RESOLVED, that salaries and wages are hereby established per annum for the year 2008:

Supervisor	\$28,500.00
Councilman (4)	\$8,581.00 each
Town Justice (2)	\$16,750.00 each
Superintendent of Highways	\$50,360.00

Supervisor of Highways (Refuse Tires)	\$261.00
Supervisor of Highways (Cemeteries)	\$720.00
Supervisor of Highways (Drainage)	\$2,078.00
Supervisor of Highways (Refuse District)	\$574.00
Supervisor of Highways (Parks)	\$1,188.00
Town Clerk	\$42,751.00
Town Clerk (Registrar)	\$1,000.00
Deputy Town Clerk	\$28,689.00
Deputy Town Clerk (PT)	\$11.52 per hr.
Director of Senior Services	\$41,241.00
Attorney for the Town	\$32,465.00
Assessor	\$22.74 per hr.
Code Enforcement Officer/Zoning Officer	\$42,000.00
Deputy Code Enforcement (PT)	\$23.69 per hr.
Town Prosecutor (PT)	\$6,106.00
Deputy Town Prosecutor (PT)	\$144.00per session
Network Administrator	\$1,500.00
GIS Administrator	\$1,500.00
Court Clerk (PT)	\$13.13 per hr. (plus \$0.75 Senior Clerk differential)
Deputy Court Clerk (PT)	\$11.68 per hr.
Clerks to the Court	\$11.11 per hr.
Building Dept. Administrator	\$16.73 per hr.
Clerk to the Assessor/ Building Dept.	\$11.52 per hr.
Dog Control Officer (PT)	\$7,908.00
Deputy Dog Control Officer (PT)	\$11.39 per hr.
Highway Clerk (PT)	\$14,642.00
Limerick Hall Caretaker (PT)	\$2,098.00
Bookkeeper to the Supervisor	\$16.74 per. hr.
Historian (PT)	\$1,786.00
Water Maintenance Worker (PT)	\$19.81 per hr.
Water Plant Operator	\$16.24 per hr.
Van Driver	\$10.27 per hr.
Bingo Inspector	\$11.11 per hr.
Recreation Director	\$6,335.00

Highway Department:

Labor: Starting \$11.46, Max. \$13.75  
Motor Equipment Operator: Starting \$15.83, Max. \$20.42  
Part Time Call-In Help:  
Labor: \$10.65  
Driver/Light Equipment: \$12.67  
Motor Equipment Operator: \$14.50

Summer Employees:

First Year: \$7.78  
Second Year: \$7.99  
Third year and thereafter: \$8.20  
Foreman: \$1.75 above corresponding MEO rate  
Mechanic: \$0.85 above corresponding MEO rate

45. A motion was made by Councilman George, seconded by Supervisor Cummings that Dan Caprio be appointed to the Newstead Recreation Committee representing the Akron Central School Board with Tim Morgan to serve as alternate as necessary.
46. A motion was made by Councilman George, seconded by Supervisor Cummings that the Newstead Planning Board members be paid a rate of \$30.00 per meeting attended for all local meetings held. The Chairman of the Planning Board shall receive an annual salary of \$1,800 per year.
47. A motion was made by Councilman George, seconded by Supervisor Cummings that the Zoning Board of Appeals members be paid at the rate of \$20.00 per meeting attended for all

local meetings held. The Chairman of the Zoning Board of Appeals shall receive \$25.00 per meeting for said meetings.

48. The terms of Martha Short and Dave Parzych, on the Recreation Board expired 12/31/07. They have declined reappointment. A motion was made by Councilman George, seconded by Supervisor Cummings, to appoint Mark Barszcz and Melissa Polkowski to the Recreation Board for a term to expire 12/31/2010. Richard Thomas has resigned as of 12/31/07. Motion made by Councilman George, seconded by Supervisor Cummings to appoint Mike Schilling to the Recreation Board for a term expiring 12/31/2008.
49. A motion was made by Councilman George, seconded by Supervisor Cummings that the Highway Superintendent be authorized to post roads, at his discretion, when it is in the best interest of the public.
50. A motion was made by Councilman George, seconded by Supervisor Cummings that the Sandra Sanger be appointed Clerk to the Highway Superintendent for 2008.
51. Highway Superintendent Michael Bassanello announced the appointment of David Brucker as Deputy Highway Superintendent for the year 2008.
52. A motion was made by Councilman George, seconded by Supervisor Cummings that Glenn Joachimiak be appointed Disaster Coordinator for 2008 and Daniel Kowalik, Assistant Disaster Coordinator for 2008.
53. A motion was made by Supervisor Cummings, seconded by Councilman Finger that Supervisor Cummings be appointed to the NEST Consortium for the year of 2008.
54. A motion was made by Supervisor Cummings, seconded by Councilman Finger that Committee Chairpersons be authorized to enlist the expertise of citizen advisors on their respective committees.
55. A motion was made by Supervisor Cummings, seconded by Councilman Finger that the Town Board designates the Akron Bugle the Official Newspaper of the Town for 2008.
56. A motion was made by Supervisor Cummings, seconded by Councilman Finger that Wendel Engineers, PC be retained as Engineer for the Town for 2008 at an annual rate of \$20,762.
57. A motion was made by Supervisor Cummings, seconded by Councilman Finger that Drescher & Malecki LLP be retained to provide auditing services at a rate of \$12,400 annually, \$1,100 for assistance for annual update and budgeting services at a rate of \$4,500 for 2008.
58. A motion was made by Supervisor Cummings, seconded by Councilman Finger that Nathan Neill Esq. be appointed Attorney for the Town for 2008 with a clerical allowance of \$5,654
59. A motion was made by Supervisor Cummings, seconded by Councilman Finger that following the annual review of the Town Procurement Policy; the policy shall remain in effect for 2008.  
  
Discussion was held on 2 changes proposed on the fee schedule. The Board decided to adopt the new schedule with out the proposed new fee for farm buildings construction until it can be further discussed.
60. A motion was made by Supervisor Cummings, seconded by Councilman Finger that the Town of Newstead Fee schedule be adopted as changed for 2008. (see Attached page 13&14)
61. A motion was made by Supervisor Cummings, seconded by Councilman Finger that all other existing Town policies shall remain in effect for 2008.
62. A motion was made by Supervisor Cummings, seconded by Councilman Finger that Becky Baker be appointed Network Administrator for the year 2008.

63. The term of Neal Kreher on the Assessment Review Board expired December 31, 2007. A motion was made by Supervisor Cummings, seconded by Councilman Finger, that Neal Kreher be reappointed to the Assessment Review Board for a term expiring 09/30/2012. Lisa Blemel has resigned as Board member effective 12/31/07. A motion was made by Supervisor Cummings, seconded by Councilman Finger that Patti Young be appointed to the Assessment Review Board for a term ending 09/30/2008. A motion was made by Supervisor Cummings, seconded by Councilman Finger to adjust the term ending of Janice Miller to 09/30/2011.
64. A motion was made by Supervisor Cummings, seconded by Councilman Finger that the Assessment Review Board members be paid a rate of \$50.00 per session and the Chairman of the Assessment Review Board be paid \$125 per day.
65. The term of Sue Brown on the Library Board expired on December 31, 2007. A motion was made by Councilman Finger, seconded by Councilwoman Esposito that Sue Brown be appointed to the Library Board for a term expiring 12/31/12.
66. A motion was made by Councilman Finger, seconded by Councilwoman Esposito, that Becky Baker be appointed GIS administrator for the year 2008.
67. A motion was made by Councilman Finger, seconded by Councilwoman Esposito 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 2008 are updated and documented in The Terms and Conditions Handbook.

Councilman Rooney stated he would like to decline his pay raise for 2008. Supervisor Cummings asked for him to submit a letter stating his intention to the Bookkeeper.

68. Organizational matters having been completed; a motion was made by Councilman Finger, seconded by Councilwoman Esposito that the Board close the Organization Meeting for 2008.

All motions #1-#68 were Carried Unanimously except for #62 and #66, on which Councilman Rooney voted No.

Respectfully Submitted,  
Dawn D. Izydorzak, RMC  
Town Clerk

## ORDER OF BUSINESS

RESOLVED, that the order of business for the conduct of the Town of Newstead Town Board meetings for the year 2008 shall be as follows:

- I - Call Meeting to Order
- II - Roll Call
- III - Pledge of Allegiance
- IV - Approval of Minutes
- V - Communications
- VI - Privilege of the Floor
- VII - Approval of the Bills
- VIII - Supervisor's Monthly Reports
- IX - Committee and Department Head Reports
- X - Old Business
- XI - New Business
- XII - Question Period
- XIII - 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 particular 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.

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 - The privilege of the floor shall be open to all people who wish to speak and will remain open to all who have been recognized by the Chair. 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 privilege of the floor 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 - The Question Period will be open to specific questions pertaining to any matters discussed at the current meeting. It may not be used as a time for statements that can be presented under privilege of the floor or by requesting placement on the agenda. All questions must be made in a civil polite manner and will be addressed to the Chair. No derogatory comments will be tolerated. 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 questioner that their question either cannot be answered or will not be answered. There shall be no right of any questioner to receive a response to any particular question. The Chair reserves the right to limit each person to one question and to limit the overall question period to a reasonable time period in the Chair's sole discretion. The time period for questions from the floor shall be limited to 20 minutes unless extended by the Chair.



## LETTERS FOR 2008 APPOINTMENT

NOTE: INCUMBENTS ARE HIGHLIGHTED

Any Secretarial position – Tracy Gregg, Anne Alba, Joanne Kostanciak, Melissa Polkowski

Attorney for the Town - **Nathan Neill**  
Auditor - **Drescher & Malecki**  
Bingo Inspector – **John Good**  
Board of Assessment Review – Patty Young , **Lisa Blemel (declined)**  
Building Department Administrator- **Christine Falkowski**  
Building Inspector- part time – Joseph Kowalik  
Conservation Committee – **Lewis Tandy, Ken Koehler**, Scott Gee  
Clerk to Town Justice – **Sandra Pietrowski; Judith Bell**  
Clerk for the Court- **Brian Wittlinger, Bill Kaufmann**, Mary Vaughn  
Community Advise ment Committee- Eric Polkowski  
Custodial – John Gregg, Tracy Gregg, Vern Prieur  
Deputy Town Prosecutor – **Robert Freidman**  
Disaster Coordinator – **Glenn Joachimiak**  
Disaster Coordinator Assistant – **Dan Kowalik**  
Dog Control – **David DeYoung**,  
Dog Control Deputy- **Beverlee Richards**  
Drainage Committee – **Don Kreher Jr**, Scott Gee  
Engineer - **Wendel Engineers, P.C.**  
GIS Administrator – **Becky Baker**  
Grant Writer – **Anne Siske**  
Highway Clerk - **Sandra Sanger**,  
Highway Department- John Gregg, Jeffery Meacham  
Historian - **Nancy Eckerson**  
Library Board – **Sue Brown**  
Network Administrator – **Becky Baker**  
Official Newspaper - **Akron Bugle**  
Planning Board – Charles Carter, Eric Polkowski  
Recreation Board – Mark Barszcz, Mike Schilling, Melissa Polkowski  
Recreation Director – **Terri Biersanski**  
Secretary to the Supervisor – **Colleen Salmon**  
Sr. Citizen Van Driver – **Douglas Swader , Jerry Szmania**  
Town Attorney – **Nathan Neill**  
Town Clerk Deputy – **Kathleen Lang**,  
Town Prosecutor -**Duane Root**,  
Water Maintenance Worker – **Jim Akin**  
Water Plant Operator – **Doug Heiderman**  
Zoning – Patty Young, Scott Zitzka , Charles Carter, Eric Polkowski

## SCHEDULE OF MEETINGS FOR 2008

Mon. Jan 7 Organizational Meeting  
Mon. Jan 7 Work Session  
Mon. Jan. 14 Meeting  
Mon. Jan. 21 Work Session  
Mon. Jan. 28 Meeting

Mon. Feb. 4 Work Session  
Mon. Feb. 11 Meeting  
Mon. Feb. 18 Holiday-no meeting  
Mon. Feb. 25 Meeting

Mon. Mar. 3 Work Session  
Mon. Mar. 10 Meeting  
Mon. Mar. 17 Work session  
Mon. Mar. 24 Meeting  
Mon. Mar. 31 Work Session (optional)

Mon. Apr. 7 Work Session  
Mon. Apr. 14 Meeting  
Mon. Apr. 21 Work Session  
Mon. Apr. 28 Meeting

Mon. May 5 Work Session  
Mon. May 12 Meeting  
Mon. May 19 Work Session  
Mon. May 26 Holiday – no Meeting

Mon. Jun. 2 Work Session  
Mon. Jun.9 Meeting  
Mon. Jun.16 Work Session  
Mon. Jun.23 Meeting  
Mon. Jun 30 Work Session (optional)

Mon. Jul. 7 Work Session  
Mon. Jul. 14 Meeting  
Mon. Jul. 21 Work Session  
Mon. Jul. 28 Meeting

Mon. Aug. 4 Work Session  
Mon. Aug. 11 Meeting  
Mon. Aug. 18 Work Session  
Mon. Aug. 25 Meeting

Mon. Sep. 1 Holiday- no meeting  
Mon. Sep. 8 Meeting  
Mon. Sep. 15 Work Session  
Mon. Sep. 22 Meeting  
Mon Sep. 29 Work Session (optional)

Mon. Oct. 6 Work Session  
Mon. Oct. 13 Meeting  
Mon. Oct. 20 Work Session  
Mon. Oct. 27 Meeting

Mon. Nov. 3 Work Session  
Mon. Nov. 10 Meeting  
Mon. Nov. 17 Work Session  
Mon. Nov. 24 Meeting

Mon. Dec. 1 Safety Meeting  
Mon. Dec. 8 Meeting  
Mon. Dec. 15 Work Session  
Mon. Dec. 22 Meeting  
Mon Dec. 27 Work Session (optional)

All work sessions will start at 7:30 p.m. unless notified of change. Prior to each Regular Board Meeting we will meet at 7:15 p.m. for work session.

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.

## 2008 Town of Newstead Committees

### **CONSERVATION ADVISORY COUNCIL** (Town Board Appointed 3 yr.)

Carl Klingenschmitt*	12-31-09
Richard Hegmann	12-31-08
Ken Koehler	12-31-10
Edmund Burke	12-31-08
Louis Tandy	12-31-10
Robert Folger	12-31-09
Norman Naab	12-31-09

### **DRAINAGE COMMITTEE** (Supervisor Appointed 5 yr.)

Daniel Kowalik	12-31-11
Donald Kreher, Jr.*	12-31-12
Jim DeYoung	12-31-08
Robert Wideman	12-31-08
Michael Rushok	12-31-11

### **PLANNING BOARD** (Town Board Appointed 7 yr.)

Tom Cowan*	12-31-10
Donald Hoefler	12-31-11
Andrew Kelkenberg	12-31-11
Terry Janicz	12-31-12
John Potera	12-31-09
John Olaf	12-31-12
Rick Meahl	12-31-08

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

William Kaufman*	12-31-09
Peter Randall	12-31-08
John Klodzinski	12-31-10
Charles Kepplar	12-31-11
Scott Zitzka	12-31-12

### **RECREATION BOARD** (Town Board Appointed - 3 yr.)

Joel Gregorio	12/31/09
Adam Stoltman	12/31/09
Mark Barszcz	12/31/10
Melissa Polkowski	12/31/10
Mike Schilling	12/31/08
Paul Nowak*	12/31/08

### **LIBRARY BOARD** (Town Board Appointed - 5 yr.)

Sue Brown*	12/31/12
Ray Carlo	12/31/11
Cheryl Esposito	12/31/10
Kathy Chubb	12/31/09
Suzanne Sweitzer	12/31/10

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

Neal Kreher	09/30/12
Janice Miller*	09/30/11
Patti Young	09/30/08

## SUPERVISOR'S COMMITTEE APPOINTMENTS 2008

Am. with Disabilities Coord. Assessment Buildings	Rooney , Finger George, Esposito Finger, Cummings
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Capital Projects Liaison Celebration Clerical Liaison	Cummings, George Esposito, Cummings Esposito, George
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Code Enforcement Conservation Council Dog Control	George, Esposito George, Rooney Esposito, Rooney
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Drainage Finance GIS	Rooney, Finger Cummings, Esposito Cummings, Rooney
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Highways Insurance Library	Rooney, Cummings Cummings, Esposito Esposito, Finger
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Parks Planning /Zoning Board Liaison Public Safety	Finger, Cummings George, Cummings Cummings, Finger
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Recreation Senior Citizens Solid Waste	Rooney, Cummings Finger, Cummings Finger, Rooney
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Town/Village Cooperation Water & Sewer Administration	Cummings, George Cummings, George

- Names listed first are designated as Chairman for 2008.

**Town of Newstead Fee Schedule – January 7, 2008**  
 (minimum building permit fee is \$50.00)

<b>Building permit 6 month renewal (10% of original permit fee or \$50 whichever is more) minimum</b>	<b>50.00</b>
<b>New residential construction</b>	<b>.20/SF</b>
<b>Residential Addition (up to 400 square feet above will be calculated as new construction)</b>	<b>.50/SF</b>
<b>Residential Accessory Structures (Garages, Barns, Etc.)</b>	<b>.10/SF</b>
<b>Residential remodeling</b>	<b>.20/SF</b>
<b>Other Residential Construction (Roofs, siding, decks etc.)</b>	<b>50.00</b>
<b>New Commercial Construction</b>	<b>.30/SF</b>
<b>Commercial Addition</b>	<b>.60/SF</b>
<b>Building without a permit – DOUBLE the FEE</b>	
<b>Certificate of Occupancy</b>	<b>25.00</b>
<b>Certificate of Compliance</b>	<b>25.00</b>
<b>Driveway permit with culvert</b>	<b>275.00</b>
<b>Driveway permit without culvert</b>	<b>50.00</b>
<b>Demolition</b>	<b>50.00</b>
<b>Review by Town Engineer, if necessary minimum</b>	<b>150.00</b>
<b>Fill/Excavation/Pond permit engineering fees</b>	<b>50.00 +</b>
<b>Fire Inspection (\$25 for first 2,000 SF then \$.01/SF above 2,000 SF)</b>	<b>25.00 +</b>
<b>Flood Zone development permit</b>	<b>50.00</b>
<b>Fuel Tank installation/removal (including 500+ gallon propane)</b>	<b>50.00</b>
<b>Junk yard annual permit</b>	<b>150.00</b>
<b>Manufactured homes</b>	<b>55.00</b>
<b>Mining (Sand banks, gravel pits and pit excavation) base fee</b>	<b>1500.00</b>
<b>Each cu yd or part thereof above 20,000 cu yd</b>	<b>.05/cu yd</b>
<b>or 2000.00 annually</b>	
<b>(Topsoil) base fee</b>	<b>250.00</b>
<b>Each 1,000 sq ft or part thereof above 5,000 sq ft</b>	
<b>50.00/1000sq ft</b>	
<b>Public Improvement Projects - \$0-\$250,000</b>	<b>10%</b>
<b>- \$250,001-\$500,000</b>	<b>9.5%</b>
<b>- \$500,001-\$750,000</b>	<b>9%</b>
<b>- \$750,001-\$1,000,000</b>	<b>8.5%</b>
<b>- \$1,000,001 and up</b>	<b>8%</b>
*Under \$1,000,000 fees are to be paid to Town prior to start	
*Over \$1,000,000 – 50% of fee to be paid to Town prior to start and when 50% is down to 25%, balance is due	
*Additional inspections may be required by Town Engineer	
*Performance bond not to exceed 120% of cost of installation for improvements	
*Maintenance guarantee not to exceed 2 years 15% of cost	
<b>Rezoning (10 acres or Less)</b>	<b>500.00 +</b>
<b>Engineering Fees</b>	
<b>Rezoning (more than 10 acres)</b>	<b>+25.00</b>
<b>per acre</b>	
<b>Signs Permanent (fixed or movable)</b>	<b>50.00</b>
<b>Site Plan Review - Up to and including 1 acre (disturbed)</b>	<b>250.00</b>
<b>- Over 1 acre up to 5 acres (disturbed)</b>	<b>500.00</b>
<b>- Over 5 acres up to 10 acres (disturbed)</b>	<b>1000.00</b>
<b>- Over 10 acres</b>	<b>1000.00</b>
<b>+ 25.00 per acre</b>	
<b>- Sign Review (includes Permit Fee)</b>	<b>100.00</b>
<b>- Engineering Fee</b>	<b>150.00</b>
<b>minimum</b>	
<b>Special Use Permit - Filing</b>	<b>100.00</b>
<b>- Renewal</b>	<b>50.00</b>
<b>Operating Permit -</b>	<b>50.00</b>
<b>Subdivision - Minor application (includes 650.00 greenspace fee and engineering fee)</b>	
<b>1000.00/lot</b>	
<b>- Major application (includes 800.00 greenspace fee)</b>	
<b>1000.00/lot</b>	
<b>- Engineering fee</b>	<b>150.00</b>
<b>minimum</b>	
<b>-Subdividing without permit</b>	<b>Normal</b>
<b>Fee + 500.00</b>	
<b>Telecommunication Tower – up to 175ft.</b>	<b>3000.00</b>
<b>- each foot above 175ft</b>	<b>+</b>
<b>50.00/ft</b>	
<b>- New tower permit fee</b>	<b>500.00</b>
<b>- Co-location</b>	<b>100.00</b>

<u>Town Code Book</u> – hardcover		140.00
- Chapter 100 Zoning		15.00
<b><u>Variance Request to Zoning Board</u></b>		<b>150.00</b>
<u>Water Tap In</u> – In areas operated by the town (add costs associated with larger services or extreme working conditions)		
650.00min		
- In areas operated by Erie County Water Authority		set by
ECWA Tariff		
- Inspection of water service by Town		25.00
<u>Town Clerk Fees:</u>		
Marriage License/Certified Copy		
40.00/10.00		
Duplicate Tax Bill		
1.00/receipt		
Miscellaneous Copy		.25
Town Map		1.00
Recycle Bin		6.00
Master Plan Copy		15.00
Water service turn-on fee WD#1 and WD#3		20.00
<u>Dog License</u> -spayed/neutered	8.00	
- un-spayed/un-neutered	16.00	
- <b>new tag fee</b>	<b>2.00</b>	
- returned dog fee	25.00 plus expenses	
- dog adoption fee	55.00	
- dog violation penalties: 1 <sup>st</sup> conviction	not less than 25.00, but not more than 50.00	
2 <sup>nd</sup> conviction within 12 months	100.00	
3 <sup>rd</sup> conviction within 36 months	300.00	
<b>Returned Check Fee</b>		<b>20.00</b>