

## **01/06/10 Town Board Minutes**

A regular meeting of the Elma Town Board was held on Wednesday, January 6, 2010, at 8:00 PM, Elma Town Hall, 1600 Bowen Road, Elma, New York, with the following members present:

Supervisor Michael Nolan  
Councilman Thomas Fallon  
Councilman Tracy Petrocy  
Councilman Dennis Powers-Absent  
Councilman Dean Puleo

Also: Town Attorney Phyllis Todoro  
Building Inspector Joseph Colern  
Highway Superintendent Wayne Clark-Absent  
Water Superintendent Eugene Stevenson  
Town Engineer James Wzykiewicz

Approximately 17 people attended the meeting.

The meeting was opened with the reciting of the Pledge of Allegiance.

Councilman Puleo made the motion and Councilman Fallon seconded the motion to approve the minutes from the December 16, 2009 meeting.

Ayes-4. Noes-0. Carried.

### **Department Reports**

Building Inspector Joseph Colern presented the monthly report for December 2009 with 11 permits issued, fees collected of \$6,192.27, with an estimated value of construction of \$921,420.

Water Superintendent Eugene Stevenson noted the flushing program will be completed next week; the backflow program is in progress. Water testing at the Town facilities is being worked on and the Water Annual report is complete along with the Emergency Plan and Inspection.

Supervisor Nolan read the 2010 Organizational Agenda into the minutes:

## 2010 Organizational Agenda

The following rules of procedure for the year 2010 shall be adopted:

1. Call to order by the Supervisor.
2. Pledge of Allegiance.
3. Minutes of the last meeting approved.
4. Public Hearings.
5. Reports from Department Heads.
6. All persons wishing to be heard in favor or against any item or items on the Agenda shall be heard as they appear on the Agenda.
7. Recess. This is to give the Committee a chance to meet and formulate reports.
8. Reports from Committees.
9. Action on Committee reports.
10. Appointment of new committees to fill vacancies.
11. Reading of Communications. Only communications filed with the Clerk prior to 12:00 p.m. (noon) of the day prior to a meeting shall receive consideration at the meeting and any filed later than that may be considered only upon the unanimous consent of the Board members present.
12. Actions shall be taken on Communications.
13. Approval of Warrant.
14. Privilege of the floor.
15. Adjournment.

Any official elected or appointed, who attends the sessions at the Association of Towns meeting in New York City in February 2010 will be allowed the necessary expenses incurred in attending this meeting.

Dennis Powers shall be the delegate to the Association of Towns.

Bank Depositories: J.P. Morgan Chase for the Town Clerk, Receiver of Taxes, Justices, General Fund, Highway Fund, Special District Fund, Water District Fund, Trust and Agency Fund & Capital Reserve Fund. In addition funds may also be deposited in HSBC, M & T Trust, Bank of Alden, Bank of America and Citizens Bank.

The Investment Policy adopted February 1, 1995 shall be followed.

Town Hall hours shall be 8:00AM to 4:00PM year round.

The Official Newspaper shall be the Elma Review.

The Auditor shall be Drescher and Malecki LLP.

The first and third Wednesday of each month shall be official regular meeting dates for the Town Board to be held at the Town Hall at 7:00 p.m. E.S. or D.S. time. Work Session of the Town Board will be the second Wednesday, times to be announced in advance. These meetings are Official Meetings open to the Public. Regular meetings may be omitted or dates changed where a conflict of such regular meeting exists with Holidays or other official business or at the call of the Supervisor. All other meetings shall be at the call of the Supervisor, the time and place to be made known by him upon notice of such meeting. Town Board will only meet on the third Wednesday for June, July and August. All Department Heads, both Elected and Appointed may purchase equipment and goods from the New York State or Erie County bid list providing they comply with the adopted Purchasing Policy of the Town.

All Town Department Heads and Elected Officials are required to pay 10% of the cost of health care insurance provided by the Town. Non Union employees are to contribute 10% of health insurance cost.

The following shall be the yearly salaries of the Town Official payable bi-weekly:

Supervisor \$61,840

Justices (each) \$31,239

Councilmember's (each) \$13,165

Town Clerk/Tax Receiver \$52,828

Assessor \$47,828

Highway Superintendent \$54,764

Officials shall be allowed \$.50 per mile for the use of their cars for official Town business upon presentation of a mileage log to the Town. Mileage rate is according to the IRS guidelines and will be adjusted during the year if warranted.

The Supervisor appoints Councilman Dean Puleo as Deputy Town Supervisor.

Phyllis Todorov is re appointed as Town Attorney

Rosemary Bapst is re appointed as Deputy Town Attorney

James Wyzykiewicz is re appointed as Town Engineer

The Supervisor announced the re-appointment of Robert Newton as Town Historian for 2010.

The Highway and Water Department wages are set as per the collective bargaining agreement.

Full time employees with 1-year service shall receive one-week vacation with pay; 3

years service two weeks with pay; 5 years service three weeks with pay. Employees with over ten year's service receive four weeks vacation with pay. Also twelve days sick leave allowed each year. The twelve days sick leave may be accumulated up to 165 days. Personal leave of 3 days shall be allowed each year.

The salary of the Building Inspector and Zoning Officer shall be set at \$55,592 for 2010. He shall submit monthly reports of all building permits issued.

The Water Superintendent's salary shall be set at \$55,343 for the year 2010.

The Court Clerk to Town Justice Sakowski will receive \$15.35 per hour for 2010. The Court Clerk to Town Justice Pierce will receive \$14.08 per hour. The appointment of Donna Dimitroff as Court Clerk for Judge Pierce is confirmed. The appointment of Deborah Sanfilippo as Court Clerk for Judge Sakowski is confirmed.

Joseph Colern, Gary Haas, Ronald Olson, Gary Cervi, Howard Winkler, Matthew Kalinowski and Richard Ruzewski shall be re-appointed as Special Police. Ray Balcerzak and Robert Johnston shall be appointed as Special Police.

Michael Cirocco is re-appointed to a 7-year term on the Planning Board.

Thomas Reid is designated Chairman of the Planning Board.

Gregory Kalinowski shall be alternate for the Planning and Zoning Boards.

Bryant Zilke is designated Chairman of the Conservation Board.

Marc Schneckenberger is appointed to a 7-year term on the Conservation Board.

Kerry Galuski is appointed Conservation Board Secretary.

Harry Kaczmarek is re-appointed to a 5-year term on the Zoning Board of Appeals.

Donald Trzepacz is designated Chairman of the Zoning Board of Appeals.

John Simme is re-appointed to the Assessment Board of Review with term ending in 2014.

John Simme is re-appointed as Chairman of the Assessment Board of Review.

Grievance day for the Assessment Board of Review will be set for June 1, 2010.

Zoning, Planning & Conservation Board members and alternate shall be paid \$45.00 per meeting attended. The Chairmen shall be paid \$50.00 per meeting attended.

Ellen McGreevy shall be re-appointed to a 5 year term to the Library Board ending in 2014.

Jay Ricketts shall be re-appointed to a 5 year term to the Library Board ending 2015.

Ed Sauer is re-appointed as Disaster Coordinator.

Mark Kowalski is re-appointed as Assistant Disaster Coordinator.

Robert Johnston shall be appointed as Dog Control Officer for the year 2010 at a salary of \$5,356.

Supervisor Nolan re-appointed Kerry Galuski as Bookkeeper full time at an hourly rate of

\$15.76 per hour.

Victoria Defoe is re-appointed as Recreation Supervisor, Senior Citizens PT at an hourly rate of \$13.13 per hour.

Doreen Schafer is re-appointed as Deputy Receiver of Taxes and Assessments at an hourly rate of \$15.69 per hour.

Daniel Clark is re-appointed as Caretaker of the Water Department.

Betsy Previty is re-appointed as Caretaker of the Senior Center.

Jennifer Ginter shall be re-appointed as Secretary, Zoning Board.

Diane Rohl shall be re-appointed as Secretary of the Planning Board.

Patricia King is re-appointed as Records Management Officer at no additional salary.

Patricia King is re-appointed as Registrar of Vital Statistics at a salary of \$1,000.00 for 2010. Jennifer Ginter is appointed as Deputy Registrar of Vital Statistics at a salary of \$500.00 for 2010. All fees collected will be payable to the Town.

The Town Clerk re-appoints Jennifer Ginter as Deputy Town Clerk and Deputy Receiver of Taxes \$15.69 per hour and Tara Grambo as second Deputy Town Clerk at \$12.14 per hour.

Jennifer Ginter is also re-appointed by the Town Clerk as Records Management Clerk at no additional salary.

The Supervisor announced the following committees for 2010.

The first name shall be Chairman:

Sanitation Fallon-Powers

Street Lighting Fallon - Petrocy

Planning & Zoning Puleo - Powers

Subdivision & Highways Powers - Fallon

Board and Clerk Petrocy - Puleo

Assessment Puleo - Petrocy

Finance & Audit Powers - Puleo

Cap Imp & Parks Fallon - Petrocy

Laws, Leg & Signs Puleo - Powers

Youth Recreation Powers - Fallon

Main, Grounds & Equip Fallon - Petrocy

Personnel Puleo - Powers

Business Petrocy – Puleo

Senior Rec, Water, Cable Petrocy – Fallon

Councilman Fallon made the motion and Councilman Puleo seconded the motion to accept the Organizational Agenda as read. Ayes-4. Noes-0. Carried.

All have received the Planning, Zoning and Conservation Board and Design Guidelines Committee minutes that apply.

Next Work Session will be Wednesday, January 13, 2009 at 6:00PM.

Meeting adjourned at 8:20PM. All in Favor.

Respectfully submitted,

Patricia King  
Town Clerk