TOWN OF CAMBRIA TOWN BOARD

January 11, 2018

The regular meeting of the Town of Cambria Town Board was held at 7:00 pm on the 11th day of January 2018 at the Town Hall, 4160 Upper Mountain Road, Town of Cambria, New York.

BOARD MEMBERS PRESENT:

ALSO PRESENT:

Wright H. Ellis, Supervisor Matthew P. Foe, Councilman Jeffrey S. Hurtgam, Councilman Randy M. Roberts, Councilman Joseph Ohol, Councilman Tamara J. Cooper, Town Clerk Jon MacSwan, Highway Superintendent Robert Roberson, Attorney David Godfrey, Legislator 8 interested individuals

Following salute to the flag, Supervisor Ellis called the regular meeting to order. The Board members took action upon the following matters:

APPROVAL OF MINUTES

Upon a motion duly made by Councilman Ohol and seconded by Councilman Foe, it was resolved to approve the Minutes of the Town Board meeting of December 14, 2017.

Ayes: Ellis, Foe, Hurtgam, Ohol, Roberts -Motion Carried-

APPROVAL OF VOUCHERS

Having been reviewed by the Town Board, the following claims were presented for payment:

December 31, 2018				
General Fund	Claims	622-656	\$	36,089.01
Highway Fund	Claims	221-226	\$	24,469.09
Refuse Fund	Claims	19 & 20	\$	28,792.47
Sewer Operating Fund	Claims	51-55	\$	13,928.35
Trust & Agency	Claims	34-36	\$	501.64
Water Operating Fund	Claims	200-207	\$	2,766.01
January 11, 2018				
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General Fund	Claims	1-25	\$	32,633.21
Highway Fund	Claims	1-5	\$	21,162.48
Sewer Operating Fund	Claims	1	\$	7.80
Trust & Agency	Claims	1	\$	2,030.95
Water Operating Fund	Claims	1-7	\$	28,796.34

Upon a motion duly made by Councilman Hurtgam and seconded by Councilman Roberts, it was resolved that the abstract of audited vouchers dated December 31, 2017 and January 11, 2018, be approved as read by the Town Clerk.

Ayes: Ellis, Foe, Hurtgam, Ohol, Roberts -Motion Carried-

TOWN OF CAMBRIA RE-ORGANIZATIONAL MEETING

1. Town Board Meeting 2nd Thursday of each month at 7 PM at the Town Hall;

Work meeting as scheduled

2. Planning Board Meeting 3rd Monday of each month at 7 PM at the Town Hall; Exceptions due to

conflicts relating to certain holidays:

3. Zoning Board Meeting 4th Monday of each month at 7 PM at the Town Hall: Exceptions due to

conflicts relating to certain holidays:

4. Newspaper Publications Authorize advertising in Union Sun & Journal or Niagara Gazette, as needed

5. Official Banks KeyBank (Sanborn/Cambria) for Town Justices

M & T Bank (Lockport) for all other departments

6. Authorize Supervisor to invest money in accordance with the Investment Policy as reviewed and approved

7. Approve 2018 Fee Schedule

8. Authorize Department Heads and Elected Officials and/or their designees to attend monthly and regional association meetings / training schools as scheduled.

9. APPOINTMENTS:

Assessment Review Board Suzanne Pude, five-year term

expiring 9/30/2022

Buildings-Grounds Maintenance Manager Jon T. MacSwan, one-year term

Cambria Housing Authority Rae Amacher, five-year term

expiring 4/18/2022

Cemetery Superintendent Jon T. MacSwan, one-year term

Cemetery Supt. Assistant Steven M. Kroening, one-year term

Computer Tech. Committee Matthew P. Foe, one-year term

Lynn J. Schlemmer, one-year term

Drainage CommitteeMatthew P. Foe, one-year term

Joseph Ohol, one-year term Steven M. Kroening, one-year term Jon T. MacSwan, one-year term

Ethics Board Lou Ann Murawski, three-year term

expiring 12/31/2020

Highway Foreman Steven M. Kroening, one-year term

Justice Court Clerks Joy W. Caldwell, one-year term

M. Sandra Jowdy, one-year term

Planning Board Chairman William J. Amacher, one-year term

Planning Board Member Roger Schreader, Sr, five-year term

expiring 12/31/2022

Planning Board Alternate Michael Sieczkowski, one year term

Records Management Officer Tamara J. Cooper, one-year term

Baseball Director Rodney Hogg, one-year term

Town Park-Youth Program Chairman George J. Bush, one year term

Town Park-Youth Program CommitteeMargaret A. Mayer, one year term

Thomas H. Seefeldt, one year term Susan R. Wendt, one year term

Water-Sewer Department Manager Jon T. MacSwan, one-year term

Water-Sewer Department Foreman Daniel S. Shoop, one-year term

Zoning Board of Appeals Chairman Peter A. Smith, one-year term

Zoning Board of Appeals Member Bradley Rowles , five-year term

expiring 12/31/2022

Zoning Board Alternate Cheryl L. Shoop, one-year term

10. Approve the 2018 Town of Cambria Volunteer Firemen's Service Award point system for Cambria and Pekin Fire Companies

11. Authorize Supervisor to sign and pay contracts/agreements as follows:

Cambria Housing Authority	10,000.00
Dale Association	5,000.00
Friendship Club	1,000.00
Inter-Community Services	250.00
Niagara Community Action Program	2,500.00
Niagara Military Affairs Council (NIMAC)	1,500.00
Ransomville Library	3,985.00
S P C A of Niagara County	10,224.00

Sanborn-Pekin Library	35,000.00
Sanborn Post 969 - American Legion	500.00
Sanbornites	4,000.00
Union Cemetery of Northeast Cambria	1,000.00

- 12. Authorize Supervisor to pay all utilities, refuse, medical insurance, authorized payroll deductions, charge account invoices and postage as billed
- 13. Designation of C. W. Baker Insurance Agency, Inc. as Agent for Town Insurance
- 14. Authorize Supervisor to hire Engineer and Attorney as needed
- 15. Authorize rate of pay (annual) for Town Employees-Officers as follows:

Administrative Assistant	59,562.00	Historian	3,500.00
Assessor	43,600.00	Historian - Deputy	1,400.00
Baseball Director	3,545.00	Records Management Officer	1,926.00
Budget Officer	3,095.00	Recreation Director	8,085.00
Building Inspector	27,300.00	Registrar Vital Stats	1,135.00
Building/Grounds Manager	2,875.00	Registrar Vital Stats - Deputy	597.00
Cemetery Superintendent - Assistant	1,950.00	Sewer-Water Manager	1,930.00
Foreman - Highway	1,417.80	Tax Collector - Deputy	1,525.00
Foreman - Sewer - Water	3,859.29	Town Clerk - Deputy I	36,604.00

16. Authorize pay rates for Town Employees as follows:

Department	Position	Full Time per hour	Seasonal per hour
Highway	Laborer		10.40
	Mechanic	24.47	
	Truck Driver	N/A	11.00 to 12.00
	Motor Equipment Operator	24.47	

Water - Sewer	Laborer		10.40
	Maintenance - Sewer	24.47	
	Maintenance -Water	24.47	

17.	Elections - Voting Machine Inspectors	25.00	per machine/per occasion
18.	Assessment Review Board - Member	105.00	first day
		85.00	additional day(s)
	- Secretary	13.30	per hour
19.	Planning Board - Chairman	110.00	meeting
	- Member	72.00	meeting
	- Alternate	30.00	meeting
20.	Zoning Board - Chairman	110.00	meeting
	- Member	72.00	meeting
	- Alternate	30.00	meeting
21.	Town Park-Youth Program - Chairman	35.00	meeting
	- Member	30.00	meeting
22.	Assessor Clerk	15.50	per hour
23.	Executive Secretary	18.80	per hour
24.	Groundsperson I	11.70	per hour
25.	Groundsperson II	11.20	per hour
26.	Highway Clerk	14.70	per hour
27.	Justice Clerk	18.70	per hour
28.	Justice Court Officers	20.60	per hour
29.	Laborer - Buildings	14.00	per hour
30.	Laborer - Town Park	10.70	per hour
31.	Planning/Zoning Clerk	15.50	per hour
32.	Town Clerk - Deputy II	14.95	per hour
33.	Water Clerk	15.50	per hour

34. Payroll Schedule:

- General, Highway, Water, Sewer, Drainage and Summer Recreation are paid bi-weekly.
- Monthly positions are processed with the last bi-weekly pay of the month.
- 35. Terms specified for one year will expire 12/31/2018.

Upon a motion duly made by Councilman Foe and seconded by Councilman Ohol, it was resolved to approve the January 11, 2018, re-organizational appointments, meeting schedules, salary schedules and various authorizations numbered 1-35.

Roll Call Vote:

Ayes: Ellis, Foe, Hurtgam, Ohol, Roberts -Motion Carried-

SUPERVISOR/TOWN CLERK/ APPOINTMENTS

Supervisor Ellis announced the following appointments:

- Joseph Ohol, Deputy Town Supervisor
- Town Board Liaison Appointments:
 - -Councilman Matthew Foe, Highway, Water and Sewer Departments
 - -Councilman Jeffrey S. Hurtgam, Youth Programs & Town Park
 - -Councilman Randy Roberts, Planning Board
 - -Councilman Joseph Ohol, Zoning Board of Appeals

On behalf of the Tax Collector Debbie Littere, Janelle Kroening has been appointed as the Deputy Tax Collector for 2018.

Town Clerk, Tamara J. Cooper, announced the following appointments:

- Paula N. Jones, Deputy Clerk I
- Jennifer L. Wrate, Deputy Clerk II

Highway Superintendent, Jon MacSwan, announced the following Highway appointment:

Steven Kroening, Deputy Highway Superintendent

ANNUAL FINANCIAL REPORT SUBMITTAL

Supervisor Ellis indicated Town Board authorization is required to permit the submittal to the Town Clerk of the Annual Report which is provided to the State Comptroller by March 31st.

Upon a motion duly made by Councilman Ohol and seconded by Councilman Roberts, it was resolved to authorize the Town Supervisor to submit to the Town Clerk a copy of the annual financial report for 2017 within the time frame, including any extensions allowed by the State Comptroller, as set forth in the Town Law and the General Municipal Law.

Ayes: Ellis, Foe, Hurtgam, Ohol, Roberts -Motion Carried-

OFFICIAL UNDERTAKING OF MUNICIPAL OFFICERS

Supervisor Ellis indicated the Official Undertaking of Municipal Officers is a requirement for the Town. It carries insurance to protect the Town in case of improper behavior by a Town Official that would cost the Town money. The Town would be covered so that it would not suffer a loss.

WHEREAS, various sections of New York State Town Law and Public Officers Law require that certain officials execute an Official Undertaking; and

WHEREAS, the Town Board of the Town of Cambria hereby requires the Town Justice to execute said Official Undertaking as required by said law;

NOW, THEREFORE BE IT RESOLVED, that the Town Board of the Town of Cambria approve the document entitled õTown of Cambria Official Undertaking of Municipal Officersö as to its form and manner of execution and the sufficiency of the insurance;

BE IT FURTHER RESOLVED, that each Town official, as above-identified, shall individually sign the official undertaking in the time period provided by law (30 days after commencement of term of office); and

BE IT FURTHER RESOLVED, that said Official Undertaking containing the notarized signatures of those named municipal officials be filed in the office of the Town Clerk, as well as the original copies of the insurance policies indicating the sufficiency of the sureties to indemnify the Town against losses which may arise from failure of such officials to properly discharge their duties.

Upon a motion duly made by Councilman Foe and seconded by Councilman Hurtgam, it was resolved to approve the Official Undertaking of municipal officers as set forth in the resolution.

Ayes: Ellis, Foe, Hurtgam, Ohol, Roberts -Motion Carried-

TOWN CLERK REPORTS

The Town Clerk reported receipt of the following:

Town Clerk Report December: Total Receipts: \$11,337.85
 Town Clerk Report YE 2017 Total Receipts: \$482,206.80

• Building Inspector Report December: Total fees collected: \$ 2,299.85

Total estimated value of construction: \$307,352.09

Mount View Cemetery YE 2017

• In receipt of a letter from the DOT regarding Thrall Rd speed limit reduction and they are initiating a traffic engineering investigation and they will contact the Town at the conclusion with their findings

Total Receipts: \$7,900.00

 Letter from Cambria Fire Company requesting the removal of the following members from the active roster:

Robert Leary- Upper Mt. Rd.
Haillie Rotoli- Lower Mt. Rd.
Kimberly Salerno (Rotoli)-Lower Mt. Rd.
Anderew Dysard-West Creek Drive, Niagara Falls
Ray Schultz-Upper Mt. Rd.
Mark Printup-Buffalo St.
James Gray- Cambria Wilson Rd.
Brent Stoltman-Lower Mt. Rd.

Upon a motion duly made by Councilman Roberts and seconded by Councilman Ohol, it was resolved to remove Robert Leary- Upper Mt. Rd., Haillie Rotoli- Lower Mt. Rd., Kimberly Salerno (Rotoli)-Lower Mt. Rd., Anderew Dysard-West Creek Drive, Niagara Falls, Ray Schultz-Upper Mt. Rd., Mark Printup-Buffalo St., James Gray- Cambria Wilson Rd., Brent Stoltman-Lower Mt. Rd from the Cambria Volunteer Fire Co active roster.

Ayes: Ellis, Foe, Hurtgam, Ohol, Roberts -Motion Carried-

• In receipt of the 2018 Rosters from Cambria and Pekin Fire Companies

Upon a motion duly made by Councilman Foe and seconded by Councilman Hurtgam, it was resolved to approve the 2018 rosters of Cambria Volunteer Fire Company and the Pekin Fire Company in order that the members be covered under the Town's Workmen's Compensation Plan.

Ayes: Ellis, Foe, Hurtgam, Ohol, Roberts -Motion Carried-

HIGHWAY SUPERINTENDENT REPORTS

The Highway Superintendent, Jon MacSwan, reported as follows:

- The brush pile has been mulched and hauled away
- The trucks have had no major break downs
- Tomorrow some ice is expected and the Town has plenty of salt
- Highway employees are working a night shift- they are preparing for summer equipment and if any vehicle issues arise during the day- it is fixed at night

WATER/SEWER DEPARTMENTS

No reports.

ATTORNEY REPORTS

No reports.

CONCERNS OF CITIZENS

Supervisor Ellis recognized students in the audience from Starpoint and North Tonawanda in attendance for their government class.

David Edbauer 3715 Plank Rd.

Mr. Edbauer asked the Town Board if there had yet been a discussion regarding making the audio of Planning, Zoning and Town Boards available online. Supervisor Ellis indicated there had not been. Mr. Edbauer asked if there was a timeline for such discussion and there is not.

Mr. Edbauer asked the Town Board-with baseball right around the corner, if they would consider Councilman Roberts idea of selling advertising for the diamonds to defray the cost of upkeep of the Town Park. Supervisor Ellis indicated that the problem with the advertising on the fences is aesthetics.

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David Godfrey Niagara County Legislator

Mr. Godfrey said he is looking forward to working with the Town Board in 2018 and serve in any way he can. Mr. Roberson asked about the lake levels. Mr. Godfrey reported that the increase in the lake water level will happen again. The water level is 14ö above where it should be now and it will keep rising with all the precipitation.

RECYCLING

Supervisor Ellis reported that it has been a couple years since Cambria has implemented the recycling carts. This was in an attempt to improve the recycling program. The month of December revealed the Town is up to 23.3 % recycling from 13-14% recycling prior to the carts.

PROCUREMENT POLICY PURCHASE

REFUSE

Supervisor Ellis indicated that a procurement form has been submitted for the purchase of 54 recycling carts for new construction and to replace damaged carts. In addition, 50 wheels for stock will also be purchased. They will be purchased from the original supplier of the carts Cascade Engineering in the amount of \$3,368.20.

Upon a motion duly made by Councilman Foe and seconded by Councilman Hurtgam it was resolved to approve the purchase of 54 recycle carts and 50 wheels from Cascade Engineering in the amount of \$3,368.20.

Ayes: Ellis, Foe, Hurtgam, Ohol, Roberts -Motion Carried-

HIGHWAY

Two proposals were received to grind weeds and brush that is collected from along the roadside/highway. Both proposals came in at \$4,500.00. In the one proposal they take the mulch and in the Lardon Construction proposal, the Town keeps the mulch.

Upon a motion duly made by Councilman Ohol and seconded by Councilman Foe it was resolved to approve the proposal from Lardon Construction to grind weeds and brush for the Town at a cost of \$4,500.00.

Ayes: Ellis, Foe, Hurtgam, Ohol, Roberts -Motion Carried-

ADJOURNMENT

The meeting was adjourned by motion made by Councilman Hurtgam and seconded by Councilman Roberts. Time: $7:25 \,\mathrm{pm}$

Respectfully submitted,

Tamara J. Cooper Town Clerk