

A G E N D A

PLEDGE OF ALLEGIANCE:

SILENT REFLECTION:

AGENDA APPROVAL

- ADOPTION/APPROVAL OF
- 1) 2017 Regular Meeting & Work Session/Audit Schedules
 - 2) 2017 Meeting Time/Agenda Submission Deadline
 - 3) 2017 Holiday Schedule
 - 4) 2017 Pay Schedule
 - 5) 2017 IRS Mileage Rate – 53.5¢ (2016 Rate 54¢)
 - 6) 2017 Fee for Non-Certified Copies (25¢/page)
 - 7) Cell Phone Stipend – (See Memo)
 - 8) Official Town Newspaper
 - 9) Official Town Depositories
 - a) Designate Signatories
 - b) Signatory to Host Community Standing Comte.
 - 10) Town Physician
 - 11) Procurement Policy
 - 12) Investment Policy
 - 13) Roberts Rules of Order
 - 14) Town/Village Joint Meeting dates

APPOINTMENTS AND CONFIRMATIONS

- 1) Town Attorney
- 2) Engineering Services
 - a) Fee Schedule
- 3) Assessor’s Dept:
 - a) Town Assessor
 - b) Real Prop. Appraisal Tech
- 4) Building Dept:
 - a) Building Insp./SEQR Compliance Officer
 - b) Clerk/Typist
 - c) Ordinance Enforcement Officer
- 5) Engineer Clerk:
- 6) Fire Dept:
 - a) Fire Inspectors P/T (2)
 - b) Typist, P/T
 - d) Fire Prevention Chair
- 7) Grant Writer: RFP’s thru 1/24/17
- 8) Highway Department:
 - a) Deputy Highway Supt.
 - b) Typist (Clerical1)
 - c) Highway/Drainage Employees
(per 2017 Salary Schedule)
- 9) Historian
- 10) Justice Confirmations
 - a) Clerks (2)

- b) Town Prosecutor
- c) Typist
- 11) Parks:
 - a) Superintendent
 - b) Laborers:
- 12) Police:
 - a) Chief
 - b) Account Clerk
 - c) Captain, Officers and Constables
(per 2017 Salary Schedule)
- 13) Recreation: a) Director/Supt
b) P/T Typist
- 14) Registrar, Records Access Officer, RMO & Recycling Officer
- 15) Senior Services:
 - a) Director
 - b) Service Aides P/T (2)
 - c) Van Drivers P/T (3)
 - d) Laborer
 - e) Sr. Citizens Leader, P/T
- 16) Supervisor's Confirmations:
 - a) Budget Officer/Finance Director
 - b) Jr. Accountant/Bookkeeper
 - c) Confidential Secretary/Sr. Typist/Risk Manager
 - d) Deputy Supervisor
 - e) Auditor
 - f) Grant Writer
- 17) Town Clerk/Tax Collector Appointments/Confirmations:
 - a) First Dep. Town Clerk/Dep. Registrar
 - b) Dep. Town Clerk/Sub Registrar
 - c) Dep. Town Clerk
 - d) Asst. Tax Collector
 - e) Typist
 - f) Dog Control Officer/Dep. Laborer
 - g) Laborer/Dep. DCO
 - 17) Water Personnel
 - a) Administrator:
 - b) Water Employees (per 2017 Salary Schedule)
- 18) WPCC:
 - a) Chief Operator
 - b) Typist
 - b) WPCC Employees (SS1)
 - c) Outside Sewer (per 2017 Salary Schedule)

- APPOINTMENT OF
- 1) Board Liaisons: Steve Broderick
 - 2) Stormwater Management Officer
 - 3) Minority Business Officer
 - 4) Women's Business Officer
 - 5) Electrical Inspectors

- 6) Records Appeals Officer -FOIL
- 7) CWM Siting Board 5 Members (Broderick)
- 8) T/V Police Liaison
- 9) Bingo Inspector

**APPOINTMENTS TO BOARDS
COMMISSIONS & COMMITTEES**

- 1) Cable Commission (5 + Ex-Officio)
TB Appoints Chairperson/Vice Chairperson
- 2) Environmental Commission (2)
Secretary:
TB Appoints Chairperson/Vice Chairperson
- 3) Board of Ethics (5 + Ex-Officio)
TB Appoints Chairperson
- 4) Historic Preservation (1 + Ex-Officio)
- 5) Lighting Advisory Board (5 + Ex-Officio)
TB Appoints Chairperson
- 6) Lewiston Library Trustee (1)
- 7) Modern CAC (5)
- 8) Personnel Committee
- 9) Planning Board (1), TB Appoints Chairperson
- 10) Senior Advisory Board (2)
- 11) Signage Committee (5 + Ex-Officio)
TB Appoints Chairperson
- 12) Tower/Wind Energy Cmte (7), TB Appoints Chairperson
- 13) Zoning Board of Appeals (1)
TB Appoints Chair/Vice-Chair

**January
2017
1/9/17**

I MOVE TO APPROVE THE REGULAR ABSTRACT OF CLAIMS

**NUMBERED 4041 to 4105 for F/Y 2016
and
NUMBERED 1 to 19 for F/Y 2017**

AND RECOMMEND PAYMENT IN THE AMOUNT OF \$ 227,493.13

PLUS A POST-AUDIT OF \$ 62,353.15

2017

PROPOSED

TOWN BOARD MEETINGS

6:00 pm
(4th Monday of month)

January 23 - Morreale	July 24 - Geiben
February 27 - Bax	August 28 - Ceretto
March 27 - Geiben	September 25 - Morreale
April 24 - Ceretto	October 23 - Bax
May 22 - Morreale	November 27 - Geiben
June 26 - Bax	December <u>(tbd)</u> Final Audit - Ceretto

PROPOSED

TOWN BOARD WORK SESSIONS

6:00 pm
(2nd Monday of month)

	<u>Vouchers Audited by:</u>
January 9	Councilman Morreale
February 13	Councilman Bax
March 13	Councilman Geiben
April 10	Councilwoman Ceretto
May 8	Councilman Morreale
June 12	Councilman Bax
July 10	Councilman Geiben
August 14	Councilwoman Ceretto
September 11	Councilman Morreale
October – ?? 9 th is Columbus Day	Councilman Bax
November 13	Councilman Geiben
December 11	Councilwoman Ceretto

2017

PROPOSED

HOLIDAY SCHEDULE

January 2	New Year's Day
January 16	Martin Luther King, Jr. Day
February 20	Presidents' Day
April 14	Good Friday
May 29	Memorial Day
July 4	Independence Day
September 4	Labor Day
October 9	Columbus Day
November 10	Veterans' Day
November 23)	Thanksgiving Holiday
November 24) >	
December 25)	Christmas Holiday
December 26) >	

Signup Now (<https://mileagepad.com/signup/>)

Looking for an easy way to keep track of your business, medical, charitable, and moving mileage? Signup for MileagePad (/signup/), and never lookup the IRS standard mileage rates again!

The IRS Standard Rates for 2017 Mileage

Mileage Type	Rate / Mile	Effective Date	End Date
IRS Business Mileage Rate	\$0.5350	1/01/2017	12/31/2017
IRS Medical Mileage Rate	\$0.1700	1/01/2017	12/31/2017
IRS Charitable Mileage Rate	\$0.1400	1/01/2017	12/31/2017
IRS Moving Mileage Rate	\$0.1700	1/01/2017	12/31/2017

Signup Free & Never search for IRS Mileage Rates Again!

First Name:

(ht

Last Name:

Email:

Password:

Town of Lewiston

P.O. Box 330
1375 Ridge Road
Lewiston, New York 14092
Phone: (716) 754-8213 or 754-8214
Fax: (716) 754-2821



SUPERVISOR
Steven Reiter

DEPUTY SUPERVISOR
Gary Catlin

COUNCIL MEMBERS
Alfonso M. Bax
Michael J. Marra
Ernest C. Palmer
Ronald R. Winkley

TOWN CLERK
Carol J. Brandon
Box 330
Lewiston, NY 14092

RECEIVER OF TAXES
Joan Brandel Stephens
Box 109
Model City, NY 14107

HIGHWAY
Supt. Douglas Janese
1445 Swann Road
Lewiston, NY 14092
754-8218

TOWN JUSTICES
Thomas J. Sheeran
Hugh C. Gee

ASSESSOR
Linda E. Johnson
Box 330
Lewiston, NY 14092

ATTORNEY
Michael Dowd
920 Center Street
Lewiston NY 14092
754-7865

Mark Davis
mdavis@websterszanyi.com
842-2800

**BUILDING INSPECTOR
PLANNING-ZONING**
Timothy R. Masters
754-8213

CHIEF OF POLICE
Christopher P. Salada
4059 Creek Road
Youngstown, NY 14174
754-8477

**LWPCC
CHIEF OPERATOR**
Jeffrey Ritter
501 Pletcher Road
Lewiston, NY 14092
754-8291

WATER DEPARTMENT
Box 109
Model City, NY 14107
754-8213

SENIOR SERVICES
Jeanette L. Collesano
4361 Lower River Road
Youngstown, NY 14174
754-2071

Memo To: Town Board
From: Finance Office
Date: December 31, 2016
Re: Cell Phone Stipend

As of January 1, 2017 the following employees will receive a monthly cell phone stipend of \$25.00:

Assessor
Code Enforcement
Deputy Dog Control
Fire Inspectors (2)
Town Clerk

As of January 1, 2017 the following employees will receive a monthly cell phone stipend of \$80.00:

Building Inspector
Highway Superintendent
Supervisor

TOWN OF LEWISTON
PROCUREMENT POLICY

It is the policy of the Town of Lewiston to procure goods and services by advertisement for sealed bids when required by General Municipal Law No. 103.

Exceptions to this policy are allowable pursuant to the General Municipal Law where contracts for public works projects are less than Thirty-Five Thousand (\$35,000) Dollars and contracts for the purchase of goods are less than Twenty Thousand (\$20,000) Dollars. In those cases, the exceptions to General Municipal Law No. 103 may be allowed pursuant to General Municipal Law No. 104 and the following:

1. In connection with the procurement of goods and/or services having a value of more than Five Thousand (\$5,000) Dollars but equal to or less than Twenty Thousand (\$20,000) Dollars, and for the procurement of contracts for Public Works having a cost of more than Ten Thousand (\$10,000) Dollars but equal to or less than Thirty-Five Thousand (\$35,000) Dollars, three (3) written/fax quotations shall be obtained which shall be maintained in a separate non-bid procurement file.
2. For the procurement of goods and/or services having a value of more than Two Thousand Five Hundred (\$2,500) Dollars but equal to or less than Five Thousand (\$5,000) Dollars, or Public Works contracts having a cost of more than Five Thousand (\$5,000) Dollars but equal to or less than Ten Thousand (\$10,000) Dollars, three (3) oral quotations shall be obtained. The contents of each oral quotation shall be reduced to writing and maintained in a separate non-bid procurement file.
3. For goods and/or services having a value of Two Thousand Five Hundred (\$2,500) Dollars or less, or Public Works contracts having a cost of Five Thousand (\$5,000) Dollars or less, alternate price quotations are not required/subject to department head approval.

In all cases, a written request form for oral and/or written quotations for each non-bid item shall be created and the same shall be maintained in the non-bid procurement file in the Town.

All information gathered in complying with the procedures of this policy shall be preserved and filed with the proper documentation supporting the subsequent purchase or service.

It is the policy of the Town of Lewiston to award contracts for the purchase of goods and services to the lowest offeror at the lowest quote. However, exceptions may be made in the event that the lowest offer is not the lowest responsible bidder, or if there is a compelling reason to award the contract to another, such as there is a significant and measurable difference of quality between the lowest offer and the lowest acceptable offer, or there is a need for standardization of parts, etc. In each such case, the person responsible for the procurement shall set forth in writing the reason why the lowest offer is not recommended and such procurement shall require the approval of the Lewiston Town Board.

Unless otherwise directed by the Lewiston Town Board, solicitation of written proposals or quotations is not required under the following circumstances:

- a. acquisition of professional services;
- b. emergencies;
- c. sole source situations;
- d. goods purchased from agencies for the blind or severely handicapped pursuant to State law;
- e. goods purchased from correctional facilities pursuant to State Law;
- f. goods purchased from or through another governmental agency in accordance with State Law;
- g. goods purchased at auction;
- h. goods purchased under NY State Contract;
- i. any other legally recognized exception to the bidding requirements of General Municipal Law §103.

This policy shall be reviewed annually by the Board of the Town of Lewiston at its organizational meeting or as soon thereafter as reasonably practicable.

The foregoing adopted by the Lewiston Town Board on January 4, 2016

TOWN OF LEWISTON

Employee: _____

Purchasing Work Sheet

Date: _____

ITEM: _____

REASON FOR PURCHASE: _____

Guidelines: (Circle one that applies)

- A.) Goods or services more than \$20,000; Public Works Contract more than \$35,000
Written specifications, Advertising & Sealed Bids.
- B.) Goods or services \$5,000 to \$20,000; Public Works Contract \$10,000 to \$35,000
Attach Three (3) written/fax quotations
- C.) Goods or services \$2,500 to \$5,000; Public Works Contract \$5,000 to \$10,000
Three (3) oral quotations: LIST VENDOR, MODEL, PRICE BELOW

1 . _____

2 . _____

3 . _____

- D.) Goods or services up to \$2,500; Public Works Contracts up to \$5,000
Alternate price quotations not required/subject to Department Head Approval

If lowest quoted price is not selected, please detail reason (must be approved by Town Board):

Reasons for non-solicitation: (Circle one that applies) A) Acquisition of professional services; B) emergencies; C.) sole-source situation; D.) goods purchased from agencies for the blind or severely handicapped; E.) goods purchased from correctional facilities; F.) goods purchased from or through another governmental agency; G) goods purchased at auction; H.) goods purchased under NY State Contract; K) other recognized exception (explain).

TOWN OF LEWISTON
INVESTMENT POLICY

OBJECTIVES

The primary objectives in priority order:

- to adequately safeguard principal
- to be sufficiently liquid to meet all operating requirements
- to earn the maximum yield possible given the above objectives

AUTHORIZATION

The Budget Officer/Finance Officer is hereby authorized to deposit and invest funds in accordance with New York State General Municipal Law and Local Finance Law.

Eligible investments include:

- 1) Certificates of Deposit issued by a commercial bank authorized to do business in New York State subject to collateral requirements described within this policy;
- 2) Time Deposit Accounts issued and collateralized by a New York State authorized commercial bank;
- 3) Demand Deposits issued and collateralized by a New York State authorized commercial bank;
- 4) Obligations of the State of New York;
- 5) Obligations of the United States Government of those fully guaranteed by the United States Government;
- 6) Obligations of this local government, but only with reserve fund monies;
- 7) Repurchase Agreements limited to banks or trust companies for obligations guaranteed by agencies of the United States of America.

COLLATERAL

All investments of the Town of Lewiston except direct purchases of obligations of the federal government and repurchase agreements shall be collateralized by the pledging of eligible securities. Collateral required in excess of FDIC insurance shall be delivered to the Town in accordance with Chapter 708 of the General Municipal Laws of 1992. The market value of collateral shall at all times equal or exceed the principal amount invested. The Town shall execute a written security/custodial agreement with every depository bank and/or broker.

INTERNAL CONTROLS

- 1) Town of Lewiston policy will require all monies collected by any officer or employee of the Town is timely transferred to the Budget Officer/Finance Officer.

- 2) The Budget Officer/Finance Officer is responsible for establishing and maintaining an internal control structure. This structure should provide reasonable safeguards against loss, and assure that transactions are executed in accordance with the Town Board's authorization.
- 3) As part of the annual audit, this investment policy shall be reviewed to assure conformance with all applicable laws and regulations.
- 4) The Budget Officer/Finance Officer shall submit a monthly report to the Town Board showing investment balances.

FINANCIAL STRENGTH OF INSTITUTIONS

- 1) All trading partners must be credit worthy. Their financial statements must be reviewed at least annually by the Budget Officer/Finance Officer to determine satisfactory financial strength or the Budget Officer/Finance Officer may use credit rating agencies to determine credit worthiness of trading partners.
- 2) Investments in time deposits and Certificates of Deposit are to be made with banks or trust companies. Their annual reports must be reviewed by the Budget Officer/Finance Officer to determine satisfactory financial strength.
- 3) When purchasing eligible securities, the seller shall be required to deliver the securities to our Custodial Bank.
- 4) Proposed depositories, trading partners and custodians should be evaluated annually by the Lewiston Town Board.

WRITTEN CONTRACTS

- 1) Written contracts are required for Certificates of Deposit and custodial undertakings. With respect to the purchase of obligations of United States, New York State, or other government entities, etc., in which monies may be invested the interests of the Town of Lewiston will be adequately protected by conditioning payment of the physical delivery of purchased securities to the Town of Lewiston or custodian, or in the case of book-entry transactions, on the crediting of purchased securities to the Custodian's Federal Reserve System account. All purchase will be confirmed in writing to the Town of Lewiston.
- 2) It is, therefore, the policy of the Town of Lewiston to require written contracts as follows:
 - a) Written contracts shall be required for the purchase of all Certificates of Deposit.
 - b) A written contract shall be required with the Custodial Banks.

At least annually, the Lewiston Town Board shall review and amend, if necessary, these investment guidelines.

SUPERVISORS SIGNATURE

DATE

A G E N D A

Abstract – Morreale

Department Head Concerns:

Finance:

- a) 2016 Budget Adjustments
- b) Miscellaneous Items
- c)

Association of Towns 2017 Training School/Annual Meeting – Clerk

- a) Designate Voting Delegate/Alternate
- b) Resolution 1 – 11

Old Business: Vacation Day/Floating Day Carry-overs

Request to Carry-over Personal Day – Clerk

Purchase of Water Meters – Townsend

Schedule Public Hearing Re: Amendment to Town Code § 360-29(B) -- Morreale

Statements by Residents

ANNOUNCEMENTS:

Town Offices closed January 16th in observance of Martin Luther King Jr. Day

UPCOMING MEETINGS:

Historic Preservation Commission, January 10 @ 6 PM (To be determined)

Environmental Commission, January 10 @ 7 PM

Planning Board, January 19 @ 6:30 PM

THE
ASSOCIATION OF TOWNS
OF THE
STATE OF NEW YORK

GERALD K. GEIST
Executive Director

KIMBERLY A. SPLAIN
Deputy Director

150 State Street
Albany, NY 12207

Telephone
Area Code 518 - 465-7933
Fax # 518 - 465-0724

LORI A. MITHEN-DeMASI
Counsel

SARAH B. BRANCATELLA
Associate Counsel

KATHLEEN N. HODGDON
Associate Counsel

Dear Town Clerk:

PLEASE READ AT FIRST 2017 TOWN BOARD MEETING
Contains Dated Material to be Returned

The 2017 Training School and Annual Meeting of this Association will be held at the Marriott Marquis, New York City, February 19-22, 2017.

This is a training session for town officials. The following is a brief outline of events:

INFORMATIONAL HEARING from 3:00-5:00 p.m., Sunday Afternoon, February 19 - Julliard Complex, 5th Floor.

GENERAL OPENING SESSION 8:45 a.m., Monday Morning, February 20 - Broadway Ballroom, 6th Floor.

GROUP SESSIONS for various categories of town officers and special programs follow the Opening Session as will be set forth in the printed program:

Town Board Members	Fiscal Officers
Building Officials	Public Works & Highway
Planning & Zoning Officials	Town Clerks
Town Justices Generally	Town Court Clerks
Town Justices (Advanced, Accredited)*	Town Attorneys
Tax Collecting Officers	

BREAKFAST WITH THE ASSOCIATION 7:30 a.m., Tuesday Morning, February 21 - Broadway Ballroom, 6th Floor.

ANNUAL BUSINESS SESSION (Official Delegates) 8:00 a.m., Wednesday Morning, February 22 - Astor Ballroom, 7th Floor.

A Local Law Amending the Zoning Provisions of the Code of the Town of Lewiston

Be it enacted by the Town Board of the Town of Lewiston as follows:

§ 360-29(B) of the Code of the Town of Lewiston is hereby amended and the zoning classifications for the following parcels, as identified on the Niagara County tax map, are changed as follows:

a) from “RR Districts: Rural Residential Districts” to the “B Districts: Business Districts”:

- 102.02-2-53
- 102.02-2-54
- 102.02-2-55

The Zoning Map of the Town of Lewiston is hereby amended to incorporate such changes and the amended Zoning Map, as certified by the Town Clerk, is incorporated herein.