

PRESENT: Supervisor S. Broderick; Councilmembers W. Geiben, J. Jacoby, R. Morreale; J. Myers; Dep. Sup. W. Conrad; Atty. A. Bax; Eng. Lannon; Police Chief F. Previte; Bldg. Insp. T. Masters; Hwy Supt M. Zahno; Water Foreman D. Zahno; WPCC Ch. Op. J. Ritter; Sr. Coordinator M. Olick; Historian M. Maggard; & Deputy Clerk C. Schroeder

ZOOM ATTENDEES: Finance Director J. Agnello; Rec. Dir. C. Cvijetinovic & 1 Resident

Prior to the start of the Reorganization/Work Session, two new police officers were sworn in by Chief Previte – Alexander Drake & Khoi Bui

The Supervisor called the meeting to order, followed by the Pledge of Allegiance and a moment of silent reflection.

2023 REGULAR MEETING/WORK SESSION/AUDIT SCHEDULE:

Broderick MOVED to approve the 2023 Work Session/RTBM Audit schedule: W/S: 1/23; 2/13; 3/13; 4/10; 5/8; (no mtgs June, July or Aug); 9/11; 10/12; 11/13 and 12/11; RTBM: 1/23; 2/27; 3/27; 4/24; 5/22; 6/26; 7/24; 8/28; 9/25; 10/23; 11/27 and 12/28. Seconded by Morreale and carried 5-0. Meetings to begin at 6:00 p.m.

Broderick MOVED to approve the 2023 Boards & Commission Meeting Schedule as follows. Seconded by Geiben and carried 5-0. Environmental Commission – 2nd Tuesday – 7 p.m.; Historic Preservation – 2nd Tuesday – 5:45 p.m.; Parks & Recreation Advisory Committee – 3rd Wednesday – 7 p.m. (when needed); Planning Board – 3rd Thursday – 6:30 p.m. and Zoning Board of Appeals – 2nd Thursday – 6:30 p.m.

2023 HOLIDAY SCHEDULE:

Broderick MOVED to approve the following 2023 Holiday Schedule: 1/2 – New Year’s Day; 1/16 – Martin Luther King, Jr. Day; 2/20 – Presidents’ Day; 4/7 – Good Friday; 5/29 – Memorial Day; July 4 – Independence Day; 9/4 – Labor Day; 10/9 – Indigenous Peoples’ Day (Columbus Day); 11/10 – Veterans’ Day; 11/23 & 24 – Thanksgiving Holiday; and 12/25 & 26 – Christmas Holiday. Seconded by Morreale and carried 5-0.

2023 IRS MILEAGE RATE:

Broderick MOVED the mileage rate of 65.5¢ per mile for 2023. Seconded by Morreale and carried 5-0.

2023 FEE SCHEDULE:

Broderick MOVED to approve the 2023 fees for non-certified copies at 25¢/page and Assessor fees for copies of deeds at 65¢/page, minimum \$1.30; Town Map - \$5.00; Disk/Thumb Drive (Minutes) - \$25.00; Maps: 24’x36’ Sheet B/W - \$12.00, 36’x48’ Sheet B/W - \$24.00, 24’x36’ Sheet Color - \$18.00 & 36’x48’ Sheet Color - \$30.00; Police: Accident Reconstruction Report - \$250.00, Background Checks - \$10.00, Fingerprints -

\$25.00, Photos - \$100.00 & Police Reports - \$10.00. Seconded by Myers and carried 5-0.

2023 FEE RATES (Resolution 2018-13)

Broderick MOVED to approve the 2023 Fee Rates, as presented. Seconded by Morreale and carried 5-0.

2023 CELLPHONE STIPEND

Broderick MOVED a \$25 monthly cell phone stipend for the Code Enforcement Officer, Deputy Building Inspector, Fire Inspectors (2) and Fire Prevention Chairman; \$30 monthly stipend for the Assessor and Town Clerk; and an \$80 monthly stipend for the Building Inspector and Supervisor. Seconded by Myers and carried 5-0.

2023 CREDIT CARD PAYMENTS

Broderick MOVED approval for the following departments to accept credit card payments: Building Dept., Town Court, Recreation Dept., Tax Collector, Town Clerk & Water Dept. Seconded by Jacoby and carried 5-0.

RETURN CHECK FEE

Broderick MOVED to impose a Service Charge of \$20.00 for any Dishonored Check presented to any department in the Town. Seconded by Myers and carried 5-0.

OFFICIAL/SECONDARY TOWN NEWSPAPER

Broderick MOVED to designate the *Niagara Gazette* as the official Town newspaper. Seconded by Myers and carried 4-1 (Geiben).

Broderick MOVED to designate the *Sentinel* as secondary newspaper for informational display ads and notifications. Seconded by Jacoby and carried 5-0.

OFFICIAL TOWN DEPOSITORY

Broderick MOVED to designate Key Bank as official Town depository. Seconded by Geiben and carried 5-0.

2

PROCUREMENT POLICY

Broderick MOVED to adopt the 2023 Procurement Policy, as presented. Seconded by Morreale and carried 5-0.

INVESTMENT POLICY

2

Broderick MOVED to adopt the Investment Policy, as written. Seconded by Geiben and carried 5-0.

ROBERTS RULES OF ORDER

Broderick MOVED to follow the Roberts Rules of Order for all business conducted in the Town of Lewiston. Seconded by Myers and carried 5-0.

Broderick MOVED to follow the Privilege of the Floor rules, as presented. Seconded by Geiben and carried 5-0.

APPOINTMENTS/CONFIRMATIONS:

Assessor's Dept:

Broderick MOVED to confirm the re-appointment of Linda Johnson as Town Assessor and Jamie O'Shea as Assessor Information Clerk. Seconded by Morreale and carried 5-0.

Attorney for the Town: **Broderick MOVED to re-appoint Seaman Norris as Attorney for the Town. Seconded by Morreale and carried 5-0**

Geiben MOVED to authorize the Supervisor to enter into contract with Seaman Norris for the Town. Seconded by Morreale and carried 5-0.

Town Attorney: **Broderick MOVED to re-appoint Al Bax as Town Attorney. Seconded by Jacoby and carried 5-0.**

Building Dept:

Broderick MOVED to re-appoint Tim Masters as Building Inspector/SEQR Compliance Officer. Seconded by Myers and carried 5-0.

Broderick MOVED to re-appoint Ed Zimmerman as Deputy Building Inspector. Seconded by Morreale and carried 5-0.

Broderick MOVED to re-appoint Lisa Wisnieski, Clerk/Typist. Seconded by Morreale and carried 5-0.

Broderick MOVED to re-appoint Chris McAuliffe as Code Enforcement Officer/Stormwater Manager. Seconded by Jacoby and carried 5-0.

Engineering Services: **Broderick MOVED to retain GHD Consulting Services. Seconded by Morreale and carried 5-0.**

Fire Inspectors:

Broderick MOVED to re-appoint Pat Martin and Chris Finitz as P/T Fire Inspectors. Seconded by Morreale and carried 5-0.

Broderick MOVED to re-appoint Cheryl Horne as Typist, P/T. Seconded by Morreale and carried 5-0

Broderick MOVED to re-appoint Les Myers as Fire Prevention Chairman. Seconded by Jacoby and carried 5-0.

Highway Department:

Broderick MOVED to confirm the appointment of Jeff Cosgrove, Deputy Highway Supt. Seconded by Jacoby and Geiben and carried 5-0.

Broderick MOVED to re-appoint Randi Jones as Typist. Seconded by Jacoby and carried 5-0.

Historian: **Broderick MOVED to re-appoint Marjorie Maggard, Town Historian. Seconded by Jacoby and carried 5-0.**

Justice Confirmations: Broderick acknowledged and confirmed the re-appointment of Maria Sicurella and Mary Gee as Justice Clerks.

Broderick MOVED to re-appoint George Adamson, Town Prosecutor. Seconded by Geiben and carried 5-0.

Broderick MOVED to re-appoint Patricia Yacus, Typist. Seconded by Jacoby and carried 5-0.

Parks Superintendent: Broderick MOVED to retain Mitch Zahno as Parks Superintendent. Seconded by Jacoby and carried 5-0.

Police: **Broderick MOVED to confirm Frank Previte as Chief of Police. Seconded by Myers and carried 5-0.**

Acct Clerk: **Broderick MOVED to re-appoint Katelyn Allan, Acct Clerk. Seconded by Myers and carried 5-0.**

Recreation Director: **Broderick MOVED to re-appoint Cathy Cvijetinovic as Recreation Director. Seconded by Morreale and carried 5-0.**

Broderick MOVED to re-appoint Nicole Short as Clerk, P/T for the Recreation Department. Seconded by Jacoby and carried 5-0.

Registrar: **Broderick MOVED confirmation/re-appointment of Donna Garfinkel as Registrar, Records Access Officer (FOIL) & Records Management Officer. Seconded by Geiben and carried 5-0.**

Senior Services: **Broderick MOVED to re-appoint Melinda Olick, Senior Citizens Coordinator. Seconded by Jacoby and carried 5-0.**

Broderick MOVED to re-appoint Carol Jacobs and Pat Zahno as Aging Services Aides. Seconded by Jacoby and carried 5-0.

Broderick MOVED to re-appoint Susan Letourneau, Sr. Cit. Leader, P/T. Seconded by Myers and carried 5-0.

Supervisor's Confirmations: Broderick confirmed the re-appointment of William Conrad, Deputy Supervisor; Amy Smith, Confidential Secretary; Jacqueline Agnello, Finance Director and John Walker, Jr. Accountant, P/T.

Broderick MOVED to retain Connie Miner as Grants Consultant. Seconded Jacoby and carried 5-0.

Geiben MOVED to authorize the Supervisor to sign said contract. Seconded by Jacoby and carried 5-0.

Broderick MOVED to retain Drescher & Malecki, as Town Auditors. Seconded by Myers and carried 5-0.

Geiben MOVED to authorize the Supervisor to sign said contact, if needed. Seconded by Myers and carried 5-0.

Town Clerk's Confirmations: Broderick acknowledged and confirmed the re-appointment of Carole Schroeder, First Deputy Town Clerk/Dep. Registrar; Linda Kreps, Dep. Town Clerk/Sub Registrar; and Tamara Burns, Dep. Town Clerk.

Broderick MOVED to appoint Glenn Newton, Building Attendant. Seconded by Morreale and carried 5-0.

Water Personnel: **Broderick MOVED to re-appoint Dan Zahno, Water Foreman, Seconded by Jacoby and carried 5-0.**

WPCC: **Broderick MOVED to re-appoint Jeff Ritter, Chief Operator. Seconded by Geiben and carried 5-0.**

Broderick MOVED to re-appoint Cheryl Milicia, Clerk/Clerical 2. Seconded by Geiben and carried 5-0.

2023 SALARY SCHEDULE

Broderick MOVED to adopt the 2023 Salary Schedule, as presented. Seconded by Morreale 5-0.

APPOINTMENTS:

Broderick read the 2023 Appointed Liaisons as follows:

Board of Ethics Ex-Officio – Al Bax; Building Inspector – Morreale; Cable Commission – Myers; CWM Siting Advisory Committee – Bax; Engineer – Geiben; Environmental Commission – Geiben/Morreale; Fire Bureau – Broderick/Jacoby; Highway/Drainage – Morreale; Historic Preservation – Jacoby; Justice Court Office – Broderick; Lewiston Council on the Arts – Jacoby; Library – Jacoby; Lighting Advisory Board – Myers; Lower Niagara River Region Chamber – Broderick/Geiben; Parks & Recreation Advisory Committee – Geiben; Personnel Committee – Geiben; Police – Jacoby; Police Liaison – Jacoby; Planning Board – Morreale/Jacoby; Recreation – Geiben; Risk Manager – Broderick; Sanborn Business and Professional Assoc. – Broderick/Myers; Senior Citizens – Geiben; Signage Committee – Myers; Water – Broderick; WPCC – Morreale; Zoning Board of Appeals – Jacoby/Morreale.

Broderick MOVED the Liaison Appointments, as presented. Seconded by Geiben and carried 5-0.

Minority Business Officer: **Broderick MOVED to re-appoint Donna Garfinkel, Minor Business Officer. Seconded by Geiben and Carried 5-0.**

Women’s Business Officer: **Broderick MOVED to re-appoint Donna Garfinkel, Women’s Business Officer. Seconded by Geiben and carried 5-0.**

Electrical Inspectors: **Broderick MOVED to accept the agreement with New York Atlantic-Inland, Inc. for electrical inspection services as a private subcontractor. Seconded by Morreale and carried 5-0.**

Geiben MOVED to authorize the Supervisor to sign said agreement with New York Atlantic Inland, Inc. Seconded by Morreale and carried 5-0.

T/V Police Liaison: Broderick said this consist of himself, the Mayor and John Jacoby.

Bingo Inspector: **Broderick MOVED to appoint Linda Kreps as Bingo Inspector. Seconded by Geiben and carried 5-0.**

Records Appeals Officer: **Broderick MOVED his re-appointment Records Appeals Officer. Seconded by Geiben and carried 5-0.**

BOARDS, COMMISSIONS & COMMITTEES:

Cable Commission: **Broderick MOVED to retain James Abbondanza (Chairman), Anthony DiPasquale, Karl Frankovitch, Carl Hoffman and John Sharpe. Seconded by Geiben and carried 5-0.**

Geiben noted this group tends to meet only when there is a renewal of a contract.

Environmental Commission: **Broderick MOVED the re-appointment of Dominic Balassone and Zach Collister. Seconded by Morreale and carried 5-0.** Term to expire December 31, 2025.

Geiben MOVED to re-appoint Jerauld Wolfgang, Chairman. Seconded by Jacoby and carried 5-0. Vice-Chair to be determined.

Board of Ethics: **Broderick MOVED to retain Robert DiFrancesco, Linda Johnson, Suzanne Pardee (Chair), James Roscetti and Ronald Winkley with the appointment of Al Bax as Ex-Officio. Seconded by Morreale and carried 5-0.**

Historic Preservation: Two vacancies exist - One term thru 2029 and one alternate (yearly appointment). No action taken.

Library Board of Trustees: Village appointment.

Lighting Advisory Board: **Broderick MOVED to retain John Barber (Chairman), Suzanne Pardee, Bruce Gonka, Mary Price, and Daniel Vitch for a one-year term. Seconded by Morreale and carried 5-0.** Mitch Zahno named Ex-Officio

Modern CAC: No appointments made in 2018 - 2022. Committee not de-activated at this time.

Parks and Recreation Advisory Committee: **Geiben MOVED to re-appoint Joe Oliverio Seconded by Geiben and carried 5-0.** Term to expire 12/31/2029.

Personnel Commission: **Broderick MOVED to retain Donna Garfinkel, Amy Smith and Al Bax. Seconded by Geiben and carried 5-0.**

Town/Village Police Liaison: Broderick said this consists of the Mayor, Supervisor and Councilman Jacoby.

Planning Board: No vacancies exist. **Broderick MOVED to appoint William Burg as Chairman. Seconded by Morreale and carried 5-0.**

Signage Committee: **Broderick MOVED to appoint Frank Previte, Mitch Zahno, Gary Wasko and Christopher Winstel. Seconded by Geiben and carried 5-0.** One vacancy exists.

Zoning Board of Appeals: **Broderick MOVED to appoint Gary Heuck. Seconded by Morreale and Carried 5-0.** Term to expire 12/31/2027.

Broderick MOVED to appoint David Warnick as Alternate. Seconded by Morreale and carried 5-0. Term to expire 12/31/23.

Geiben MOVED to close the Reorganization Meeting, Seconded by Jacoby and carried 5-0.

WORK SESSION

January 9, 2023

AGENDA: Additions: Broderick: Meridian IT Service Proposal.

Geiben MOVED to approve the agenda, as amended. Seconded by Morreale and carried 5-0.

ABSTRACT: **Morreale MOVED to approve the Regular Abstract of Claims Numbered 22-03625 thru 22-03693 and 23-00001 thru 23-00029 and recommended payment in the amount of \$322,758.22. Seconded by Geiben and carried 5-0.**

OLD/PENDING BUSINESS:

1. Wilco Auto – Special Use Permit: Broderick said the Town Building Inspector is in receipt of a letter from Douglas F. Galvano, representing Wilco Auto Care, LLC in regards to obtaining a special use permit at 2826 Niagara Street. Wilco Auto Care, LLC has agreed to move forward with the request of the Building Inspector regarding the issue of combining the three contiguous lots abutting the 2826 Niagara Street, Sanborn, location into one lot for tax map purposes. When the individual lots are combined into one lot, the remaining issues regarding the 2826 Niagara Street location can then be addressed.

Broderick MOVED to issue a Special Use Permit for Wilco Auto, LLC, where all lots become a single parcel with proof of a single deed filed with the County Clerk's office, along with a single SBL # assigned to that lot to be completed within 120 days. Seconded by Jacoby and carried 5-0.

2. Washington Drive – PUD Site Plan: Broderick said this matter was addressed and should be removed from Old Business.

NEW BUSINESS – Clerks Correspondence: The Clerk noted that the Association of Towns Training School and Annual Meeting will be held February 19-22, 2023, in New York City. The Board must adopt a resolution designating its delegate (and alternate) to cast a vote on the 2023 legislate proposals (11).

Geiben MOVED to designate Steve Broderick as Delegate to cast the vote of the Town of Lewiston and designate Rob Morreale as Alternate. Seconded by Morreale and carried 5-0.

DEPARTMENT HEAD STATEMENTS:

Seniors: Olick said she received three (3) quotes for painting of the Senior Center: T.J. Schriever - \$6,480.00; Porter Drywall & Painting - \$18,375.00 and Swogier Construction - \$31,300.00.

Broderick MOVED to award a contract to the low bidder, T.J. Striver Painting, in the amount of \$6,480.00 for painting of the Senior Center. Seconded by Geiben and carried 5-0.

Recreation: The Director said the ice-skating season is officially over. Cvijetinovic thanked Dwyer Area for allowing the Town to run the ice-skating program there. She thanked the Kiwanis Club and Attorney Al Bax for sponsoring “Open Skating” at the arena. It was a very a successful season. The Director said events are planned for February – Valentine crafts on Feb. 4th & seasonal crafts on Feb. 25th at the Senior Center and a snowman competition on Feb. 11th, pending snow. Baseball Registration will open up in about two weeks. Information will be available on the Town’s website and Facebook page. Sponsors and coaches are needed.

BRODERICK

1. Legal: Nothing to report.
2. Engineer: Nothing to report.
3. Meridian IT: Broderick said the Town’s phone service was provided by Ronco Communications. They no longer provide that service. The Town received a proposal from Meridian IT, a single-source provider.

Geiben MOVED to enter into a contract with Meridian IT to provide phone services as presented and to authorize the Supervisor to sign said contract. Seconded by Jacoby and carried 5-0.

4. Finance: The Finance Director asked approval to process the following 2022 Budget revisions (6):

- a) A request to move \$1,000.00 to Buildings Contractual (A00-1620-0400-0000) from Town Clerk Contractual (A00-1410-0400-000) to cover contractual expenses.
- b) A request to move \$500.00 to Seniors Contractual (A00-7630-0400-0000) from Sanborn Seniors Contractual (A00-7635-0400-0000) to cover contractual expenses.
- c) A request to move \$4,000.00 to Police Contractual (B00-3120-0400-0000) from Police Equipment (B00-3120-0200-0000) to cover contractual expenses.
- d) A request to move \$2,250.00 to Police Hospital & Medical (B00-9060-0800-0200) from Police Union Welfare (B00-9070-0800-0200) to cover medical expenses.
- e) A request to move \$5,000.00 to Snow Removal Contractual (DB0-5142-0400-0000) from Machinery Contractual (DB0-5130-0400-0000) to cover contractual expenses.
- f) A request to move \$2,350.00 to Machinery Equipment (DB0-5130-0200-0000) from Machinery Contractual (DB0-5130-0400-0000) to cover contractual expenses.

Geiben MOVED for approval. Seconded by Morreale and carried 5-0.

With the approval of the Painting Bid for the Senior Center, Agnello asked that an additional \$2,000.00 from the A-fund balance into the Seniors Equipment line.

Geiben MOVED for approval, as presented. Seconded by Morreale and carried 5-0.

GEIBEN: Nothing to report.

JACOBY: Nothing to report.

MORREALE:

Vehicle Purchases: Morreale said he's been working on obtaining bids for four (4) mid-size vehicles for the Town. Quotes were obtained from West Herr Ford - \$34,949.43; Basil Ford - \$38,507.24 and West Herr Hyundai - #37,245.00.

Morreale MOVED to accept the bid from West Herr Ford of Amherst in the amount of \$34,949.42 each for four (4) 2023 Ford Escape SUVs. Seconded by Jacoby and carried 5-0.

MYERS:

Myers reported that the Sanborn Area Historical Society will hold a meeting on Tuesday, January 24, 2023 at 7:00 p.m. at the Farm Museum. They will have a special program "Roaming the Niagara Frontier". The public is invited to attend.

PRIVILEGE OF THE FLOOR – No one spoke

Broderick announced that Town Offices would be closed Monday, January 16th in observance of Martin Luther King, Jr. Day.

Broderick MOVED to adjourn. Seconded by Morreale and carried 5-0. Time: 6:50 p.m.

Transcribed and
Submitted by:

Carole N. Schroeder
Deputy Town Clerk