

PRESENT: Supervisor Broderick; Councilmembers Bax, Ceretto, Geiben and Morreale; Deputy Supervisor Conrad; Finance Officer Blazick; Town Attorney Seaman; Engineer Lannon; WWTP Chief Oper. Ritter; Building Inspector Masters, Highway Superintendent Janese; Police Chief Previte; Assessor Johnson; Recreation Director Dashineau; 2 Press; 16 Residents and Clerk Donna Garfinkel

The Supervisor opened the meeting followed by the Pledge of Allegiance and a moment of silent reflection in remembrance of Joan Gipp, a past Town Board member, who has passed.

Geiben requested to amend the agenda to have the Deputy Supervisor appointed first.

Bax MOVED to amend the agenda to include the appointment of the Deputy Supervisor, Seconded by Geiben and Carried 5 – 0.

Supervisor Broderick appoints William C. Conrad as Deputy Supervisor.

SIGNATORY ADOPTION

Geiben MOVED to designate David Stephen Broderick Jr. Town Supervisor, William C. Conrad, Deputy Supervisor and Martha N. Blazick, Town Finance Director as signatories to the Town of Lewiston Host Community Standing Committee bank account at First Niagara Bank, Seconded by Bax and Carried 5 – 0.

Geiben MOVED to designate David Stephen Broderick Jr. Town Supervisor, William C. Conrad, Deputy Supervisor and Martha N. Blazick, Town Finance Director as signatories to the Town of Lewiston First Niagara Bank Accounts, Key Bank Accounts and M&T Bank Accounts, Seconded by Bax and Carried 5 – 0.

BUDGET CORRECTIONS

Three documents were received from Blazick regarding necessary adjustments to the budget. One is in regards to three typos. These changes do not affect budget dollars.

DB0-9710-0600-0100 for +\$4,700 should be account DB0-9710-0600-0000

SS2-8110-0100-0002 for \$200 should be account SS3-8110-0100-0002

SF0-9060-0800-0000 for \$300 should be account SF0-9030-0800-0000

Geiben MOVED to approve document dated December 29, 2015 – 12:17 pm, which contains the corrections, Seconded by Bax and Carried 5 – 0.

Geiben MOVED for approval, as written on three additional documents dated 1/4/2016 – 2:23 pm; 1/4/2016 – 5:28 pm and 1/4/2016 – 1:00 pm, Seconded by Bax and Carried 5 – 0.
(documents to be attached to the minutes)

2016 REGULAR MEETING & WORK SESSION/AUDIT SCHEDULES:

Bax MOVED to approve the following Regular Meeting & Work Session schedule: RTBM – 1/26; 2/22; 3/28; 4/25, 5/23; 6/27; 7/25; 8/22; 9/26; 10/24; 11/28; with December Final Audit meeting to be determined, Work Sessions – 1/12; 2/8; 3/14; 4/11; 5/9; 6/13; 7/11; 8/8; 9/12; 10 – to be determined; 11/14; 12/12, Seconded by Geiben and Carried 5 – 0.

2016 MEETING TIME / AGENDA SUBMISSION DEADLINE:

Bax MOVED Board meetings be scheduled to begin at 6:00 pm, agenda items to be received in the Clerk's Office by Thursday prior to the meeting, Seconded by Geiben and Carried 5 – 0.

2016 HOLIDAY SCHEDULE:

Bax MOVED to approve the following Holiday Schedule: 1/1 – New Year's Day; 1/18 – Martin Lutheran King, Jr. Day; 2/15 – Presidents' Day; 3/25 – Good Friday; 5/30 – Memorial

Day; 7/4 – Independence Day; 9/5 – Labor Day; 10/10 – Columbus Day; 11/11 – Veterans Day; 11/24 & 25 – Thanksgiving; 12/23 & 26 – Christmas, Seconded by Geiben and Carried 5 – 0.

2016 PAY SCHEDULE:

Geiben MOVED to adopt the 2016 Salary Schedule as printed, Seconded by Ceretto and Carried 5 – 0.

2016 IRS MILEAGE RATE:

Bax MOVED to approve the 2016 Mileage Rate as 54¢, Seconded by Geiben and Carried 5 – 0.

2016 FEE FOR NON-CERTIFIED COPIES:

Bax MOVED to approve the 2016 fee for non-certified copies at 25¢/page, Seconded by Geiben and Carried 5 – 0.

CELL PHONE STIPEND:

Bax MOVED the following stipend for the Assessor, Code Enforcement Officer , Deputy Dog Control, Fire Inspectors (3), and Town Clerk be set at \$25/month and Building Inspector, Highway Superintendent and Town Supervisor be set at \$80/month, Seconded by Ceretto and Carried 5 – 0.

OFFICIAL TOWN NEWSPAPER:

Bax MOVED to designate the Niagara Gazette as Official Town Newspaper, Seconded by Geiben and Carried 5 – 0.

OFFICIAL TOWN DEPOSITORIES:

Geiben MOVED to appoint First Niagara Bank, Key Bank and M&T as official Town Depositories, Seconded by Bax and Carried 5 – 0.

TOWN PHYSICIAN:

Geiben MOVED to appoint Dr. Jeremy Ulatowski as 2016 Town Physician, Seconded by Bax and Carried 5 – 0.

PROCUREMENT POLICY:

Geiben MOVED to approve the 2015 Town of Lewiston Guidelines for Procurements of Goods and Services for 2016 as printed, Seconded by bax and Carried 5 – 0.

INVESTMENT POLICY:

Geiben MOVED to adopt the 2015 Investment Policy as required by the NYS Controller's Office for 2016 as printed, Seconded by Bax and Carried 5 – 0.

ROBERTS RULES OF ORDER:

Bax MOVED to accept Roberts Rules of Order for all official Town Board meetings, Seconded by Geiben and Carried 5 – 0.

TOWN/VILLAGE JOINT MEETING DATES

Broderick has spoken to the Mayor and quarterly dates will be picked.

APPOINTMENT AND CONFIRMATIONS:

Assessor's Dept

Geiben MOVED to confirm the appointment of Town Assessor Linda Johnson, Seconded by Bax and Carried 5 – 0.

Geiben MOVED to appoint Heidi Seguin, Real Property Appraisal Tech., Seconded by Bax and Carried 5 – 0.

Town Attorney

Geiben MOVED to appoint Brian Seaman and Joseph Catalano as Town Attorneys, Seconded by Bax

Morreale has had a couple attorneys approach him for this position. Morreale did not know this would be addressed this evening. This is an important decision and Morreale would like to see the position posted and résumés accepted. Qualifications should be looked at. An attorney with Town government experience, because this is an important decision.

Morreale would like to make a motion to post this position. Seaman can handle any Town business there may be in the interim.

Geiben said as to Roberts Rules of Orders, there is already a motion on the table that needs to be addressed.

Carried 4 – 1 (Morreale)

Seaman said this is not an employment position; therefore the Board needs to authorize the Supervisor execute contracts.

Bax MOVED to authorize the Supervisor to execute the contracts, Seconded by Geiben and Carried 5 – 0.

Building / Zoning Office

Geiben MOVED to appoint Timothy Masters - Building Inspector/SEORA Compliance Officer; Sandy VanUden - Clerk/Typist and Chris McAuliffe - Ordinance Enforcement Officer, Seconded by Bax and Carried 5 – 0.

Engineering Services

Geiben MOVED to appoint CRA Engineering, Inc. In-house Engineering Services Clerk John Sharpe, and authorize the Supervisor to sign the contract, Seconded by Bax and Carried 5 – 0.

Fire/Hazman Dept.

Geiben MOVED to appoint Patrick Martin and Donald Cosentino - Part-time Fire Inspectors; Kathy Kifer - Typist/PT, Seconded by Bax and Carried 5 – 0.

Bax MOVED to table the appointment of Fire Prevention Chairman, Seconded by Geiben and Carried 5 – 0.

Highway Department

Bax MOVED to confirm Barb Travis - Typist/PT, Seconded by Geiben and Carried 5 – 0.

Bax MOVED to accept Highway / Drainage Employees per the 2016 Salary Schedule, Seconded by Geiben and Carried 5 – 0.

Town Historian

Geiben MOVED to appoint John Sharpe - Town Historian, Seconded by Bax and Carried 5 – 0.

Justice Court Office

Geiben MOVED to confirm Justice Court Clerks Maria Sicurella and Felicia Kinney, Town Prosecutor George Adamson and Typist Patty Yacus, Seconded by Ceretto and Carried 5 – 0.

Parks

Ceretto MOVED to appoint Michael Dashineau - Superintendent of Parks; Laborers – Kevin Carpenter, Jeffery Lester & Joseph Kostyrka, Seconded by Geiben and Carried 5 – 0.

Police

Geiben MOVED to appoint Frank Previte – Police Chief; Katelyn Allan – Account Clerk and, Captain, Officers and Constables per the 2016 Salary Schedule, Seconded by Bax and Carried 5 – 0.

Recreation

Ceretto MOVED to appoint Michael Dashineau - Recreation Director/Superintendent and Tamara Meogrossi as Typist, Seconded by Bax and Carried 5 – 0.

Registrar, Records Access Officer, RMO & Recycling Officer

Donna Garfinkel confirmed as Registrar, Records Access Officer, RMO & Recycling Officer.

Senior Services

Bax MOVED to appoint Jeanette Collesano Senior Services Director, Carol Jacobs and Mary Ann Wittlop as Service Aides P/T; Arthur Fitzpatrick, Don Butkuss and John Cich as Van Drivers P/T; Don Clark Laborer and Susan Letourneau Sr. Citizens Leader P/T, Seconded by Geiben and Carried 5 – 0.

Supervisor's Office

Broderick MOVED to confirm Martha Blazick - Finance Director; Barbara Cich - Confidential Secretary/Sr. Typist/Risk Manager; Seconded by Geiben and Carried 5 – 0.

Seaman said the minutes should reflect Martha Blazick's position as Budget Officer/Finance Director.

Broderick asked for Request For Proposals for the Town auditor. The Town has had the same auditor for quite some time.

Geiben MOVED to put out a Request For Proposals for Town Auditor, Seconded by Bax for discussion

Geiben questioned if Brown and Co. will then continue as the Auditors. Broderick said no.

Seaman said it has been a manual contract. The Board could do a shorter term contract if you wanted them to act in the interim. If the Board wants to seek proposals, Seaman suggests not authorizing a manual contract at this time.

Bax asked if there is a lot that needs to be done with the auditor in the first month of the year. Blazick said no.

Broderick said they will be reaching out to Brown and Co. for them to submit. The State recommends the Town change from time to time.

Carried 5 - 0

Broderick said the Town will go out for Requests for Proposals for a Grant Writer.

Broderick MOVED to go out for Request For Proposals for a Town Grant Writer, Seconded by Geiben and Carried 5 – 0.

Town Clerk's Office

Garfinkel confirms appointment of Carole Schroeder - First Deputy Town Clerk & Deputy Registrar; Linda Kreps – Deputy Town Clerk/Sub-Registrar, Deputy Town Clerk / Assistant Tax Collector / Sub-Registrar Darlene Norwich; Barbara Joseph – Typist, David Sherriff - Dog Control Officer/Deputy Laborer and Jennifer Rossman Laborer & Deputy Dog Control Officer.

The Clerk pointed out that Dave Sherriff is Deputy Laborer because he fills in for Jennifer Rossman in her duties as maintenance when she is off.

Geiben MOVED to confirm Town Clerk's Appointments, Seconded by Bax and Carried 5 – 0.

Water Personnel

Geiben MOVED to confirm Supervisor Broderick as Water Administrator, Seconded by Morreale and Carried 5 – 0.

Geiben MOVED to confirm Water Dept. employees pursuant to 2016 Salary Schedule, Seconded by Bax and Carried 5 – 0.

WPCC

Geiben MOVED to appoint Jeff Ritter - Chief Operator and Cheryl Milicia - typist and WPCC employees SSI, Outside Sewer SS2 & SS3 per 2016 Salary Schedule, Seconded by Ceretto and Carried 5 – 0.

APPOINTMENTS

Board Liaisons

Bax MOVED to accept Broderick's Town Board Liaison appointments: Board of Ethics Ex-Officio - Seaman Building Inspector – Geiben; Cable Commission – Geiben; CWM Siting Advisory Committee – Bax; Engineer – Geiben; Environmental Commission – Bax; Fire Bureau – Broderick; Highway/Drainage – Bax; Historic Preservation – Morreale; Justice Court Office – Broderick; Lewiston Council on the Arts – Ceretto; Library – Geiben; Lighting Advisory Board – Morreale; Lower Niagara River Region Chamber – Broderick; Modern CAC – Bax; Parks & Recreation Advisory Committee – Ceretto; Personnel Committee – Ceretto; Town/Village Police Commission – Broderick & Geiben; Planning Board – Morreale; Recreation – Bax; Risk Manager – Broderick; Sanborn Business Professional Assoc. – Conrad; Senior Citizens – Ceretto; Signage Committee – Morreale; Tower / Wind Energy Research Committee – Ceretto; Water – Broderick; WPCC – Bax; Zoning Board of Appeals – Geiben, Seconded by Geiben and Carried 5 – 0.

Geiben asked if it can be requested if need be to be moved. Broderick said yes.

Stormwater Management Officer/ Minority Business Officer/ Women's Business Officer/ Electrical Inspectors/ Records Appeals Officer – FOIL/ CWM Siting Board CAC/ Bingo Inspector

Geiben MOVED to appoint Jeffrey Ritter - Stormwater Management Officer, Donna Garfinkel - Minority Business Officer Women's Business Officer, NY Atlantic Inland, Inc. - Town Electrical Inspectors, Joseph Catalano - Records Appeals Officer – FOIL, reconfirm CWM Siting Board 5 members, Broderick - Town / Village Police Liaison, and Bingo Inspector – David Sherriff Seconded by Bax and Carried 5 – 0.

Seaman is not sure if the CWM Siting Board is a Board appointment of Supervisor. Clerk said it is the Supervisor's appointment.

Geiben MOVED to confirm Broderick's appointments of the CWM Siting Board, 5 members as is from 2015, Seconded by Bax and Carried 5 – 0.

The Clerk said there are only 4 members on this Board. Bax believes he is an alternate and the Liaison.

Broderick MOVED to appoint Al Bax as the alternate to the CWM Siting Committee, Seconded by Geiben and Carried 5 – 0.

APPOINTMENTS - BOARDS COMMISSIONS & COMMITTEES

Broderick said that he, Geiben and Morreale have not had the chance to review all applications received, therefore; Boards needing to be addressed right-away will be taken care of this evening.

Environmental Commission: **Geiben MOVED to appoint: James Allan (Vice-Chairman) and Brock Davy with terms to expire 12/31/2018, Seconded by Bax and Carried 5 – 0.**

Historic Preservation: **Bax MOVED to appoint Michael Rhoney with the term to expire 12/31/2019, Seconded by Geiben and Carried 5 – 0.**

Parks & Recreation Advisory Committee: **Broderick MOVED to appoint Joe Oliverio term to expire 12/31/2022, Seconded by Geiben and Carried 5 – 0.**

Planning Board: **Broderick MOVED to appoint William Conrad - Chairman with the term to expire 12/31/2022, Seconded by Bax and Carried 5 – 0.**

Zoning Board of Appeals: **Broderick MOVED to appoint Paul Hutchins - Chairman term to expire 12/2020, Seconded by Geiben and Carried 5 – 0.**

Broderick MOVED to appoint Anita Muzzi as Vice-Chairman, Seconded by Geiben and Carried 5 – 0.

Broderick said the remaining Boards and Commission will be addressed and filled within the next three weeks.

Broderick announced that the Town of Lewiston was one of 25 towns in New York as the Safest Towns in New York. Lewiston is the only township in all of Western New York.

Bax MOVED to adjourn, Seconded by Geiben and Carried 5 – 0.

Respectfully Transcribed and Submitted by:

Donna Garfinkel