

PRESENT: Supervisor S. Broderick; Councilmembers J. Jacoby, R. Morreale, J. Myers & S. Weachter; Dep. Sup. W. Conrad; Atty. A. Bax; Police Captain M. Salada; Bldg. Insp. T. Masters; Finance Director J. Agnello; Hwy Supt M. Zahno; Water Foreman D. Zahno; WPCC Ch. Op. J. Ritter; Sr. Coordinator M. Olick; Historian M. Maggard; 1 Press (NG); 2 Residents; & Deputy Clerk T. Burns

ZOOM ATTENDEES: Eng. Lannon; 1 Press (Sentinel)

EXCUSED: Rec. Dir. T. Smith

Supervisor called the Work Session to order, followed by the Pledge of Allegiance and asked for a moment of silent reflection.

Supervisor Broderick welcomed new Town Board member, Councilwoman Sarah Weachter.

2024 REGULAR MEETING/WORK SESSION/AUDIT SCHEDULE:

Morreale MOVED to approve the 2024 Work Session/RTBM Audit schedule: W/S: 2/12; 3/11; 4/8; 5/13; (no mtgs June, July or Aug); 9/9; 10/17; 11/14 and 12/9; RTBM: 1/22; 2/26; 3/25; 4/22; 5/23; 6/24; 7/22; 8/26; 9/23; 10/28; 11/25 and Final Audit TBD. Seconded by Myers and Carried 5-0. Meetings to begin at 6:00 p.m.

Morreale MOVED to approve the 2024 Boards & Commission Meeting Schedule as follows. Seconded by Myers 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 – 6:00 p.m.

2024 HOLIDAY SCHEDULE:

Morreale MOVED to approve the following 2024 Holiday Schedule: 1/2 – New Year’s Day; 1/15 – Martin Luther King, Jr. Day; 2/19 – Presidents’ Day; 3/29 – Good Friday; 5/27 – Memorial Day; July 4 – Independence Day; 9/2 – Labor Day; 10/14 – Indigenous Peoples’ Day (Columbus Day); 11/11 – Veterans’ Day; 11/28 & 29 – Thanksgiving Holiday; and 12/24 & 25 – Christmas Holiday. Seconded by Myers and Carried 5-0.

2024 IRS MILEAGE RATE:

Morreale MOVED the mileage rate of 67¢ per mile for 2024. Seconded by Jacoby and Carried 5-0.

2024 FEE SCHEDULE:

Morreale MOVED to approve the 2024 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.

2024 FEE RATES (Resolution 2018-13)

Morreale MOVED to approve the 2024 Fee Rates, as presented. Seconded by Myers and Carried 5-0.

2024 WATER DEPARTMENT FEES

Water rates in district: 0-1,000 cubic feet: \$30.23, over 1,000 cubic feet: \$0.030230 per cubic foot. Out-of-district: 0-1,000 cubic feet: \$60.46, over 1,000 Cubic Feet: \$0.060460 per cubic foot. Water Meters: New single-family application. Includes tap, water meter installation and inspection. ¾” – Meter: \$368.22, Tap: \$1,002.32, Tax: \$29.46 (Total: \$1,400.00). 1” – Meter: \$556.32, Tap: \$1,099.17, Tax: \$44.51 (Total: \$1,700.00). 1 ½” – Meter: \$902.30, Tap: \$2,125.52, Tax: \$72.18 (Total: \$3,100.00). 2” connection (price to be determined) New single-family application in a sub-division where the curb box exists. Includes water meter installation and inspection. ¾” – Meter: \$368.22, Inspection/Installation: \$302.32, Tax: \$29.46 (Total: \$700.00). 1” – Meter: \$556.32, Inspection/Installation: \$299.17, Tax: \$44.51 (Total: \$900.00). The replacing of a curb box will cost \$500.00.

Morreale MOVED to approve the water rates/fees for 2024. Second by Jacoby and Carried 5-0.

2024 CELLPHONE STIPEND

Morreale 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 Jacoby and Carried 5-0.

2024 CREDIT CARD PAYMENTS

Morreale 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

Morreale 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

Morreale MOVED to designate the *Niagara Gazette* as the official Town newspaper. Seconded by Jacoby and Carried 5-1.

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

OFFICIAL TOWN DEPOSITORY

Morreale MOVED to designate Bank on Buffalo, Key Bank & M & T Bank as official Town depositories. Seconded by Myers and Carried 5-0.

AUTHORIZED SIGNERS FOR PAYMENTS OF CHECKS

Morreale MOVED to authorize Sup. Broderick and Deputy Sup. Conrad as signatories of payments of bank checks. Second by Jacoby and Carried 5-0.

PROCUREMENT POLICY

Morreale MOVED to adopt the 2024 Procurement Policy, as presented. Seconded by Myers and Carried 5-0.

INVESTMENT POLICY

Morreale MOVED to adopt the Investment Policy, as written. Seconded by Jacoby and Carried 5-0.

ROBERTS RULES OF ORDER

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

APPOINTMENTS/CONFIRMATIONS:

Assessor's Dept: **Morreale MOVED to confirm the re-appointment of Linda Johnson as Town Assessor. Seconded by Myers and Carried 5-0.**

Attorney: **Morreale MOVED to re-appoint Al Bax as Town Attorney. Second by Myers and Carried 5-0.**

Attorney for the Town: **Morreale MOVED to re-appoint Seaman Norris as Attorney for the Town and enter into a contract with the firm. Seconded by Myers and Carried 5-0**

Building Dept:

Morreale MOVED to re-appoint Tim Masters as Building Inspector/SEQR Compliance Officer. Seconded by Jacoby and Carried 5-0.

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

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

Fire Inspectors:

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

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

Highway Department:

Morreale MOVED to confirm Jeff Cosgrove as Deputy Highway Supt. Seconded by Jacoby and Geiben and Carried 5-0.

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

Morreale MOVED to re-appoint George Adamson, Town Prosecutor. Seconded by Myers and Carried 5-0.

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

Police: **Morreale MOVED to confirm Frank Previte as Chief of Police. Seconded by Jacoby and Carried 5-0.**

Recreation Director: **Morreale MOVED to re-appoint Tim Smith as Recreation Director. Seconded by Myers and Carried 5-0.**

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

Deputy/Sub Registrars: **Morreale MOVED to appoint Tamara Burns as Deputy Registrar. Second by Jacoby and Carried 5-0**

Morreale MOVED to appoint Carole Schroeder and Linda Kreps as Sub-Registrars. Second by Myers and Carried 5-0.

Senior Services: **Morreale MOVED to re-appoint Melinda Olick, Senior Citizens Coordinator. Seconded by Myers and Carried 5-0.**

Supervisor's Confirmations: Broderick confirmed the re-appointment of William Conrad, Deputy Supervisor; Amy Smith, Confidential Secretary and Jacqueline Agnello, Finance Director.

Morreale MOVED to retain Dresher & Malecki, as Town Auditors. Seconded by Myers and Carried 5-0.

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

WPCC: **Morreale MOVED to re-appoint Jeff Ritter, Chief Operator. Seconded by Myers and Carried 5-0.**

2024 SALARY SCHEDULE

Morreale MOVED to adopt the 2024 Salary Schedule, as presented. Seconded by Myers and Carried 5-0.

LIAISON APPOINTMENTS:

Broderick read the 2024 Appointed Liaisons as follows:

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

Morreale MOVED the Liaison Appointments, as presented. Seconded by Jacoby and Carried 5-0.

BOARDS, COMMISSIONS & COMMITTEES:

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

Environmental Commission: **Broderick MOVED the appointment of Matthew Feldman, Seconded by Morreale and Carried 5-0.**

There are a couple openings due to a resignation and two board members moving to other commissions. Victoria Polka submitted a letter of resignation to the Town Board effective January 1, 2024.

Morreale MOVED to accept the resignation of Victoria Polka from the Environmental Commission effective January 1, 2024. Second by Myers and Carried 5-0.

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: **Morreale MOVED to re-appoint Karen Lyle (Chairman). Second by Jacoby and Carried 5-0**

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 Jacoby and Carried 5-0.**

Modern CAC: No appointments made in 2018 - 2023. Committee not de-activated at this time.

Parks and Recreation Advisory Committee: **Morreale MOVED to re-appoint Tom Deal Seconded by Jacoby and Carried 5-0.**

Personnel Commission: **Morreale MOVED to retain Donna Garfinkel, Amy Smith and Al Bax. Seconded by Myers and Carried 5-0.**

Planning Board: **Morreale MOVED to re-appoint William Burg as Chairman. Seconded by Myers and Carried 5-0.**

Morreale MOVED to appoint Zachary Collister to the Planning Board. Seconded by Jacoby and Carried 5-0. Term to expire 12/31/2024.

Signage Committee: **Morreale MOVED to appoint Frank Previte, Mitch Zahno, Gary Wasko and Christopher Winstel. Seconded by Myers and Carried 5-0.**

Town Hall Renovation Board: **Morreale MOVED to re-appoint Bill Conrad, Donna Garfinkel, Sarah Weachter, Bob Lannon, Pat Martin and Time Masters Second by Jacoby and Carried 5-0**

Zoning Board of Appeals: **Morreale MOVED to appoint Mark Gallo. Seconded by Jacoby and Carried 5-0.** Term to expire 12/31/2028

Morreale MOVED to close the Reorganization Meeting. Seconded by Jacoby and Carried 5-0.

WORK SESSION

January 8, 2024

AGENDA: Additions: Broderick: D.O.T Drug and Alcohol abuse policy & regular Drug and Alcohol abuse policy

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

Morreale MOVED to approve the minutes of 12/28/2023 – RTBM. Seconded by Jacoby and Carried 4-0. Weachter - Abstained.

ABSTRACT: Morreale MOVED to approve the Regular Abstract of Claims Numbered 23-03604 thru 23-03640 and 24-00001 thru 24-00025 and recommended payment in the amount of \$359868.67. Seconded by Myers and Carried 5-0.

DEPARTMENT HEAD STATEMENTS:

Clerks: Deputy Clerk Burns presented a letter from the Association of Towns. A delegate and alternate need to be appointed to attend the annual business session.

Jacoby MOVED to appoint Sup. Broderick as delegate and Councilman Morreale as alternate. Seconded by Myers and Carried 5-0.

Seniors: Olick presented an annual report of activities from the Senior Center showing the improvement of participants from 2021-2023. Broderick said he thinks Olick is doing a great job. There is Yoga at the Senior Center every other Monday and it has been very successful.

BRODERICK

Legal: There are Updated Drug and Alcohol Abuse/DOT Policies. These have been updated to comply with current Federal and State regulations and to get the Town employees back on a Random Pool drug/alcohol screening schedule with Occustar.

Morreale MOVED to approve the D.O.T Drug and Alcohol Abuse Policy. Seconded by Jacoby and Carried 5-0

This will be circulated. All department heads are already aware of this new policy. Jacoby asked if every employee will be tested. Broderick said there are certain Federal requirements for employees with a CDL license which includes the testing of marijuana. For a non-D.O.T. employees, you cannot test for marijuana now that it is legal in New York State. This is the main difference in the testing between D.O.T. and non-D.O.T. employees but there are a few others as well.

Morreale MOVED to approve the non-D.O. T Town Drug and Alcohol Abuse Policy. Seconded by Jacoby and Carried 5-0.

Engineer: Lannon provided a typical driveway curb-cut detail. There is a minor change to the original outlines. On the section of the curb, the original spec was 6” max. Highway Sup. Zahno and Bldg. Insp. Masters suggest the curb spec be changed to 12”. It has been rare that there are edits to the Town’s Standard Specs but it is done by resolution.

Morreale MOVED to accept as presented. Seconded by Jacoby and Carried 5-0.

Finance: The Finance Director asked approval to process the following 2023 Budget revisions (4):

- a) A request to move \$38,705.00 to Police Equipment budget - B00-3120-0200-0000 with \$36,423.00 from Insurance Recoveries - B00-1000-2680-000 and \$2,282.00 from State Retirement B00-9010-0800-0000, to cover new replacement vehicle.
- b) A request to move \$8,165.00 to Police Gasoline & Diesel - B00-3120-0400-3510 from Transfer from Other Funds - B00-1000-5031-1189, to cover gasoline & diesel expenses through the remainder of the year.
- c) A request to move \$1,520.00 to Police Medicare - B00-9020-0800-0100 from Medicare budget - B00-9020-0800-0000, to cover Police Medicare tax expenses for the year.
- d) A request to move \$6,501.00 to Police Social Security budget - B00-9030-00800-0100 from Social Security - B00-9030-0800-0000, to cover Police Social Security expenses for the year.

Morreale MOVED for approval. Seconded by Jacoby and Carried 5-0.

JACOBY: Nothing to report.

MORREALE

William O’Connor from the WPCC submitted a letter that he has made arrangements with the NYS Retirement to retire on January 13, 2024. Broderick said this is one of our longest working employees with over 45 years at the Town. Broderick would like to invite him to our next board meeting so we can make a presentation to him.

Morreale MOVED to accept his retirement with regret. Seconded by Myers and Carried 5-0.

Ritter submitted a letter asking for the Board approval to go to bid for the WPCC Phase 2 “Main Panel Project”. Ritter said they’re planning on advertising on 1/12, pre-bid walkthrough on 1/26, opening on 2/8 at 10AM and the award of the bid will be expected on 2/12. Ritter is always willing to take anyone on a tour of the WPCC to explain exactly what this project is and show any upgrades.

Morreale MOVED to approve to go out to bid. Seconded by Jacoby and Carried 5-0.

MYERS

Myers reported that the Sanborn Area Historical Society will hold a meeting on Tuesday, January 23, 2024 at 7:00 p.m. at the Farm Museum. They will have a special program “Yellow Jacket Band”. There are always refreshments and it is always free. The public is invited to attend.

WEACHTER

Weachter said it is a pleasure to be here, she is excited and its going to take her a little bit to get her feet on the ground but she is looking forward to it. Broderick said he looks forward to her being on the Board, welcome aboard. Weachter said she’s just glad to do her part.

PRIVILEGE OF THE FLOOR – No one spoke

Broderick announced that Town Offices would be closed Monday, January 15th in observance of Martin Luther King, Jr. Day.

Morreale MOVED to adjourn. Seconded by Jacoby and Carried 5-0.

Time: 6:20 p.m.

Transcribed and submitted by:

Tamara L. Burns
Deputy Town Clerk

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