

JANUARY 4, 2016

REORGANIZATIONAL MEETING

The reorganizational meeting of the Town Board of the Town of Wheatfield was held on **January 4, 2016** at 7:00 p.m. in the Town Hall, 2800 Church Road, North Tonawanda, County of Niagara and State of New York to make yearly appointments for the year 2016.

PRESENT: Supervisor Robert Cliffe, Councilman Larry Helwig, Councilman Gilbert Doucet, Councilman Randy Retzlaff, Town Attorney Matthew Brooks, Town Clerk Kathleen Harrington-McDonell.

EXCUSED: Councilman Arthur Gerbec

Moved by Supervisor Cliffe and seconded by Councilman Helwig to designate M&T, First Niagara, HSBC and Chase as the depositories for the Town of Wheatfield for 2016.

This motion was CARRIED: AYES 4 - NAYS 0.

Moved by Councilman Retzlaff and seconded by Councilman Doucet to designate Robert Cliffe, Gilbert Doucet and Larry Helwig as authorized signers for payments by check. Two signatures are required for payments in excess of \$2,000.00.

This motion was CARRIED: AYES 4 – NAYS 0.

Moved by Councilman Doucet and seconded by Supervisor Cliffe to designate Greater Niagara Newspapers and the Tribune as the official newspapers for the Town of Wheatfield for 2016.

This motion was CARRIED: AYES 4 – NAYS 0.

Moved by Councilman Helwig, seconded by Councilman Doucet, that the regular meeting of the Town Board be held as per the attached schedule at 7:30 p.m. unless otherwise specified.

The motion was CARRIED: AYES 4 –NAYS 0.

Moved by Supervisor Cliffe, seconded by Councilman Retzlaff to appoint Councilman Helwig as Deputy Supervisor for 2016.

This motion was CARRIED: AYES 4 – NAYS 0.

Moved by Councilman Retzlaff, seconded by Doucet, to impose upon the Supervisor powers and duties of administration and supervision of the Town or special improvement district functions to be performed on behalf of the Board for 2016.

This motion was CARRIED: AYES 4 – NAYS 0.

Moved by Councilman Doucet, seconded by Councilman Helwig that the elected and appointed officials with the exception of the Supervisor, Highway Superintendent, Water Superintendent, Assessor, Recreation Director, Building Inspector, Sewer Foreman, Town Clerk, Town Prosecutor and Town Attorney be paid quarterly for 2016. **This motion was CARRIED: AYES 4 - NAYS 0.**

Moved by Councilman Helwig, seconded by Supervisor Cliffe to appoint Bob Leadersdorf as the Democratic Voting Machine Custodian for 2016.

This motion was CARRIED: AYES 4 – NAYS 0.

Moved by Supervisor Cliffe, seconded by Councilman Retzlaff to appoint Arthur Gerbec as the Republican Voting Machine Custodian for 2016.

This motion was CARRIED: AYES 4 - NAYS 0.

Moved by Councilman Retzlaff, seconded by Councilman Doucet to appoint MaryJane Ziomek and Patti Weiss as Voting Machine Inspectors for 2016.

This motion was CARRIED: AYES 4 - NAYS 0.

Moved by Councilman Doucet, seconded by Councilman Retzlaff that Town officials are compensated at the rate of \$.50 per mile for all itemized official travel using their personal vehicles during the year 2016.

This motion was CARRIED: AYES 4 NAYS 0.

Moved by Councilman Helwig, seconded by Supervisor Cliffe that the elected Town officials be reimbursed for stationery, postage and telephone calls and miscellaneous expenses for official purposes.

This motion was CARRIED: AYES 4 – NAYS 0.

Moved by Supervisor Cliffe, seconded by Councilman Retzlaff that, during 2016, the Town, according to Sections 519 and 521 of the Judiciary Law, shall not make deductions from an employee's wages during the first three days of jury service and that thereafter, a deduction of \$15.00 per day may be made.

This motion was CARRIED: AYES 4 – NAYS 0.

Moved by Councilman Retzlaff, seconded by Councilman Doucet to appoint the following liaisons to departments as per the attached list:

This motion was CARRIED: AYES 4 - NAYS 0.

Moved by Councilman Doucet, seconded by Councilman Helwig that the bonding of the Town Clerk/Receiver of Taxes for the total tax roll be approved and set at \$250,000.

This motion was CARRIED: AYES 4 – NAYS 0.

Moved by Councilman Helwig, seconded by Councilman Doucet that the required bonding of other elected officials and employees as deemed necessary be approved.

This motion was CARRIED: AYES 4 - NAYS 0.

Moved by Councilman Helwig, seconded by Councilman Doucet authorizing the Supervisor to invest funds as feasible with the stipulation that a financial report be submitted to each board member after each investment and also a budget status report on a monthly basis. Additionally, Town Board members shall receive monthly financial status reports of all accounts and investments, including itemized monthly statements.

This motion was CARRIED: AYES 4 – NAYS 0.

Moved by Supervisor Cliffe, seconded by Councilman Retzlaff, that the following individuals be appointed to have the power and authority as Constables as set forth in Town Law; with Robin Zastrow appointed as Head Constable and Robert Connery Deputy to the Head Constable.

Robert Connery	Craig Schultz
Marc Kasprzak	Jerome Sperrazza
Brian Kroening	Eric Weber
	Robin Zastrow

This motion was CARRIED: AYES 4 – NAYS 0.

Moved by Councilman Retzlaff, seconded by Supervisor Cliffe to appoint Kathleen Harrington-McDonell as Registrar of Vital Statistics, the term shall expire Dec 31, 2016 at a salary as set per attached list.

This motion was CARRIED: AYES 4 - NAYS 0.

Moved by Councilman Doucet, seconded by Councilman Retzlaff to appoint Wendel and GHD as the Town Engineers for the year 2016 as per the annual contract.

This motion was CARRIED: AYES 4 –NAYS 0.

Moved by Councilman Helwig, seconded by Supervisor Cliffe to appoint Wendel as Consultants to the Planning Board. The Supervisor is authorized to sign a contract for this service.

This motion was CARRIED: AYES 4 – NAYS 0.

Moved by Supervisor Cliffe and seconded by Councilman Doucet to appoint GHD as Engineers for the year 2016 as per the annual contract (includes PIPø).

This motion was CARRIED: AYES 4 – NAYS 0.

Moved by Councilman Retzlaff, seconded by Councilman Doucet to appoint Walt Bissett as Town Historian at an annual salary as set per the attached list.

This motion was CARRIED: AYES 4 – NAYS 0.

Moved by Councilman Doucet, seconded by Councilman Helwig to appoint Ed Mongold as Budget Director at a salary set per the attached.

This motion was CARRIED: AYES 4 – NAYS 0.

Moved by Councilman Helwig, seconded by Supervisor Cliffe to appoint Vincent Sandanato as Personnel/Human Resource Manager at a salary per the attached.

This motion was CARRIED: AYES 4 - NAYS 0.

Moved by Supervisor Cliffe, seconded by Councilman Retzlaff to appoint Jerry Canada to the Zoning Board of Appeals for a 5 year term ending Dec 31, 2021.

This motion was CARRIED: AYES 4 – NAYS 0.

Moved by Councilman Retzlaff, seconded by Councilman Doucet to appoint Terry McIntyre as Chairman of the Zoning Board of Appeals for 2016.

This motion was CARRIED: AYES 4 – NAYS 0.

Moved by Councilman Doucet, seconded by Councilman Helwig to appoint Walt Garrow as Chairman of the Planning and Zoning Board, term to expire December 31, 2016.

This motion was CARRIED: AYES 4 – NAYS 0.

Moved by Councilman Helwig, seconded by Councilman Doucet to appoint Mark Stevens as Bingo Inspector at an annual salary as set per the attached list; said term to expire December 31, 2016.

This motion was CARRIED: AYES 4 – NAYS 0.

Moved by Supervisor Cliffe, seconded by Councilman Helwig to set the salary of Recreation Director as per the attached list for 2016.

This motion was CARRIED: AYES 4 – NAYS 0.

Moved by Councilman Retzlaff, seconded by Councilman Helwig that the salaries of the Elected Town officials are fixed as established in the Town budget for 2016 as follows:

Robert Cliffe, Supervisor	\$38,831.00
Kathleen Harrington, Town Clerk	\$63,940.00
John Mattio, Town Justice	\$24,915.00
Erin DeLabio, Town Justice	\$24,915.00
Arthur Gerbec, Councilman	\$14,181.00
Larry Helwig, Councilman/Deputy	\$17,928.00
Randy Retzlaff, Councilman	\$14,181.00
Gilbert Doucet, Councilman	\$14,181.00
Paul Siegmann, Highway Super.	\$67,933.00

This motion was CARRIED: AYES 4 – NAYS 0.

Moved by Councilman Doucet, seconded by Councilman Retzlaff to set the salary of Sewer/Water Foreman and Deputy as per the attached list for 2016.

This motion was CARRIED: AYES 4 – NAYS 0.

Moved by Councilman Helwig, seconded by Supervisor Cliffe, to appoint Kelly Beherens and Cathy Donner as Court Clerks for Justice Mattio and Justice DeLabio at a salary as per the attached list.

This motion was CARRIED: AYES 4 – NAYS 0.

Moved by Supervisor Cliffe, seconded by Councilman Doucet to appoint Autumn Evans as Asst. Court Clerk for 2016.

This motion was CARRIED: AYES 4 - NAYS 0.

Moved by Councilman Retzlaff, seconded by Councilman Helwig to appoint Judy Blake and Lois Stoelting as Court Officers as directed by Town Justices Mattio and DeLabio at an hourly rate as per the attached list. The term shall expire December 31, 2016.

This motion was CARRIED: AYES 4 – NAYS 0.

Moved by Councilman Doucet, seconded by Councilman Retzlaff to adopt pay schedules for hourly employees as per attached list.

This motion was CARRIED: AYES 4 – NAYS 0.

Moved by Councilman Helwig, seconded by Councilman Doucet to appoint Matthew Brooks as Town Attorney for 2016 at an annual contract as per the attached list, excluding special district matters.

This motion was CARRIED: AYES 4 – NAYS 0.

Moved by Supervisor Cliffe, seconded by Councilman Retzlaff to appoint Matthew Brooks and David Heim as Attorneys for matters properly brought before the Town Justice Courts which call for the services of a special prosecutor and other matters assigned to her/him by the Town Board and to be compensated at a rate as per the attached list.

This motion was CARRIED: AYES 4 -NAYS 0.

Moved by Councilman Retzlaff, seconded by Councilman Helwig to appoint Joe Malloy and Al Nelson as Electrical Inspectors at a rate as per the attached list, term to expire December 31, 2016.

This motion was CARRIED: AYES 4 - NAYS 0.

Moved by Councilman Doucet, seconded by Councilman Retzlaff to appoint Judy Bugenhagen Ceramic Instructor at a rate as per the attached list. Term to expire December 31, 2016.

This motion was CARRIED: AYES 4 – NAYS 0.

Moved by Councilman Helwig, seconded by Councilman Doucet to appoint Supervisor Cliffe as Minority Business Officer.

This motion was CARRIED: AYES 4 – NAYS0.

Moved by Supervisor Cliffe, seconded by Councilman Helwig to appoint Paul Siegmann as Chairman the Drainage Committee.

This motion was CARRIED: AYES 4 – NAYS 0.

Moved by Councilman Retzlaff, seconded by Councilman Doucet to appoint Councilman Gerbec as Town Board representative to the Fire Advisory Board with members of the Fire Companies as follows:

Adams - Scott Leaderstorf/Christopher Pino
 Bergholz - Keith Potter, Mark Stevens
 Frontier - Bruce Mack, Richard Silvaroli
 St. Johnsburg - Gary Ziomek/Mike Scive
 Shawnee - Marc Kasprzak/Matthew Marti

This motion was CARRIED: AYES 4 – NAYS 0.

Moved by Councilman Doucet, seconded by Councilman Helwig to appoint Councilman Gerbec as Chairman to the Town of Wheatfield Comprehensive Planning Committee for 2016.

This motion was CARRIED: AYES 4 – NAYS 0.

Moved by Councilman Helwig, seconded by Councilman Retzlaff to authorize the Supervisor to prepay utility bills, insurance payments, phone bills and postage as required.

This motion was CARRIED: AYES 4 - NAYS 0.

Moved by Supervisor Cliffe, seconded by Councilman Retzlaff to authorize the occasional services of David Muir as a licensed Nuisance Wildlife Control Officer for 2016.

This motion was CARRIED: AYES 4 –NAYS 0.

Moved by Councilman Retzlaff, seconded by Councilman Helwig to adjourn at 7:19 p.m.

This motion was CARRIED: AYES 4 – NAYS 0.

Respectfully submitted,
 Kathleen Harrington-McDonell
 Town Clerk