

JANUARY 2, 2019

REORGANIZATIONAL MEETING

The reorganizational meeting of the Town Board of the Town of Wheatfield was held on **January 2, 2019** at 6:30 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 2019.

PRESENT: Supervisor Don MacSwan, Councilman Larry Helwig, Councilman Gilbert Doucet, Councilman Randy Retzlaff, Councilman Curt Doktor, Town Attorney Matthew Brooks, Town Clerk Kathleen Harrington-McDonell.

Moved by Councilman Helwig and seconded by Councilman Doucet to designate M & T Bank and Key Bank as the depositories for the Town of Wheatfield for 2019.

This motion was CARRIED: AYES 5 – NAYS 0.

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

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Supervisor MacSwan and seconded by Councilman Helwig to designate Tribune and Niagara Gazette as the official newspapers for the Town of Wheatfield for 2019.

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Councilman Retzlaff, seconded by Councilman Doucet, that the regular meeting of the Town Board be held as per the attached schedule at 7:00 p.m. unless otherwise specified.

The motion was CARRIED: AYES 5 – NAYS 0.

Moved by Councilman Doucet, seconded by Councilman Doktor to appoint Councilman Helwig as Deputy Supervisor for 2019.

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Councilman Helwig, seconded by Councilman Doktor, 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 2019.

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Councilman Doktor, seconded by Retzlaff 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 2019.

This motion was CARRIED: AYES 5 - NAYS 0.

Moved by Supervisor MacSwan, seconded by Councilman Retzlaff to appoint Robert Leadersdorf as the Democratic Voting Machine Custodian for 2019.

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Councilman Retzlaff, seconded by Supervisor MacSwan to appoint Arthur Gerbec as the Republican Voting Machine Custodian for 2019.

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Councilman Doucet, seconded by Councilman Helwig to appoint Patti Weiss and Mary Jane Ziomek as Voting Machine Inspectors for 2019.

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Councilman Helwig, seconded by Councilman Doktor that Town officials are compensated at the rate of \$.50 per mile for all itemized official travel using their personal vehicles during the year 2019.

This motion was CARRIED: AYES 5 – NAYS 0.

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

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Supervisor MacSwan, seconded by Councilman Doucet that, during 2019, 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 5 – NAYS 0.

Moved by Councilman Retzlaff, seconded by Councilman Helwig to appoint liaisons to departments as follows:

Assessor / Payroll Dept	Larry Helwig
Building Department	Gil Doucet & Curt Doktor
Budget Director	Don MacSwan
Computer System(s) / Technology	Larry Helwig
Comprehensive Planning / Task Force	Curt Doktor
Constable Department	Gil Doucet
Drainage	Randy Retzlaff
Economic Development/ LDC	Don MacSwan & Larry Helwig
Farmer’s Focus Group	Randy Retzlaff
Highway Department	Randy Retzlaff & Larry Helwig
Greenway Trail / River Road Park	Larry Helwig
Justice Court	Don MacSwan
Recreation Department	Curt Doktor & Gil Doucet
Safety Committee	Gil Doucet
Town Attorney	Gil Doucet
Town Clerk	Gil Doucet
Water / Sewer	Curt Doktor & Gil Doucet
Veteran’s Committee	Don MacSwan

This motion was CARRIED: AYES 5 – 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 5 – NAYS 0.

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

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Councilman Doucet, seconded by Councilman Helwig 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 5 – NAYS 0.

Moved by Supervisor MacSwan, seconded by Councilman Doucet, that the individuals per the attached list 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 as Deputy to the Head Constable, and Roger Thompson as Training Officer.

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Councilman Retzlaff, seconded by Supervisor MacSwan to appoint Wendel Engineers as the Town Engineer for the year 2019 as per their annual contract.

This motion was CARRIED: AYES 5 – NAYS 0.

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

This motion was CARRIED: AYES 5 – NAYS 0.

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

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Councilman Doktor, seconded by Councilman Helwig to appoint Justin Higner as Town Historian at an annual salary as set per the attached list.

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Supervisor MacSwan, seconded by Councilman Retzlaff to appoint Mike Polek to the Planning Board for a 5 year term ending December 31, 2023.

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Councilman Retzlaff, seconded by Supervisor MacSwan to appoint Walt Garrow as Chairman of the Planning Board, term to expire December 31, 2019.

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Councilman Doktor, seconded by Supervisor MacSwan to appoint Richard Muscatello as Chairman of the Zoning Board of Appeals term to expire December 31, 2019.

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Councilman Doucet, seconded by Supervisor MacSwan to appoint Art Kroening to the Zoning Board of Appeals for a 5 year term ending Dec 31, 2023.

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Councilman Helwig, seconded by Councilman Retzlaff to appoint Mark Stevens as Bingo Inspector at an annual salary as set per the attached list; term to expire December 31, 2019.

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Councilman Retzlaff, seconded by Supervisor MacSwan to appoint Curt Doktor as Chairman to the Town of Wheatfield Comprehensive Planning Committee for 2019.

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Councilman Doucet, seconded by Councilman Doktor, that the salaries of the Elected Town officials are fixed as established in the Town budget for 2019 as follows:

Don MacSwan, Supervisor	\$41,208
Kathleen Harrington-McDonell, Town Clerk	\$67,869
Angel Stamm-Phillips, Town Justice	\$26,439
Gary Strenkoski, Town Justice	\$26,439
Curt Doktor, Councilman	\$15,049
Larry Helwig, Councilman/Deputy	\$19,026
Randy Retzlaff, Councilman	\$15,049
Gilbert Doucet, Councilman	\$15,049
Paul Siegmann, Highway Super.	\$72,092

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Councilman Helwig, seconded by Councilman Doktor to set the salary of Sewer/Water Foreman and Deputy as per the attached list for 2019.

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Councilman Doktor, seconded Councilman Helwig to set the salary of Recreation Director as per the attached list for 2019.

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Supervisor MacSwan, seconded by Councilman Doktor, to appoint Cathy Donner and Kelly Behrens as Court Clerks for Justice Strenkoski and Justice Stamm-Phillips at a salary as per the attached list.

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Councilman Retzlaff, seconded by Supervisor MacSwan to appoint Judy Blake and Lois Stoelting as Court Officers as directed by Town Justices Stamm-Phillips and Strenkoski at an hourly rate as per the attached list. The term shall expire December 31, 2019.

This motion was CARRIED: AYES 5 – NAYS 0.

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

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Councilman Helwig, seconded by Councilman Doucet to appoint Matthew Brooks as Town Attorney for 2019 at an annual contract as per the attached list, excluding special district matters.

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Councilman Doktor, seconded by Supervisor MacSwan to appoint Matthew Brooks and Matt Mosher 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 5 – NAYS 0.

Moved by Supervisor MacSwan, 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, 2019.

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Councilman Retzlaff, seconded by Councilman Doucet to appoint Judy Bugenhagen Ceramic Instructor at a rate as per the attached list. Term to expire December 31, 2019.

This motion was CARRIED: AYES 5 – NAYS 0

Moved by Councilman Doucet, seconded by Councilman Doktor to appoint Supervisor MacSwan as Minority Business Officer.

This motion was CARRIED: AYES 5 – NAYS 0.

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

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Councilman Doktor, seconded by Councilman Retzlaff to appoint Greg Lloyd as Chairman of the Firearms Committee, with members Eric Minton, Doug Guenther, Richard Jackman, Ronald Wolf Sr. and Chairman Emeritus, Paul Cozad.

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Supervisor MacSwan, second by Councilman Helwig to appoint Marc Kasprzak as Chairman of the Fire Advisory Board for 2019. Each fire company shall designate two of their members as members of the Fire

Advisory Board.

This motion was CARRIED: AYES 5 – NAYS 0.

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

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Councilman Doucet, seconded by Councilman Doktor to authorize the occasional services of Wild Kritters of Niagara County for assistance with wild animal control.

This motion was CARRIED: AYES 5 - NAYS 0.

Moved by Councilman Helwig, seconded by Supervisor MacSwan to authorize the occasional services of David Muir as a licensed Nuisance Wildlife Control Officer for 2019.

This motion was CARRIED: AYES 5 –NAYS 0.

Moved by Councilman Doktor, seconded by Councilman Helwig to adjourn at 6:50_p.m.

This motion was CARRIED: AYES 5 – NAYS 0.

Respectfully submitted,
Kathleen Harrington-McDonell
Town Clerk