

JANUARY 3, 2018

REORGANIZATIONAL MEETING

The reorganizational meeting of the Town Board of the Town of Wheatfield was held on **January 3, 2018** at 5:00 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 2018.

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 Retzlaff to designate M & T Bank and Key Bank as the depositories for the Town of Wheatfield for 2018.

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Councilman Doktor and seconded by Councilman Helwig to designate Supervisor MacSwan, Deputy Supervisor 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 Doucet to designate Greater Niagara Newspapers and the Tribune as the official newspapers for the Town of Wheatfield for 2018.

This motion was CARRIED: AYES 5 – NAYS 0.

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

Moved by Supervisor MacSwan, seconded by Councilman Retzlaff to appoint Larry Helwig as Deputy Supervisor for 2018.

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Councilman Doucet, 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 2018.

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Councilman Helwig, seconded by Councilman Doucet 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 2018.

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Councilman Doucet, seconded by Supervisor MacSwan to appoint Robert Leadersdorf as the Democratic Voting Machine Custodian for 2018.

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Supervisor MacSwan, seconded by Councilman Helwig to appoint Arthur Gerbec as the Republican Voting Machine Custodian for 2018.

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Councilman Retzlaff, seconded by Councilman Doucet to appoint Patti Weiss and Mary Jane Ziomek as Voting Machine Inspectors for 2018.

This motion was CARRIED: AYES 5 – 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 2018.

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Councilman Helwig, seconded by Councilman Doktor 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 Councilman Doktor, seconded by Councilman Doucet that, during 2018, 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.

The following motion was held: to appoint liaisons to departments as per the attached list:

This motion was HELD.

Moved by Councilman Retzlaff, seconded by Councilman Doucet 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 Doucet, seconded by Councilman Helwig 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 Helwig, seconded Councilman Doktor 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 Councilman Doktor, seconded by Councilman Helwig, 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.

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Supervisor MacSwan, seconded by Councilman Helwig to appoint Wendel as the Town Engineers for the year 2018 as per their annual contract.

This motion was CARRIED: AYES 5 – NAYS 0.

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

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Supervisor MacSwan, seconded by Councilman Doucet 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 Councilman Doucet, seconded by Councilman Retzlaff to accept resignation of Richard Muscatello from the Planning Board with regret.

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Councilman Helwig, seconded by Councilman Doucet to appoint Susan Agnello-Eberwein as Member of the Planning Board, for a term to expire on December 31, 2019.

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Councilman Doktor, seconded by Councilman Retzlaff to appoint Walter Garrow as Chairman of the Planning Board, term to expire December 31, 2018.

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Councilman Retzlaff, seconded by Councilman Doucet to appoint Don Proefrock to the Planning Board for a 5 year term ending December 31, 2022.

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Councilman Doucet, seconded by Councilman Helwig to accept resignation of Terry McIntyre from the Zoning Board of Appeals with regret.

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Councilman Helwig, seconded by Councilman Retzlaff to appoint Richard Muscatello to the Zoning Board of Appeals until 12/31/2019.

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Councilman Doktor, seconded by Councilman Doucet to appoint Richard Muscatello as Chairman of the Zoning Board of Appeals for 2018.

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Supervisor MacSwan, seconded by Councilman Doktor to accept resignation of Ken Retzlaff from the Zoning Board of Appeals with regret.

This motion was CARRIED: AYES 5 – NAYS 0.

The following motion was held: to appoint _____ to the Zoning Board of Appeals until 12/31/2018.

This motion was HELD:

Moved by Councilman Doktor, seconded by Councilman Retzlaff to appoint Art Gerbec to the Zoning Board of Appeals for a 5 year term ending Dec 31, 2022.

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Supervisor MacSwan, seconded by Councilman Helwig to appoint Mark Stevens as Bingo Inspector at an annual salary as set per the attached list; said term to expire December 31, 2018.

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Councilman Retzlaff, seconded by Councilman Doucet to appoint Curt Doktor as Chairman to the Town of Wheatfield Comprehensive Planning Committee for 2018.

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Councilman Doucet, seconded by Councilman Helwig, that the salaries of the Elected Town officials are fixed as established in the Town budget for 2018 as follows:

Don MacSwan, Supervisor	\$40,400
Kathleen Harrington, Town Clerk	\$66,538
Vacant, Town Justice	\$25,921
Gary Strenkoski, Town Justice	\$25,921
Curt Doktor, Councilman	\$14,754
Larry Helwig, Councilman/Deputy	\$18,653
Randy Retzlaff, Councilman	\$14,754
Gilbert Doucet, Councilman	\$14,754
Paul Siegmann, Highway Super.	\$70,678

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Councilman Helwig, seconded by Councilman Doucet to set the salary of Sewer/Water Foreman and Deputy as per the attached list for 2018.

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Councilman Doktor, seconded by Councilman Helwig to set the salary of Recreation Director as per the attached list for 2018.

This motion was CARRIED: AYES 5 – NAYS 0.

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

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Councilman Retzlaff, seconded by Councilman Doucet to appoint Judy Blake and Lois Stoelting as Court Officers as directed by Town Justices Vacant and Strenkoski at an hourly rate as per the attached list. The term shall expire December 31, 2018.

This motion was CARRIED: AYES 5 – NAYS 0.

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

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Councilman Doucet, seconded by Councilman Helwig to appoint Matt Brooks as Town Attorney for 2018 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 Councilman Doucet to appoint David Heim and Matt Brooks 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, 2018.

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Councilman Retzlaff, seconded by Councilman Doktor to appoint Judy Bugenhagen Ceramic Instructor at a rate as per the attached list. Term to expire December 31, 2018.

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 Helwig 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 Councilman Retzlaff, second by Councilman Doucet to appoint Marc Kasprzak as Chairman of the Fire Advisory Board for 2018. 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 Doucet, seconded by Councilman Helwig 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 Helwig, seconded by Councilman Doktor to authorize the occasional services of David Muir as a licensed Nuisance Wildlife Control Officer for 2018.

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Supervisor MacSwan, and seconded by Councilman Doktor to amend a previous motion to appoint Wendel Engineers and GHD as the Town Engineers for the year 2018 as per their annual contract.

This motion was CARRIED: AYES 5 - NAYS 0.

Moved by Councilman Doktor, seconded by Councilman Helwig to adjourn at 5:20 p.m.

This motion was CARRIED: AYES 5 – NAYS 0.

Respectfully submitted,
Kathleen Harrington-McDonell
Town Clerk