

JANUARY 2, 2023

RE-ORGANIZATIONAL MEETING

The re-organizational meeting of the Town Board of the Town of Wheatfield was held on **January 2, 2023** 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 2023.

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 Doucet, and seconded by Councilman Doktor to designate M & T Bank and Key Bank as the depositories for the Town of Wheatfield for 2023.

This motion was CARRIED: AYES 5 - NAYS 0.

Moved by Councilman Retzlaff and seconded by Councilman Helwig 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 Councilman Doktor, and seconded by Councilman Doucet to designate Tribune and Niagara Gazette as the official newspapers for the Town of Wheatfield for 2023.

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Councilman Helwig, seconded by Councilman Doktor 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 Larry Helwig as Deputy Supervisor for 2023.

This motion was CARRIED: AYES 5 – NAYS 0.

Moved Councilman Retzlaff, seconded by Councilman 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 2023.

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Councilman Doktor, seconded by Councilman Helwig to appoint Jerry McCormick as the Democratic Voting Machine Custodian for 2023.

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Councilman Helwig, seconded by Councilman Doucet to appoint Arthur Kroening as the Republican Voting Machine Custodian for 2023.

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Councilman Doucet, seconded by Councilman Retzlaff to appoint Patti Weiss and Mary Jane Ziomek as Voting Machine Inspectors for 2023.

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Councilman Retzlaff, seconded by Councilman Doktor that Town officials are compensated at the rate of \$.625 or the IRS rate per mile for all itemized official travel using their personal vehicles during the year 2023.

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Councilman Doktor, seconded by Councilman Helwig 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 Helwig, seconded by Councilman Doucet that, during 2023, 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 Doucet, seconded by Councilman Retlzaff to appoint liaisons to departments as per the attached list:

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Councilman Retlzaff, seconded by Councilman Doktor 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 Doktor, 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 by Councilman Retlzaff 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 Doucet, seconded by Councilman Retlzaff that the individuals per the attached list be appointed to have the power and authority as Constables as set forth in Town Law; with Robert Connery appointed as Head Constable and Dan Guiher as Deputy to the Head Constable (acting as Head Constable until Robert Connery returns to work).

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Councilman Retlzaff, seconded by Councilman Helwig to appoint Wendel Engineers as the Town Engineer for the year 2023 as per their contract.

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Councilman Doktor, seconded by Councilman Retlzaff 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 Councilman Doucet 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 Doucet, seconded by Councilman Doktor 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 Retlzaff, seconded by Councilman Doucet to appoint Doug Kalota to the Planning Board for a 5 year term ending December 31, 2027.

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Councilman Doktor, seconded by Councilman Retlzaff to appoint Susan Agnello-Eberwein as Chairman of the Planning Board, term to expire December 31, 2023.

This motion was CARRIED: AYES 4 – NAYS 0 – ABSTAIN 1 Councilman Doucet.

Moved by Councilman Helwig, seconded by Councilman Doktor to appoint Mike Schaeffer as Chairman of the Zoning Board of Appeals term to expire December 31, 2023.

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Councilman Doucet, seconded by Councilman Doktor to appoint Walt Garrow to the Zoning Board of Appeals to complete the term ending Dec 31, 2024. (replacing Jerry Canada)

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Councilman Retzlaff, seconded by Councilman Doucet to appoint Matthew Kroening to the Zoning Board of Appeals for a 5 year term ending Dec. 31, 2027.

This motion was CARRIED: AYES 5- NAYS 0.

Moved by Councilman Doktor seconded by Councilman Retzlaff to appoint Melissa Germann as Zoning Board secretary at a rate of \$25.00 per hour.

This motion was CARRIED: AYES 5 - NAYS 0.

Moved by Councilman Helwig, seconded by Councilman Doktor to appoint Mark Stevens as Bingo Inspector at an annual salary as set per the attached list; said term to expire December 31, 2023.

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Councilman Doucet, seconded by Councilman Retzlaff to appoint Curt Doktor as Chairman to the Town of Wheatfield for the Wheatfield Enhancement Volunteers for 2023.

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Councilman Retzlaff, seconded by Councilman Doktor that the salaries of the Elected Town officials are fixed as established in the Town budget for 2023 as follows:

Don MacSwan, Supervisor	\$47,243
Kathleen Harrington-McDonell, Town Clerk	\$79,345
Angela Stamm-Philips, Town Justice	\$29,169
Gary Strenkoski, Town Justice	\$29,169
Curt Doktor, Councilman	\$16,603
Larry Helwig, Councilman/Deputy	\$20,991
Randy Retzlaff, Councilman	\$16,603
Gilbert Doucet, Councilman	\$16,603
Paul Siegmann, Highway Super.	\$84,397

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Councilman Doktor seconded by Councilman Doucet to appoint Cathy Donner and Amy Larrabee as Court Clerks for Justice Strenkoski and Justice Stamm-Philips at a salary as per the attached list.

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 2023 salary schedule.

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Councilman Doucet, seconded by Councilman Doktor to appoint Matthew Brooks as Town Attorney for 2023 as per 2023 salary schedule, excluding special district matters.

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Councilman Retzlaff, seconded by Councilman Doucet to appoint Matthew Brooks and Matthew 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 Councilman Doktor, seconded by Councilman Helwig to appoint Don MacSwan as Minority Business Officer.

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Councilman Helwig and seconded by Councilman Doucet to appoint Kathleen Harrington-McDonell, as the Fair Housing Officer for the Town of Wheatfield for 2023.

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Councilman Doucet and seconded by Councilman Retzlaff to appoint the Matthew Brooks, as the Americans With Disabilities Act Coordinator for the Town of Wheatfield for 2023.

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Councilman Retlzaff, seconded by Councilman Helwig to appoint Greg Lloyd as Chairman of the Firearms Committee.

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Councilman Doktor, second by Councilman Doucet to appoint Marc Kasprzak as Chairman of the Fire Advisory Board for 2023. 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 Helwig, seconded by Councilman Doktor 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 Retlzaff to appoint the Niagara County SPCA as the Dog Control Agency for the Town of Wheatfield per the contract for the year 2023.

This motion was CARRIED: AYES 5 - NAYS 0.

Moved by Councilman Retlzaff, seconded by Councilman Doucet to authorize the occasional services of Wild Kritters of Niagara County for assistance with wild animal control and to make a donation to Wild Kritters.

The motion was CARRIED: AYES 5 - NAYS 0.

Moved by Councilman Doktor, seconded by Councilman Retlzaff to authorize the occasional services of Daivd Muir as a licensed Nuisance Wildlife Control Officer for 2023.

This motion was CARRIED: AYES 5 – NAYS 0.

Moved by Councilman Helwig seconded by Councilman Doktor to adjourn at 6:49p.m.

This motion was CARRIED: AYES 5 – NAYS 0.

Respectfully submitted,
Kathleen Harrington-McDonell
Town Clerk