

# ORGANIZATIONAL MEETING 2019

January 2, 2019

This Organizational meeting of the Brant Town Board was held on Tuesday, January 2, 2019 at the Brant Town Hall, located at 1272 Brant North Collins Rd, Brant, New York at 6:30 PM.

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The meeting opened at 6:30 PM with the pledge of allegiance.

**Present were:**

Mark DeCarlo	Supervisor
Donald Clark	Councilman
Michael Muffoletto	Councilman
Donna Marien	Councilwoman
Janice Ross	Councilwoman
Barbara Daniel	Town Clerk, Recording Secretary
William J Trask, Sr.	Town Attorney

**ALSO PRESENT / SIGNED IN WERE:**

Brian Rott	Resident
Debra Ritz	Resident
Joe Ostrowski	Planning Board Chairman
Lynda Ostrowski	Deputy Town Clerk
Donald Hepkins	Chief of Police
Frank Broughton	ZBA Chairman
John Grennell	Town Prosecutor
Joe DeCarlo	Town Assessor
Janet Bowman	Clerk to Assessor
Tracy Kaczmarek	Secretary to Supervisor

**The Town Clerk read the Legal Notice:**

**PUBLIC NOTICE OF  
2019 ORGANIZATIONAL MEETING AND  
FIRST REGULAR MEETING OF THE  
BRANT TOWN BOARD**

Notice is hereby given that the Brant Town Board will hold their 2019 Organizational Meeting on Tuesday January 2nd @ 6:30 PM.

Notice is hereby also given that the first regular meeting will take place on Tuesday January 8<sup>th</sup> at 7:00 PM.

Meetings will be held at the Brant Town Hall located at 1272 Brant North Collins Rd, Brant, NY 14027, unless otherwise posted. Please call the Town Clerk's Office for information. The posting of this notice and advising the legal newspaper, complies with Article 7 of the Public Officer's Law...relating to open meetings."

By Order of the Brant Town Board

Barbara J Daniel  
Brant Town Clerk  
December 26, 2018

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## Motions & Resolutions:

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**MOTION** to adopt the following **PARLIAMENTARY PROCEDURE AND PROCEDURE FOR THE AGENDA** of regular monthly meetings in the year 2019 containing no changes from 2018 made by Supervisor Mark DeCarlo, seconded by Councilman Muffoletto, 5 ayes, 0 nays. **MOTION CARRIED.**

### PARLIAMENTARY PROCEDURE

Robert's rules of order shall prevail, except where such rules are inconsistent with any local rule or resolution pertaining to the conduct of town business.

**PROCEDURE FOR THE AGENDA** of regular monthly meetings in the year 2018 as follows:

- 1.) Call to order by the Supervisor
- 2.) Pledge of Allegiance to our Flag
- 3.) Announcement of Public Hearings or Bid Openings (which usually start at 8 pm or as posted)
- 4.) Minutes of Last Meeting(s) Approved or corrected
- 5.) Monthly Reports from Department Heads
- 6.) Acknowledgement of Dignitaries and Invited Guests
- 7.) Old Business
- 8.) New Business
- 9.) Reports of Committees
- 10.) Action on Committee reports
- 11.) Appointment of New Committees to fill vacancies
- 12.) Reports of the Town Board
- 13.) Privilege of the floor with rules of Civility (See Rules Below & Read 6 steps))
- 14.) Correspondence & Communications Read --- communications filed with the clerk shall be prior to 12:00 PM (noon) of the day prior to a meeting shall receive consideration for review
- 15.) Actions taken on Communications
- 16.) Miscellaneous
- 17.) Approval of Abstract
- 18.) Adjournment

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**MOTION to adopt the following 2019 "RULES OF CIVILITY"** containing no changes from 2018 made by Supervisor DeCarlo, seconded by Councilwoman Marien, 5 ayes, 0 nays. **MOTION CARRIED.**

**Rules of Civility:** "Rules of Civility for Participation in Board and Committee Meetings in the Town of Brant"

The Brant Town Board declares that the business of town government is a community endeavor requiring an environment that fosters the exchange of ideas in an atmosphere of civility and mutual respect. Recognizing that public discourse is essential to the effective functioning of a representative democracy, the Brant Town Board hereby adopts the following "Rules of Civility" which will apply to every official, member of the public, visitor and guest attending or participating

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in meetings of the Brant Town Board and other duly-constituted boards or committees of the Town of Brant.

1. We seek to understand one another's point of view.
2. Speakers who have the floor are permitted to deliver their comments without interruption.
3. Comments should focus on Town of Brant issues or the particular issue before the board or committee, not on persons or personalities.
4. Anger, shouting, rudeness, cursing, vulgarity, ridicule, impatience and lack of respect for others are not acceptable behavior.
5. Sidebar discussions while others are speaking must be removed from the meeting room so as to not be disruptive to those conducting or participating in Board business.
6. Demonstrations in support of or in opposition to a speaker or idea such as clapping, cheering, booing or hissing, as well as any form of intimidating body language is not acceptable.
7. All Comments and Questions must be directed to the Town Board and no one else unless permitted by the Town Board.
  
8. Violation of the rules of Civility could have the perpetrator removed from the meeting room as soon as possible for the safety and well-being of all.

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**MOTION to adopt 2019 PRIVILEGE OF THE FLOOR PROCEDURE** containing no changes from 2018 made by Supervisor DeCarlo, seconded by Councilwoman Marien. 5 ayes, 0 nays. MOTION CARRIED.

### **“Privilege of the Floor” at Town Board Meetings**

Public comment shall be during the “Privilege of the Floor.” In addition to the “Rules of Civility” noted above, the following rules and procedures apply to participation in the Privilege of the Floor portion of the meeting.

1. Persons wishing to speak should raise their hand to be recognized.
2. Speakers should stand and identify themselves for the record.
3. Comments are to be directed to the Town Board and speakers may be required to speak from a specified location so their comments may be properly recorded.
4. To allow time for all points of view, speakers are allotted three (3) minutes to speak.
5. Failure to abide these rules may result in forfeiture of a speaker's exercise of Privilege of the Floor. The Brant Town Board encourages everyone to take the initiative to make things better and help to create an atmosphere which fosters fair discussion and exchange of ideas without fear of personal attacks.

**MOTION to adopt 2019 “ORDER OF ROLL CALL”** containing no changes from 2018 made by Supervisor DeCarlo, seconded by Councilwoman Marien, 5 ayes, 0 nays. MOTION CARRIED.

### **ORDER OF ROLL CALL**

**MOTION** to adopt: rules of conduct for the order of roll call shall be the following by the clerk present at the meeting; the board member who moves the resolution shall be called upon first to vote, the

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board member who seconds the resolution shall be called upon second to vote. The remainder of the roll call shall be at the discretion of the clerk with the Supervisor voting last unless he moved or seconded the resolution.

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## DESIGNATION OF OFFICIAL NEWSPAPER

**MOTION** to adopt: the Designation of official newspaper: **MOTION** to designate Dunkirk Observer as the official newspaper with Hamburg SUN and Buffalo News as alternates for one year term. Supervisor DeCarlo made the motion, and was seconded by Councilman Muffoletto. 5 ayes, 0 nays. MOTION CARRIED.

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## MONTHLY MEETING SCHEDULE AND POLICY

The Designation of monthly meeting schedule shall be: 2nd Tuesday of the month at 7:00 PM. to be held at the Town Hall unless otherwise notified in advance. At this time, they are as follows:  
January 8, 2019 - February 12, 2019 - March 12, 2019 - April 9, 2019 - May 14, 2019 - June 11, 2019 - July 9, 2019 - August 13, 2019 - September 10, 2019 - October 8, 2019 - November 12, 2019 - December 10, 2019

Regular Monthly meetings may be omitted or dates changed where a conflict of such regular meeting exists with Holidays or other official business or call of the Supervisor. All other meetings shall be at the call of the Supervisor, the time and place to be announced by Supervisor and or notice of such meeting posted.

Town Board work sessions to be held 1/2 hour prior to monthly meetings and **as needed**

Supervisor DeCarlo motioned to approve the above named meeting dates and policies of the regular Town Board meetings and Town Board workshops. Councilman Muffoletto seconded the motion. 5 ayes, 0 nays. MOTION CARRIED.

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## DESIGNATION OF BANKS

The designation of banks for depositories shall be **Evans Bank, KEY Bank** for a one year term. Authorizing the Deputy Supervisor to dispense funds in the absence of Supervisor, and give Supervisors' secretary authority to transfer funds between accounts but not authorized to dispense any funds

Supervisor DeCarlo made the motion, and was seconded by Councilman Muffoletto. 5 ayes, 0 nays. MOTION CARRIED.

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**MOTION to ADOPT THE FOLLOWING 2019 INVESTMENT & PROCUREMENT POLICY CONTAINING NO CHANGES FROM 2018 POLICY** was made by Supervisor DeCarlo, seconded by Councilwoman Ross. 5 ayes, 0 nays. MOTION CARRIED.

**INVESTMENT & PROCUREMENT POLICIES**

MOTION to adopt **Investment policy** as follows: The objective of the investment policy of the Town of Brant is to minimize risk, to insure that investments mature when the cash is required to finance operations, and to insure a competitive rate of return. To keep In accordance with this policy, the Chief Fiscal Officer is hereby authorized to use his/her discretion to invest all funds, including proceeds of obligation and reserved funds in Certificates of Deposits issued by a bank or trust company authorized to do business in New York State. Repurchase agreements involving the purchase and sale of Direct Obligations of the United States; and Time Deposit accounts in a bank or trust company authorized to do business in New York State, and to participate in Municipal Cooperation Agreement Investment pools legally permissible under New York State statutes and NYS general municipal law articles 3-A and 5-G. COLLATERAL – certificates of deposit shall be fully secured by insurance of the Federal Deposit Insurance Corporation (FDIC) or by obligations of New York State or obligations of The United States of America or obligations of Federal agencies in which the Principal and Interest of the Town’s investment are guaranteed by the United States of America or obligations of New York State local governments. Collateral shall be held by the seller bank’s trust department or it’s designate. The market value of collateral shall at all times equal or exceed the Principal amount of the certificate of deposit. Collateral shall be monitored no less frequently than quarterly. Investments in Time deposits, CD’s & Repurchase agreements are to be made with banks or trust companies, and at the time and when Independent Auditors conduct an Annual Audit of the accounts and financial affairs of the Town, the Independent Auditors shall audit the investments of the Town for compliance with the provisions of these investment guidelines.

**MOTION to ADOPT THE FOLLOWING 2019 DEPT PROCUREMENT POLICY CONTAINING NO CHANGES FROM 2018 POLICY** made by Supervisor DeCarlo, seconded by Councilwoman Marien. 5 ayes, 0 nays. MOTION CARRIED.

**Department Procurement policy**

MOTION to adopt: the **procurement & Pre pay policy** as follows: that all **Department heads**, elected and appointed officials must consult with the Supervisor prior to the purchase of any item or groups of items costing **\$500.00** or more. Exception: Highway Department must consult with the supervisor prior to the purchase of item or items of **\$1250.00** or more. All department heads elected and appointed must also consult with the supervisor before the hiring of any contractor for any emergency repair job of the town. All department heads must sign vouchers for all purchases and then submit to Supervisor’s office for review, upon review it must be approved by auditing committee before purchase will be paid. All prepaid vouchers must be approved by Supervisor.

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**MOTION to ADOPT THE FOLLOWING 2019 PREPAY POLICY CONTAINING NO CHANGES FROM 2018 POLICY** made by Supervisor DeCarlo, seconded by Councilwoman Marien. 5 ayes, 0 nays. MOTION CARRIED.

### **PRE PAY POLICY**

- Prepays should be noted as “prepaid” on the Abstract of Claims and should be audited as soon as possible and presented to the Town Board at the next regular meeting.
- The entire Town Board is responsible for the Town’s finances. “Officers or employees approving these claims may be personally liable if they are subsequently rejected” (Town Law §118)
- The following are the claims made that may be paid before action by the Audit Committee and the Town Board.

- **National Grid (Electric)**
- **National Fuel (natural gas)**
- **Disability Insurance/Workman’s Comp**
- **Verizon Wireless**
- **Land line Phone service**
- **Debt Service, Serial Bonds, e.g. USDA Rural Development**
- **Postage fees**
- **Crystal Rock (water)**
- **Health, Dental Insurance**
- **NY State Mandates, Fees, Penalties, Court fines, etc.**
- **NYS Retirement**
- **Payroll and other taxes**
- **CREDIT CARD & Freight & Express Charges**
- **Contracts of more than one year - No contracts of one year or less, e.g. Refuse Collection, Park upkeep, etc.** may be considered for prepayment.

Any Bills that will incur a late fee or penalty because it was missed in the previous audit and ok'd by the board by phone. Also Honor **all Contracts that states ½ down** and pay in full at the completion of work and only upon inspection and approval of the work completed,. This final approval must be ok'd by the town board by phone.

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**MOTION to ADOPT THE 2019 CREDIT CARD POLICY CONTAINING NO**

**CHANGES FROM 2018 POLICY** made by Supervisor DeCarlo, seconded by Councilman Muffoletto. 5 ayes, 0 nays. MOTION CARRIED.

### **TOWN of BRANT CREDIT CARD POLICY**

RESOLVED: That the Town of BRANT does hereby adopt the following Credit Card policies and procedures:

Authorization for all purchases with a Town Credit Card shall follow the Town of Brant Procurement Policy

All Town Cards will be issued to the Town Supervisor or Town Clerk **only** and be used with the permission of the Supervisor or Town Clerk and with annual Town Board approval.

Any cards being used by town officials or workers other than the Supervisor or Town Clerk must sign a voucher stating that they will take full responsibility for the use of the card

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All Items must be broken down by the user and verify that the purchase was actually received

All purchases must follow the Department & Town Procurement Policies.

The Town of Brant **prohibits**: the use of Town credit cards

- for personal expenses
  - For cash advances.
  - Without proper documentation on Town Voucher
- 
- All Cards should be kept in a secure location
  - Never allow anyone to review and approve their own transactions
  - Cancel existing cards that are not needed or accounted for
  - Incorporate procedures for card cancellation of lost or stolen cards, or upon termination of authorized user of the card
  - Audit committee shall review bills and watch for red flags such as unusual destinations or Items on the card and Appropriately follow up on any identified discrepancies
  - Never pay claims without proper documentation
  - Require the names of individuals for whom expenditures were incurred., for example, if food was supplied at a meeting, indicate who was there

Review and update master credit card lists and this policy annually

Pay bills on time to avoid paying fees and late charges

Any employee found guilty of illegal or unauthorized use of a town credit card may be subject to penalties allowed by law and/or disciplinary action(s) under the Town's Personal Policies up to and including termination.

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**MOTION to ADOPT THE FOLLOWING 2019 "TOWN OF BRANT PROCUREMENT POLICY" CONTAINING NO CHANGES FROM 2018 POLICY** made by Supervisor DeCarlo, seconded by Councilwoman Marien. 5 ayes, 0 nays. MOTION CARRIED.

## **TOWN of BRANT PROCUREMENT POLICY**

WHEREAS, General Municipal Law (GML) § 104-b requires every town to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of GML § 103 or any other law;

NOW THEREFORE, be it

RESOLVED: That the Town of BRANT does hereby adopt the following procurement policies and procedures:

**Guide line 1.** Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML § 103. Every town officer, board, department head or other personnel with the requisite purchasing authority (hereinafter "Purchaser") shall estimate the cumulative amount of the items of supply or equipment needed in a given fiscal year. That estimate shall include the canvass of other town departments and past history to determine the likely yearly value of the commodity to be acquired. The information gathered and conclusions reached shall be documented and kept with the file or other documentation supporting the purchase activity.

**Guide line 2.** All **purchases of: goods, supplies or equipment** which will exceed \$20,000 the fiscal year or (b) public works contracts over \$35,000 shall be formally bid pursuant to GML § 103.

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**Guide line 3.** All estimated purchases of goods, supplies or equipment:

-- Less than \$20,000 but greater than \$10,000 require a written request for a proposal (RFP) and written/fax quotes from **three vendors**.

- Less than \$10,000 but greater than \$4000 requires an oral request for the goods and oral/fax quotes from **two vendors**.

-- Less than \$4000 but greater than \$500 are left to discretion of the Purchaser but all steps taken to solicit prices must be documented in writing by the Purchaser.

All estimated **public works** contracts of:

-- Less than \$35,000 but greater than \$20,000 require a written request for proposal (RFP) and written/ fax/email quotes from three (3) vendors.

-- Less than \$20,000 but greater than \$5,000 requires a written RFP and written/fax/email proposals from two (2) vendors.

-- Less than \$5000 but greater than \$1000 is left to the discretion of the Purchaser. But all steps taken to solicit prices must be documented in writing by the Purchaser.

Any written RFP shall describe the desired goods or public works services, quantity and the particulars of delivery or completion.

The Purchaser shall compile a list of all vendors from whom written/fax/email/oral quotes have been requested and the written/fax/ email /oral quotes offered.

All information gathered in complying with the procedures of this Guideline shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract.

**Guide line 4.** The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the Purchaser prepares a written justification providing reasons why it is in the best interest of the town and its taxpayers to make an award to other than the low bidder. If the lowest a bidder is not deemed responsible, facts supporting that judgment shall be documented and filed with the record supporting the procurement.

**Guide line 5.** A good-faith effort shall be made to obtain the required number of proposals or quotations. If the Purchaser is unable to obtain the required number of proposals or quotations, the Purchaser shall document the attempt made at obtaining the proposals. In no event shall the inability to obtain the proposals or quotes be a bar to the procurement.

**Guide line 6.** Except when directed by the town board, no solicitation of written proposals or quotations shall be required under the following circumstances:

- (a) Acquisition of professional services;
- (b) Emergencies;
- (c) Sole-source situations;
- (d) Goods purchased from agencies for the blind or severely handicapped;
- (e) Goods purchased from correctional facilities;
- (f) Goods purchased from another governmental agency;
- (g) Goods purchased at auction;
- (h) Goods purchased for less than \$1000
- (i) Public works contracts for less than \$2500
- (j) Purchases under State or County contracts.



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**Guide line 7.** This policy shall be reviewed annually by the town board at its organizational meeting or as soon thereafter as is reasonably practicable.

**BLANKET BOND & OFFICIAL UNDERTAKING**

**Approval of** Blanket Bond for town officials and Official Undertaking

**MOTION TO APPROVE THE BLANKET BOND & OFFICIAL UNDERTAKING BOND FOR TOWN OFFICIALS** was made by Supervisor DeCarlo, seconded by Councilwoman Marien. 5 ayes, 0 nays. MOTION CARRIED.

**MOTION** made by Councilman Clark to authorize Supervisor Mark DeCarlo to hereby be permitted to sign his signature by Facsimile & or E-Mail. Councilman Clark seconded the motion. 5 ayes, 0 nays. MOTION CARRIED.

**ISSUE PAYROLL CHECKS**

Councilman Muffoletto MOTIONED to authorize Computer Search Corporation to issue payroll checks for the Town of Brant, New York under a facsimile as has been designated as long as their services are needed by the town, with all payrolls paid bi-weekly unless otherwise stated due to circumstances. Councilwoman Marien seconded the motion. 5 ayes, 0 nays. MOTION CARRIED.

Supervisor DeCarlo motioned to go to Executive Session at 6:40 PM to discuss Employee Contracts. Councilman Clark seconded the motion. 5 ayes, 0 nays. MOTION CARRIED.

Supervisor DeCarlo motioned to return from Executive Session at 7:08 PM. Councilwoman Ross seconded the motion. 5 ayes, 0 nays. MOTION CARRIED.

**SALARIES FOR ELECTED TOWN OFFICIALS 2019**

**Acknowledge:** as advertised and per adopted Budget (1), the designation of 2019 salaries for elected town officials: **Supervisor** @\$20363.00 /yr, **Councilmen** (5) @\$4,872.75 each /yr **Town Justices** (2) @ \$13,074.00 each/yr. **Town Clerk** @ \$ 31,333.00 / **Highway Superintendent** @\$32,926.00/yr Councilman Clark wanted to confirm that the only elected positions to receive raises were the Town Clerk and Highway Superintendent. The Board responded yes. [Clerk's note: The 2 Justice positions also received raises].

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**PERMISSIBLE EXPENSES & MILEAGE RATE FOR TOWN OFFICIALS**

Supervisor Mark DeCarlo motioned the following:

- to pay legal and permissible expenses for town officials with documentation of mileage & receipts as required and limited by budgeted amounts.
- to approve mileage rate for town officials' **.545/mi.** for the use of their cars for official town business upon presentation of a mileage log & voucher to the town.

Councilman Muffoletto seconded the motion. 5 ayes, 0 nays. MOTION CARRIED.

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**PERMISSION TO ATTEND THE ASSOCIATION OF TOWN'S MEETINGS**

That it is desirable and important to attend the Association of Town's Newly Elected Officials training in school on **February 17-20, 2019** in New York for training purposes

**SUPERVISOR DeCARLO MOTIONED TO APPROVE THE FOLLOWING:**

- Supervisor and in he/she absence the board can approve someone in the supervisors place to be the representative for the town. Any other board members, Judges or Clerks may attend by permission of the Town Board for educational purposes, and that each official attending will be allowed a maximum of \$1,750.00 for all expense incurred. Reimbursed expense will include; registration, travel, room and meals only, everything else is the responsibility of the attendee, and receipts and vouchers are required for reimbursement.
- Town Clerk may attend Town Clerk & Tax Collector Association conferences at maximum of \$1200.00 or Association conference in New York at \$1,750.00

Councilwoman Marien seconded the motion. 5 ayes, 0 nays. MOTION CARRIED.

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Supervisor DeCarlo said all the pay rates will be tabled until Tuesday's meeting so they can take everything under consideration and recalculate.

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Acknowledge the Supervisor's appointment of **Town Historian Patricia Friend** for a one year term.

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Supervisor DeCarlo motioned to approve the extension of an agreement with **David Sink for IT** (info technology) services as needed at rate of \$40.00 per/hr.

Motion was seconded by Councilman Muffoletto. 5 ayes, 0 nays. MOTION CARRIED.

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## FEE'S, APPROVAL & CONTRACTS

### Park Rules

- Speed Limit not to exceed 10 MPH within the Park,
- Obey all posted signs, including HANDICAPED Parking.
- No Food or Beverage within Fenced Pool Area
- No Beverages in glass containers
- No papers or food should be left on floors or grounds.
- Please clean up your own garbage & put into plastic bags
- No Littering
- INSIDE garbage cans Must be left INSIDE, and OUTSIDE garbage cans Must be left OUTSIDE.
- No fireworks or open fires on Town property without proper authorization
- Horseshoes in designated areas ONLY! No digging of new pits!
- No unlicensed vehicles in park without permission of Town Board which includes Trail Bikes, ATV'S, Snow Mobiles
- Please park ONLY in designated areas, use Parking Lots & do not park on grass
- Please be courteous and respect others – No Profanity
- Park Hours 7am – 11 pm
- Violators will be Prosecuted

Supervisor DeCarlo motioned to approve the Park Rules as listed above, seconded by Councilwoman Marien. 5 ayes, 0 nays. MOTION CARRIED.

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Supervisor DeCarlo motioned to approve the 2019 rental fees for the **Community & recreation building rentals**

*Community building* rental fee: \$125

*Recreation building which includes Pavilion and Gym*, rental fee: \$150.

security deposit/confirmation deposit: \$150 refundable

fees and security/confirmation are **doubled for non residents**

Councilwoman Marien seconded the motion. 5 ayes, 0 nays. MOTION CARRIED.

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Supervisor DeCarlo motioned to authorize the town clerk to approve various **Community groups use of the buildings** free of charge with A Security Deposit confirmation as long as there are no conflicts with regular rentals.

Councilwoman Marien seconded the motion. 5 ayes, 0 nays. MOTION CARRIED.

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Supervisor DeCarlo motioned to approve the fees for the **large shelter and small shelters in the Grove:**

*large shelter* is **\$100.00**

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*small shelter* is **\$75.00**

security deposit /confirmation is \$75.00 refundable

all fees and deposits **doubled for non- residents**, also \$200 Deposit & \$200 Rental for Business & Corporations Insurance certificate required

**Security Deposit/confirmation deposit: \$100.00 refundable**

**Fees and security/confirmation are doubled for non residents**

**3 -Small shelters outside of grove available on a 1st come 1st serve basis**

Councilwoman Ross seconded the motion. 5 ayes, 0 nays. MOTION CARRIED.

**HOLIDAYS THE TOWN SHALL OBSERVE in 2019 & HOURS TOWN HALL WILL BE OPEN TO PUBLIC**

Councilman Muffoletto motioned to approve the following list of 12 holidays the town shall observe in 2018:

**MARTIN L. KING DAY:** (Monday, January 21<sup>st</sup>); **PRESIDENTS DAY:**(Monday, February 18<sup>th</sup>); **GOOD FRIDAY:** (Friday April 19<sup>th</sup>); **MEMORIAL DAY:** (Monday, May 27<sup>th</sup>); **INDEPENDENCE DAY:** (Tuesday, July 4<sup>th</sup>); **LABOR DAY:** (Monday September 3<sup>rd</sup>); **COLUMBUS DAY:** (Monday, October 14<sup>th</sup>); **VETERANS DAY:** (Wednesday, November 11<sup>th</sup>); **THANKSGIVING:** (Thursday, November 28<sup>th</sup> & Friday, November 29<sup>th</sup>); **CHRISTMAS EVE** (Tuesday 24<sup>th</sup>); **CHRISTMAS DAY**(Wednesday, December 25<sup>th</sup>); **NEW YEARS EVE** (Tuesday, December 31<sup>st</sup>); **NEW YEARS DAY**(Tuesday, January 1<sup>st</sup> 2020)

Town Shall Pay **Holidays for Part time office clerk employees** for normal scheduled hours for that day.

Councilwoman Marien seconded the motion. 5 ayes, 0 nays. MOTION CARRIED.

**Supervisor DeCarlo motioned to adopt the following miscellaneous items:**

**Halloween** (Thursday, October 31) hrs to observe 6-8 PM

**Acknowledge** and **ADOPT THE HOURS TOWN HALL** (Town Clerk’s Office) **WILL BE OPEN TO PUBLIC** (9:00 am to 4:00 pm Mon, Tues, Thursday, Friday) & Saturday 9:00 am to noon) Closed on Wednesday & Holidays. Courts are open 5 days week (Mon-Fri) 9 am – 4 PM

**MOTION:** to approve the **plowing of private roads for emergency** use and or by order of the **Town Supervisor**, Deputy Town Supervisor, Fire Chief, Police Chief, Highway Superintendent.

Councilwoman Ross seconded the motion. 5 ayes, 0 nays. MOTION CARRIED.

**APPOINTMENT of BOARDS**

**BOARD of REVIEW**

Meets in May

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Appoint **Secretary to the Board of Review Lynda Ostrowski** for a one year term @ \$ 12.00 per hour.

Motion to approve appointment of Lynda Ostrowski as Secretary to the Board of Review for a one year term @ \$ 12.00 per hour was made by Councilman Clark, seconded by Councilwoman Marien. 5 ayes, 0 nays. MOTION CARRIED.

Approve **compensation for Active Board of Review members @ \$100.00 annually.**

Motion to approve compensation for Active Board of Review members @ \$100.00 annually was made by Supervisor DeCarlo, seconded by Councilman Clark. 5 ayes, 0 nays. MOTION CARRIED.

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Councilman DeCarlo motioned to acknowledge and approve the following terms and compensation of the Zoning Board of Appeals:

## Zoning Board of Appeals

1 and 5 year terms

**MOTION** to approve the appointment of Zoning Board of Appeals Chris Czech for a five-year term, Jan 1, 2019 to Dec. 31, 2023.

**MOTION** to approve the appointment of Zoning Board Alternate Carrie Andolina for a one-year term, Jan 1, 2019 to Dec. 31, 2019.

**MOTION:** to approve appointment of Zoning Board of Appeals Chairman Frank Broughton for a one year term.

Councilman Clark seconded the motion. 5 ayes, 0 nays. MOTION CARRIED.

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Supervisor DeCarlo motioned to acknowledge and approve the following terms and compensation for the Planning Board:

## PLANNING BOARD

7 year terms

(Meets every 4<sup>th</sup> Thursday) is an advisory board only

**MOTION:** to approve appointment of **Alternate Planning Board** member **Rebecca Haskins** and **Diane Czyz** for one year term.

**MOTION:** to approve Appointment of Planning Board **Chairman Joseph Ostrowski** for a one year term

Councilman Muffoletto seconded the motion. 5 ayes, 0 nays. MOTION CARRIED.

**MOTION:** to approve **compensation for planning and zoning board members.**  
\$40/mtg.\$50./chair per meeting

**MOTION:** to approve Appointment of **Secretary** to Planning Board **Lynda Ostrowski** for a one year term @ \$12.00 per hour.

Councilman Muffoletto seconded the motion. 5 ayes, 0 nays. MOTION CARRIED.

# ORGANIZATIONAL MEETING 2019

January 2, 2019

This Organizational meeting of the Brant Town Board was held on Tuesday, January 2, 2019 at the Brant Town Hall, located at 1272 Brant North Collins Rd, Brant, New York at 6:30 PM.

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## Various Board Appointments & LIAISONS:

### **Acknowledge the following Town Supervisor appointments**

**Acknowledge** to **authorize** auditing committee to audit all financial records of the Town/bookkeeper yearly. (**Councilman Clark & Councilman Muffoletto**)

**DISASTER COORDINATOR: Mark J DeCarlo**

**Assistant Disaster Coordinators: Gary Brecker & Jimmy George**

**DISASTER COMMITTEE:** Gary Brecker., Jim George, Chief Don Hepkins, Brant Chief David Pero, Farnham Chief Peter Chiavetta, Supt. Highway Joseph Giambrone, Town Supervisor DeCarlo

Appointment of **Affirmative Action Officer: Michele Hy** For one year term

Appointment of **Fire Wardens: Brant Code Officer, Brant & Farnham Vol. Fire Chiefs** one year term

**Supervisor DeCarlo** representative to Association of Erie County Governments Supervisor Summit Group N.E.S.T. South Towns Community Enhancement coalition Erie County Environmental Management Council Erie County Quality Water Committee Lake Erie Water Protection Alliance CDBG Advisory Board Rural Transit Steering Committee for term of Office

## **SUPERVISORS' EXECUTIVE APPOINTMENTS FOR 2019**

Appointment of Deputy Supervisor: **Michael Muffoletto** for one year term

**Chairs of Committee:** Supervisor or Deputy **on all committees** with the Chairs except Auditing

AUDITING COMMITTEE: **Clark, Marien**

FIRE & AMBULANCE: **Clark**

REFUSE & STREET LIGHT COMMITTEE: **Muffoletto**

PARK: POOL, PLAYGROUND, GROVE AREAS, & GROUNDS: **Muffoletto**

INSURANCE COMMITTEE & EMPLOYEE BENEFITS: **Clark**

POLICE COMMITTEE: **Clark**

BUILDINGS: **Muffoletto**

RECREATION COMMITTEE: **Muffoletto**

HIGHWAY COMMITTEE: **Clark**

WATER & SEWER COMMITTEE (Existing Districts): **Marien**

TELECOMMUNICATIONS & UTILITIES: **Ross**

### **TOWN BOARD REPRESENTATIVE or LIAISON TO:**

TOWN CLERK'S OFFICE: **Marien**

ASSESSOR'S OFFICE: **Muffoletto**

BOARD OF ASSESSMENT & REVIEW: **Clark**

TOWN JUSTICE COURT: **Muffoletto**

## ORGANIZATIONAL MEETING 2019

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POLICE: **Clark**  
CODE ENFORCEMENT OFFICER: **Clark**  
DOG CONTROL OFFICER: **Marien**  
HIGHWAY: **Clark**  
RECREATION: **Muffoletto**  
PLANNING BOARD: **Ross**  
ZONING BOARD OF APPEALS: **Ross**  
VOL. FIRE DEPT. LIAISON: **Clark**  
CENSUS LIAISON: **Marien**  
BRANT-FARNHAM SENIORS: **Ross**  
VILLAGE OF FARNHAM: **Marien**  
BEAUTIFICATION & EVENTS: **Marien**  
RECREATION PARENT ADVISORY: **Muffoletto**  
LAKE SHORE YOUTH FOOTBALL: **Muffoletto**  
ERIE COUNTY GOVERNMENT: **DeCarlo**  
CONCERT IN THE PARK: **Ross**  
SCHOOL DISTRICTS: **DeCarlo, Clark**

At 7:24 PM, Supervisor DeCarlo motioned to adjourn the meeting. Councilwoman Marien seconded the motion. 5 ayes, 0 nays. MOTION CARRIED.

Respectfully,

Barbara J. Daniel/Brant Town Clerk