

ORGANIZATIONAL MEETING 2018

January 2, 2018

This Organizational meeting of the Brant Town Board was held on Tuesday, January 2, 2018 at the Brant Town Hall, located at 1272 Brant North Collins Rd, Brant, New York at 6:30 PM.

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
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	Planning Board Secretary
Janice Ross	Highway Secretary
Donald Hepkins	Chief of Police
Frank Broughton	ZBA Chairman
Chad Kaczmarek	Town Justice elect
John Grennell	Town Prosecutor

The Town Clerk read the Legal Notice:

PUBLIC NOTICE OF 2018 ORGANIZATIONAL MEETING AND FIRST REGULAR MEETING OF THE BRANT TOWN BOARD

Notice is hereby given that the Brant Town Board will hold their 2018 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 9th 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, 2017

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Motions & Resolutions:

MOTION to adopt the following **PARLIAMENTARY PROCEDURE AND PROCEDURE FOR THE AGENDA** of regular monthly meetings in the year 2018 containing no changes from 2017 made by Supervisor Mark DeCarlo, seconded by Councilman Muffoletto, 4 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

MOTION to adopt the following 2018 "RULES OF CIVILITY" containing no changes from 2017 made by Supervisor DeCarlo, seconded by Councilman Clark, 4 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.

MOTION to adopt 2018 PRIVILEGE OF THE FLOOR PROCEDURE containing no changes from 2017 made by Supervisor DeCarlo, seconded by Councilman Muffoletto. 4 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 2018 “ORDER OF ROLL CALL” containing no changes from 2017 made by Supervisor DeCarlo, seconded by Councilman Clark, 4 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.

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 Clark. 4 ayes, 0 nays. MOTION CARRIED.

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 9, 2018 - February 13, 2018 - March 13, 2018 - April 10, 2018 - May 8, 2018 - June 12, 2018 - July 10, 2018 - August 14, 2018 - September 11, 2018 - October 9, 2018 - November 13, 2018 - December 11, 2018

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. 4 ayes, 0 nays. MOTION CARRIED.

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 Clark. 4 ayes, 0 nays. MOTION CARRIED.

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MOTION to ADOPT THE FOLLOWING 2018 INVESTMENT & PROCUREMENT POLICY CONTAINING NO CHANGES FROM 2017 POLICY was made by Councilman Muffoletto, seconded by Supervisor DeCarlo. 4 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 2018 DEPT PROCUREMENT POLICY CONTAINING NO CHANGES FROM 2017 POLICY made by Supervisor DeCarlo, seconded by Councilman Clark. 3 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

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prepaid vouchers must be approved by Supervisor.

MOTION to ADOPT THE FOLLOWING 2018 PREPAY POLICY CONTAINING NO CHANGES FROM 2017 POLICY made by Supervisor DeCarlo, seconded by Councilman Clark. 4 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.

MOTION to ADOPT THE 2018 CREDIT CARD POLICY CONTAINING NO CHANGES FROM 2017 POLICY made by Supervisor DeCarlo, seconded by Councilman Muffoletto. 4 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

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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

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.

MOTION to ADOPT THE FOLLOWING 2018 "TOWN OF BRANT PROCUREMENT POLICY" CONTAINING NO CHANGES FROM 2017 POLICY made by Supervisor DeCarlo, seconded by Councilman Clark. 4 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

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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.

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;

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- (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.

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 Councilman Muffoletto. 4 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 Muffoletto seconded the motion. 4 ayes, 0 nays. MOTION CARRIED.

ISSUE PAYROLL CHECKS

SUPERVISOR DECARLO 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. Councilman Clark seconded the motion. 4 ayes, 0 nays. MOTION CARRIED.

SALARIES FOR ELECTED TOWN OFFICIALS 2018

Acknowledge: as advertised and per adopted Budget (1), the designation of 2017 salaries for elected town officials: **Supervisor** @\$20363.00 /yr, **Councilmen** (4) @\$4,872.75 each /yr **Town Justices** (2) @ \$12,693.50 each/yr. **Town Clerk** @ \$ 30,004.00 / **Highway Superintendent.** @\$31,967.00/yr

PERMISSIBLE EXPENSES & MILEAGE RATE FOR TOWN OFFICIALS

Supervisor Mark DeCarlo motioned the following:

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- 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 Clark seconded the motion. 4 ayes, 0 nays. MOTION CARRIED.

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 **January 17-19, 2018** in Rochester 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

Councilman Clark seconded the motion. 4 ayes, 0 nays. MOTION CARRIED.

SUPERVISOR DECARLO LISTED THE TOWN APPOINTMENTS & AUTHORIZATIONS & COMPENSATION PER ADOPTED 2018 ADOPTED BUDGET:

JUSTICE COURT PERSONNEL & TOWN ATTORNEY

Acknowledge JUSTICE'S appointments of clerks to the justice per recommendation of Judges for a one year term, Based on 39 hours/week and court night clerks based on 40 hours per month.

Acknowledge Judge Kaczmarek clerk to the Justice / Angela Joy @ \$15.00 per hour with a cap of \$30,420 total per year as per budget approval. (A1110.12)

Acknowledge Judge Gier clerk to the Justice / Julie Sager @ \$15.00 per hour with a cap of \$30,420 total per year as per budget approval. (A1110.11)

Acknowledge the Justice appointment of **Office Aux clerk / Tammy Czyz up to 19 hours per week** @12.73/per hr with a cap of \$12,578.00 total per year as per budget approval. (A1110.13)

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APPOINTMENT OF BENCH CLERK TABLED UNTIL A CLERK IS NAMED.

Motion to Approve all Justice Court Clerks Compensation as read

MOTION: for appointment of court stenographers of **McCann & McCann**, for a one-year term @ \$100.00 per occasion for 4 hour session & extra \$35.00 over 4 hours.

MOTION: to Appoint **Town Prosecutor John Grennell** for a one-year term: annual salary of \$11,330.

MOTION: **Town Attorney William J. Trask Sr.** for a two-year term beginning January 1, 2018 and ending December 31, 2019. Salary of \$15,450 for 2018.

Supervisor DeCarlo motioned to approve the above appointments and compensation for the Justice Court personnel and stenographers and Town Attorney and Town Prosecutor as listed above. Councilman Clark seconded the motion. 4 ayes, 0 nays. MOTION CARRIED.

SUPERVISOR'S AUTHORIZATION, PERSONNEL & TOWN ACCOUNTANT CONTRACT

Acknowledge SUPERVISOR: appointment of Personal Secretary **Tracy Kaczmarek** with compensation of \$15.00 per hour capped at \$25,000.00 as per budget approval (A1220.11).

Acknowledge SUPERVISOR: appointment of Bookkeeper/Town Accountant with auditing duties and to do Supervisors annual reports and to make minor changes at end of year: **R. A. Gryksa & Associates** for a one year term:

Motion & Approve annual contract **R. A. Gryksa & Associates** for a one year term \$18,360.00 as per adopted budget (A1320.4).

MOTION: to authorize Supervisor to negotiate B.A.N's for 2018.

Motion made by Councilman Muffoletto to approve the above listed compensation and contract, seconded by Councilman DeCarlo. 4 ayes, 0 nays. MOTION CARRIED.

Assessor

Councilman Clark motioned to adopt the following:

- appointment of Sole Assessor **Joseph DeCarlo** with term ending Sept. 30, 2019 annual salary \$15,012.00 as per adopted budget (A1355.1) (Appointment was on Oct.-2013)
- Appoint Clerk Secretary to Assessor's office per recommendation of Assessor, **Janet Bowman** for a one year term @ \$15.30 /per hr. /cap at \$12,730.00 (based on 16 hrs. per week)

Motion was seconded by Councilman Muffoletto. 3 ayes, 0 nays 1 abstain (DeCarlo). MOTION CARRIED.

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Town Clerk

Councilman Clark motioned to adopt the following:

- **TOWN CLERK** appointments of Deputy Town Clerks **Sandra Austin** (\$13.00) & **Lynda Ostrowski** (\$12.00) for one year terms with a total cap of \$21,500.00 as per budget approval (A1410.11)
- **MOTION:** to approve annual agreement with MUNICIPALPAY for credit card processing services at rate of \$20 per month unless we meet their minimum requirement.
- **Acknowledge:** records management officer, **Barbara Daniel**, for a one year term, with annual salary @ \$1,659.00 as per adopted budget (A1460.1).
- **Acknowledgement** of **Barbara Daniel** as Registrar of Vital Statistics, with Deputy as Registrar for term to coincide with elective term of Town Clerk.

Motion was seconded by Councilman Muffoletto. 4 ayes, 0 nays. MOTION CARRIED.

Caretaker

Supervisor DeCarlo motioned to adopt the following:

- Approve appointment of **caretaker: Amanda Palmer** for *town hall, community & recreation bldgs*: for a 1 year term @\$10.20/hr / total cap at \$10,200
- Approve appointment of **Caretaker: Alan Nolan** @ 18.49 per/hr based on 39 hrs per week total cap at \$37,499. *Caretaker works under the Supervisors office and is responsible for the maintenance of buildings & Park Cleanup. and community & recreation bldg: (health dept. testing of water & sewer and maintain water, sewer & plumbing necessities. All of Buildings and Grounds & Maintenance*
- Approve Caretakers Part time Scott Kaczmarek @ \$15.83/hr/total cap \$15,640 & Nicholas Burbige @ \$12.49/hr/total cap \$12,345 both based on 19 hrs.and total Cap of \$28,953.

Motion was seconded by Councilman Muffoletto. 4 ayes, 0 nays. MOTION CARRIED.

POLICE

Councilman Clark motioned to adopt the following:

- **Acknowledge: appointments** of Part time police officers whose compensation for hours worked may not exceed 19.5 hours per week -- **Mark Slawek** (Lieutenant & investigator) @ \$22.51/per hr-**Rick Lopez** (patrolman), @ \$19.48/ per hr – **John Lopez** (patrolman), @ \$19.14- **Tom Kurdziel** (patrolman) at \$18.29 per hr; **Ray Ashton** (patrolmen) at \$18.01/per hr; **Tracey O'Donnell** at \$17.49/per hr; **Cameron Dawley & Ralph Maslach** (patrolmen) each at \$17.38/per hr; **John Giacchino** (Investigator) at \$17.18/per hr. **Phillip Tremblay** (patrolman) at \$16.81/per hr; **Kevin Dalton, Patrick O'Donnell, Chad Wanderlich** (patrolmen) each at

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\$16.55/per hr.; **Nick Kirkwood** at \$16.32; with a total cap of all officers at **\$119,952.00** per Budget (A3120.11)

- **Acknowledge:** funding for Court Bailiff at \$10,200.00.
- **MOTION:** to **approve compensation** for All above Patrolmen and Court Bailiff of \$130,152.00 as per budgeted (A3120.11 &.12, .13)(A3310.1 &A3315.1)

Motion was seconded by Councilman Muffoletto. 4 ayes, 0 nays. MOTION CARRIED.

POLICE (CONT'D)

Supervisor DeCarlo motioned to acknowledge **Donald Hepkins as Chief of Police @ \$32.64/per hr.** & health insurance with a cap of \$33,097 per year. (As per December 2014 employment agreement)

Motion was seconded by Councilman Clark. 4 ayes, 0 nays. MOTION CARRIED.

Councilman Muffoletto motion to adopt the following:

- Appointment of **Supervisor Mark J. DeCarlo as POLICE COMMISSIONER per** New York State (Town Law # 150) to work with Grant writer and Police Chief in obtaining Grants for term of Office. **No Compensation**

Motion was seconded by Councilman Clark. 3 ayes, 0 nays 1 abstain (DeCarlo). MOTION CARRIED.

Councilman Muffoletto motioned to approve appointment of and approve salary of **Code Enforcement Officer/ Building Inspector: Gary Brecker** for a one year term at annual salary \$8,195.00 as per budgeted (B8010.1)

Motion was seconded by Councilman Muffoletto. 4 ayes, 0 nays. MOTION CARRIED.

Councilman Muffoletto motioned to approve the appointment of **Dog control Officer Barb Daniel** for a one year term at annual salary \$6,860.00 as per budgeted (A3510.1)

Motion was seconded by Councilman Clark. 4 ayes, 0 nays. MOTION CARRIED.

Supervisor DeCarlo motioned to approve appointment of **Connie D. Miner** as grant writer for a one year term with annual contract of \$16,500.00 per adopted budget (A1480.4).

Motion was seconded by Councilman Muffoletto. 4 ayes, 0 nays. MOTION CARRIED.

Councilman Clark motioned to appoint **police matron - Amy Valenti @ \$50.00 per occasion.**

Motion was seconded by Councilman Muffoletto. 4 ayes, 0 nays. MOTION CARRIED.

ORGANIZATIONAL MEETING 2018

January 2, 2018

This Organizational meeting of the Brant Town Board was held on Tuesday, January 2, 2018 at the Brant Town Hall, located at 1272 Brant North Collins Rd, Brant, New York at 6:30 PM.

Councilman Muffoletto motioned to appoint **Bingo inspector Gail Schwartz** for a one year term @ \$40.00/ per occasion.

Supervisor DeCarlo seconded the motion. 3 ayes, 0 nays, 1 abstain (Clark). MOTION CARRIED.

Supervisor DeCarlo motioned to appoint **Spanish interpreter Rosa Gullo** for a one year term @ \$50.00 per occasion.

Motion was seconded by Councilman Clark. 4 ayes, 0 nays. MOTION CARRIED.

HIGHWAY

Supervisor DeCarlo motioned to acknowledge and approve the following:

- **Highway Superintendent** appointment of **Deputy HIGHWAY SUPERINTENDENT: Marion Kijek** for a one year term @ \$21.83 PER HR (full time)
- **Highway Superintendent** appointment of **HIGHWAY Driver/Worker: Nicholas Enders** for a one year term @ \$17.85/per hr. (full time)
- **Highway Superintendent** appointment of **Part Time HIGHWAY Laborers/Drivers Stanley Kijek., Kurt Meyer, Bruce Barrett, Troy Wood, Zane Lloyd, Matthew Ortel, Justin Palmer, Andrew Radwan Albert Hilburger and William Wesp**, as needed for a one year term @ \$12.24 per hr.

Motion was seconded by Councilman Clark. 4 ayes, 0 nays. MOTION CARRIED.

HIGHWAY (Cont'd)

Motion made by Councilman Muffoletto to approve the following:

- **Highway Superintendent** appointment of **HIGHWAY SUPERINTENDENT CLERK Janice Ross** for a one year term, annual salary \$3,060.00 as per budgeted

Councilman Clark seconded the motion. 4 ayes, 0 nays. MOTION CARRIED.

Supervisor DeCarlo motioned to adopt the following:

- **Approve compensation** for All above Highway Department employees of \$114,954 and salary's as per Budgeted (DA5140.1)(DA5142.1)(DB5110.1)(DB5112.1)

Motion was seconded by Councilman Muffoletto. 4 ayes, 0 nays. MOTION CARRIED.

ORGANIZATIONAL MEETING 2018

January 2, 2018

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Recreation

Councilman Clark motioned to approve appointment of **Recreation Director Vincent Finizio Jr.** for a one year term @ \$18.23/per hr. capped at annual salary of \$4377 based on 240 hours.

Motion was seconded by Councilman Muffoletto. 4 ayes, 0 nays. MOTION CARRIED.

Supervisor DeCarlo motioned to approve compensation for **Lifeguards** for the 2018 season @ \$10.96/per hr.

Motion was seconded by Councilman Muffoletto. 4 ayes, 0 nays. MOTION CARRIED.

Supervisor DeCarlo motioned to approve compensation for **Recreation attendants** for the 2018 season @ \$9.89/per hr.

Motion was seconded by Councilman Clark. 4 ayes, 0 nays. MOTION CARRIED.

Supervisor DeCarlo motioned to approve **RECREATION FEES** As the following;

RESIDENTS ONE CHILD: **\$85.00**, SECOND CHILD: **\$70.00**, THIRD CHILD: **\$60.00** WITH A **CAP OF \$200.00 FOR FOUR.** (**\$55.00** FOR BUS PICK UP). **NON RESIDENTS**: **\$140.00** ONE CHILD, SECOND CHILD **\$125.00**, THIRD CHILD **\$115.00** WITH A **CAP OF \$415.00 FOR FOUR** OR MORE. (**\$70.00** FOR BUS PICK UP).

6 week program starting Monday July 9, 2018 ending Friday August 17, 2018

Motion was seconded by Councilman Muffoletto. 4 ayes, 0 nays. MOTION CARRIED.

******Recreation Appointments after Meeting and interviews in May**

Pool will open Sunday June 24, 2018 and close Sunday August 26, 2018 – 9 weeks

Supervisor DeCarlo motioned to approve ---- **POOL FEES to the public** As the followings: \$3.00 day, \$40.00 season Pass, \$90.00 Family of 4 Pass add \$20 additional and Senior Citizens \$20 pass year Splash Pool is free.

Motion was seconded by Councilman Muffoletto. 4 ayes, 0 nays. MOTION CARRIED.

TABLED

AUTHORIZATION FOR THE SUPERVISOR TO SIGN CONTRACT WITH LAKE SHORE SCHOOLS FOR THE USE OF THEIR BUSES WAS TABLED.

ORGANIZATIONAL MEETING 2018

January 2, 2018

This Organizational meeting of the Brant Town Board was held on Tuesday, January 2, 2018 at the Brant Town Hall, located at 1272 Brant North Collins Rd, Brant, New York at 6:30 PM.

Supervisor DeCarlo motioned to approve appointment of **Town Electrician Billy Hamm @ \$15.00 per Hr.** as needed. Responsibility/authority to call for services by Superintendent of Buildings and Grounds and Town Supervisor or maintenance & care keeper Superintendent.

Motion was seconded by Councilman Muffoletto. 4 ayes, 0 nays. MOTION CARRIED.

Councilman Muffoletto motioned to acknowledge the Supervisor's appointment of **Town Historian Patricia Friend** for a one year term.

Motion was seconded by Councilman Clark. 4 ayes, 0 nays. MOTION CARRIED.

Councilman Clark 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. 4 ayes, 0 nays. MOTION CARRIED.

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

Councilman Muffoletto motioned to approve the Park Rules as listed above, seconded by Councilman Clark. 4 ayes, 0 nays. MOTION CARRIED.

ORGANIZATIONAL MEETING 2018

January 2, 2018

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Discussion regarding the fees being charged for the rental of the Community Bldg and Recreation Bldg.

After discussion Supervisor DeCarlo motioned to approve the lowering of the 2018 rental fees for the **Community & recreation building rentals**

community building rental fee: from \$175 to \$125

Recreation building which includes Pavilion and Gym, rental fee: from \$200 to \$150.

security deposit/confirmation deposit: from \$175.00 to \$150 refundable

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

Councilman Muffoletto seconded the motion. 4 ayes, 0 nays. MOTION CARRIED.

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.

Councilman Muffoletto seconded the motion. 4 ayes, 0 nays. MOTION CARRIED.

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

large shelter is **\$100.00**

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

Councilman Muffoletto seconded the motion. 4 ayes, 0 nays. MOTION CARRIED.

HOLIDAYS THE TOWN SHALL OBSERVE in 2018 & HOURS TOWN HALL WILL BE OPEN TO PUBLIC

Supervisor DeCarlo motioned to approve the following list of 12 holidays the town shall observe in 2018:

MARTIN L. KING DAY: (Monday, January 15th); **PRESIDENTS DAY:**(Monday, February 19th);

GOOD FRIDAY: (Friday March 30th); **EASTER:** none - **MEMORIAL DAY:** (Monday, May 28th);

INDEPENDENCE DAY: (Tuesday, July 4th); **LABOR DAY:** (Monday September 3rd); **COLUMBUS**

DAY: (Monday, October 8th); **THANKSGIVING:** (Thursday, November 22nd & Friday, November 23rd);

CHRISTMAS EVE (Monday 24th); **CHRISTMAS DAY**(Tuesday December 25th); **NEW YEARS DAY**

(Tuesday, January 1st 2019)

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

Councilman Muffoletto seconded the motion. 4 ayes, 0 nays. MOTION CARRIED.

ORGANIZATIONAL MEETING 2018

January 2, 2018

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Supervisor DeCarlo motioned to adopt the following miscellaneous items:

Halloween (Tuesday 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.

Councilman Don Clark seconded the motion. 4 ayes, 0 nays. MOTION CARRIED.

APPOINTMENT of BOARDS

Councilman Don Clark motioned to acknowledge and approve the following terms and compensation for the Board of Review:

BOARD of REVIEW

Meets in May

- Appoint Board of Review **Lynda Mason** for a term of 5 years (10/1/2017-09/30/2022)
- Appoint Board of Review **alternate Joseph Ostrowski** for a term of 1 year (10/1/2018-09/30/2019)
- Appoint **Secretary to the Board of Review Lynda Ostrowski** for a one year term @ \$ 12.00 per hour.
- Approve **compensation for Active Board of Review members** @ \$100.00 annually.

Councilman Muffoletto seconded the motion. 4 ayes, 0 nays. MOTION CARRIED.

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 appointment of Zoning Board of Appeals alternate Paul Cesana for a five year term Jan 1, 2018 to Dec. 31, 2022.

MOTION to approve the appointment of Zoning Board Alternate Chris Czech for a one-year term, Jan 1, 2018 to Dec. 31, 2018.

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

Councilman Muffoletto seconded the motion. 4 ayes, 0 nays. MOTION CARRIED.

ORGANIZATIONAL MEETING 2018

January 2, 2018

This Organizational meeting of the Brant Town Board was held on Tuesday, January 2, 2018 at the Brant Town Hall, located at 1272 Brant North Collins Rd, Brant, New York at 6:30 PM.

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

PLANNING BOARD

7 year terms

(Meets every 4th Thursday) is an advisory board only

MOTION: to approve appointment of **Alternate Planning Board** member **Ryan Bushnell** for one year term.

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

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

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

MOTION: to approve Appointment of **Secretary** to Zoning Board of Appeals (none) and Planning Board **Lynda Ostrowski** for a one year term @ \$12.00 per hour.

Councilman Don Clark seconded the motion. 4 ayes, 0 nays. MOTION CARRIED.

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, 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

ORGANIZATIONAL MEETING 2018

January 2, 2018

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SUPERVISORS' EXECUTIVE APPOINTMENTS FOR 2017

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, Muffoletto**

FIRE & AMBULANCE: **Muffoletto**

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: **Don Clark**

TOWN BOARD REPRESENTATIVE or LIAISON TO:

TOWN CLERK'S OFFICE: **Marien**

ASSESSOR'S OFFICE: **Muffoletto**

BOARD OF ASSESSMENT & REVIEW: **Clark**

TOWN JUSTICE COURT: **Muffoletto**

POLICE: **Clark**

CODE ENFORCEMENT OFFICER: **Clark**

DOG CONTROL OFFICER: **Marien**

HIGHWAY: **Clark**

RECREATION: **Muffoletto**

PLANNING BOARD: **Clark**

ZONING BOARD OF APPEALS: **Marien**

VOL. FIRE DEPT. LIAISON: **Clark**

CENSUS LIAISON: **Marien**

BRANT-FARNHAM SENIORS: **Marien**

VILLAGE OF FARNHAM: **Marien**

BEAUTIFICATION & EVENTS: **Marien**

RECREATION PARENT ADVISORY: **Muffoletto**

LAKE SHORE YOUTH FOOTBALL: **Muffoletto**

ERIE COUNTY GOVERNMENT: **DeCarlo**

CONCERT IN THE PARK: **Marien**

SCHOOL DISTRICTS: **DeCarlo, Clark**

At 7:19 PM, Supervisor DeCarlo motioned to adjourn the meeting in memory of the recently deceased Angelo Militello. Councilman Muffoletto seconded the motion. 4 ayes, 0 nays. MOTION CARRIED.

Respectfully,

Barbara J. Daniel/Brant Town Clerk