

A regular meeting of the Elma Town Board was held on Wednesday, January 8, 2020 at 7:00PM, Elma Town Hall, 1600 Bowen Road, Elma, New York, with the following members present:

Supervisor	Wayne Clerk
Councilman	Thomas Fallon
Councilman	James Malczewski
Councilman	Michael Nolan
Councilman	Tracy Petrocy

Also:	Building Inspector	Joseph Colern
	Highway Superintendent	Howard Diehl
	Plant Manager	Brian Fiden-Absent
	Town Attorney	Phyllis Todoro
	Town Engineer	James Wyzykiewicz

Approximately 18 people attended the meeting.

The meeting was opened with the reciting of the Pledge of Allegiance.

Councilman Nolan made the motion and Councilman Fallon seconded the motion to approve the minutes from the December 18th, 2019 meeting. Ayes-5. Noes-0. Carried.

Department Reports:

Town Engineer James Wyzykiewicz noted the residents for the Highland-Sigman drainage project would like to attend a Work Session to discuss the project for final approval, Mr. Wyzykiewicz will contact the residents regarding the meeting.

Building Inspector Joseph Colern presented the building report for December 2019 with 13 permits issues, fees collected of \$3,083.16 with an estimated value of construction of \$710,195.80. Mr. Colern is working on his yearly report from 2019 for the next meeting.

Supervisor Wayne Clark noted the progress on the new Highway Garage. Interim Highway Superintendent Howard Diehl noted the winter parking ban is in effect until April 1st, 2020.

Councilman Fallon made the motion and Councilman Nolan seconded the motion to issue a negative declaration on a short form SEQR for Brand Names Depot at 3211 Transit Road. Ayes-5. Noes-0. Carried.

Councilman Nolan made the motion and Councilman Fallon seconded the motion to approve a Business Use Permit to Brand Name Depot at 3211 Transit Rd for selling overstock and returns from major retailers. Building Inspector notes permit required for advertising signs and fire inspection required within 30 days of occupancy. Ayes-5. Noes-0. Carried.

The Town Clerk read the 2020 Organizational Agenda into the minutes.

The following rules of procedure for the year 2020 shall be adopted:

1. Call to order by the Supervisor. Proceed under "Robert's Rules of Order."
2. Pledge of Allegiance.
3. Minutes of the last meeting approved.
4. Public Hearings.
5. Reports from Department Heads.
6. All persons wishing to be heard in favor or against any item or items on the Agenda shall be heard as they appear on the Agenda.
7. Recess. This is to give the Committee a chance to meet and formulate reports.
8. Reports from Committees.
9. Action on Committee reports.
10. Appointment of new committees to fill vacancies.
11. Reading of Communications. Only communications filed with the Clerk prior to 12:00 p.m. (noon) of the day prior to a meeting shall receive consideration at the meeting and any filed later than that may be considered only upon the unanimous consent of the Board members present.
12. Actions shall be taken on Communications.
13. Approval of Warrant.
14. Privilege of the floor.
15. Adjournment.

Any elected official, who attends the sessions at the Association of Towns meeting in New York City in February 2020 will be allowed the necessary expenses incurred in attending this meeting. Michael Nolan shall be the delegate to the Association of Towns.

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Bank Depositories: J.P. Morgan Chase for the Town Clerk, General Fund, Highway Fund, Special District Fund, Water District Fund, Trust and Agency Fund & Capital Reserve Fund and Bank of Holland for the Justices. In addition, funds may also be deposited in First Niagara, M&T Trust, Bank of Alden and Five Star Bank.

The Investment Policy adopted February 1, 1995 shall be followed.

Town Hall hours shall be Monday through Friday from 8:00AM to 4:00PM year-round.

The Official Newspaper shall be the Elma Review.

The Auditor shall be Drescher and Malecki LLP.

Hodgson Russ LLP may be retained for Labor Employment matters.

The agreement between the Town of Elma and Cy's Pharmacy from 2009 is still valid.

The third Wednesday of each month shall be official regular meeting date for the Town Board to be held at the Town Hall at 7:00 p.m. E.S. or D.S. time. Work Session of the Town Board will be the second Wednesday, times to be announced in advance. These meetings are Official Meetings open to the Public. Regular meetings may be omitted, or dates changed where a conflict of such regular meeting exists with Holidays or other official business or at the call of the Supervisor. All other meetings shall be at the call of the Supervisor, the time and place to be made known by him upon notice of such meeting.

All Department Heads, both Elected and Appointed may purchase equipment and goods from the New York State or Erie County bid list providing they comply with the adopted Purchasing Policy of the Town.

All Town Department Heads and Elected Officials are required to pay 10% of the cost of health care insurance provided by the Town. Non-Union employees are to contribute 10% of health insurance cost. Union employees are to contribute 10% of health insurance cost per the Union Contract.

The following shall be the yearly salaries of the Town Official payable bi-weekly: Supervisor \$74,404; Justices (each) \$38,280; Councilmember's (each) \$19,498; Town Clerk \$67,776; Assessor \$63,783; and Highway Superintendent \$67,776.

Officials shall be allowed \$.57.5 per mile for the use of their cars for official Town business upon presentation of a mileage log to the Town. Mileage rate is according to the IRS guidelines and will be adjusted during the year if warranted.

The Supervisor is the Police Commissioner.

The Supervisor appoints Councilman Michael Nolan as Deputy Town Supervisor.

The Supervisor, Councilmen & Town Attorney are re-appointed as Marriage Officers.

The Supervisor announced the re-appointment of Frank Maciejewski as Town Historian for 2020.

The Highway, Water and Sewer Department wages and benefits are set as per the collective bargaining agreement.

Full time employees with 1-year service shall receive one-week vacation with pay; 3 years' service two weeks with pay; 5 years' service three weeks with pay. Employees with over ten years' service receive four weeks' vacation with pay. Also, twelve days sick leave allowed each year. The twelve days sick leave may be accumulated up to 220 days for non-bargaining employees. Personal leave of 3 days shall be allowed each year.

Joseph Colern is re-appointed as the Affirmative Action Officer, ADA Officer and MS4 Officer.

The salary of Joseph Colern the Building Inspector and Zoning Officer shall be set at \$67,776 for 2020. He shall submit monthly reports of all building permits issued.

Raymond Balcerzak is re-appointed as Assistant Building Inspector and Zoning Officer at \$27.18 per hour.

Barbara Blair is appointed as part time Clerk to the Building Dept. at \$14.20 per hour.

Howard Diehl shall be appointed interim Highway Superintendent.

Howard Diehl shall be Superintendent of Parks with a salary of \$15,575.

Howard Diehl shall be Superintendent of Transfer Station with a salary of \$7,136.

Ariel Carlino is re-appointed as Water Clerk at \$16.30 per hour for the year 2020.

Diane Petrocy is re-appointed as P/T Clerk Typist at the Water Dept. at \$15.20 per hour.

The Court Clerk Brenda Barry for Town Justice Puleo will receive \$16.30 per hour.

The Court Clerk Andrea Lischer for Town Justice Pierce will receive \$19.05 per hour.

The Court Security Officers are re-appointed at a rate of \$31.22 per hour.

Supervisor Clark re-appoints Kerry Galuski as Bookkeeper full time at an hourly rate of \$32.58 per hour.

Andrea Derkovitz is appointed as P/T Clerk at an hourly rate of \$14.20 per hour.

Patricia King is re-appointed as Records Management Officer at no additional salary. Patricia

King is re-appointed as Registrar of Vital Statistics at a salary of \$1,000.00 for 2020. Jennifer

Ginter is re-appointed as Deputy Registrar of Vital Statistics at a salary of \$500.00 for 2020. All

fees collected will be payable to the Town.

The Town Clerk re-appoints Jennifer Ginter as Deputy Town Clerk at \$20.85 per hour and Tara

Grambo as second Deputy Town Clerk at \$18.87 per hour.

Doreen Schafer is re-appointed as Deputy Receiver of Taxes and Assessments at an hourly rate of \$20.85 per hour.

Betsy Goinski is re-appointed as Recreation Supervisor, Senior Citizens PT at an hourly rate of \$16.45 per hour.

Sharon Winkler is re-appointed as P/T Asst. Director of Senior Center at an hourly rate of \$14.20 per hour.

Robert Johnston shall be re-appointed as Dog Control Officer for the year 2020 at a salary of \$9,506.

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Joseph Colern, Gary Cervi, Ray Balcerzak, Robert Johnston and Peter Natalzia shall be re-appointed as Special Police.

Phyllis Todoro is re-appointed as Town Attorney for 2020 at the salary of \$71,132.

Rosemary Bapst is appointed as Deputy Town Attorney for 2020 at the per diem of \$300 a night.

James Wyzykiewicz is re-appointed as Town Engineer at the salary of \$24,931 and MS4 Compliance Officer for 2020.

Greg Merkle is re-appointed to a 7-year term on the Planning Board.

Michael Cirocco is designated Chairman of the Planning Board.

Thomas Reid is re-appointed as an alternate on the Planning Board.

Barbara Blair is appointed Planning Board Secretary.

Donald Trzepacz is designated Chairman of the Zoning Board of Appeals.

Harry Kwiek is re-appointed to a 5-year term on the Zoning Board of Appeals.

Robert C. Schafer is appointed as alternate on the Zoning Board of Appeals.

John Johnston is appointed to fill the term of Mike Sobczak on the Zoning Board of Appeals until 12/31/22.

Kerry Galuski shall be re-appointed Zoning Board Secretary.

Bryant Zilke is designated Chairman of the Conservation Board.

Bryant Zilke is re-appointed to a 7-year term on the Conservation Board.

Kerry Galuski is re-appointed Conservation Board Secretary.

Zoning, Planning & Conservation Board members and alternate shall be paid \$45.00 per meeting attended. The Chairman shall be paid \$50.00 per meeting attended.

Claudia Stradtman is re-appointed as Chairman of the Assessment Board of Review.

Grievance day for the Assessment Board of Review will be set for June 2, 2020.

Ellen McGreevy and Sue Sudlik shall be re-appointed to a 3-year term to the Library Board.

Michael Nolan is appointed as Disaster Coordinator with no extra pay.

James Malczewski is appointed as Assistant Disaster Coordinator with no extra pay.

Wayne Clark is appointed the representative for the Worker's Compensation Group. Michael Nolan is the alternate to the Worker's Compensation Group and Howard Diehl is the safety representative for the Workers Compensation Group.

Town of Elma Disaster Plan for 2020 accepted as is with no changes.

The Supervisor announced the following committees for 2020.

The first name shall be Chairman: Sanitation Fallon – Nolan, Street Lighting Fallon- Malczewski, Planning & Zoning Malczewski – Nolan, Subdivision & Highways Nolan – Fallon, Board & Clerk Petrocy – Malczewski, Assessment Malczewski – Petrocy, Finance & Audit Petrocy – Malczewski, Cap Imp & Parks Fallon – Petrocy, Laws, Leg & Signs Malczewski – Nolan, Youth Recreation Nolan – Fallon, Main, Grounds & Equip Fallon – Petrocy, Personnel Nolan – Petrocy, Business Petrocy – Malczewski, Senior Rec, Water, Cable Malczewski – Fallon, Fire & Police Nolan - Petrocy

Councilman Fallon made the motion and Councilman Malczewski seconded the motion to approve the 2020 Organizational Agenda as read.

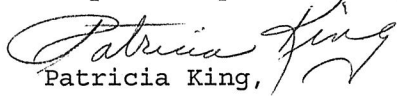
Ayes-5. Noes-0. Carried.

The next Work Session will be January 22, 2020 at 6:00PM and Town Board meeting will follow at 7:00PM.

All have received the Planning, Zoning and Conservation Boards agendas and minutes that apply.

Meeting adjourned at 7:25PM. All in favor.

Respectfully submitted,


Patricia King,
Town Clerk