

A regular meeting of the Elma Town Board was held on Wednesday, January 3, 2018 at 7:00PM, Elma Town Hall, 1600 Bowen Road, Elma, New York, with the following members present:

Supervisor	Dennis Powers
Councilman	Thomas Fallon
Councilman	James Malczewski
Councilman	Michael Nolan
Councilman	Tracy Petrocy

Also: Building Inspector	Joseph Colern
Highway Superintendent	Wayne Clark
Water Superintendent	Eugene Stevenson
Town Attorney	Phyllis Todoro
Deputy Attorney	Dean Puleo
Town Engineer	James Wyzykiewicz

Approximately 8 people attended the meeting.

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

Councilman Malczewski made the motion and Councilman Petrocy seconded the motion to approve the minutes from the December 20th, 2017 meeting. Ayes-4. Noes-0. Carried.

Department Reports:

Building Inspector Joseph Colern presented the monthly report for December 2017 with 9 permits issued, fees collected of \$2,862.39 with an estimated value of construction of \$486,571.

Highway Superintendent noted the new loader is in service.

Councilman Nolan made the motion and Councilman Petrocy seconded the to approve the Section 284 Agreement to repair 41.16 miles of roads at the cost of \$301,000. Treehaven Rd starting at Chairfactory Rd ending at Crimson Ln (.25 miles) at the cost of \$50,000, Crimson Ln starting at Chairfactory Rd to the end (.25 miles) at the cost of \$50,000 and Jerge Drive's starting at Chairfactory Rd to the end (.70miles) at the cost of \$87,000. Ayes-5. Noes-0. Carried.

The Town Clerk read the 2018 Organizational Agenda into the minutes.

The following rules of procedure for the year 2018 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 2018 will be allowed the necessary expenses incurred in attending this meeting. Dennis Powers shall be the delegate to the Association of Towns.

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.

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

The first and third Wednesday of each month shall be official regular meeting dates 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. Town Board will only meet on the third Wednesday for June, July and August.

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	\$71,908
Justices (each)	\$37,240
Councilmember's (each)	\$17,938
Town Clerk	\$65,280
Assessor	\$61,287
Highway Superintendent	\$65,280

Officials shall be allowed \$.545 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 appoints Councilman Michael P. Nolan as Deputy Town Supervisor.

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

The Supervisor announced the re-appointment of Frank Maciejewski as Town Historian for 2018. 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 Colem is re-appointed as the Affirmative Action Officer, ADA Officer and MS4 Officer.

The salary of the Building Inspector and Zoning Officer shall be set at \$65,280 for 2018. He shall submit monthly reports of all building permits issued.

Raymond Balcerzak is re-appointed as Assistant Building Inspector and Zoning Officer at \$25.98 per hour.

Brenda Barry is re-appointed as part time Clerk to the Building Dept. at \$14.02 per hour.

Wayne Clark shall be Superintendent of Parks with a salary of \$15,185.

Wayne Clark shall be Superintendent of Transfer Station with a salary of \$6,746.

The Water Superintendent's salary shall be set at \$65,280 for the year 2018.

Patricia Jakubowski is re-appointed as Water Clerk at \$40,116 for the year 2018.

Doreen Fleming is re-appointed as P/T Clerk Typist at the Water Dept. at \$15.77 per hour.

Barbara Blair is appointed as P/T Clerk Typist at the Water Dept. at \$13.00 per hour.

The Court Clerk Deborah Sanfilippo for Town Justice Sakowski will receive \$19.28 per hour.

The Court Clerk Andrea Lischer for Town Justice Pierce will receive \$17.85 per hour.

Supervisor Powers re-appoints Kerry Galuski as Bookkeeper full time at an hourly rate of \$19.72 per hour.

Christa Wilkening is appointed as P/T Clerk at an hourly rate of \$13.00 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 2018. Jennifer

Ginter is re-appointed as Deputy Registrar of Vital Statistics at a salary of \$500.00 for 2018. All

fees collected will be

payable to the Town.

The Town Clerk re-appoints Jennifer Ginter as Deputy Town Clerk at \$19.65 per hour and Tara

Grambo as second Deputy Town Clerk at \$17.67 per hour.

Doreen Schafer is re-appointed as Deputy Receiver of Taxes and Assessments at an hourly rate of \$19.65 per hour.

Betsy Goinski is appointed as Recreation Supervisor, Senior Citizens PT at an hourly rate of \$15.25 per hour.

Sharon Winkler is re-appointed as P/T Asst. Director of Senior Center at an hourly rate of \$13.00 per hour.

Robert Johnston shall be re-appointed as Dog Control Officer for the year 2018 at a salary of \$8,699.

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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 2018 at the salary of \$53,636.

Dean Puleo is re-appointed as Deputy Town Attorney for 2018 at the salary of \$39,060.

James Wyzykiewicz is re-appointed as Town Engineer at the salary of \$23,745 and MS4 Compliance Officer for 2018.

Robert Waver 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.

Brenda Barry is re-appointed Planning Board Secretary.

Robert C. Schafer is designated Chairman of the Zoning Board of Appeals.

Ron Carey is appointed to a 1-year term on the Zoning Board of Appeals.

Michael Sobczak is appointed as alternate on the Zoning Board of Appeals.

Kerry Galuski shall be re-appointed Zoning Board Secretary.

Bryant Zilke is designated Chairman of the Conservation Board.

William Jackson 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 Stradman is re-appointed as Chairman of the Assessment Board of Review.

Claudia Stradman is re-appointed to a 5-year term on the Assessment Board of Review.

Grievance day for the Assessment Board of Review will be set for June 5, 2018.

Terry Booth shall be re-appointed to a 5-year term to the Library Board.

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

Tracy Petrocy is appointed as Assistant Disaster Coordinator with no extra pay.

Town of Elma Disaster Plan for 2018 accepted as is with no changes.

The Supervisor announced the following committees for 2018.

The first name shall be Chairman:

Sanitation	Fallon - Nolan
Street Lighting	Fallon - Malczewski
Planning & Zoning	Malczewski - Nolan
Subdivision & Highways	Nolan - Fallon
Board and Clerk	Petrocy - Malczewski
Assessment	Malczewski - Petrocy
Finance & Audit	Nolan - 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	Petrocy - Fallon
Fire & Police	Nolan - Petrocy

Councilman Nolan made the motion and Councilman Malczewski seconded the motion to approve the 2018 Organizational Agenda as read.  
Ayes-5. Noes-0. Carried.

The next Work Session will be January 10, 2018 at 6:00PM and Town Board meeting will be January 24, 2018 at 7:00PM.

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

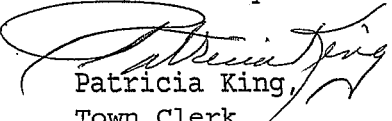
Supervisor Powers asked for a moment of silence in memory of Edward Dudek who was on the Zoning Board of Appeals for 30 years from 1974 till 2004.

Councilman Malczewski made the motion and Councilman Nolan seconded the motion to enter Executive Session at 7:20PM to discuss personnel matters and will adjourn immediately following this session, no motions will be taken. Ayes-5. Noes-0. Carried.

Councilman Fallon made the motion and Councilman Malczewski seconded the motion to exit Executive session at 8:30PM.  
Ayes-5. Noes-0. Carried.

Meeting adjourned at 7:30PM. All in favor.

Respectfully submitted,

  
Patricia King

Town Clerk