

2024 Town of Brant Organizational Meeting

Tuesday, January 23, 2024

This 2024 Organizational Meeting of the Brant Town Board was held on Tuesday January 23, 2024 at the Brant Town Hall, located at 1272 Brant North Collins Rd, Brant, New York at 6:00 PM.

Present were:

Mark DeCarlo	Supervisor
Donna Marien	Councilwoman
Linda Giancarlo	Councilwoman
Tish Brady	Councilwoman
Michael Muffoletto	Councilman
Bill Trask	Town Attorney
Kristen Podkulski	Recording Secretary

ABSENT: Barbara Daniel/Town Clerk

ALSO, PRESENT AND LEGIBLY SIGNED IN WERE:

Debra Ritz	Resident
Brian Rott	Resident
Daryl Novoa	Highway
Mark Slawek	Chief of Police
Joe DeCarlo	Assessor
Frank Broughton	ZBA Chair
Jeneen Hill	CEO
Janice Ross	Resident

The meeting opened at 6:00 PM with the Pledge of Allegiance to the Flag.

Motions & Resolutions:

MOTION Made by Supervisor DeCarlo to adopt the following PARLIAMENTARY PROCEDURE AND PROCEDURE FOR THE AGENDA of regular monthly meetings in the year 2024 containing no changes from 2023

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 2024 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 7:30pm 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

The motion was seconded by Councilwoman Giancarlo. 5 ayes, 0 nays. MOTION CARRIED

MOTION Made by Supervisor DeCarlo to adopt the following 2024 "RULES OF CIVILITY"

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 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 result in have the perpetrator removed from the meeting room as soon as possible for good order, the safety and/or well-being of all.

The motion was seconded by Councilwoman Brady. 5 ayes, 0 nays. MOTION CARRIED

MOTION Made by Supervisor DeCarlo to adopt the following 2024 “PRIVILEGE OF THE FLOOR PROCEDURE” containing no changes from 2023

“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.

The motion was seconded by Councilwoman Marien. 5 ayes, 0 nays. MOTION CARRIED

MOTION Made by Supervisor DeCarlo to adopt the following 2024 “ORDER OF ROLL CALL” containing no changes from 2023

ORDER OF ROLL CALL

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 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.

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

DESIGNATION OF OFFICIAL NEWSPAPER

MOTION Made by Supervisor DeCarlo to designate Dunkirk Observer as the official newspaper with Buffalo News as alternate for one year term

The motion was seconded by Councilman Brady. 5 ayes, 0 nays. MOTION CARRIED

MOTION Made by Supervisor DeCarlo to approve the 2024 Monthly Meeting Schedule and Policy

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, 2024 - February 13, 2024 - March 12, 2024 - April 9, 2024 - May 14, 2024 - June 11, 2024 – July 9, 2024 - August 13, 2024 - September 10, 2024 - October 8, 2024 - November 12, 2024 - December 10, 2024

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 and emails sent out to notify all Town Board Members.

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

MOTION to approve 2024 Monthly Meeting Schedule and Policy

The motion was seconded by Councilwoman Giancarlo. 5 ayes, 0 nays. MOTION CARRIED

MOTION Made by Supervisor DeCarlo to approve the 2024 Designation of Banks

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

MOTION to approve 2024 Designation of Banks

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

MOTION Made by Supervisor Decarlo to ADOPT THE FOLLOWING 2024 INVESTMENT & PROCUREMENT POLICY

INVESTMENT & PROCUREMENT POLICIES

The objective of the investment policy of the Town of Brant is to minimize risk, to ensure 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 made by Councilwoman Giancarlo to approve

The motion was seconded by Councilman Muff. 5 ayes, 0 nays. MOTION CARRIED

MOTION Made by Supervisor DeCarlo to ADOPT THE FOLLOWING 2024 PREPAY POLICY CONTAINING NO CHANGES FROM 2023 POLICY

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.

The motion was seconded by Councilwoman Brady. 5 ayes, 0 nays. MOTION CARRIED

MOTION Made by Supervisor Decarlo to ADOPT THE 2024 CREDIT CARD POLICY CONTAINING NO CHANGES FROM 2023 POLICY

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

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
1. All Cards should be kept in a secure location
 2. Never allow anyone to review and approve their own transactions
 3. Cancel existing cards that are not needed or accounted for
 4. Incorporate procedures for card cancellation of lost or stolen cards, or upon termination of authorized user of the card
 5. 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
 6. Never pay claims without proper documentation
 7. 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 made by Councilman Muffoletto to approve

The motion was seconded by Councilwoman Giancarlo. 5 ayes, 0 nays. MOTION CARRIED

MOTION Made by Supervisor DeCarlo to ADOPT THE FOLLOWING 2024 "TOWN OF BRANT PROCUREMENT POLICY"

TOWN of BRANT PROCUREMENT POLICY

That all Department heads, elected and appointed officials must consult with the Supervisor and provide in writing the item wished to purchase 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 **\$2500.00** 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.

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.

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
-
- a. 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.

The motion was seconded by Councilwoman Brady. 5 ayes, 0 nays. MOTION CARRIED

BLANKET BOND & OFFICIAL UNDERTAKING

Approval of Blanket Bond for town officials and Official Undertaking

MOTION Made by Supervisor DeCarlo to approve the Blanket Bond & Official Undertaking Bond for Town Officials

The motion was seconded by Councilwoman Brady. 5 ayes, 0 nays. MOTION CARRIED

MOTION Made by Supervisor Decarlo to authorize Supervisor Mark DeCarlo to hereby be permitted to sign his signature by Facsimile & or E-Mail.

Motion approved by Councilwoman Giancarlo

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

MOTION Made by Supervisor Decarlo to approve ISSUE PAYROLL CHECKS

MOTION to Authorize EBC 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.

Motion approved by Councilman Muffoletto

The motion was seconded by Councilwoman Marien. 5 ayes, 0 nays. MOTION CARRIED

MOTION Made by Supervisor DeCarlo to approve SALARIES FOR ELECTED TOWN OFFICIALS 2024

Acknowledge: as advertised and per adopted Budget (1), the designation of 2024 salaries for elected town officials: **Supervisor:** \$22,696 /yr., **Councilmen:** (4) @ \$5,431 each /yr. **Town Justices:** (2) @ \$15,366 each/yr. **Town Clerk:** \$40,000 and **Highway Superintendent:** \$36,701/yr.

PERMISSIBLE EXPENSES & MILEAGE RATE FOR TOWN OFFICIALS

- 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' **.655/mi.** for the use of their cars for official town business upon presentation of a mileage log & voucher to the town.

MOTION to approve Permissible Expenses & Mileage Rate as read

The motion was seconded by Councilman Marien. 5 ayes, 0 nays. MOTION CARRIED

MOTION Made by Supervisor DeCarlo to approve PERMISSION TO ATTEND THE ASSOCIATION OF TOWN'S MEETINGS

That it is desirable and important to attend the Association of Town's Newly Elected Official Training School on **February 19-22, 2024 Virtual Training Meetings** for training purposes

- Supervisor and in he/she absence the board can approve someone in the supervisor's 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. Town Clerk may attend Town Clerk & Tax Collector Association conferences

MOTION to approve Permission as read

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

MOTION Made by Supervisor DeCarlo to Approve Councilwoman Brady to attend The Association of Towns Training

The motion was seconded by Councilwoman Marien. 5 ayes, 0 nays. MOTION CARRIED

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 39.5 hours/week.

Acknowledge Judge Kaczmarek clerk to the Justice / Rachel Miller @ \$20.00 per hour

Acknowledge Judge Gier clerk to the Justice / Julie Sager @ \$22.00 per hour

Acknowledge the Justice appointment of Office Aux clerk / Karen Herc up to 39 hours per week @ \$17.95 /per hour

Acknowledge the Justice appointment of Deborah Dalton up to 12 hours per week @ \$18.00/per hour

MOTION Made by Supervisor DeCarlo to Approve all Justice Court Clerks Compensation as read not to exceed \$111,483 as per adopted budget (A1110.11) (A1110.12) (A1110.13) & (A1110.14)

Motion approved by Councilwoman Brady

The motion was seconded by Councilwoman Giancarlo. 5 ayes, 0 nays. MOTION CARRIED

MOTION Made by Supervisor DeCarlo: 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 approved by Councilman Muffoletto

The motion was seconded by Supervisor Decarlo. 5 ayes, 0 nays. MOTION CARRIED

MOTION Made by Supervisor DeCarlo to Appoint *Town Prosecutor John Grennell* for a one-year term: annual salary of \$16,000.

Motion approved by Councilwoman Giancarlo

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

MOTION Made by Supervisor DeCarlo To Acknowledge appointment of Town Attorney William J. Trask Sr. for a two-year term beginning January 1, 2023 and ending December 31, 2024. Salary of \$20,000 for 2024.

Motion approved by Councilman Muffoletto

The motion was seconded by Councilwoman Marien. 5 ayes, 0 nays. MOTION CARRIED

SUPERVISOR'S AUTHORIZATION, PERSONNEL & TOWN ACCOUNTANT CONTRACT

Acknowledge SUPERVISOR: appointment of Personal Secretary Tracy Kaczmarek with compensation of \$20.00 per hour capped at \$36,400 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: Dresher & Malecki Accounting Firm, not to exceed \$23,000 as per adopted budget (A1320.4)

MOTION Made by Supervisor DeCarlo to approve Supervisor Secretary and Accounting Firm Compensation as read.

The motion was seconded by Councilwoman Brady. 5 ayes, 0 nays. MOTION CARRIED

MOTION Made by Supervisor DeCarlo to authorize Supervisor to negotiate B.A.N.'s for 2024.

Motion approved by Councilman Muffoletto

The motion was seconded by Councilwoman Giancarlo. 5 ayes, 0 nays. MOTION CARRIED

Assessor

- Acknowledge Appointment of Sole Assessor Joseph DeCarlo with term ending Sept. 30, 2025 annual salary \$18,540 as per adopted budget (A1355.1) (Appointment was on Oct.- 2019)
- Acknowledge Appointment of Clerk Secretary to Assessor's office per recommendation of Assessor, Joanna McDougall for a one-year term @ \$18.50 /per hr. /cap at \$15,264 (based on 15 hrs. per week)

MOTION Made by Supervisor DeCarlo Approve Assessor and Assessor's Clerk Compensation as read

Motion approved by Councilwoman Giancarlo

The motion was seconded by Councilman Muffoletto. 4 ayes, 0 nays. Supervisor Decarlo Abstaining. MOTION CARRIED

MOTION Made by Supervisor DeCarlo TO APPOINT Barbara Daniel as Secretary to the Board of Assessment & Review **with no compensation.**

Motion approved by Councilman Muffoletto

The motion was seconded by Councilwoman Marien. 5 ayes, 0 nays. MOTION CARRIED

Town Clerk

- Acknowledge TOWN CLERK appointment of Deputy Town Clerk Kristen Podkulski @ \$19.00/hr. for one-year term with a total cap of \$26,200 as per adopted budget (A1410.11)

MOTION Made by Supervisor DeCarlo to approve Deputy Clerks Compensation as read

Motion approved by Councilman Muffoletto

The motion was seconded by Councilwoman Marien. 4 ayes, 0 nays. Councilwoman Giancarlo Abstaining. MOTION CARRIED

MOTION Made by Supervisor DeCarlo to approve annual agreement with MUNICIPALPAY for credit card processing services at rate of \$20 per month unless we meet their minimum requirement

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

MOTION Made by Supervisor DeCarlo Acknowledge: records management officer, **Barbara Daniel**, for a one-year term, with annual salary \$1,985 as per adopted budget (A1460.1).

Motion approved by Councilman Muffoletto

The motion was seconded by Supervisor Decarlo. 5 ayes, 0 nays. MOTION CARRIED

MOTION Made by Supervisor DeCarlo Acknowledgement of Barbara Daniel as Registrar of Vital Statistics, with Deputy as Registrar for term to coincide with elective term of Town Clerk.

Motion approved by Councilman Muffoletto

The motion was seconded by Councilwoman Marien. 5 ayes, 0 nays. MOTION CARRIED

Caretaker

- **MOTION Made by Supervisor DeCarlo to** Approve appointment of Caretaker: Alan Nolan @ \$24.40 per/hr. based on 40 hrs. per week total cap at \$50,752 as per adopted budget (A1620.1). 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

The motion was seconded by Councilwoman Brady. 5 ayes, 0 nays. MOTION CARRIED

- **MOTION Made by Supervisor DeCarlo to** Approve Caretakers Part time Scott Kaczmarek @ \$18.00/hr.; Nicholas Burbige @ \$18.00/hr.; Jeffrey Nolan @ \$18.00/hr. with a max of 19 hrs. weekly and total Cap of \$30,418 as per adopted budget (A1620.11)

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

POLICE

- **Acknowledge: appointments** of Part time police officers whose compensation for hours worked may not exceed 19.5 hours per week –
- **Patrolmen:** Rick Lopez, John Lopez, Tom Kurdziel, Tracey O'Donnell, Patrick O'Donnell, Kevin Dalton, Jack Giacchino (Investigator), David Poleon, Cameron Dawley, Alex

Brennan at \$28.00 per hr. and **Tyler Candler and Brendan Masterson** at \$26.00 per hr.- with a total cap of all officers at **\$195,400.00** per Budget (A3120.11)

- **Acknowledge: Police Chief: Mark Slawek** @ \$38.90 per hr.- with a total cap at \$40,000 as per adopted budget (A3120.1)
- **Acknowledge:** funding for Court Bailiff at \$19,000 as per adopted budget (A3120.12).
- **Acknowledge:** Clerk Secretary **Rene Granda** to Police Dept per recommendation of Chief of Police, for a one-year term @ \$18.00 /per hr. cap at \$9,360 (based on 10 hrs. per week)

MOTION Made by Supervisor DeCarlo to approve compensation for All above Patrolmen, Court Bailiff and The Chief.

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

MOTION Made by Supervisor DeCarlo to approve compensation for Clerk as read

The motion was seconded by Councilwoman Brady. 5 ayes, 0 nays. MOTION CARRIED

MOTION Made by Supervisor DeCarlo to 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**

The motion was seconded by Councilman Muffoletto. 4 ayes, 0 nays. Supervisor Decarlo Abstained. MOTION CARRIED

MOTION Made by Supervisor DeCarlo to Approve appointment of and **Code Enforcement Officers/ Building Inspectors: Janeen Hill** for a one-year term at annual salary \$7,500 and **Tyler Hill** for a one-year term at annual salary \$7,500 as per adopted budget (B8010.1)

The motion was seconded by Councilwoman Giancarlo. 5 ayes, 0 nays. MOTION CARRIED

MOTION Made by Supervisor DeCarlo 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).

The motion was seconded by Councilwoman Brady. 5 ayes, 0 nays. MOTION CARRIED

MOTION Made by Supervisor DeCarlo Appoint **Spanish interpreter Rosa Gullo** for a one-year term @ \$50.00 per occasion.

The motion was seconded by Councilwoman Brady. 5 ayes, 0 nays. MOTION CARRIED

HIGHWAY

- **MOTION Made by Supervisor DeCarlo Highway Superintendent** appointment of **HIGHWAY Motor Equipment Operator: Daryl Novoa** for a one-year term @ \$25.00/hr. (full time)

The motion was seconded by Councilwoman Marien. 5 ayes, 0 nays. MOTION CARRIED

- **MOTION Made by Supervisor DeCarlo Highway Superintendent** appointment of **HIGHWAY Motor Equipment Operator: Joshua Bushen** for a one-year term @ \$23.50/per hr. (full time)

The motion was seconded by Councilwoman Giancarlo. 5 ayes, 0 nays. MOTION CARRIED

- **MOTION Made by Supervisor DeCarlo Highway Superintendent** appointment of **Part Time HIGHWAY Laborers/Drivers: Samuel Sicurella III, David Rice** as needed for one-year term @ \$20.00 per hr.; **Nicolas Burbige, Ronnie Thompson and Bruce Barrett** as needed for one-year term @ \$19.00 per hr.

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

- **MOTION Made by Supervisor DeCarlo** Appointment of **HIGHWAY SUPERINTENDENT CLERK** – Jackie Hoisington for a one-year term, annual salary \$4,100 as per adopted budget (A5010.11)

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

- **MOTION Made by Councilman Muffoletto to Approve compensation** for All above Highway Department employees of \$118,128 and salary's as per Budgeted (DA5140.1) (DA5142.1) (DB5110.1) (DB5112.1)

The motion was seconded by Supervisor Decarlo. 5 ayes, 0 nays. MOTION CARRIED

- **MOTION made by Supervisor Decarlo** to approve to authorize Town Board members to sign Chips Agreement once available.

The motion was seconded by Councilwoman Giancarlo. 5 ayes, 0 nays. MOTION CARRIED

Roll call was taken: Supervisor Decarlo-aye, Councilwoman Giancarlo-aye, Councilwoman Brady-aye, Councilwoman Marien-aye, Councilman Muffoletto-aye.

Recreation (TABLED)

Motion to approve appointment of **Recreation Director** . for a one-year term @ \$20.60/per hr. capped at annual salary of \$4944 based on 240 hours.

MOTION: Approve compensation for **Lifeguards** for the 2024 season @ \$/per hr.

MOTION: Approve compensation for **Recreation attendants** for the 2024 season @ \$/per hr.

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

MOTION: Authorize Supervisor DeCarlo to sign contract with Lake Shore Schools for the rental of their use for Summer Recreation.

MOTION: Approve **RECREATION FEES** As the following;

RESIDENTS: ONE CHILD: **\$105.00**, SECOND CHILD: **\$70.00**, THIRD CHILD: **\$60.00** WITH A CAP OF **\$250.00** FOR FOUR OR MORE. (**\$60.00** FOR BUS PICK UP). **NON-RESIDENTS:** **\$195.00** ONE CHILD, SECOND CHILD **\$190.00**, THIRD CHILD **\$120.00** WITH A **CAP OF \$550.00 FOR FOUR OR MORE.** (**\$80.00** FOR BUS PICK UP).

6-week program starting Monday July 1, 2024 ending Friday August 9, 2024

Pool will open Saturday, July 6, 2024 and close Monday, September 2, 2024

MOTION: Approve **POOL FEES to the public** as the followings: \$5.00/ day, \$45.00 season Pass, \$100.00 Family of 4 Pass add \$25 additional and Senior Citizens \$25 pass year

Splash Pool is free.

MOTION Made by Supervisor DeCarlo Acknowledge: The Supervisor's appointment of **Town Historian Patricia Friend** for a one-year term.

The motion was seconded by Councilwoman Brady. 5 ayes, 0 nays. MOTION CARRIED

CONTRACTS

???????FEE'S, APPROVAL &

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

MOTION Made by Supervisor DeCarlo Approve the 2024 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**

The motion was seconded by Councilwoman Giancarlo . 5 ayes, 0 nays. MOTION CARRIED

(TABLED) MOTION: 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. Agreement will be amended to be more specific of which groups will be included as community groups.

The motion was seconded by. 0 ayes, 0 nays. MOTION CARRIED

MOTION Made by Supervisor DeCarlo MOTION: 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

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

The motion was seconded by Councilwoman Marien. 5 ayes, 0 nays. MOTION CARRIED

MOTION Made by Supervisor DeCarlo HOLIDAYS THE TOWN SHALL OBSERVE in 2024, Brant Town Hall and Offices will be closed on these dates:

MARTIN L. KING DAY (Monday, January 15); **PRESIDENTS DAY** (Monday, February 19); **GOOD FRIDAY** (Friday March 29); **MEMORIAL DAY** (Monday, May 27); **JUNETEENTH** (Wednesday, June 19); **INDEPENDENCE DAY** (Thursday, July 4); **LABOR DAY** (Monday, September 2); **COLUMBUS DAY** (Monday, October 14); **VETERAN'S DAY** (Monday, November 11); **THANKSGIVING** (Thursday, November 28 & Friday, November 29); **CHRISTMAS EVE** (Wednesday, December 24); **CHRISTMAS DAY** (Thursday, December 25); **NEW YEARS EVE** (Thursday, December 31); **NEW YEARS DAY** (Wednesday, January 1, 2025)

Town Shall Pay Holidays for Part-time employees for normal scheduled hours for that day.

The motion was seconded by Councilwoman Brady. 5 ayes, 0 nays. MOTION CARRIED

MOTION: To Adopt the following miscellaneous items:

MOTION Made by Supervisor DeCarlo Halloween (Thursday, October 31) hours to observe 6-8 PM

Acknowledge and ADOPT the TOWN HALL HOURS

Town Clerk Office: OPEN 9am to 4pm (Mon, Tues, Thurs, Fri), Closed on Wednesday.

Court Office: OPEN 9am to 4pm Mon - Fri

Supervisor Office: OPEN 10am to 4pm Mon – Fri

The motion was seconded by Councilwoman Giancarlo. 5 ayes, 0 nays. MOTION CARRIED

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.

Discussion about this matter took place but no action was taken.

APPOINTMENT of BOARDS

Zoning Board of Appeals

MOTION Made by Supervisor DeCarlo **MOTION:** to approve appointment of Zoning Board Member **Christopher Czech** for a 5-year term, Jan 1, 2024 – Dec 31, 2028

The motion was seconded by Councilwoman Marien. 5 ayes, 0 nays. **MOTION CARRIED**

MOTION Made by Supervisor DeCarlo **MOTION:** to approve the appointment of Zoning Board Alternate **Hannah Broughton** for a one-year term, Jan 1, 2024 - Dec. 31, 2024

The motion was seconded by Councilman Muffoletto. 5 ayes, 0 nays. **MOTION CARRIED**

MOTION Made by Supervisor DeCarlo **MOTION:** to approve appointment of Zoning Board of Appeals Chairman **Frank Broughton** for a one-year term, Jan 1, 2024 - Dec 31, 2024

The motion was seconded by Councilwoman Marien. 5 ayes, 0 nays. **MOTION CARRIED**

PLANNING BOARD

7-year terms

MOTION Made by Supervisor DeCarlo **MOTION:** to approve appointment of **Planning Board** Member **Debbie Ritz** for a 7-year term, Jan 1, 2024 – Dec 31, 2030

The motion was seconded by Councilwoman Marien. 5 ayes, 0 nays. **MOTION CARRIED**

MOTION Made by Supervisor DeCarlo **MOTION:** to approve Appointment of Planning Board Chairman **Debbie Ritz** for a one-year term, Jan 1, 2024 – Dec 31, 2024

The motion was seconded by Councilwoman Marien. 4 ayes, 0 nays. Councilwoman Brady Abstained. MOTION CARRIED

MOTION Made by Supervisor DeCarlo MOTION: to approve Appointment of **Planning Board Member Janice Ross** to fulfill the term vacated by Councilwoman Tish Brady ending Dec 31, 2027

The motion was seconded by Councilman Marien. 4 ayes, 1 nays. MOTION CARRIED

MOTION Made by Supervisor DeCarlo MOTION: to approve Appointment of **Planning Board Alternate Meg Pantera** for a one-year term, Jan 1, 2024 – Dec 31, 2024

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

MOTION Made by Supervisor DeCarlo MOTION: to approve **compensation for planning and zoning board members**. \$45/mtg.\$55/chair per meeting

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

MOTION Made by Supervisor DeCarlo MOTION: to approve Appointment of **Secretary** to Zoning Board of Appeals, Barb Daniel, and Planning Board, Barb Daniel, for a one-year term No Compensation

The motion was seconded by Councilwoman Marien. 5 ayes, 0 nays. MOTION CARRIED

MOTION Made by Supervisor DeCarlo to approve appointment of Frank Broughton as Alternate 1 on the Board of Assessment of Review from 10/1/23 to 9/30/24.

The motion was seconded by Councilwoman Marien. 5 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. (Marien & Brady)

DISASTER COORDINATOR: Mark J DeCarlo

Assistant Disaster Coordinators: Jimmy George & Don Clark

DISASTER COMMITTEE: Jimmy George, Don Clark, Chief Slawek, Brant Volunteer Fire Chief, Farnham Volunteer Fire Chief, Supt. Highway Ellsworth Nolan, Town Supervisor DeCarlo

Appointment of **Affirmative Action Officer:** Tracy Kaczmarek, For one-year term

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

Supervisor DeCarlo representative to Association of Erie County Governments Supervisor Summit Group N.E.S.T. 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 2024

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

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

AUDITING COMMITTEE: **Marion and Brady**

FIRE & AMBULANCE: **Muffoletto**

REFUSE & STREET LIGHT COMMITTEE **Giancarlo**

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

INSURANCE COMMITTEE & EMPLOYEE BENEFITS: **Marien**

POLICE COMMITTEE: **Muffoletto**

BUILDINGS: **Brady**

RECREATION COMMITTEE: **Giancarlo**

HIGHWAY COMMITTEE: **Muffoletto**

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

TELECOMMUNICATIONS & UTILITIES: **Brady**

TOWN BOARD REPRESENTATIVE or LIAISON TO:

TOWN CLERK'S OFFICE: **Brady**

ASSESSOR'S OFFICE **Giancarlo**
BOARD OF ASSESSMENT & REVIEW **Marien**
TOWN JUSTICE COURT: **Giancarlo**
POLICE: **Muffoletto**
CODE ENFORCEMENT OFFICER: **Marien**
DOG CONTROL OFFICER: **Marien**
HIGHWAY: **Muffoletto**
RECREATION: **Marien**
PLANNING BOARD: **Giancarlo**
ZONING BOARD OF APPEALS: **Muffoletto**
VOL. FIRE DEPT. LIAISON: **Marien**
CENSUS LIAISON: **Marien**
BRANT-FARNHAM SENIORS **Giancarlo**
VILLAGE OF FARNHAM: **Brady**
BEAUTIFICATION & EVENTS **Giancarlo**
RECREATION PARENT ADVISORY **Marien**
LAKE SHORE YOUTH FOOTBALL: **Muffoletto**
ERIE COUNTY GOVERNMENT: **Muffoletto**
CONCERT IN THE PARK **Marien**
SCHOOL DISTRICTS: **Brady**

MOTION Made by Supervisor DeCarlo to Approve the Legal Notice for the Public Hearing for proposed Local Law #1 for 2024 & Moratorium to be rescheduled for February 13th 2024 Town Board meeting at 7:30pm.

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

Clerks note: The January 2024 Town Board Meeting was canceled due to extreme weather conditions and upon completion of the Organizational Meeting the Town Board Approved the Abstract that should have been approved at the January Meeting. **MOTION Made by Supervisor DeCarlo** to Approve the January Abstract.

The motion was seconded by Councilwoman Brady. 5 ayes, 0 nays. MOTION CARRIED

Roll Call was taken: Supervisor Decarlo-aye, Councilwoman Brady-aye, Councilwoman Giancarlo- aye, Councilman Muffoletto-aye, Councilwoman Marien-aye.

The Garbage contract was brought up by Councilwoman Marien. Supervisor DeCarlo stated that bid will be going out in a few weeks and the current company will continue service until the bid is complete.

At 6:52 pm MOTION Made by Supervisor DeCarlo was made to close the 2024 Organizational Meeting.

The motion was seconded by Councilwoman Marien. 5 ayes, 0 nays. MOTION CARRIED

Respectfully submitted,

Kristen Podkulski

Brant Town Deputy Clerk