

This Virtual Meeting of the Brant Town Board was held at 7:30 PM on Tuesday, January 4, 2022 via **“GoToMeeting”**, an online virtual live meeting application approved by the Governor of New York State for use during the Corona Virus pandemic and during times of escalated virus cases.

Present were: Councilman Michael Muffoletto

Councilwoman Janice Ross

Supervisor Mark DeCarlo

Councilwoman Linda Giancarlo

Councilwoman Donna Marien

Town Clerk Barbara Daniel

Town Attorney William Trask

Other Attendees:

Tracy Kaczmarek

Angela Joy

Debra Ritz

Jamie Nolan

Paul Cesana

Tish Brady

Peter Czaster

Lynda Ostrowski

Joseph Ostrowski

- Bill Trask 00:03 – 00:25

Mark? So that the transcript picks it up & so Barb isn't wondering as she's preparing the minutes from the meeting, when someone makes a motion, it would be best if you identified who made the motion and seconded the motion. So that gets picked up in the transcript.

- Mark DeCarlo 00:25 - 00:25

Ok.

- Bill Trask 00:25 – 01:08

That's number one, Number two, keep in mind that there is going to be a transcript of this meeting it's required for these video meetings. So, any extraneous talk should be, I think, avoided because it's going to be a really long transcript, probably, and when you get to something like the procurement policy, the draft agenda indicates that there's no change from last year's procurement policy. So instead of reading everything there, I think you can just say, move to adopt the existing procurement policy from 2021 with no changes.

- Mark DeCarlo 01:09 - 01:32

Ok, All right. Thank you. I'll make a motion to adopt the parliamentary procedures and procedures for the agenda with no changes from the 2021 as listed in the agenda, do, I have a second.

- Linda 01:32 - 01:34

Second

- Mark DeCarlo 01:35 – 02:27

Seconded by Councilwoman Giancarlo, all those in favor. Clerk's Note (all Board Members responded with aye) All those opposed. Carried, motion to adopt the 2022 rules of civility with no changes from the 2021 rules of civility. Do I have a second? Clerk's note-inaudible Ok, seconded by Donna Marien. All those in favor. Clerk's Note (all Board Members responded with aye) All those opposed? Carried. 2022 privilege of the floor procedures with no changes from the 2021 privileges of the floor listed in the agenda and available to the public. I'll make a motion do I have a second?

- Janice 02:27 - 02:28

Second.

- Mark DeCarlo 02:29 - 02:33

Seconded by I'm sorry, who was that?

- Linda 02:35 - 02:36

Giancarlo

- Mark DeCarlo 02:37 - 02:53

Councilwomen Giancarlo, all those in favor? Clerk's Note (all Board Members responded with aye) All those opposed? Carried. Order of Roll call containing no changes from 2021, Make a motion to adopt. Do I have a second?

- Janice 02:54 - 02:55

Second

- Mark DeCarlo 02:56 – 03:27

Seconded by Councilwoman, Marien all those in favor? [Clerk's Note](#) (all Board Members responded with aye) All those opposed? Carried. Designation of the official newspaper will remain the same from the previous year, Designating the Dunkirk Observer, the official newspaper with the Buffalo News, is an alternate for one year. I'll Make a motion. Do I have a second?

- Linda Giancarlo

Second

- Mark DeCarlo

Seconded by Councilwoman, Giancarlo, all those in favor?

- Janice 03:30 - 03:38

Can you guys hear me? I'm seconding but I'm getting passed over.

- Mark DeCarlo 03:39 - 03:43

Sorry. I'm missing you. You weren't? Hold on a minute.

- Janice 03:44 - 03:46

That's OK, I just wanna make sure I'm heard.

- Mark DeCarlo 03:47 – 04:16

I do too. Ok, there you are, sorry. A monthly meeting schedule designation of monthly meetings scheduled should be the 2nd Tuesday of every month at 7PM held at the Town Hall unless otherwise notified in advance. And these times will be listed. Again, in the agenda that will be available at the clerk's office. Do I have a second?

- Janice 04:16 - 04:17

Second

- Mark DeCarlo 04:18 - 04:52

Seconded from Councilwoman Ross, all those in favor? Clerk's Note (all Board Members responded with aye) All those opposed? Carried. Designation of banks, the designation of banks for depositories shall remain Evans and Key Bank. For a one-year term authorizing the Deputy Supervisor to dispense funds in the absence of the supervisor and give the supervisor Secretary to authority to transfer funds between accounts but not authorized to dispense any funds. I'll make a motion; do I have a second?

- Councilmen Muffoletto 04:54 - 04:55

Second.

- Mark DeCarlo 04:55 – 05:16

Seconded by Councilmen Muffoletto, all those in favor? Clerk's Note (all Board Members responded with aye) All those opposed? Carried. Motion to adopt the following 2022 investment and procurement policy containing with no changes from our 2021 policy. I'll make a motion. Do I have a second?

- Janice 05:18 - 05:18

Second

- Mark DeCarlo 05:19 - 05:39

Second by Councilwomen Ross, All those in favor? Clerk's Note (all Board Members responded with aye) All those opposed? Carried. motion to adopt the following 2022 prepaid policy containing no changes from the 2021 policy. I'll make a motion; Do I have a second?

- Linda 05:39 - 05:40

I'll second.

- Mark DeCarlo 05:41 - 05:44

Seconded by Councilwomen Giancarlo, all those in favor. Clerk's Note (all Board Members responded with aye) All those opposed? Carried. motion to adopt a 2022 credit card policy containing no changes from the 2021 policy I'll make a motion. Do I have a second?

- Mike Muffoletto 06:03 - 06:03

I'll second.

- Mark DeCarlo 06:04 - 06:59

Seconded by Councilman Muffoletto All those in favor? Clerk's Note (all Board Members responded with aye) All those opposed? Carried motion to adopt the 2022 Town of Brant Procurement Policy. We already did that. It's listed in detail. Again, that will have available at the Clerk's office I'll make a motion to keep the procurement policy the same with no changes from 2021. Do I have a second? Clerk's Note: Inaudible Seconded by Councilwoman Ross, all those in favor? Clerk's Note (all Board Members responded with aye) All those opposed? Carried. Blanket Bond an official undertaking approval of a blanket bond for town officials, and official undertaking motion to approve the blanket Bond upon an official undertaking for our Town officials, I'll make the motion. Can I get a second?

- Donna Marien 07:01-07:02

Second

- Mark DeCarlo 07:03 - 07:24

Second by Councilwomen Marien. All those in favor? Clerk's Note (all Board Members responded with aye) All those opposed? Carried. Ill motion to authorize supervisor DeCarlo here by permitted to sign his signature by proximity and or e-mail. Do I have a motion?

- Janice 07:26 - 07:36

I'll make a motion. to authorize Supervisor Mark DeCarlo here by permitted to sign his signature by proximity and or e-mail.

- Mark DeCarlo 07:38 - 07:39

Do we have a second?

- Councilwomen Marien

I'll second

- Mark DeCarlo 07:40 – 08:13

Ok, second by Councilwomen Marien all those in favor? Clerk's Note (all Board Members responded with aye) All those opposed? Carried, Issuing of Payroll Checks, Authorized EBC HR and Payroll Solutions Corporation to issue Payroll Checks for the Town of Brant New York, Under Effect Assembly, as has been designated, as long as their services are needed, by the town, with all payroll, paid biweekly, and, unless, otherwise stated, due to circumstances. I'll make a motion to approve. Do I have a second?

- Mike Muffoletto

Second.

- Mark DeCarlo 08:14 – 09:18

Second by Councilmen Muffoletto. All those in favor? Clerk's Note (all Board Members responded with aye) All those opposed? Carried. Salaries for elected TOWN officials per the budget, 2022.

Acknowledgement as advertised and per budget, the designated 2022 salaries for elected officials, Town Supervisor, \$21,393 Councilman, 4 at \$5119.50, Town Justice is two, at each, at \$14,496.50 Town Clerk at \$33,558 and Highway Superintendent at \$34,593. I will make a motion to approve Can I get a roll call? Seconded by Councilwoman Marion, Barb can I get a roll call vote?

- Barb Daniel 09:20 - 09:24

Supervisor DeCarlo

- Mark DeCarlo

Aye

- Barb Daniel 09:27 - 09:32

Councilwomen Marien

- Councilwomen Marien

Aye

- Barb Daniel

Councilwomen Giancarlo

- Linda Giancarlo

Aye

- Barb Daniel

Councilmen Muffoletto

- Mike Muffoletto

Aye

- Barb Daniel 09:34 - 09:35

And councilwoman Ross.

- Janice Ross 09:38 - 09:39

Aye.

- Mike Muffoletto 09:39 - 09:41

Just so you guys know. It sounds like Linda is on a delay.

- Mark DeCarlo 09:44 - 09:46

Yeah, I noticed that

- Mike Muffoletto 09:46 - 09:51

She is seconding a lot of things, but it's coming through 5 seconds after it's done.

- Barb Daniel 09:53 - 09:56

Is anybody on a cell phone that could be the problem?

- Janice 09:57 - 09:57

Not me.

- Mark DeCarlo 10:01 - 10:11

No, I'm getting the delay, too. Yeah, maybe her Internet is slow.

- Linda 10:12 - 10:14

Is anyone else on a cell phone?

- Mike Muffoletto

No

- Bill Trask 10:20 - 10:23

Just remember, all these Comments are going on the transcript please.

- Mark DeCarlo 10:30 - 10:35

Permissible expenses and mileage rate for town officials. Go ahead, I'm sorry.

- Linda 10:40 - 10:42

Just wanted to say to Continue.

- Mark DeCarlo 10:42 – 11:09

Ok, permissible expenses and mileage rate for Town officials to pay illegal and permissible for Town officials with documentation of mileage and receipts, as required and limited by budgeted amounts, to approve mileage rates for town officials at 54.5% per mile for use of their cars for official time business upon presentation, of a mileage log in a voucher code sound. I'll make a motion to approve that. Do I have a second?

- Janice

Second

- Mark DeCarlo 11:12 - 11:13

Was that councilwomen Ross?

- Janice 11:14 - 11:15

Yes, it was.

- Mark DeCarlo 11:16 – 12:10

Seconded by Councilwomen Ross. All those in favor? Clerk's Note (all Board Members responded with aye) All those opposed? Carried. Permission to attend the Association of Towns Meetings. This is the desirable\important to attend the association of towns, newly elected officials training and meeting. There is going to be one February 20th to 23rd, 2022, or there's going to be virtual training also available. The Supervisor has access, the board can approve someone, in the Supervisor's place to represent the town, any other board members, judges or clerks may attend by permission of the Town Board for Educational Purposes. The Town Clerk may attend the Town Clerk and Tax Collection Association conferences. I will make a motion to approve. Do I have a second?

- Mike Muffoletto

Second

- Mark DeCarlo 12:14 – 14:16

Ok, Second by Counselman Muffoletto, All those in favor? Clerk's Note (all Board Members responded with aye) All those opposed? Carried. Supervisor, appointments authorizations per budget Adopted for 2022 I'm gonna make a motion to approve the Justice Court personnel and Town Attorney, I'll read them and then I'll ask for a second. Acknowledge Judges, appointment of Clerks to the justice per recommendation of Judges for a one-year term based on 39.5 hours per week. Acknowledgment Judge Kaczmarek Clerk appointment of Angela Joy at \$16.48 per hour with a cap of \$33,850 per year based on a budget approval. Line, a 1101.2 an acknowledgement of Judge Gier clerk appointment, Julie Sager at \$17.51 per hour with a cap of \$35,966 as budgeted amount. Acknowledge the justice appointment of an office auxiliary clerk, Rachel Miller, up to 20 hours per week of \$15.97 per hour, with a cap of \$16,609 total per year, as budgeted, As budgeted for appointment of bench clerk, Deborah Dalton, up to 12 hours per week. At a rate at \$13.40 per hour. Motion to approve all justice Court clerk compensation as read a motion to appoint a court stenographer Of McCann McCann for a one-year term, \$100 per occasion, with four hours per session, and an extra \$35, over four hours motion to appoint.

- Bill Trask 14:19 - 14:25

You should have got a second and voted on the motions for the, the Court appointments there.

- Mark DeCarlo 14:25 - 14:32

Ok, all right, I'll ask at this time for a second, for the court clerk appointments that I had just read. I made a motion. Do I have a second?

- Janice 14:33 - 14:34

second

- Mark DeCarlo 14:35 - 14:37

Seconded by Councilwoman Ross is that right?

- Janice 14:38 - 14:38

Yes

- Mark DeCarlo 14:41 - 14:58

All those in favor? Clerk's Note (all Board Members responded with aye) All those opposed? Carried, then I'd like to make a motion to appoint the courts stenographer Of McCann McCann for a one-year term, \$100 per occasion, with four hours per session, and an extra \$35, over four hours. Do I have a second?

- Councilmen Muffoletto

Second

Mark DeCarlo 15:01 - 15:22

Seconded by Councilmen Muffoletto. All those in favor? Clerk's Note (all Board Members responded with aye) All those opposed? carried a motion to appoint Town Prosecutor, John Grinnell for a one-year term, with an annual salary of \$12,260. Do I have a second?

- Mike Muffoletto

Second

- Mark DeCarlo 15:25 - 15:53

Councilmen Muffoletto. All those in favor? Clerk's Note (all Board Members responded with aye) All those opposed? Carried. Councilwomen Giancarlo you keep coming through but its 5 or 6 seconds after Ok, I'm not ignoring you.

- Linda 15:50 - 15:50

That's OK.

- Mark DeCarlo 15:53 – 16:16

It is coming later. Motion to acknowledge the Town Attorney, William J Trask Senior for a two-year term that began January 1st, 2020, and will end December 31, 2022 at the salary of \$16,719 per budget, Budget item,

- Bill Trask 16:17 - 16:30

Those dates can't be right. Because that's three years. I think my 2-year term began January first.

- Mark DeCarlo 16:30 - 16:31

First.

- Bill Trask 16:31 - 16:31

One.

- Mark DeCarlo 16:32 - 16:34

Ok, I apologize,

- Bill Trask 16:34 - 16:35

That's a Typo.

- Mark DeCarlo 16:36 - 16:50

It is, yeah. All right, So, because we appointed you last year for a two-year term, So, acknowledgement, do we even need a vote on this acknowledgement since it's already been voted on last year? Can we just make the acknowledgement? Or

- Bill Trask 16:50 - 16:54

What you're Doing is, you're approving the 2022 Salary

- Mark DeCarlo 16:54 – 18:06

So, motion to approve the 2022 salary for the second year of Town Attorney William J Trask Seniors to your appointment salary of \$16,719 per budget. Do I have a second? Clerk's note: Response inaudible. Ok, Seconded by Councilmen Muffoletto. All those in favor? Clerk's Note (all Board Members responded with aye) All those opposed? Carried. Supervisors, authorization, personnel and Town Accountant contract, acknowledge appointment of personal secretary, supervisors' appointment of Personal Secretary Tracy Kaczmarek with compensation of \$16.48 per hour capped at a total of \$29,000 per budget approval. Acknowledge a supervisor, the appointment of Bookkeeper Town Accountant with auditing duties and to do supervisor annual reports to make minor changes that you're on. The Dresser, Milwaukee, LLP. We've been currently use them for the last year or so, I'd like to make a motion to authorize supervisor to negotiate any bans for the town for 2022. Can I get a second?

- Linda 18:08 - 18:09

Yes.

- Mark DeCarlo 18:10 - 18:38

Second by the board, All those in favor? Clerk's Note (all Board Members responded with aye) All those opposed? Town Assessor an acknowledgement of the appointment of Assessor Joseph DeCarlo with the term ending September 30th, 2025, so we're acknowledging the current appointment, and we're going to make a motion. I'll make the motion to approve the salary per budget of \$16,244.

- Bill Trask 18:38 - 18:41

Mark. You should not be making this.

- Mark DeCarlo 18:41 - 18:44

Oh, I'm sorry, can someone make the motion. I'm going to abstain from the Vote. I apologize

- Janice 18:50 - 19:00

I'll make the motion to accept for Joseph DeCarlo, \$16,244, as per adaptive budget.

- Mark DeCarlo 19:01 - 19:18

Motion made by Councilwomen Ross; do we have a second? Clerk's note: inaudible Seconded Councilmen Muffoletto. All those in favor. Clerk's note: All board members said aye All those opposed carried and Barb can you just make note that I abstained from the vote?

- Barb Daniel 19:19 - 19:20

You got it.

- Mark DeCarlo 19:24 – 20:02

Appointment, I'd like to make a motion, to appoint a clerk to the Assessor's Office per recommendation of the Assessor of Joanna MacDougall for a one-year term, at \$15.30 per hour with a cap of \$13,764 based on a 16-hour workweek. I guess I'm gonna abstain from that as well if I could have someone make a motion. Clerk's note: Inaudible Yeah, motion by Councilwomen Marien Do I have a second?

- Janice 20:02 - 20:03

Second.

- Mark DeCarlo 20:04 - 20:36

Seconded by Councilwomen Ross, all those in favor? Clerk's note: All board members voted aye I'll Abstain All those opposed? Carried. Town Clerk appointment of Deputy Town Clerk Amanda Palmer at \$15.97 an hour, Diane Czyz at \$15.97 an hour for a one-year term with a cap of \$24,700 per Budget approval, I'll make a motion do I have a second?

Bill Trask 20:37 - 20:42

Ok, that's an acknowledgement, because. It's the Town Clerk's...

- Mark DeCarlo 20:43 - 20:59

Ok, we're acknowledging the Town Clerk's appointment, I apologize. Clerk's note: Vote was never taken for the deputy town clerk's Motion to approve an annual agreement with municipal for credit card processing services at a rate of \$20 per hour unless you meet their minimum requirement. Do I have a second?

- Janice 21:01 - 21:02

Second.

- Mark DeCarlo 21:03 - 21:24

Seconded by Councilwomen Ross, all those in favor? Clerk's Note (all Board Members responded with aye) All those opposed? Carried. Acknowledgement of Records Management Officer, Barb Daniel. We should probably vote on that. I have acknowledgement here, but.

- Bill Trask 21:24 - 21:26

It should be a motion.

- Mark DeCarlo 21:26 - 21:39

Ok, I'll make a motion to appoint Barb Daniel for a one-year term with an annual salary of \$1,830. As a records management officer per adopted budget.

- Bill Trask 21:40 - 21:44

You could do the second one at the same time, the Registrar.

- Mark DeCarlo 21:44 – 22:33

Ok, and also, Barb Daniels is Registrar vital statistics with deputies as Registrar for a term to coincide with elected term of the Town Clerk. Do I have a second for both those? Seconded by

Councilwoman, Marien all those in favor? Clerk's Note (all Board Members responded with aye) All those opposed? Carried. Approve appointment of caretaker Amanda Palmer for townhall, community & recreational buildings, for one year term, at \$14 per hour, with a total of \$14,350. Do I have a second?

- Councilmen Muffoletto

Second

- Mark DeCarlo 22:34-23:08

Ok, seconded by Councilman Muffoletto. All those in favor? Clerk's Note (all Board Members responded with aye) All those opposed? Carried. Approve appointment of caretaker Alan Nolan, \$20.81 per hour based on 40-hour Workweek total cap of \$42,744. Caretaker works under the Supervisors Office & is responsible for maintenance of buildings, park cleanup, community, and REC buildings, health department, water testing, sewer and maintain water, sewer, and plumbing necessities, all buildings and grounds. Do I have a second?

- Donna Marien 23:09 - 23:10

Yeah.

- Mark DeCarlo 23:11 - 23:23

Seconded by councilwomen Marien. All those in favor? Clerk's Note (all Board Members responded with aye) All those opposed? Carried. Approve caretaker, part-time Scott Kaczmarek at \$16.39 per hour.

- Linda 23:26 - 23:26

That's.

- Mark DeCarlo 23:27 - 23:27

Go ahead, I'm sorry.

- Linda 23:33 - 23:35

I have a question regarding the caretaker.

- Mark DeCarlo 23:36 - 23:36

Yes.

- Linda 23:37 - 23:41

For Amanda, is she part-time?

- Mark DeCarlo 23:43 - 23:45

Yeah. That position is part-time.

- Bill Trask 23:47 - 23:49

We only have one full-time caretakers, and that's the one Alan has, the others are part time.

- Linda 23:55 - 24:02

So, I would just make sure you edit that in those minutes, because it doesn't say part-time on that line.

- Mark DeCarlo 24:02 - 24:57

Ok, just to clarify. I guess you could clarify that. That's a part-time position per civil service. Thank you for the clarification, Approve part-time caretakers, Scott Kaczmarek at \$16.30 Nicholas Burbige at \$16.30, with a maximum of 19 hours per week, and a total of \$30,418. I'll make a motion. Do I get a second?

- Mike Muffoletto

Is Nick still on the Books?

- Mark DeCarlo

I believe that Alan had asked that we leave them on there in case he needs , but he is not really regularly scheduled.

- Mike Muffoletto

I know. He's got a full-time job, I don't think you'd be able to work any days,

- Barb Daniel

Yeah. Alan said, yes, he does,

- Mike Muffoletto

Yes, he does what?

- Barb Daniel 25:05 - 25:10

He was just here just this past week when Alan needs a hand. Or when he goes out of town, he can do the water testing.

- Mark DeCarlo 25:20 - 25:32

Ok, Councilmen Muffoletto do you have any other questions for that?

- Mike Muffoletto

No that's good, that's great. All right, awesome.

- Mark Decarlo

I'll make a motion; do I have a second?

- Janice 25:33 - 25:33

Second.

- Mark DeCarlo 25:35 - 25:40

Seconded by councilwoman Ross, I believe?

- Janice 25:41 - 25:41

Yeah.

- Mark DeCarlo 25:43 – 27:07

I don't know why I don't hear you, as well as others. All. Those in favor. Clerk's Note (all Board Members responded with aye) All those opposed? Carried. Acknowledgement appointments, making a motion. I want to make a motion. For part-time police officers who compensation for hours may not exceed 19.5 hours per week Mark Slawik, Lieutenant and investigator at \$30.78 per hour. Patrol officers Ray Ashton, Kevin Dalton, Cameron Dawley, Jack giccino Thomas Kirdzle, John Lopez, Richard Lopez, Patrick O'Donnell, Tracey O'Donnell, Chad Wanderlick all at \$24 per hour Jessica Hacker and Tyler Simpson at \$22 per hour inquiry. Cory Foodshow at \$21.50 per hour until after June 15th, 2022 and \$22 per hour with a total cap of all officers at \$180,000 per budgeted, also included that as the funding. That's in the budget for court bailiffs up to \$19,000. I'll make a motion; do I have a second? Seconded by Councilmen Muffoletto all those in favor. Clerk's Note (all Board Members responded with aye) All those opposed? Carried, Motion to approve compensation for all Patrolmen & court Baliff a maximum of \$199,306 per budget. Acknowledgement of Donald. Hopkins as chief of Police, per budget, a salary of \$60,000. Do I have a second?

- Linda 27:42 - 27:43

I'll second.

- Mark DeCarlo 27:44 – 28:20

Seconded by Councilwomen Giancarlo. All those in favor? Clerk's Note (all Board Members responded with aye) All those opposed? Carried. Make a motion to the appointment of Clerk Secretary to the police department, per recommendation of the Chief of Police. Sandra Smalldino for a one-year term, at \$15.30 per hour, with a cap of \$7956 based on 10 hours per week, per the budget. I'll make a motion; do I have a second?

- Janice 28:21 - 28:22

Second.

- Mark DeCarlo 28:22 - 28:39

Seconded by Councilman Ross. All those in favor? Clerk's Note (all Board Members responded with aye) All those opposed? Carried. We need the police commissioner, I can't make the motion. Is anyone willing to make the motion?

- Linda 28:47 - 28:48

I can do it.

- Mark DeCarlo 28:51 - 29:10

Motioned by Councilwomen Giancarlo to appoint supervisor Mark J Decarlo as Police Commissioner per New York State Town Law 150, to work with the grant writer and police chief, and obtaining grants for a term of the Supervisor's office, no compensation. Do I have a second?

- Janice 29:10 - 29:11

Second

- Mark DeCarlo 29:13 – 30:06

Seconded by Councilwomen Ross I believe: all those in favor? Clerk's Note (all Board Members responded with aye) I'll Abstain. All those opposed? Carried. Approve appointment of salary for Code Enforcement Officer, per budget. Gary Brecker, for a one-year term, with an annual salary of \$8868 per budget. I'll make the motion, do I have a second?

- Mike Muffoletto

Second

- Mark DeCarlo

Seconded by councilmen Muffoletto. All those in favor? Clerk's Note (all Board Members except councilwomen marien responded with aye) All those opposed? Carried did we have opposed?

- Donna Marien

I do

- Mark DeCarlo

OK, for the record? Barbara, did you get that?

- Barb Daniel 30:07 - 30:08

Yup, I got it.

- Mark DeCarlo 30:10 - 30:25

No problem thank you. Approve appointment of Dog Control Officer, Barb Daniels for a one-year term, with an annual salary of \$7423 per budget. I'll make a motion. Do I have a second?

- Donna Marien 30:25 - 30:26

Yeah.

- Mark DeCarlo 30:27 - 30:48

Seconded by Councilwomen Marien. All those in favor? Clerk's Note (all Board Members responded with aye)
All those opposed? Carried. Approve the appointment of Connie D Minor as grant writer for a one-year term, where the annual contract is \$16,500 per budget line item I'll make the motion, do I have a second?

- Janice Ross

Second

- Mark DeCarlo 30:49 – 31:26

Ok, seconded by Councilwomen Ross, all those in favor? Clerk's Note (all Board Members responded with aye)
All those opposed? Appointment police may turn Amy Valenti at \$50 per occasion. I'll make a motion; do I have a second?

- Mike Muffoletto

Second

- Mark DeCarlo

Seconded by Councilmen Muffoletto. All those in favor? Clerk's Note (all Board Members responded with aye)
All those opposed? Carried, Bingo, is the fire department still doing bingo?

- Janice 31:27 - 31:30

They are not doing it anymore.

- Mark DeCarlo 31:30 - 31:32

So, do we need a bingo inspector then? Clerk's note: inaudible

- Mark DeCarlo 31:38 - 31:39

All right. So, I guess I'll skip over that, table that we could always do it in next meeting, I'll check into that. I'll make a motion to appoint Spanish interpreter Rosa Golo for a one-year term at \$50 per occasion to I have a second?

- Mark DeCarlo 31:57 – 32:36

Seconded by Councilman Muffoletto. All those in favor? Clerk's Note (all Board Members responded with aye) All those oppose? Highway superintendent appoints highway driver worker Darrell Novoa Councilwomen Marien how do I pronounce his last name? I don't want to butcher it. OK, sorry about that. For a one-year term, at \$21.90 per hour full-time. And I believe.

- Bill Trask 32:37 - 32:39

Civil service titles, they are motor equipment operators.

- Mark DeCarlo 32:41 - 32:42

MEO

- Bill Trask 32:43 - 32:46

For both him and Peter Czaster

- Mark DeCarlo 32:46 – 33:20

Thank You. I'll make a motion to appoint. Daryl, Nova for one year term, in \$21.90 per hour as a motor equipment operator, do I have a second.

- Donna Marien

Second

- Mark DeCarlo

Ok, seconded by Councilwomen Marien. All those in favor? Clerk's Note (all Board Members responded with aye) All those opposed? Carried. Highway Superintendent, MEO Peter Czaster for a one year term in \$19.50 per hour full-time? I'll make a motion. Do I have a second?

- Janice 33:21 - 33:22

I have a question.

- Mark DeCarlo 33:23 - 33:23

Yes.

- Janice 33:25 - 33:30

Didn't we agree upon after a probationary period that his salary was going to increase?

- Mark DeCarlo 33:31 - 33:34

Yes. You're actually, you're right, now that you bring that up.

- Janice 33:37 - 33:41

And I do believe his probationary period is over.

- Mark DeCarlo 33:41 - 33:43

What was the number that we had discussed?

- Janice 33:45 - 33:51

I don't remember, I thought it was at least a dollar additional

- Mark DeCarlo 33:51 - 33:57

\$20.50 or \$20.90 I'm trying to remember.

- Janice 33:58 - 34:03

I thought it was a dollar increase but I'd have to look it up

- Mark DeCarlo 34:03 - 34:04

Is Ellsworth on?

- Barb Daniel 34:07 - 34:28

I can't remember. We might want to look into that. I don't remember when we put him on. Can we table it till next month?

- Mark DeCarlo 34:32 - 34:57

Well, I would say let's appoint currently at this rate, and then the next Tuesday, we'll have our regular board meeting. We can make the change to the rate of pay. Ok, make a motion to appoint Peter Czaster for one-year term, at \$19.50 per hour full-time. And to review the next Tuesday's regular 11 board meeting and adjust the pay scale. Do I have a second?

- Mike Muffoletto

Second

- Mark DeCarlo 34:59 – 36:02

Seconded by Councilmen Muffoletto, all those in favor? Clerk note: All Board members responded with aye except Councilwomen Marien All those opposed? Ok, please note that the Councilwomen Marien Abstained Ok Carried. Highway Superintendent, appointment of part-time laborers Sam Sicurella the third, Delton Heath and Bruce Square, as needed for a one-year term at \$16 per hour. I'll make a motion, do I have a second? Yeah, seconded by the Board. All those in favor? Clerk note: All Board members responded with aye All those opposed. Carried. Appointment of Highway Superintendent clerk, Jackie Hoisington for a one-year term at a salary of \$3787 per budgeted amount. Do I have a second?

- Mike Muffoletto

Second

- Mark DeCarlo 36:04 - 36:25

Seconded by Councilmen Muffoletto, all those in favor? Clerk note: All Board members responded with aye all right? All those opposed? Carried. Approve compensation for all highway department employees, per budget, total of \$118,128, I'll make a motion, do I have a second?

- Donna Marien 36:27 - 36:28

Second

- Mark DeCarlo 36:30 - 36:52

Seconded by Councilwomen Marien. All those in favor? Clerk note: All Board members responded with aye All those opposed? Carried. Motion to approve the appointment of Recreation Director Vincent Fernando JR, for a one-year term at \$19.15 per hour, capped at an annual salary of \$4596 based on 240 hours. I'll make a motion, do I have a second?

- Mike Muffoletto 36:53 - 36:55

Second

- Mark DeCarlo 36:57 – 37:25

Seconded by Councilmen Muffoletto. All those in favor? Clerk note: All Board members responded with aye All those opposed? Carried. lifeguards and REC attendants, typically we table that until a couple of meetings forward, I think we usually approve them, like April or May. So, I'm going to table those. Move on to the REC fees. Do we want to keep the REC fees as listed as they were last year? Do you think we need to tweak them?

- Donna Marien 37:28 - 37:29

We need to tweak them but can we table them for now?

- Mark DeCarlo 37:29 - 37:37

Yeah, let's table the REC fees and we can talk this over and discuss it maybe in the February or March meeting. Is that good?

- Janice 37:38 - 37:38

That's good.

- Mark DeCarlo 37:40 – 38:20

Ok. let's table the pool fees as well, I guess, we'll do those altogether. We could skip the busses, will take care of it all at once. I'm gonna make a motion to approve Billy Hamm at \$15 per hour, town electrician as needed. With the responsibility authority to call for the services by the Superintendent of buildings and grounds, caretaker buildings and grounds and Town Supervisor or maintenance and caretaker Superintendent. I'll make a motion. Do I have a second?

- Mike Muffoletto

Second

- Mark DeCarlo 38:21 - 38:38

Seconded by Councilmen Muffoletto. All those in favor? Clerk note: All Board members responded with aye. All those opposed? Carried. Acknowledgement of Supervisors, appointment, I'll make a motion to appoint Town Historian, Patricia Friend, for a one-year term. Do I have a second?

- Mike Muffoletto 38:38 - 38:39

Second

- Mark DeCarlo 38:41 - 38:59

Seconded Councilman Muffoletto. All those in favor? Clerk note: All Board members responded with aye. All those opposed? Carried. Make a motion to approve the extension of an agreement with David Saint for IT services as needed at a rate of \$40 per hour. Go ahead I'm sorry

- Janice 39:04 - 39:06

I thought we went with another company.

- Mark DeCarlo 39:08 - 39:32

So, we did, the agreement that we have with the one company only covers the courts. And a few other computers, the Town Clerk's office still uses David Sink, as needed maybe, Barb could also maybe talk about that.

- Barb Daniel 39:34 – 40:20

Yeah, what happened was, court wanted to have 24 hours, like if they are in court, they want to be able to make a phone call for, their computer goes down, I don't really need all that to spend that kind of money in my budget. I don't want to do it. I just want to use somebody as needed, 40 bucks is cheap enough for me, he does a good job, I don't have a problem with him, but I want to keep him. No one else has to use him if they don't want to but he's going to be uploading the new Windows for me for free, because he gets the free versions to, so that we save money. I just don't want to; I don't see overkill to have anything else more than that. I said too much didn't I, I'll be typing for a week.

- Mark DeCarlo 40:22 - 40:30

No. Anymore, any other questions or discussion?

- Mike Muffoletto 40:31 - 40:38

I thought the whole thing with MR. Sink was, did he do all the wiring in the place?

- Barb Daniel 40:39 - 40:49

He did all the wiring all the way to the DA'S room, He sent lines over to court, Alan was here.

- Mike Muffoletto 40:51 - 40:54

My point is, didn't they have to redo all that, because it was so messed up?

- Janice 40:56 - 40:57

That's what I thought

- Barb Daniel 40:58 - 41:35

He wanted to, they wanted to change the room, where are all the network and everything's all at. All those phone lines from when it was a school and all that other stuff, I didn't have Dave do all that stuff because it's just old.

- Mike Muffoletto

All the wiring that was done in order to get the courts to work proper again.

- Barb Daniel

Well, I didn't have a problem they weren't networked with us. They had their own server and everything. So, they were separate. We don't, we don't have a problem in this office, ever If you want to stop into the town hall, I mean, I can show you guys what David offered to do all this stuff, but I just put it in all those racks and everything we don't. To me, I don't, I don't really I tried to keep at low price.

- Mike Muffoletto

If he's doing the job for you, I guess I don't have a problem with it.

- Barb Daniel 41:57 – 42:08

Yeah, thank you. He always tried to save us money, so I like to keep it low.

- Mike Muffoletto 42:09 - 42:11

I don't mind saving money

- Barb Daniel 42:15 - 42:18

Yeah, I understand. I'm happy with him.

- Mark DeCarlo 42:27 - 42:44

I think too that the courts needed someone that was 24 hours and that really well, he wasn't able to do that, but, we would have been much more expensive if they took over the whole the town hall. So, we were able to kind of split it up, I guess.

- Mike Muffoletto 42:45 - 42:46

I'm fine with it as long as he's doing the job for her.

- Mark DeCarlo 42:47 - 42:49

Ok, good. All right, I'll make the motion. Do I have a second?

- Donna Marien

Second

- Mark DeCarlo 42:50 – 43:05

Ok, All those in favor? Clerk note: All Board members responded with aye All those opposed? Carried I think that's coming from Barb for some reason.

- Janice 43:07 - 43:08

I'm hearing beeping again.

- Mark DeCarlo 43:11 - 43:15

I just got a text from Linda that she's lost her audio.

- Janice 43:16 - 43:17

Yeah I got it too.

- Barb Daniel 43:22 - 43:24

I'm just hearing beeping on my phone.

- Janice 43:24 - 43:25

Yes Beeping

- Bill Trask 43:28 - 43:39

You're gonna have to wait. It's Bill. because Linda signed off, for some reason, maybe she is gonna callback in. Pause the meeting until she returns, please.

- Mark DeCarlo 43:41 - 43:41

Ok.

- Mark DeCarlo 44:04 - 44:05

Barb was that you that beeping?

- Barb Daniel 44:07 - 44:12

I hear it on my phone but I'm not doing anything

- Mark DeCarlo 45:01 - 45:03

It's Janice

- Janice 45:04 - 45:04

I'm Beeping

- Mark DeCarlo 45:05 - 45:07

Yeah, when I muted you, the beeping stopped.

- Janice 45:10 - 45:11

I'm not doing anything

- Mark DeCarlo 45:12 - 45:14

Do you hear the beeping on your end or no?

- Janice 45:15 - 45:16

I hear the beeping, yes.

- Mark DeCarlo 45:17 - 45:33

Let me try one more time let me mute you and see if it stops, I don't know where it's coming from, because it did [stop for the most part](#)

- Janice 45:34 - 45:36

It's just started again.

- Bill Trask 45:40 - 45:45

Does anyone have Linda's phone number? They can call, and see if she is going to try to get back in?

- Mark DeCarlo 45:48 - 45:48

There she is.

- Bill Trask 45:49 - 45:56

Linda, are you back? Linda Giancarlo?

- Linda Giancarlo 46:02 - 46:03

Can you hear me?

- Mark DeCarlo 46:04 - 46:04

Yes.

- Bill Trask 46:07 - 46:09

Caller 4 is Linda

- Mark DeCarlo 46:11 - 46:14

I can edit it to add her name

- Mike Muffoletto 46:25 - 46:48

Can you mute Janice till we have to vote? Oh, is that Janice's phone doing that?

- Janice 46:50 - 46:50

I'm not on my phone I'm on the computer

- Bill Trask 47:11 - 47:15

Mark, I think you left off, next thing was the park rules, is that correct?

- Mark DeCarlo 47:16 - 47:17

Yes.

- Bill Trask 47:18 - 47:20

Are the park rules the same as 2021?

- Mark DeCarlo 47:20 - 47:48

Correct. No changes to the park rules from 2021. I'll make a motion to approve the park rules with no changes from 2021. Do I have a second?

- Linda Giancarlo 47:49 - 47:49

Second

- Mark DeCarlo 47:59 - 48:53

Seconded by Councilwomen Giancarlo, all those in favor? Clerk note: All Board members responded with aye All those opposed? Carried. Rental fees. I'd like to table that also, so we can discuss it next week. Alright, moving on appointment of the boards, Board of Review make a motion to appoint Joseph Ostrowski as chairman for a term. I think we already approved this in October, but I'm gonna do it again and make a motion to Approve Chairman, Joe Ostrowski, for additional term, from October of 2021 through September of 2026. Do I have a second?

- Donna Marien

Second

- Mark DeCarlo 48:54 – 49:05

Seconded by Councilwomen Marien, all those in favor? Clerk note: All Board members responded with aye All those opposed? Carried. I'll make a motion to.

- Bill Trask 49:06 - 49:19

Supervisor, You skipped over the Holidays section You jumped ahead to appointment of boards.

- Mark DeCarlo 49:19 - 49:23

I'm sorry, I had the wrong page. I apologize

- Janice 49:24 - 49:25

I stopped the beeping by the way

- Mark DeCarlo 49:26 - 49:27

What was it?

- Janice 49:28 - 49:37

Gracie texted me and said that something might be depressing on the keyboard, and that would cause the beeping and she was right.

- Mark DeCarlo 49:38 - 49:42

Oh, wow. I thought maybe there was a bomb maybe somewhere.

- Bill Trask 49:44 - 49:45

Was Neil leaning on your keyboard?

- Janice 49:47 - 49:50

I had my keyboard jammed under the computer.

- Mark DeCarlo 49:51 - 49:51

Oh, Geeze.

- Janice 49:55 - 49:56

Thank you.

- Mark DeCarlo 49:57 - 49:57

Yeah.

- Barb Daniel 50:00 - 50:05

Ok, we didn't authorize the community groups use of the buildings.

- Mark DeCarlo 50:06 - 50:20

I'm right there, OK, make a motion to authorize community groups use of the buildings free of charge of the security deposit, with a confirmation as long as there's no conflict with regular rentals. Can I get a second for that?

- Donna Marien

Is that with proof of Insurance?

- Mark DeCarlo 50:25 - 50:25

What's that?

- Donna Marien 50:26 - 50:28

Is that with proof of Insurance

- Mark DeCarlo 50:29 - 50:36

Yes. That's a good idea. I'm going to add to my motion with proof of insurance.

- Mike Muffoletto

Second

- Mark DeCarlo 50:41 – 52:11

Seconded by Councilmen Muffoletto, all those in favor? Clerk note: All Board members responded with aye All those opposed? Carried. The shelters, the fees let's table that and we can discuss that next month as well. Ok, holidays for the Townhall to be observed in 2022 hours, The Town Hall will be open, are in Luther King Day, Monday, January 17th, Presidents Day, Monday, February 21st, Good Friday, Friday, April 15th, Memorial Day, Monday, May 30th, June 13th, Independence Day, Monday, June 20th. Independence Day, Monday, July fourth. Monday, September fifth, Labor Day, Columbus Day, October 10th, Veterans Day, November 11th, Thanksgiving, November 24th, and Friday, November 25th, Christmas Eve, Friday, December 23rd, Christmas Day. Observe Monday, December 26th, New Year's Eve, Friday, December 30th, New Year's Day. Observed Monday, January second of 2022 of the Town Hall shall pay holidays for part-time office clerk and other employees for normal scheduled hours for that day. I'll make a motion. Is there any discussion or does someone want to make a second?

- Donna Marien

Mark?

- Mark DeCarlo 52:13 - 52:14

Yes.

- Donna Marien

You didn't word it correctly, it's the town hall will not be open

- Mark DeCarlo 52:21 – 53:28

Oh, yes, I apologize. So yeah, they'll get paid at their regular hours if the town hall will not be open. So, I apologize. We have a second Councilman Muffoletto All those in favor? Clerk note: All Board members responded with aye All those opposed? Carried. Good catch Councilwomen Marien. we almost had the whole town hall opened on all holidays. adoption of the following: miscellaneous items. Halloween is Sunday, October 31st, and we'll be observing trick or treating from 6 to 8PM Acknowledge and approve and adopt a townhall hours will be open from 9 to 4 Monday, Tuesday, Thursday, Friday, and Saturday 9 to noon, closed Wednesdays and holidays. Courts are open five days a week, Monday through Friday, 9 to 4. I'll make a motion. Do I have a second?

- Donna Marien

Second

- Mark DeCarlo 53:31 - 53:54

Seconded by Councilwomen Marien. All those in favor? Clerk note: All Board members responded with aye All those opposed? Carried. Motion to approve plowing of private roads for emergency use, and or by order of the Town Supervisor, Deputy Town Supervisor, fire Chief, Police Chief or Highway Superintendent. I'd like to make the motion, do I have a second?

- Mike Muffoletto 53:59 - 54:02

This is for the private roads on the beach.

- Mark DeCarlo 54:04 - 54:11

Yeah, or any private roads But I think in particular, those are the ones we're probably speaking about.

- Mike Muffoletto 54:12 - 54:21

I wanted to have a letter from the property owners that we would not be held liable for anything, and I think we should get that.

- Bill Trask 54:23 - 54:50

For the record I will repeat as the town attorney what I've said for all the years I've been town attorney. There is no legal authority to plow private roads except for emergency use, an emergency vehicle. When emergency vehicles do not have access, it's permissible to use town equipment and town employees to plow private roads, that is it.

- Mark DeCarlo 54:52 - 54:59

Does the same go for driveways? Does the same rule apply for driveways and for emergency use as well?

- Bill Trask 55:01 - 55:31

If emergency vehicles cannot access residents, then town equipment, town personnel may be used to assist the emergency vehicles to obtain access. That's the limitation on going onto private property. Private roads, whatever you want to consider with town equipment, and town employees.

- Mike Muffoletto 55:31 - 55:36

I believe that would be emergency use, but what I said was we should not be held liable if something happened during that emergency procedure.

- Bill Trask 55:37 – 56:03

If it's an emergency situation, there would be no liability in any event. My concern with the motion that here is, it says, for emergency use, and, or by order, I'm advising that it's only by emergency use, that it should be authorized by anybody.

- Mark DeCarlo 56:05 - 56:26

Ok, so our amendment to make a motion to approve plowing of private roads for emergency use by order of Supervisor, Deputy Supervisor, Fire Chief, Police Chief and Highway Superintendent. Do I have a second?

- Linda Giancarlo

I'll second it

- Mark DeCarlo 56:28 - 56:34

Seconded by Councilwomen Ross

- Janice 56:35 - 56:35

No

- Mark DeCarlo 56:36 - 56:48

Councilwoman Giancarlo, I Apologize, all those in favor? Clerk note: All Board members responded with aye All those opposed? Carried. Ok did we appoint Joe Ostrowski as chairman already or no because we went back?

- Barb Daniel

Now it's motion number 52.

- Mark DeCarlo Ok, so we already made that motion Barb, ok
- Lynda Ostrowski 57:06 - 57:07

May I ask about that?

- Mark DeCarlo 57:08 - 57:09

Yes Please.

- Lynda Ostrowski 57:09 - 57:15

Because you said you appoint him for Chairman until 2026. Did I hear that right?

- Mark DeCarlo 57:16 - 57:24

All we appointed him to the position, and I think I got to a point, was Chairman for a one-year appointment, I believe. Right?

- Lynda Ostrowski 57:25 - 57:25

Right.

- Mark DeCarlo 57:26 - 57:43

Yup, so we appointed him, actually, to the position in October. I'd like to make a motion to appoint him as chairman for this year term, I need a second for that.

- Donna Marien 57:46 - 57:46

Then we will have to fix the 26 to a 22.

- Mark DeCarlo 57:49 - 57:59

Yes, from October 21st to September 26, as Chairman. Do I have a second?

- Debra A. Ritz 58:02 - 58:06

It's only a one-year appointment, as chairman?

- Debra A. Ritz 58:07 - 58:10

Yeah, yeah.

- Mark DeCarlo 58:16 - 58:33

Yeah, that's the term we've already appointed him through the 26th as a member of the board. But we need to just do the one-year term from October 21st through September 22. I misread it. Do I have a second?

- Mike Muffoletto 58:35 - 58:35

Second

- Mark DeCarlo 58:38 – 59:03

Ok, seconded by Councilman Muffoletto. All those in favor? Clerk note: All Board members responded with aye I'd like to make a motion to appoint Janet Bowman, as Alternate, for a one year term, October 2021 through September of 2022, Do I have a second?

- Donna Marien

Second

- Mark DeCarlo 59:04 - 59:16

Ok, Seconded by Councilwomen Marien all those in favor? Clerk note: All Board members responded with aye All those opposed? Carried. I'll make a motion right, I'm sorry.

- Janice 59:16 - 59:27

I'd like to Comment, you are addressing right now the board of review, Joe Ostrowski is not the Chairman of the Board of Review.

- Mark DeCarlo 59:29 - 59:30

Yes, you're right. I apologize.

- Janice 59:33 - 59:34

So that is an error right there.

- Mark DeCarlo 59:34 - 59:35

Should be the planning board.

- Janice 59:35 - 59:50

Should be under the planning board, which is coming up soon. The Chair of the Board of Review, they appointed SHARE, which is usually Jim.

- Mark DeCarlo 59:50 - 59:51

Jim Hoogie

- Janice 59:51 - 59:52

And we do that in May during the meeting.

- Mark DeCarlo 59:54 - 59:58

Ok, so we don't have to appoint?

- Janice 59:58 - 01:00:04

That was totally in error the acknowledgement of Joe Ostrowski as Chair

- Bill Trask 01:00:05 - 01:00:16

I see what you're saying, Janice, so the typo was having the word Chairman in there. Otherwise, he's being appointed as a member of the review current. A term that goes to September 2026.

- Janice 01:00:17 - 01:00:17

Correct

- Bill Trask 01:00:23 - 01:00:26

That should really be redone.

- Barb Daniel 01:00:29 - 01:00:32

So, it was right to begin with. It was just the wrong term, Chairman.

- Bill Trask 01:00:33 - 01:00:36

The term Chairman, should not be in

- Barb Daniel 01:00:36 - 01:00:42

Board of Review member, correct? Ok good catch

- Bill Trask 01:01:00 - 01:01:02

Mark, you want to go over that motion again?

- Mark DeCarlo 01:01:04 - 01:01:59

Yeah. Just hold on one second. Ok, I'm sorry, those appointments, so Joe Ostrowski, Janet Bowmen, Frank Broughton. Those were all done in October. I think we're just doing an acknowledgement of, correct?

- Barb Daniel 01:02:04 - 01:02:10

I would think so. Yeah, it would be October of 2021. I can't imagine. We wouldn't have done that.

- Mark DeCarlo 01:02:10 - 01:02:16

Yeah we did it So, let's just skip those since it was already done It really was already done in October.

- Bill Trask 01:02:18 - 01:02:30

Well, the motion then would be to Redact the last motion regarding the Board of Review. So that you don't have that part of your minutes here.

- Mark DeCarlo 01:02:31 - 01:02:40

Ok, so, I'll make a motion to redact all appointments to the Board of Review from this meeting. Do I have a second?

- Donna Marien

Second

- Mark DeCarlo 01:02:42 - 01:03:16

Seconded by Councilwomen Marien, All those in favor? Clerk's note: All board members responded with Aye All those opposed? Carried. Let's move on to the Zoning Board. Make a motion to approve appointment of Zoning Board member, Frank Broughton for a five year term, from January 2022 through December 31 2026. I'll make a motion. Do I have a second?

- Linda Giancarlo

Second

- Mark DeCarlo 01:03:18 - 01:04:07

Seconded by Councilwomen Giancarlo, all those in favor? Clerk's note: All board members responded with Aye All those opposed? Carried. Make a motion to approve Zoning Board alternate David Rice for a one-year term, from January 1st of this year through December 31st. I'll make a motion & Councilwomen Giancarlo Seconded. All those in favor? Clerk's note: All board members responded with Aye All those opposed? Carried. Motion to approve the Zoning board Chairman, Frank Broughton for a one-year term January through December of this year to have a second?

- Donna Marien

Second

- Mark DeCarlo 01:04:09 - 01:04:27

Seconded by Councilwomen Marien. All those in favor? Clerk's note: All board members responded with Aye All those opposed? Carried. Approval of Secretary of the Zoning Board of Appeals of Carol Broughton for a one-year term at \$12.50 per hour.

- Janice 01:04:28 - 01:04:31

Didn't that get corrected to Minimum?

- Mark DeCarlo 01:04:34 - 01:04:45

We could, I mean, we can raise it. They haven't asked for anymore, and it's, this town as a municipality is exempt from the minimum wage rate.

- Bill Trask 01:04:48 - 01:04:54

You have a maximum in the budget that you want to have in that motion not to exceed.

- Mark DeCarlo 01:04:58 - 01:05:01

I'm gonna have to pull up the budget.

- Barb Daniel 01:05:04 - 01:05:06

I rarely ever see anything come through.

- Mark DeCarlo 01:05:07 - 01:05:09

Yeah, I don't even know if they got any.

- Bill Trask 01:05:10 - 01:05:12

You can always do that at your next meeting.

- Mark DeCarlo 01:05:13 - 01:05:58

Alright, let's table that, and we can do that at our next meeting. Planning board, seven-year terms. Motion to approve appointment of Planning Board member, Brendon Chikino for a seven-year term, January 1st 2022, through December 30th 2028. I'll make a motion. Do I have a second? Seconded by the whole board all those in favor? Clerk's note: All board members responded with Aye. All those opposed? Carried What's that, I'm sorry, Barbara, Did you have a question?

- Barb Daniel 01:05:59 - 01:06:01

No, it was Linda that seconded it so I was just gonna shorten it by saying Linda

- Mark DeCarlo 01:06:05 - 01:06:06

I thought I heard everyone, but that's fine. Approve the appointment of Janet Bowmen for one-year term, January first, 2022, through December 31, 2022.

- Bill Trask 01:06:18 - 01:06:19

The alternate.

- Mark DeCarlo 01:06:20 - 01:06:23

I'm sorry, it's alternate for a one-year term. Do I have a second?

- Linda Giancarlo 01:06:23 - 01:06:24

Second

- Mark DeCarlo 01:06:25 - 01:07:17

Seconded by councilwoman Giancarlo, all those in favor? Clerk's note: All board members responded with Aye. All those opposed? Motion to approve appointment of Planning Board, Chairman, Joseph

Ostrowski, for one-year term as Chairman for January 1, 2022, through December 31, 2022. I'll make a motion. Do I have a second? Seconded by the whole board All those in favor? Clerk's note: All board members responded with Aye. All those opposed? Carried. Motion to approve compensation for Planning and Zoning board members at \$40 per meeting and \$50 for the chair. I'll make a motion. Do I have a second?

- Donna Marien 01:07:18 - 01:07:18

Second

- Mark DeCarlo 01:07:20 - 01:07:23

Seconded by Councilwoman Marien, All those in favor? Clerk's note: All board members responded with Aye. All those opposed? Carried. Motion to approve the appointment of Secretary to the Planning Board, Lynda Ostrowski for a one-year term at \$12.50 per hour.

- Janice 01:07:40 - 01:07:47

That were unlikely addressed, it's OK to appoint lynda, but as far as the \$12.50

- Mark DeCarlo 01:07:48 - 01:07:53

Yea, we can table that and we can do the rate in the next week.

- Janice 01:07:53 - 01:08:12

Ok, and I have one more issue, and I don't know if this is important or not, it says, the Planning Board meets the fourth Thursday. They meet the first Tuesday of the month. And I don't know if that's an important issue, but.

- Mark DeCarlo 01:08:13 - 01:08:14

I'll fix that.

- Bill Trask 01:08:14 - 01:08:22

That was not even read by Mark as a part of this meeting. So that can be scrubbed for the minutes.

- Janice 01:08:23 - 01:08:23

Ok.

- Mark DeCarlo 01:08:25 - 01:08:44

All right, so we'll table that, and we'll fix that next week. Moving on to various board appointments, Acknowledgement following Town Supervisor appointments acknowledge, to. One second. Ok, acknowledge and authorize the Auditing Committee to audit all financial records for the town and bookkeeper we will appoint Councilwoman Giancarlo and Councilwomen Ross as the Auditing Committee. Disaster co-ordinator Mark DeCarlo, Assistant Disaster co-ordinator, Gary Brecker and Donald Clark, a disaster committee will be comprised of Gary Brecker. Donald Clark, Don Hepkins Brant Chief, Farnham Chief Fire. Highway Superintendent, Ellsworth, Nolan, and Town Supervisor Mark Decarlo. Appointment of Affirmative Action Officer Tracy Kaczmarek, for one year term, Appointment of Fire warden, and Code Enforcement Officer Brant & Farnham volunteer fire chiefs for one year term Supervisor Decarlo will Represent the town of association, a very kind of government association or supervisor summit group nests South towns, Community Enhancement, Coalition, Erie County Environmental Management Council, Erie County Water Committee, Lake Erie Water Protection Alliance, CDBG Advisory Board, Rural Transit Steering Committee for Term of Office Supervisors executive appointments For 2022 appointment of Deputy Supervisor Linda Giancarlo for a one-year term. Chairs of Committees, supervisor, or a deputy on all committees, with the Chairs accept Auditing auditing committee, Again, will be Giancarlo, & Ross, I'm sorry, go ahead.

- Janice 01:10:45 - 01:10:46

It's Marien & Ross

- Mark DeCarlo 01:10:48 - 01:12:55

Yeah, well, that was because that was left over from last year, but usually we change the audit committee every year. So that's why I did Giancarlo & Ross Fire and Ambulance Muffoletto, Refuse Streetlight committee Muffoletto. Park pool, Playground Grove area Muffoletto Insurance Committee and Employee Benefits, Marien, Police Committee, Giancarlo, buildings, Muffoletto rec committee Muffoletto, Highway Committee Ross', Water and Sewer Committee Giancarlo telecommunications and utility, marien changing that town Clerk's Office Marien. Assessor's Office Ross. A Board of Assessment and Review Ross Town Courts, Muffoletto Police Giancarlo Code Enforcement Officer, Muffoletto Dog Control Ross, Highway. Ross, Recreation, Muffoletto Planning Board Ross Zoning Board of Appeals Ross, Volunteer Fire Department Liaison, Muffoletto Census Liaison, Marien, Grant Farnham Seniors Ross Village of Farnham Marien, beautification, events, Marien, REC Parent advisory, Muffoletto Lake Shore Football Muffoletto Erie County governments, DeCarlo concert in the park Ross and school districts, DeCarlo and Marien. I'll send you the list Barb, I apologize. There were some slight changes that I wanted to make. And I didn't have it on the form, but I wrote it all down, and I'll send that to you so you have it.

- Barb Daniel 01:12:56 - 01:12:57

Thank you.

- Mark DeCarlo 01:13:00 - 01:14:25

I just wanted to say, you know, before we close the ORG meeting, it was a tough year for a lot of people in 2021 myself included. And I want to thank you, the whole board, including deputy supervisor, Marien for everything that she did and other board members did to help the town along with the issues that I had this year. It really is greatly appreciated. I really can't say enough, but, you know, everything, Councilwomen-Deputy Supervisor Marien Councilwoman, Ross, Councilmen Muffoletto & Councilwoman Giancarlo really did. To keep things moving, and also my Secretary Tracy Kaczmarek she went above and beyond, and I just wanted to kind of publicly acknowledge that, as well as the Town attorney Bill Trask, everything that everyone really did to keep things moving in the right direction, all the prayers and all the support. I will never, never forget it. So, I wanted to say thank you. Does anyone else? Anyone have anything they'd like to say here?

- Linda Giancarlo 01:14:28 - 01:14:47

I would like to say. With all that you have been going through, I acknowledge your beautiful fight, and you made it through it, and yet you still stayed top of the line Supervisor as well, so during all that God bless you.

- Mark DeCarlo 01:14:48 - 01:15:22

Thank you, I appreciate it. God really carried me through it. I'm forever changed by this this last year and I am sure I missed people there when I when I acknowledged it. I mean, Linda Ostrowski was a huge moral support and prayers. The Clerk's Office including the clerk Barb Daniel, you know, everyone was there. I don't know, I can't say enough about it. That's all.

- Mike Muffoletto 01:15:26 - 01:15:27

Let's hope for a better 2022.

- Mark DeCarlo 01:15:28 - 01:15:31

God say, yes, please, for everyone involved. And I have faith that we're going to have a better year.

- Janice 01:15:35 - 01:15:38

We going to be virtual for the regular meeting next week?

- Mark DeCarlo 01:15:39 - 01:15:44

I don't know. I didn't make that decision does the board have an opinion.

- Mike Muffoletto 01:15:46 - 01:15:51

I probably will not attend in person because my wife is going through chemo.

- Mark DeCarlo 01:15:55 - 01:16:01

I'd like to keep it virtual if that's all right for everyone, because I'd like to have Councilmen Muffoletto available.

- Janice 01:16:02 - 01:16:03

That's fine.

- Linda Giancarlo 01:16:03 - 01:16:03

All right.

- Mark DeCarlo 01:16:04 - 01:16:05

All right.

- Linda Giancarlo 01:16:06 - 01:16:08

Be safe and our prayer.

- Bill Trask 01:16:08 - 01:16:11

Absolutely Mike, you and your family are in our prayers.

- Mike Muffoletto 01:16:12 - 01:16:14

Thank you very much.

- Bill Trask 01:16:20 - 01:16:20

Happy New Year.

- Mark DeCarlo 01:16:21 - 01:16:24

Happy New Year, I'll Make a motion to close the meetings. Do I have a second?

- Donna Marien 01:16:24 - 01:16:25

Second

- Mark DeCarlo 01:16:26 - 01:16:41

Seconded by Councilwoman, Marien, all those in favor? All those opposed? Carried Thank you, all very much.

- Janice 01:16:43 - 01:16:43

Bye

- Mark DeCarlo 01:16:44 - 01:16:45

Thank you.

The minutes transcribed by GoToMeeting and Deputy Clerk Amanda Palmer. These minutes are hereby certified to be true and correct and contain all verbiage and actions taken by the Brant Town Board during their 2022 Annual Organizational Meeting. A digital recording of this meeting is available for those who wish to review or confirm any portion thereof. To follow is a copy of the Agenda containing items addressed by the Town Board in the minutes above. Any changes made to the items contained within the Agenda below, will be reflected in the above actions and votes.

Respectfully submitted by,

Barbara Daniel

Brant Town Clerk

**Agenda for the 2022 Town of Brant Organizational
Meeting held Virtually on
Tuesday, January 4, 2022**

Motions & Resolutions:

MOTION to adopt the following PARLIAMENTARY PROCEDURE AND P2ROCEDURE FOR THE AGENDA of regular monthly meetings in the year 2022 containing no changes from 2021

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 2022 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 2022 "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 " 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 have the perpetrator removed from the meeting room as soon as possible for the safety and well-being of all.

MOTION to adopt 2022 “PRIVILEGE OF THE FLOOR PROCEDURE” containing no changes from 2021

“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 2022 “ORDER OF ROLL CALL” containing no changes from 2021

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 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 Buffalo News as alternates for one year term

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 11, 2022 - February 8, 2022 - March 8, 2022 - April 12, 2022 - May 10, 2022 - June 14, 2022 – July 12, 2022 - August 9, 2022 - September 13, 2022 - October 11, 2022 - November 8, 2022 - December 13, 2022

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**

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 ADOPT THE FOLLOWING 2022 INVESTMENT & PROCUREMENT POLICY CONTAINING NO CHANGES FROM 2021

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 2022 DEPT PROCUREMENT POLICY CONTAINING NO CHANGES FROM 2021 POLICY

Department Procurement policy

MOTION to adopt: the **procurement & Pre pay policy** as follows: that all **Department heads**, elected and appointed officials must consult with the Supervisor prior to the purchase of any item or groups of items costing **\$500.00** or more. Exception: Highway Department must consult with the supervisor prior to the purchase of item or items of **\$1250.00** or more. All department heads elected and appointed must also consult with the supervisor before the hiring of any contractor for any emergency repair job of the town.

All department heads must sign vouchers for all purchases and then submit to Supervisor's office for review, upon review it must be approved by auditing committee before purchase will be paid. All prepaid vouchers must be approved by Supervisor.

MOTION to ADOPT THE FOLLOWING 2022 PREPAY POLICY CONTAINING NO CHANGES FROM 2021 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.

MOTION to ADOPT THE 2022 CREDIT CARD POLICY CONTAINING NO CHANGES FROM 2021 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 to ADOPT THE FOLLOWING 2022 "TOWN OF BRANT PROCUREMENT POLICY"
CONTAINING NO CHANGES FROM 2021 POLICY**

TOWN of BRANT PROCUREMENT POLICY

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

NOW THEREFORE, be it

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

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

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

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.

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

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

ISSUE PAYROLL CHECKS

Authorize EBC HR and Payroll Solutions 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.

SALARIES FOR ELECTED TOWN OFFICIALS 2022

Acknowledge: as advertised and per adopted Budget (1), the designation of 2022 salaries for elected town officials: **Supervisor** @\$21,393.00 /yr, **Councilmen** (4) @\$5,119.50 each /yr **Town Justices** (2) @ \$14,496.50 each/yr. **Town Clerk** @ \$ 33,558.00 / **Highway Superintendent** @\$34,593.00/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' **.545/mi.** for the use of their cars for official town business upon presentation of a mileage log & voucher to the town.
-

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 20-23, 2022 or Virtual Training Meetings** for training purposes

- 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. Town Clerk may attend Town Clerk & Tax Collector Association conferences

SUPERVISOR DECARLO LISTED THE TOWN APPOINTMENTS & AUTHORIZATIONS & COMPENSATION PER ADOPTED 2022 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 39.5 hours/week.

Acknowledge Judge Kaczmarek clerk to the Justice / Angela Joy @ \$16.48 per hour with a cap of \$33,850 total per year as per budget approval. (A1110.12)

Acknowledge Judge Gier clerk to the Justice / Julie Sager @ \$17.51 per hour with a cap of \$35,966 total per year as per budget approval. (A1110.11)

Acknowledge the Justice appointment of **Office Aux clerk / Rachel Miller up to 20 hours per week** @ \$15.97 /per hour with a cap of \$16,609 total per year as per budget approval. (A1110.13)

APPOINTMENT OF BENCH CLERK: Deborah Dalton up to 12 hours per week @ \$13.40/per hour

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 \$12,260

MOTION: Acknowledge **Town Attorney William J. Trask Sr.** for a two-year term beginning January 1, 2020 and ending December 31, 2022. Salary of \$16,719 for 2022.

SUPERVISOR'S AUTHORIZATION, PERSONNEL & TOWN ACCOUNTANT CONTRACT

Acknowledge SUPERVISOR: appointment of Personal Secretary **Tracy Kaczmarek** with compensation of \$16.48 per hour capped at \$29,000 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: **Drescher & Malecki LLP**

MOTION: to authorize Supervisor to negotiate B.A.N's for 2022.

Assessor

- Acknowledge appointment of Sole Assessor **Joseph DeCarlo** with term ending Sept. 30, 2025 annual salary \$16,244 as per adopted budget (A1355.1) (Appointment was on Oct.-2019)
 - Appoint Clerk Secretary to Assessor's office per recommendation of Assessor, **Joanna McDougall** for a one-year term @ \$15.30 /per hr. /cap at \$13,764 (based on 16 hrs. per week)
-

Town Clerk

- **TOWN CLERK** appointments of Deputy Town Clerks **Amanda Palmer** (\$15.97), and **Diane Czyz**, (\$15.97) for one-year terms with a total cap of \$24,700 **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 @ \$1,830.00 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.
-

Caretaker

- Approve appointment of **caretaker: Amanda Palmer** for *town hall, community & recreation bldgs:* for a 1-year term @\$14.00/hr / total cap at **\$14,350**
- Approve appointment of Caretaker: Alan Nolan @ \$20.81 per/hr based on 40 hrs per week total cap at \$42,744. 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 @ \$16.30/hr; Nicholas Berbigie @ \$16.30/hr with a max of 19 hrs weekly and total Cap of \$30,418.

POLICE

- **Acknowledge: appointments** of Part time police officers whose compensation for hours worked may not exceed 19.5 hours per week -- **Mark Slawek** (Lieutenant & investigator) @ \$30.78 per hr- **Patrol Officers: Ray Ashton, Kevin Dalton, Cameron Dawley, John Giacchino, Thomas Kurdziel, John Lopez, Richard Lopez, Patrick O'Donnell, Tracy O'Donnell, Chad Wanderlich** @ \$24.00 per hr; **Jessica Makuch and Tyler Simpson** @ \$22.00 per hr **and Cory Futcho** @ \$21.50 per hr until after June 15, 2022 @ \$22.00 per hr - with a total cap of all officers at **\$180,000.00** per Budget (A3120.11)
- **Acknowledge:** funding for Court Bailiff at \$19,000.

POLICE (CONT'D)

- **MOTION:** to **approve compensation** for All above Patrolmen and Court Bailiff of \$199,306 as per budgeted (A3120.11 &.12, .13) (A3310.1 &A3315.1)
- Acknowledgment of **Donald Hepkins as Chief of Police** @ salary of \$60,000.00
- Appoint Clerk Secretary to Police Dept per recommendation of Chief of Police, **Sandra Smaldino** for a one-year term @ \$15.30 /per hr. /cap at \$7,956 (based on 10 hrs. per week)

-
- 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
-

Approve appointment of and approve salary of **Code Enforcement Officer/ Building Inspector: Gary Brecker** for a one-year term at annual salary \$8,868 as per budgeted (B8010.1)

Approve the appointment of **Dog control Officer Barb Daniel** for a one-year term at annual salary \$7,423.00 as per budgeted (A3510.1)

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).

Appoint **Police Matron - Amy Valenti** @ \$50.00 per occasion.

Appoint **Bingo inspector Gail Schwartz** for a one year term @\$40.00/ per occasion.

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

HIGHWAY

- **Highway Superintendent** appointment of **HIGHWAY Driver/Worker: Daryl Novoa** for a one year term @ \$21.90 PER HR (full time)
 - **Highway Superintendent** appointment of **HIGHWAY Driver/Worker: Peter Czaster** for a one year term @ \$19.50/per hr. (full time)
 - **Highway Superintendent** appointment of **Part Time HIGHWAY Laborers/Drivers Samuel Sicurella III, Dalton Heath, and Bruce Barrett** as needed for a one year term @ \$16.00 per hr.
 - Appointment of **HIGHWAY SUPERINTENDENT CLERK** – Jackie Hoisington for a one-year term, annual salary \$3,787.00 as per budgeted
 - **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)
-

Recreation

Motion to approve appointment of **Recreation Director Vincent Fininzio Jr.** for a one-year term @ \$19.15/per hr. capped at annual salary of \$4596 based on 240 hours.

Motion to approve compensation for **Lifeguards** for the 2022 season @ \$/per hr.

Motion to approve compensation for **Recreation attendants** for the 2022 season @ \$/per hr.

Approve **RECREATION FEES** As the following;

RESIDENTS/ ONE CHILD: **\$95.00**, SECOND CHILD: **\$65.00**, THIRD CHILD: **\$55.00** WITH A **CAP OF \$225.00 FOR FOUR**. (**\$55.00** FOR BUS PICK UP). **NON RESIDENTS**: **\$170.00** ONE CHILD, SECOND CHILD **\$150.00**, THIRD CHILD **\$140.00** WITH A **CAP OF \$500.00 FOR FOUR OR MORE**. (**\$70.00** FOR BUS PICK UP).

6-week program starting Tuesday July 5, 2022 ending Friday August 12, 2022

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

Pool will open Saturday July 2, 2022 and close Monday September 5, 2022 – 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.

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

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.

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

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

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

Approve the 2022 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**

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.

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

HOLIDAYS THE TOWN SHALL OBSERVE in 2022 & HOURS TOWN HALL WILL BE OPEN TO PUBLIC:

MARTIN L. KING DAY: (Monday, January 17th); **PRESIDENTS DAY:**(Monday, February 21st);
GOOD FRIDAY: (Friday April 15th); **MEMORIAL DAY:** (Monday, May 30th); **JUNETEENTH**
INDEPENDENCE DAY (Obs): (Monday, June 20th); **INDEPENDENCE DAY:** (Monday, July 4th);
LABOR DAY: (Monday September 5th); **COLUMBUS DAY:** (Monday, October 10th); **VETERANS**
DAY: (Friday, November 11th); **THANKSGIVING:** (Thursday, November 24th & Friday, November
25th); **CHRISTMAS EVE:** (Friday, December 23); **CHRISTMAS DAY(Obs):** (Monday, December
26th); **NEW YEARS EVE:** (Friday, December 30) **NEW YEARS DAY (Obs):** (Monday, January 2nd,
2022)

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

Adopt the following miscellaneous items:

Halloween (Sunday 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.

APPOINTMENT of BOARDS

BOARD of REVIEW

Meets in May

MOTION: to acknowledge appointment of **Chairman, Joe Ostrowski**, for a term Oct 2021–Sept 2026

MOTION: to acknowledge appointment of **Alternate 1, Janet Bowman**, for a term Oct 2021–Sept 2022

MOTION: to acknowledge appointment of **Alternate 2, Frank Broughton**, for a term Oct 2021-Sept 2022

- This term runs from October until September of the following year. The 2022/2023 appointments will be made at the 2022 September Town Board Meeting
-

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

Zoning Board of Appeals

MOTION: to approve appointment of Zoning Board **Member Frank Broughton** for a 5-year term, Jan 1, 2022 – Dec 31, 2026

MOTION: to approve the appointment of Zoning Board Alternate **David Rice** for a one-year term, Jan 1, 2022 to Dec. 31, 2022

MOTION: to approve appointment of Zoning Board of Appeals Chairman **Frank Broughton** for a one-year term, Jan 1, 2022 to Dec 31, 2022

MOTION: to approve Appointment of **Secretary** to Zoning Board of Appeals, Carol Broughton for a 1-year term @ \$12.50 per hour.

PLANNING BOARD

7-year terms

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

MOTION: to approve appointment of **Planning Board Member Brenda Giacchino** for a 7-year term, Jan 1, 2022 – Dec 31, 2028

MOTION: to approve appointment of Alternate **Janet Bowman** for one year term, Jan 1, 2022 to Dec 31, 2022

MOTION: to approve Appointment of Planning Board **Chairman Joseph Ostrowski** for a one-year term, Jan 1, 2022 – Dec 31, 2022

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

MOTION: to approve Appointment of **Secretary** to Planning Board **Lynda Ostrowski** for a one-year term @ \$12.50 per hour.

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 & Councilman)**

DISASTER COORDINATOR: Mark J DeCarlo

Assistant Disaster Coordinators: Gary Brecker & Donald Clark

DISASTER COMMITTEE: Gary Brecker., Donald Clark, Don Hepkins, Brant Chief David Pero, Farnham Chief Peter Chiavetta, Supt. Highway Ellsworth Nolan, Town Supervisor DeCarlo

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

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

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

SUPERVISORS' EXECUTIVE APPOINTMENTS FOR 2022

Appointment of Deputy Supervisor: Linda Giancarlo for one year term

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

AUDITING COMMITTEE: **Marien, Ross**

FIRE & AMBULANCE: **Muffoletto**

REFUSE & STREET LIGHT COMMITTEE: **Muffoletto**

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

INSURANCE COMMITTEE & EMPLOYEE BENEFITS: **Marien**

POLICE COMMITTEE: **Giancarlo**

BUILDINGS: **Muffoletto**

RECREATION COMMITTEE: **Muffoletto**

HIGHWAY COMMITTEE: **Ross**

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

TELECOMMUNICATIONS & UTILITIES: **Giancarlo**

TOWN BOARD REPRESENTATIVE or LIAISON TO:

TOWN CLERK'S OFFICE: **Ross**

ASSESSOR'S OFFICE: **Muffoletto**

BOARD OF ASSESSMENT & REVIEW: **Giancarlo**

TOWN JUSTICE COURT: **Muffoletto**

POLICE: **Giancarlo**

CODE ENFORCEMENT OFFICER: **Muffoletto**

DOG CONTROL OFFICER: **Ross**

HIGHWAY: **Ross**

RECREATION: **Muffoletto**

PLANNING BOARD: **Ross**

ZONING BOARD OF APPEALS: **Ross**

VOL. FIRE DEPT. LIAISON: **Muffoletto**

CENSUS LIAISON: **Marien**

BRANT-FARNHAM SENIORS: **Ross**

VILLAGE OF FARNHAM: **Marien**

BEAUTIFICATION & EVENTS: **Marien**

RECREATION PARENT ADVISORY: **Muffoletto**

LAKE SHORE YOUTH FOOTBALL: **Muffoletto**

ERIE COUNTY GOVERNMENT: **DeCarlo**

CONCERT IN THE PARK: **Ross**

SCHOOL DISTRICTS: **DeCarlo, Giancarlo**