

**JANUARY 4, 2024**

The Organizational meeting of the Town of Hartland, County of Niagara, State of New York, was held on the above date at the Town Hall, 8942 Ridge Road, Gasport convening at 7:00 p.m.

Members of the Board present:

Supervisor: Margaret Zaepfel  
Councilman: Elizabeth Neadow  
Sean Walp  
David Huntington  
Joseph Reed  
Hwy /Water Supt: Keith Hurtgam  
Assessor/CEO: Michael Hartman  
Attorney: Michael Dowd (absent)  
Attended by: Sign in sheet attached.

Supervisor Zaepfel call for Pledge to the Flag

Pastor Joe Szalay III delivers opening prayer

**RESOLUTION 1-2024 ACCEPT RESIGNATION OF TOWN CLERK**

**MOTION** by Councilman Huntington and seconded by Councilman Reed to accept the resignation of Rachel Kushner as Hartland Town Clerk.

Ayes: 5 - Zaepfel, Neadow, Walp, Huntington, Reed

Nays: 0

CARRIED

**RESOLUTION 2-2024 APPROVE APPOINTMENT OF TOWN CLERK**

**MOTION** by Councilwoman Neadow and seconded by Councilman Walp to approve Caitlin Clark as Town Clerk for 2024.

**DISCUSSION:** Councilman Reed “Myself, I feel that any paid position in the Town of Hartland should be gone out for competitive resumes for other people to come in and in fact apply for that position. Rather than just this person’s got it for a paid position, I feel like that’s the way it should be.”

Ayes: 3 - Zaepfel, Neadow, Walp  
Nays:2 - Huntington, Reed  
CARRIED

Caitlin Clark is sworn in as Hartland Town Clerk by Judge Joanne Sullivan.

**RESOLUTION 3-2024 TABLE AUDIT OF BOOKS**

**MOTION:** by Councilman Reed and Councilman Huntington to contract Michael Dowd as Town Attorney and Prosecutor.

Ayes: 5 - Zaepfel, Neadow, Walp, Huntington, Reed  
Nays: 0  
CARRIED

**RESOLUTION 4-2024 TABLE AUDIT OF BOOKS**

**MOTION:** by Councilman Huntington and Councilwoman Neadow to table the audit of the books to the Town Board Meeting February 8<sup>th</sup>, 2024.

Ayes: 5 - Zaepfel, Neadow, Walp, Huntington, Reed  
Nays: 0  
CARRIED

Supervisor Zaepfel read and called for authorization of the following:

**RESOLUTION 5-2024 REORGANIZE**

**MOTION** by Councilman Huntington and seconded by Councilwoman Neadow to approve the following appointments:

- Assessor ..... Michael Hartman
- Assessor Clerk- P/T-Temp.....Jennifer Donner
- Bingo Inspector..... Dennis Bailey
- Budget Officer..... Margaret Zaepfel
- Building and Grounds..... Keith Hurtgam
- Highway Clerk..... Michelle Wolfe
- Court Clerk..... Trinity Doepp
- Court Clerk P/T-Temp.....Brenda Schoenle
- Deputy Hwy Supt..... Daniel Class
- Deputy Supervisor..... Elizabeth Neadow

Deputy Water Supt..... Daniel Class  
 Dog Control Officer..... Joel Winters  
 Historian..... Norman LaJoie  
 Records Management Officer..... Caitlin Clark  
 Registrar Vital Statistics..... Caitlin Clark  
 Registrar — Deputy..... Judith Slabyk  
 Supervisor’s Confidential Sec’ry..... Judith Slabyk  
 Town Clerk First Deputy- Part-time ..... Debbie Garrison  
 Town Clerk Deputy- Part-time ..... Susan Spicer  
 Water Superintendent..... Keith Hurtgam  
 Water Billing Clerk..... Michelle Wolfe  
 CEO/Zoning ..... Michael Hartnran

Ayes: 5 - Zaepfel, Neadow, Walp, Huntington, Reed  
 Nays: 0  
 CARRIED

The Supervisor read the following salaries:

Assessor..... 58241.00  
 Bingo Inspector..... 40.00/MO  
 Budget Officer..... 5940.00  
 Building & Grounds..... 2179.00  
 Clerk Part Time..... 15-27/HR  
 Councilman..... 6898.00  
 Court Clerk..... 23.80/HR  
 Dog Control Officer..... 8872.00  
 Highway Superintendent..... 54311.00  
Keith Hurtgam  
 Highway Clerk..... 24.00/HR  
 Highway Supt. (Deputy) ..... 3232.00  
 Historian..... 7961.00  
 Town Justice..... 20686.00 (2)  
Joanne Sullivan  
James Minner  
 Registrar Vital Statistics..... 2822.00  
 Records Management Officer ..... 893.00

Supervisor..... 20535.00  
Margaret Zaepfel  
Deputy Supervisor..... 7000.00  
Supervisor’s Confidential Sec’ry..... 27.77/HR  
Town Clerk/Tax Collector..... 59156.00  
Caitlin Clark  
Town Clerk Deputy..... 15-27/HR  
Water Superintendent..... 39696.00  
Water Supt. (Deputy) ..... 5450.00  
Water Billing Clerk..... 5063.00  
Zoning/Enforcement Officer..... 14561.00  
Following as per union schedule:  
M.E.O..... 27.54-29.54/HR  
M.E.O. -2..... 28.54-30.65/HR  
Truck Driver..... 26.58-28.58/HR  
Auto Mechanic..... 27.54-30.28/HR  
Laborer..... 26.33-28.33/HR  
MEO P/T..... 16.00-29.54/HR  
Auto Mechanic P/T ..... 16.00-29.54/HR  
Truck Driver P/T..... 16.00-28.58/HR  
Laborer P/T..... 16.00-28.33/HR  
Chairpersons..... 55.00/Meeting  
Board Members..... 50.00/Meeting  
Sec’ry of boards ..... 60.00/Meeting  
Board Assessment/Review..... 125.00  
150.00 CH  
Summer Rec. Director..... 1600.00  
Asst. Director..... 1300.00  
Leader..... 15.00/HR  
Election Machine Inspector & Custodian. 10.00 Per machine  
Equipment Rates..... set at State Rates.  
Mileage..... 65.5 cents/mile, as per State rate.  
Engineer designated by the Town/per Diem basis: Mark Seider  
Andrew Reilley

**RESOLUTION 6-2024**

**MOTION** by, Councilman Walp seconded by Councilwoman Neadow to approve the salaries and rates as read.

**DISCUSSION:** Councilman Reed “I have a point of interest, the Deputy Supervisor for all of my years here has never received one red cent. This year they’re getting \$7.000, just a point of interest.”

Ayes: 3 - Zaepfel, Neadow, Walp

Nays:2 - Huntington, Reed

CARRIED

**RESOLUTION 7-2024**

**MOTION** by Councilman Huntington, seconded by Councilman Reed to contract with Michael Dowd on a set rate of \$28,00.00 per year, set to be paid in monthly installments, of \$2,333.33.

Ayes: 5 - Zaepfel, Neadow, Walp, Huntington, Reed

Nays: 0

CARRIED

Attorney designated by the Town: Michael Dowd..... \$  
28,000.00

**RESOLUTION 8-2024**

**MOTION** by Councilwoman Neadow seconded by Councilman Reed to approve the following boards and Chairpersons:

Ayes: 4- Zaepfel, Neadow, Walp, Reed

Nays: 0

Abstain: 1- (Councilman Huntington)

CARRIED

**Zoning Board of Appeals**

(5-year term)

Chad Hurtgam..... 12/31/2027

Clifford Johnston..... 12/31/2022

Reappoint

12/31/2027

Vacant 12/31/2021

Cheryl Confer..... 12/31/2025

Jennifer Mason..... 12/31/2024

Vicky Winters.....12/31/2028

Secretary

Board meets 4th Monday of month

**Planning Board**

(5-year term)

Robert Harris..... 12/31/2025

Chairman

Beverley Snell..... 12/31/2027

Mike Carnes .....12/31/2028

Steve Urtel..... 12/31/2027

Robert Spencer ..... 12/31/2024

Jennifer Mason..... 12/31/2024

Secretary

Board meets 3rd Thursday of month.

**Board of Ethics**

Nathan Harris..... 12/31/2025

Matthew Costello..... 12/31/2027

Paula Dahlke ..... 12/31/2026

David Huntington.....12/31/2026

**Board of Assessment Review**

Jennifer Mason..... 09/30/2025

Darrin O'Shea ..... 09/30/2024

Timothy Neadow..... 09/30/2026

Todd Arnold..... 09/30/2023

Vacant..... 09/30/2022

**RESOLUTION 9-2024**

**MOTION** by Councilman Huntington, seconded by Councilman Reed to approve the following:

Ayes: 5 - Zaepfel, Neadow, Walp, Huntington, Reed

Nays: 0

CARRIED

Town board meetings..... second Thursday of month 7:00 p.m.

Official Newspaper..... Lockport Union Sun & Journal Bank..... M&T and Bank of Castile

Finance Committee..... Deputy Supervisor, Elizabeth Neadow

Two alternating Councilman — Sean Walp & David Huntington

Hours of the Town Clerk’s Office are Monday to Friday, from 8:30 AM until 4:00 PM.

**RESOLUTION 10-2024**

**MOTION** by Councilman Huntington, seconded by Councilwoman Neadow schooling for Elected and Appointed Officials, Water Superintendent, Code Enforcement Officer, Assessor and Dog Control Officers when school pertains to respective jobs.

Ayes: 5 - Zaepfel, Neadow, Walp, Huntington, Reed

Nays: 0

CARRIED

**RESOLUTION 11-2024**

**MOTION** by Councilman Huntington, seconded by Councilman Reed to appoint the following to the Hartland Recreation Committee.

- John Turrell
- Mike Adinolfi
- Diana Bork
- Cheryl Chunco
- Barry Webber
- Susie Spicer
- Amy Colley

Board meets first Monday of March-November

Ayes: 5 - Zaepfel, Neadow, Walp, Huntington, Reed

Nays: 0

CARRIED

**RESOLUTION 12-2024**

**MOTION** by Councilman Huntington, seconded by Councilman Reed to appoint the following to the Highway Department.

**Truck Driver**

Scott Arnold

Chauncey McKee

**MEO-2**

Daniel Class

Derek Wagner

Daniel Sutch

Michael Hill -PT

**Mechanic**

Colby Shephard — FT

Paul Hessel — PT

Gary Gorrow- PT

**Laborer**

Andrew Hill -PT

Richard Oudette- PT

Ayes: 5 - Zaepfel, Neadow, Walp, Huntington, Reed

Nays: 0

CARRIED

**RESOLUTION 13-2024 OFFICIAL UNDERTAKING**

**MOTION** by Councilman Reed, seconded by Councilwoman Neadow to accept the document entitled “ Town of Hartland Official Undertaking of Municipal Officers” as to its form and manner of execution and the sufficiency of the insurance and further resolved the said Official Undertaking containing the notarized signatures of those named municipal officials be filed in the Office of the



Town Clerk, as well as the original copies of the insurance policies indicating the sufficiency of the sureties to indemnify the Town against losses which may arise from failure of such officials to properly discharge their duties.

Ayes: 5 - Zaepfel, Neadow, Walp, Huntington, Reed

Nays: 0

CARRIED

**RESOLUTION 14-2024 - INVESTMENT POLICY**

**MOTION** by Councilwoman Neadow, seconded by Councilman Reed to adopt the established Investment Policy dated 05/94 for the year 2024. All accounts are in interest bearing checking accounts or money market accounts.

Ayes: 5 - Zaepfel, Neadow, Walp, Huntington, Reed

Nays: 0

CARRIED

**RESOLUTION 15-2024**

**MOTION** by Councilman Reed , seconded by Councilwoman Neadow to authorize the Highway Superintendent to assist in a demolition at the request of the Fire Chief.

Ayes: 5 - Zaepfel, Neadow, Walp, Huntington, Reed

Nays: 0

CARRIED

**RESOLUTION 16-2024**

**MOTION** by Councilwoman Neadow, seconded by Councilman Huntington to authorize the prepayment of utility bill, contracts and postage.

Ayes: 5 - Zaepfel, Neadow, Walp, Huntington, Reed

Nays: 0

CARRIED

**RESOLUTION 17-2024**  
**CONTRACTS**

**MOTION** by Councilman Huntington, seconded by Councilwoman Neadow authorizing Supervisor to sign contracts Niagara County Community Action Program and Johnson Creek Senior Citizens.

Ayes: 5 - Zaepfel, Neadow, Walp, Huntington, Reed

Nays: 0

CARRIED

**RESOLUTION 16-2024**

**MOTION** by Councilwoman Neadow, seconded by Councilman Huntington to authorize Department Heads to apply for grants of assistance as able.

Ayes: 5 - Zaepfel, Neadow, Walp, Huntington, Reed

Nays: 0

CARRIED

**RESOLUTION 17-2024**

**MOTION** by Councilwoman Neadow, seconded by Councilman Huntington to authorize Judith Slabyk and Caitlin Clark to make banking transfers as needed.

Ayes: 5 - Zaepfel, Neadow, Walp, Huntington, Reed

Nays: 0

CARRIED

**RESOLUTION 18-2024**

**MOTION** by Councilman Huntington, seconded by Councilwoman Neadow to adopt the following agreement: Pursuant to the provisions of Section 284 of Highway Law, we agree that the monies levied and collected for the repair and improvement of highways, and received from the state for the repair and improvement of highways, shall be expended as follows: The sum of \$648,000.00, as provided for by the budget, may be expended for general repairs upon 55.07 miles of town highways, including sluices, culverts and bridges having a span of less than five feet and boardwalks or the renewals thereof.

Ayes: 5 - Zaepfel, Neadow, Walp, Huntington, Reed  
Nays: 0  
CARRIED

**RESOLUTION 19-2024- RETURN CHECK FEE**

**MOTION** by Councilman Reed, seconded by Councilman Huntington to set the fee for a returned check at \$20.00.

Ayes: 5 - Zaepfel, Neadow, Walp, Huntington, Reed  
Nays: 0  
CARRIED

The Supervisor read the following roster of appointments for the Hartland Volunteer Fire Company, 2024:

Fire Chief:	James Roessler
1 <sup>st</sup> Assistant:	Joe Mahar
2 <sup>nd</sup> Assistant:	Bryan Ames
3 <sup>rd</sup> Assistant:	Nick Daningburg
President:	Carleen Baughman
Vice President:	Paul Baughman
Secretary:	John Roessler
Treasurer:	Paul Baughman
Fire Police Capt:	Leon Higby

**RESOLUTION 20-2024**

**MOTION** by Councilman Huntington, seconded by Councilwoman Neadow that since there is no further business to come before the board, the meeting be adjourned at 7:22 p.m.

Ayes: 5 - Zaepfel, Neadow, Walp, Huntington, Reed  
Nays: 0  
CARRIED

The next meeting date was set for Thursday, January 11, 2024 at 7:00 pm.

Respectfully submitted,

Caitlin Clark  
Town Clerk