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: W. Ross Annable

Councilman: Joseph Reed
David Hill
Clifford Grant
David Huntington

Hwy /Water Supt: Keith Hurtgam
Assessor/CEO: Michael Hartman
Highway Admin.: Janet Slack
Attended by: Sign in sheet attached

Supervisor Annable called the meeting to order with all present standing for the pledge to the flag.

Oath of Office
Administrative Assistant Janet Slack administered the oath of office to the following Elected Officials:
W. Ross Annable – Town Supervisor
Cynthia S. Boyler – Town Clerk
Keith Hurtgam – Highway Superintendent
Clifford Grant – Town Councilman
David Hill – Town Councilman
Joanne Sullivan – Town Justice

Supervisor Annable read and called for authorization of the following:

RESOLUTION 1-2020
REORGANIZE
MOTION by Councilman Huntington and seconded by Councilman Reed to approve the following appointments:
Assessor .......................... Michael Hartman
Bingo Inspector ........................ Dennis Bailey
Budget Officer ………………………… W. Ross Annable
Building and Grounds ………………….. Keith Hurtgam
Court Clerk …………………………… Katherine Hirner
Deputy Hwy Supt …………………….. Daniel Class
Deputy Supervisor …………………….. Joseph Reed
Deputy Water Supt ………………… Daniel Class
Dog Control Officer ………………… Joel Winters
Dog Control/ per diem …………… Keith Ames
Historian ……………………………… Norman LaJoie
Highway Administrative Assistant … Janet Slack
Records Management Officer ……… Cynthia Boyler
Registrar Vital Statistics …………… Cynthia Boyler
Registrar – Deputy ………………… Judith Slabyk
Supervisor’s Confidential Sec’ry …… Audrey Jones
Deputy Tax Collector ………………… Cynthia Boyler
Town Clerk Deputy full-time ……… Judith Slabyk
Part-time ……………… Susan Spicer
Water Superintendent ………………… Keith Hurtgam
Water Billing Clerk ………………… Judith Slabyk
Water Maintenance Clerk ……….. Janet Slack
CEO/ Zoning …………………………… Michael Hartman

Ayes: 5 Nays: 0.

ADOPTED

The Supervisor read the following salaries:
Assessor ………………………………… 52508.00
Bingo Inspector ………………………… 40.00/MO
Budget Officer ………………………… 5355.00
Building & Grounds ………………… 1928.00
Clerk Part Time ………………………… 11.80 -24.00/HR
Councilman …………………………… 6219.00 (4)
Court Clerk …………………………… 21.46/HR
Dog Control Officer ………………… 7999.00
Dog Control per Diem …………… 21.44/HR
Highway Superintendent ………….. 48966.00
Keith Hurtgam
Highway Supt. (Deputy) ……………… 2914.00
Highway Administrative Asst. ……… 48167.00
Historian ……………………………… 7177.00
Town Justice ........................................ 18650.00 (2)
Joanne Sullivan
Linda Ark
Registrar Vital Statistics ....................... 2544.00
Records Management Officer ................. 805.00
Supervisor ......................................... 18514.00
W. Ross Annable
Supervisor’s Confidential Sec’ry ............ 18.68/HR
Tax Collector ....................................... 8556.00
Katherine Hirner
Town Clerk .......................................... 48357.00
Cynthia S. Boyler
Town Clerk Deputy ................................. 15-22.59/HR
Water Superintendent ......................... 35789.00
Water Supt. ( Deputy) ......................... 2914.00***

RESOLUTION 2-2020
MOTION by Councilman Huntington, seconded by Councilman Hill to increase the salary of the position of Deputy Water Superintendent to $4914.00.
Ayes: Annable, Reed, Grant, Huntington, Hill   Nays: 0  CARRIED

***Amended salary of Deputy Water Superintendent - 4914.00

Water Billing Clerk.............................. 3614.00
Water Maintenance Clerk ...................... 6128.00
Zoning/Enforcement Officer .................. 13127.00
Following as per union schedule:
M.E.O. .............................................. 24.11 – 26.63/HR
M.E.O. – 2 ....................................... 27.63/HR
Truck Driver ..................................... 25.76/HR
Truck Driver – Step 2 ......................... 24.76
Auto Mechanic ................................... 24.11 – 26.63/HR
Laborer .............................................. 25.54/HR
Laborer – Step 2 ................................. 24.54/HR
MEO P/T .......................................... 11.80 – 26.63/HR
Auto Mechanic P/T .............................. 11.80– 26.63/HR
Truck Driver P/T ................................. 11.80 – 25.76 / HR
Laborer P/T ....................................... 11.80 – 25.54 / HR
Chairpersons ......................... 50.00/Meeting
Board Members ...................... 45.00/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 ......................... 11.80/HR
Election Machine Inspector & Custodian. 10.00 Per machine
Equipment Rates ..................... set at State Rates
Mileage ................................ .58 cents/mile, as per
                                  State rate.
Engineer designated by the Town/per Diem basis: Mark Seider

**RESOLUTION 3-2020**

**MOTION** by Councilman Reed, seconded by Councilman Grant to approve
the salaries and rates as read.

**Ayes:** 5  **Nays:** 0
ADOPTED

**RESOLUTION 4-2020**

**MOTION** by Councilman Huntington, seconded by Councilman Grant to
contract with Seaman & Norris LLP on a set rate of $25,200.00 per year, set
to be paid in monthly installments, and additional rate of $205.00/HR
outside of the normal contractual, with $100.00/HR for support staff

**Ayes:** 5  **Nays:** 0  ADOPTED

Attorney designated by the Town:
Seaman & Norris LLP ...................... $25,200.00

**RESOLUTION 5-2020**

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

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, Joseph Reed
Two alternating Councilman – David Hill & Clifford Grant
Holiday Schedule for Hourly Employees set as per attachment

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

Ayes: 5    Nays: 0        ADOPTED

**RESOLUTION 6-2020**
MOTION by Councilman Reed, seconded by Councilman Grant to file
Annual report with the State Comptroller March 01, 2020 in lieu of
February 01, 2020 with the Town Clerk.

Ayes: 5    Nays: 0        ADOPTED

**RESOLUTION 7-2020**
MOTION by Councilman Huntington, seconded by Councilman Grant to appoint Daniel Seaman, Brian Seaman and David Haylett as Town Prosecutors.

Ayes: 5    Nays: 0        ADOPTED

**RESOLUTION 8-2020**
MOTION by Councilman Grant, seconded by Councilman Huntington authorizing schooling for Elected and Appointed Officials, Water Superintendent, Code Enforcement Officer, Assessor and Dog Control Officers when school pertains to respective jobs.

Ayes: 5    Nays: 0        ADOPTED

**RESOLUTION 9-2020**
MOTION by Councilman Reed, seconded by Councilman Hill to approve the following boards and Chairpersons:
Zoning Board of Appeals

(5 year term)
Steve MacEvoy ............ 12/31/2023  Chairman
Vacant  ................... 12/31/2019
Clifford Johnston .......... 12/31/2022
Margaret Zaepfel ........... 12/31/2021
Cheryl Confer .......... 12/31/2020
Cynthia S. Boyler ........... 12/31/2020  Secretary
Board meets 4th Monday of month

Planning Board

(5 year term)
Robert Harris ............ 12/31/2020  Chairman
Margaret Darroch ........... 12/31/2023
Beverley Snell ............ 12/31/2022
Merle Snell ............ 12/31/2021
Robert Spencer ............ 12/31/2024  reappointed
Cynthia S. Boyler ........... 12/31/2020  Secretary
Board meets 3rd Thursday of month

Board of Ethics

Nathan Harris ............ 12/31/2024  reappointed
David Melius ............ 12/31/2023
Matthew Costello ........... 12/31/2021
Paula Dahlke ............ 12/31/2021

Board of Assessment Review

**Harvey Lyndacker ........... 09/30/2020- awaiting resignation
Darrin O’Shea ........... 09/30/2019**
**Patrick Ginavan ........... 09/30/2021- awaiting resignation
Todd Arnold ........... 09/30/2023
Jeanette Frazier ........... 09/30/2022

Hartland Recreation Committee

Theresa Bobzien  Secretary
Darin O’Shea  Chairman
Katherine Hirner
Audrey Jones
Board meets first Monday of March – November

Ayes: 5  Nays: 0  ADOPTED

**Truck Driver**
Scott Arnold
Gary Gorrow - PT

**MEO**
Christopher Jenks – will be retiring as of January 31, 2020. Supervisor Annable recognized and stated appreciation for his many years of service.

Derek Wagner

**MEO - 2**
Daniel Class
Michael Hill

**Mechanic**
Paul Hessel – PT

**Laborer – PT**
Chauncey McKee

**RESOLUTION 10-2020**
**OFFICIAL UNDERTAKING**
MOTION by Councilman Reed, seconded by Councilman Grant 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  Nays: 0  ADOPTED

**RESOLUTION 11-2020**
INVESTMENT POLICY
MOTION by Councilman Huntington, seconded by Councilman Reed to adopt the established Investment Policy dated 05/94 for the year 2020. All accounts are in interest bearing checking accounts or money market accounts.
Ayes: 5  Nays: 0  ADOPTED

RESOLUTION 12-2020
MOTION by Councilman Reed, seconded by Councilman Grant to authorize the Highway Superintendent to assist in a demolition at the request of the Fire Chief.
Ayes: 5  Nays: 0  ADOPTED

RESOLUTION 13-2020
MOTION by Councilman Hill, seconded by Councilman Grant to authorize the prepayment of utility bill, contracts and postage.
Ayes: 5  Nays: 0  ADOPTED

RESOLUTION 14-2020
CONTRACTS
MOTION by Councilman Reed, seconded by Councilman Huntington authorizing Supervisor to sign contracts Niagara County Community Action Program and Johnson Creek Senior Citizens.
Ayes: 5  Nays: 0  ADOPTED

RESOLUTION 15-2020
AUDIT TOWN BOOKS
Supervisor Ross Annable reported that all town books were audited at 6:00 p.m. this evening and found to be acceptable.
MOTION by Councilman Reed, seconded by Councilman Huntington to adopt the following resolution:
RESOLVED that the criminal and civil dockets of the Town Justice for 2019 having been duly examined with the monthly cash summary being viewed and the fines and fees have been turned over to the proper officials; that the 2019 records of the Code Enforcement Officer, the Town Clerk, the
Tax Collector and the Supervisor have also been duly examined with all monies distributed properly and turned over to the proper officials.

Ayes: 5   Nays: 0   ADOPTED

**RESOLUTION 16-2020**
**MOTION** by Councilman Reed, seconded by Councilman Huntington to authorize Department Heads to apply for grants of assistance as able.
Ayes: 5   Nays: 0   ADOPTED

**RESOLUTION 17-2020**
**MOTION** by Councilman Huntington, seconded by Councilman Hill to authorize Judith Slabyk to make banking transfers as needed.
Ayes: 5   Nays: 0   ADOPTED

**RESOLUTION 18-2020**
**MOTION** by Councilman Huntington, seconded by Councilman Hill 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 $502,000.00, 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   Nays: 0   ADOPTED

Returns Check Fee
**RESOLUTION 19-2020**
**MOTION** by Councilman Reed, seconded by Councilman Grant to set the fee for a returned check at $20.00.
Ayes: Annable, Reed, Grant, Huntington, Hill   Nays: 0   ADOPTED

The Supervisor read the following roster of appointments for the Hartland Volunteer Fire Company, 2020:

Fire Chief:  Bryan Ames
1st Assistant:  Paul Baughman
2\textsuperscript{nd} Assistant: John Cirello
3\textsuperscript{rd} Assistant: Joe Mahar
President: Carolyn Myers
Vice President: John Roessler
Secretary: James Minner
Treasurer: Kimberly Roessler

\textbf{MOTION} by Councilman Reed, seconded by Councilman Reed that since there is no further business to come before the board, the meeting be adjourned at 7:30 p.m.

Ayes: 5 Nays: 0
CARRIED

The next meeting date was set for Thursday, January 9, 2020 at 7:00 pm.

Respectfully submitted,

Cynthia S. Boyler
Town Clerk