

JANUARY 4, 2018

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.

Town Clerk, Cynthia S. Boyler administered the oath of office to newly elected Councilman, David Huntington, Joseph Reed, and David Hill as well as newly elected Justice Linda Ark prior to calling the meeting to order. It was noted that David Hill is filling the unexpired term for his father and former Councilman, Daniel Hill. It was exactly 2 years ago to the day, which Councilman Daniel Hill took his last oath of office. Mrs. Betty Hill and David’s wife, Carrie Hill held the Bible for the swearing in ceremony.

Members of the Board present:

- Supervisor: W. Ross Annable
- Councilman: Joseph Reed
David Hill
Clifford Grant
David Huntington
- Attorney: Brian Seaman
- Hwy /Water Supt: Keith Hurtgam
- Assessor/CEO: absent
- Attended by: Sign in sheet attached

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

Supervisor Annable read and called for authorization of the following:

RESOLUTION 1-2018

REORGANIZE

MOTION by Councilman Grant and seconded by Councilman Huntington 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	Christopher Jenks
Deputy Supervisor	Joseph Reed
Deputy Water Supt	Christopher Jenks
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
Registrar (sub)	vacant
Supervisor’s Confidential Sec’ry	Audrey Jones
Deputy Tax Collector	Cynthia Boyler
Town Clerk Deputy full-time	Judith Slabyk
Part-time	Katherine Hirner
Water Superintendent	Keith Hurtgam
Water Billing Clerk.....	Judith Slabyk
Water Maintenance Clerk.....	Janet Slack
Sub Town Clerk part-time	Katherine Hirner
CEO/ Zoning	Michael Hartman
Ayes: 5 Nays: 0.	
ADOPTED	

The Supervisor read the following salaries:

Assessor	50469.00
Bingo Inspector	40.00/MO
Budget Officer	5147.00
Building & Grounds	1853.00
Clerk Part Time	10.00-22.00/HR
Councilman	5977.00 (4)
Court Clerk	20.62/HR
Dog Control Officer	7688.00
Dog Control per Diem	20.60/HR
Highway Superintendent	47065.00
Keith Hurtgam	
Highway Supt. (Deputy)	2801.00
Highway Administrative Asst.....	46297.00

Historian	6898.00	
Town Justice	17925.00	(2)
Joanne Sullivan		
Linda Ark		
Registrar Vital Statistics	2445.00	
Records Management Officer	774.00	
Supervisor	17795.00	
W. Ross Annable		
Supervisor's Confidential Sec'ry	17.95/HR	
Tax Collector	8224.00	
Katherine Hirner		
Town Clerk	46479.00	
Cynthia S. Boyler		
Town Clerk Deputy	15-21.70/HR	
Water Superintendent	34399.00	
Water Supt. (Deputy)	2801.00	
Water Billing Clerk.....	3474.00	
Water Maintenance Clerk.....	5890.00	
Zoning/Enforcement Officer	12618.00	
Typist Part Time	10.00-22.00/HR	
<u>Following as per union schedule:</u>		
M.E.O.	25.60/HR	
M.E.O. – 2	26.60/HR	
Truck Driver	24.75/HR	
Auto Mechanic	25.60/HR	
Laborer	24.55/HR	
MEO P/T	10.00 – 25.60	
Auto Mechanic P/T	10.00 – 25.60	
Truck Driver P/T	10.00 – 24.75	
Laborer P/T	7.25 – 24.55	
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	11.00 per hour	
Election Machine Inspector & Custodian.	10.00 Per machine	

RESOLUTION 5-2018

MOTION by Councilman Huntington, seconded by Councilman Grant to file Annual report with the State Comptroller March 01, 2018 in lieu of February 01, 2018 with the Town Clerk.

Ayes: 5 Nays: 0
ADOPTED

RESOLUTION 6-2018

MOTION by Councilman Reed, seconded by Councilman Huntington to appoint Daniel Seaman, Brian Seaman and David Haylett as Town Prosecutors.

Ayes: 5 Nays: 0
ADOPTED

RESOLUTION 7-2018

MOTION by Councilman Grant, seconded by Councilman Reed 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 8-2018

MOTION by Councilman Hill, seconded by Councilman Grant to approve the following boards and Chairpersons:

Zoning Board of Appeals

(5 year term)

Steve MacEvoy.....	12/31/2018	Chairman
Richard Gerou.....	12/31/2019	
Clifford Johnston.....	12/31/2022	reappointed
Margaret Zaepfel.....	12/31/2021	
Cheryl Confer	12/31/2020	
Margaret Darroch.....	12/31/2018	Secretary
Board meets 4 th Monday of month		

Planning Board

(5 year term)

Robert Harris.....12/31/2020	Chairman
James Haight..... 12/31/2018	
Beverley Snell..... 12/31/2022	reappointed
Merle Snell..... 12/31/2021	
Robert Spencer 12/31/2019	
Margaret Darroch12/31/2018	Secretary
Board meets 3 rd Thursday of month	

Board of Ethics

Nathan Harris.....12/31/2020	
David Melius..... 12/31/2019	
Matthew Costello..... 12/31/2021	reappointed
Paula Dahlke.....12/31/2021	

Board of Assessment Review

Harvey Lyndacker.....09/30/2020	
Darrin O'Shea.....09/30/2019	
Patrick Ginavan.....09/30/2021	
Todd Arnold.....09/30/2018	reappointed
Jeanette Frazier09/30/2022	

Hartland Recreation Committee

Edwin McKee, Chairman
 Joan McKee
 Theresa Bobzien appointed
 Darin O'Shea
 Jan Nichols Secretary
 Board meets first Monday of March – November

Ayes: 5 Nays: 0 ADOPTED

Truck Driver

Scott Arnold
 Joseph Woodmancy
 Gary Gorrow - PT

MEO

Christopher Jenks

Daniel Class

Michael Hill

Mechanic

Paul Hessel - PT

RESOLUTION 9-2018
PROCUREMENT POLICY

MOTION by Councilman Reed, seconded by Councilman Hill that the board has reviewed the Procurement Policy and have made the following amendments:

Under Guideline 3 –

1. Shall increase the estimates for purchases greater than 7,500.00.
2. Shall increase the estimates for purchases greater than 7,500.00.
3. Shall increase the estimates for purchased greater than 2,000.00

Under Public Works Contracts –

1. Shall increase the estimates for purchases greater than 7,500.00.
2. Shall increase the estimates for purchases greater than 7,500.00.
3. At the discretion of the Purchaser increases to 2,000.00

Under Guideline 4 –

Increases from 5,000.00 to 7,500.00 for purchases or public works contracts.

Under Guideline 7-

- h. Goods purchased value increased to 2,000.00.
- i. Public Works Contracts increased to 2,000.00.

Public Works Contracts Procurement Policy Form-

A. Public Works Contracts only, which requires 3 quotes, anything greater than 5,000.00 has increased to 7,500.00.

B. Written or fax quotes, which require 2 quotes, anything less than 5,000.00 has increased to 7,500.00 and greater than has increased from 1,000.00 to 2,000.00.

Purchases –

2. Cost of fiscal year amount has increased for contracts less than 10,000.00 to 20,000.00.
4. A - Purchases only has increased from 10,000.00 to 20,000.00 and greater than amount has increased from 5,000.00 to 7,500.00.

B. N. B. Written or Fax quotes has increased from 5,000.00 to 7,500.00 and the greater than amount increased from 1,000.00 to 2,000.00.
Full policy is attached.

Ayes: 5 Nays: 0 ADOPTED

RESOLUTION 10-2018
OFFICIAL UNDERTAKING

MOTION by Councilman Huntington, 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 11-2018
INVESTMENT POLICY

MOTION by Councilman Reed, seconded by Councilman Hill to adopt the established Investment Policy dated 05/94 for the year 2018. All accounts are in interest bearing checking accounts or money market accounts.

Ayes: 5 Nays: 0 ADOPTED

RESOLUTION 12-2018

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 13-2018

MOTION by Councilman Reed, seconded by Councilman Grant to authorize the prepayment of utility bill, contracts and postage.

Ayes: 5 Nays: 0 ADOPTED

RESOLUTION 14-2018
CONTRACTS

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

Ayes: 5 Nays: 0
 ADOPTED

RESOLUTION 15-2018
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 Hill to adopt the following resolution:

RESOLVED that the criminal and civil dockets of the Town Justice for 2017 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 2017 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 16-2018

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

Ayes: 5 Nays: 0 ADOPTED

RESOLUTION 17-2018

MOTION by Councilman Hill, seconded by Councilman Reed to authorize Judith Slabyk to make banking transfers as needed.

Ayes: 5 Nays: 0 ADOPTED

RESOLUTION 18-2018

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 \$492,000.00 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

The Supervisor read the following roster of appointments for the Hartland Volunteer Fire Company, 2018:

Fire Chief:	Bryan Ames
1 st Assistant:	Jay Josey
2 nd Assistant:	Paul Baughman
3 rd Assistant:	John Cirello
President:	Michael Carnes
Vice President:	Paul Baughman
Secretary:	Bryan Ames –(temporary)
Treasurer:	Carolyn Myers

The next meeting date was set for Thursday, January 11, 2018 at 7:30 pm.

MOTION by Supervisor Huntington, seconded by Councilman Hill 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

Respectfully submitted,

Cynthia S. Boyler
Town Clerk

