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
<table>
<thead>
<tr>
<th>Position</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Historian</td>
<td>6898.00</td>
</tr>
<tr>
<td>Town Justice</td>
<td>17925.00</td>
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<tr>
<td>Joanne Sullivan</td>
<td></td>
</tr>
<tr>
<td>Linda Ark</td>
<td></td>
</tr>
<tr>
<td>Registrar Vital Statistics</td>
<td>2445.00</td>
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<tr>
<td>Records Management Officer</td>
<td>774.00</td>
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<td>Supervisor</td>
<td>17795.00</td>
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<tr>
<td>W. Ross Annable</td>
<td></td>
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<tr>
<td>Supervisor’s Confidential Sec’ry</td>
<td>17.95/HR</td>
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<tr>
<td>Tax Collector</td>
<td>8224.00</td>
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<tr>
<td>Katherine Hirner</td>
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<tr>
<td>Town Clerk</td>
<td>46479.00</td>
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<tr>
<td>Cynthia S. Boyler</td>
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<td>Town Clerk Deputy</td>
<td>15-21.70/HR</td>
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<tr>
<td>Water Superintendent</td>
<td>34399.00</td>
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<td>Water Supt. (Deputy)</td>
<td>2801.00</td>
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<tr>
<td>Water Billing Clerk</td>
<td>3474.00</td>
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<tr>
<td>Water Maintenance Clerk</td>
<td>5890.00</td>
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<tr>
<td>Zoning/Enforcement Officer</td>
<td>12618.00</td>
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<tr>
<td>Typist Part Time</td>
<td>10.00-22.00/HR</td>
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<tr>
<td>Following as per union schedule:</td>
<td></td>
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<tr>
<td>M.E.O.</td>
<td>25.60/HR</td>
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<tr>
<td>M.E.O. – 2</td>
<td>26.60/HR</td>
</tr>
<tr>
<td>Truck Driver</td>
<td>24.75/HR</td>
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<tr>
<td>Auto Mechanic</td>
<td>25.60/HR</td>
</tr>
<tr>
<td>Laborer</td>
<td>24.55/HR</td>
</tr>
<tr>
<td>MEO P/T</td>
<td>10.00 – 25.60</td>
</tr>
<tr>
<td>Auto Mechanic P/T</td>
<td>10.00 – 25.60</td>
</tr>
<tr>
<td>Truck Driver P/T</td>
<td>10.00 – 24.75</td>
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<tr>
<td>Laborer P/T</td>
<td>7.25 – 24.55</td>
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<td>Chairpersons</td>
<td>50.00/Meeting</td>
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<tr>
<td>Board Members</td>
<td>45.00/Meeting</td>
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<tr>
<td>Sec’y of boards</td>
<td>60.00/Meeting</td>
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<tr>
<td>Board Assessment/ Review</td>
<td>125.00</td>
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<td></td>
<td>150.00 CH</td>
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<tr>
<td>Summer Rec. Director</td>
<td>1600.00</td>
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<tr>
<td>Asst. Director</td>
<td>1300.00</td>
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<tr>
<td>Leader</td>
<td>11.00 per hour</td>
</tr>
<tr>
<td>Election Machine Inspector &amp; Custodian</td>
<td>10.00 Per machine</td>
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</tbody>
</table>
Equipment Rates ................................ set at State Rates
Mileage ............................................. .54.5 cents/mile
Engineer designated by the Town/per Diem basis: Mark Seider

RESOLUTION 2-2018
MOTION by Councilman Huntington, seconded by Councilman Hill to approve the salaries and rates as read.

Ayes: 5 Nays: 0
ADOPTED

RESOLUTION 3-2018
MOTION by Councilman Grant, seconded by Councilman Hill to contract with Seaman & Norris LLP on a set rate of $24,000.00 per year, set to be paid in monthly installments, and additional rate of $195.00/HR outside of the normal contractual, with $90.00/HR for support staff

Ayes: 5 Nays: 0 ADOPTED

Attorney designated by the Town:
Seaman & Norris LLP ......................... $24,000.00

RESOLUTION 4-2018
MOTION by Councilman Grant, seconded by Councilman Huntington 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 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 4th 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 Darroch ………..12/31/2018  Secretary
Board meets 3rd 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 Frazier ………….09/30/2022

**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
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
1st Assistant:  Jay Josey
2nd Assistant:  Paul Baughman
3rd 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