

# TOWN OF CAMBRIA RE-ORGANIZATIONAL MEETING

JANUARY 10, 2019

1. **Town Board Meeting** 2nd Thursday of each month at 7 PM at the Town Hall;  
Work meeting as scheduled
2. **Planning Board Meeting** 3rd Monday of each month at 7 PM at the Town Hall; Exceptions due to  
conflicts relating to certain holidays:
3. **Zoning Board Meeting** 4th Monday of each month at 7 PM at the Town Hall: Exceptions due to  
conflicts relating to certain holidays:
4. **Newspaper Publications** Authorize advertising in Union Sun & Journal or Niagara Gazette, as needed
5. **Official Banks** KeyBank (Sanborn/Cambria) for Town Justices  
M & T Bank (Lockport) for all other departments
6. **Authorize Supervisor to invest money in accordance with the Investment Policy as reviewed  
and approved**
7. **Approve 2019 Fee Schedule**
8. **Approve Personnel Policies and Benefits Schedule, Delete CSC Position No. 00006646,  
Motor Equipment Operator.**
9. **Authorize Department Heads and Elected Officials and/or their designees to attend monthly and  
regional association meetings / training schools as scheduled.**

## 10. APPOINTMENTS:

<b>Assessment Review Board</b>	Accept resignation of Krista Howland as she no longer is a Town of Cambria Resident
<b>Buildings-Grounds Maintenance Manager</b>	Jon T. MacSwan, one-year term
<b>Cambria Housing Authority</b>	
<b>Cemetery Superintendent</b>	Jon T. MacSwan, one-year term
<b>Cemetery Supt. Assistant</b>	Steven M. Kroening, one-year term
<b>Computer Tech. Committee</b>	Matthew P. Foe, one-year term Lynn J. Schlemmer, one-year term
<b>Drainage Committee</b>	Matthew P. Foe, one-year term Joseph Ohol, one-year term Steven M. Kroening, one-year term Jon T. MacSwan, one-year term
<b>Ethics Board</b>	Tamara J. Cooper Three-year term expiring 12/31/21
<b>Highway Foreman</b>	Steven M. Kroening, one-year term

<b>Justice Court Clerks</b>	Joy W. Caldwell, one-year term M. Sandra Jowdy, one-year term
<b>Planning Board Chairman</b>	William J. Amacher, one-year term
<b>Planning Board Member</b>	Gerald E. Kroening Five-year term expiring, 12/31/23
<b>Planning Board Alternate</b>	Michael Sieczkowski, one year term
<b>Records Management Officer</b>	Tamara J. Cooper, one-year term
<b>Water-Sewer Department Manager</b>	Jon T. MacSwan, one-year term
<b>Water-Sewer Department Foreman</b>	Daniel S. Shoop, one-year term
<b>Zoning Board of Appeals Chairman</b>	Peter A. Smith, one-year term
<b>Zoning Board of Appeals Member</b>	Harmony Retzlaff-Hurtgam, Five-year term expiring, 12/31/23
<b>Zoning Board Alternate</b>	Cheryl L. Shoop, one-year term

**11. Approve the 2019 Town of Cambria Volunteer Firemen’s Service Award point system for Cambria and Pekin Fire Companies**

**12. Authorize Supervisor to sign and pay contracts/agreements as follows:**

Cambria Housing Authority	10,000.00
Dale Association	5,000.00
Friendship Club	1,000.00
Inter-Community Services	250.00
Niagara Community Action Program	2,500.00
Niagara Military Affairs Council (NIMAC)	1,500.00
Ransomville Library	4,065.00
S P C A of Niagara County	10,224.00
Sanborn-Pekin Library	35,000.00
Sanborn Post 969 - American Legion	500.00
Sanbornites	4,000.00
Union Cemetery of Northeast Cambria	1,000.00

**13. Authorize Supervisor to pay all utilities, refuse, medical insurance, authorized payroll deductions, charge account invoices and postage as billed**

**14. Designation of C. W. Baker Insurance Agency, Inc. as Agent for Town Insurance**

**15. Authorize Supervisor to hire Engineer and Attorney as needed**

**16. Authorize rate of pay (annual) for Town Employees-Officers as follows:**

Administrative Assistant	60,755.00	Historian	3,575.00
Assessor	44,475.00	Historian - Deputy	1,430.00
Budget Officer	3,160.00	Records Management Officer	1,965.00
Building Inspector	27,850.00	Recreation Director	35,000.00

Building/Grounds Manager	2,935.00	Registrar Vital Stats	1,160.00
Cemetery Superintendent - Assistant	1,989.00	Registrar Vital Stats - Deputy	610.00
Foreman - Highway	1,446.16	Sewer-Water Manager	1,973.00
Foreman - Sewer - Water	3,936.48	Tax Collector - Deputy	1,560.00
		Town Clerk - Deputy I	37,338.00

**17. Authorize pay rates for Town Employees as follows:**

Department	Position	Full Time per hour	Seasonal per hour
<b>Highway</b>	Laborer	-----	11.10
	Mechanic	24.96	-----
	Truck Driver	N/A	11.50 to 12.00
	Motor Equipment Operator	24.96	-----
<b>Water - Sewer</b>	Laborer	14.00	11.10
	Maintenance - Sewer	24.96	-----
	Maintenance -Water	24.96	-----

- |     |                                       |        |                          |
|-----|---------------------------------------|--------|--------------------------|
| 18. | Elections - Voting Machine Inspectors | 20.00  | per machine/per occasion |
| 19. | Assessment Review Board - Member      | 105.00 | first day                |
|     |                                       | 85.00  | additional day(s)        |
|     | - Secretary                           | 13.57  | per hour                 |
| 20. | Planning Board - Chairman             | 110.00 | meeting                  |
|     | - Member                              | 72.00  | meeting                  |
|     | - Alternate                           | 30.00  | meeting                  |
| 21. | Zoning Board - Chairman               | 110.00 | meeting                  |
|     | - Member                              | 72.00  | meeting                  |
|     | - Alternate                           | 30.00  | meeting                  |
| 22. | Executive Secretary                   | 19.20  | per hour                 |
| 23. | Groundsperson I                       | 11.95  | per hour                 |
| 24. | Groundsperson II                      | 11.45  | per hour                 |
| 25. | Highway Clerk                         | 15.00  | per hour                 |
| 26. | Justice Clerk                         | 19.10  | per hour                 |
| 27. | Justice Court Officers                | 21.00  | per hour                 |
| 28. | Laborer - Buildings                   | 14.30  | per hour                 |
| 29. | Laborer - Town Park                   | 11.10  | per hour                 |
| 30. | Real Property Appraisal Aide          | 15.85  | per hour                 |
| 31. | Town Clerk - Deputy II                | 15.25  | per hour                 |
| 32. | Water Clerk                           | 15.85  | per hour                 |

**33. Payroll Schedule:**

- *General, Highway, Water, Sewer, Drainage and Summer Recreation are paid bi-weekly.*
- *Monthly positions are processed with the last bi-weekly pay of the month.*

34. Terms specified for one year will expire 12/31/2019.

1/10/19-Is