

TOWN OF CAMBRIA TOWN BOARD

JANUARY 11, 2007

The regular meeting of the Town of Cambria Town Board was held on the 11th day of January 2007 at 8:00 PM at the Town Hall, 4160 Upper Mountain Rd., Town of Cambria, NY

BOARD MEMBERS PRESENT:

Wright H. Ellis, Supervisor
Robert E. Blackman, Councilman
George J. Bush, Councilman
Matthew P. Foe, Councilman
Debra L. Kroening, Councilwoman

ALSO PRESENT:

Jon T. MacSwan, Highway Superintendent
Lou Ann Murawski, Town Clerk
R. Klavoon, Wendel Duchscherer
Bill Wolcott, Union Sun & Journal
Three interested individuals

Following salute to the flag, Supervisor Ellis called the meeting to order.

APPROVAL OF MINUTES

Upon a motion duly made by Councilwoman Kroening and seconded by Councilman Foe, it was resolved that the Minutes of the December 14, 2006 Town Board meeting be approved as presented.

Ayes: Blackman, Bush, Ellis, Foe, Kroening -Motion Carried-

APPROVAL OF VOUCHERS

Having been reviewed by the Town Board, the following claims were presented for payment:

Drainage Fund	Claim 1	\$ 1,669.45
General Fund	Claims 1 – 27	\$77,737.98
Highway Fund	Claims 1 – 9	\$73,536.19
Refuse Fund	Claims 1 – 2	\$28,529.04
Sewer Operating Fund	Claims 1 – 2	\$ 194.83
Trust Agency Fund	Claim 1	\$ 3,921.29
Water Operating Fund	Claims 1 – 8	\$40,306.75

Upon a motion duly made by Councilman Blackman and seconded by Councilwoman Kroening, it was resolved that the abstract of audited vouchers be approved for payment as presented.

Ayes: Blackman, Bush, Ellis, Foe, Kroening -Motion Carried-

RE-ORGANIZATIONAL APPOINTMENTS

The following re-organizational appointments, salary schedules, designations, contract authorizations numbered 1-32 were presented for the Board's consideration:

- 1. Town Board Meeting** 2nd Thursday of each month at 8 PM at the Town Hall
- 2. Planning Board Meeting** 3rd Monday of each month at 8 PM at the Town Hall
- 3. Zoning Board Meeting** 4th Monday of each month at 8 PM at the Town Hall
- 4. Official Newspaper** Union Sun & Journal
Niagara Gazette - notices placed for convenience of residents
- 5. Official Banks** HSBC, Bank USA (Sanborn/Cambria) for Supervisor, Town Clerk, Building Inspector, Town Justices;
M & T Bank (Lockport) for Supervisor
First Niagara Commercial Bank (Ransomville) for Supervisor,
Tax Collector
- 6. Authorize Supervisor to invest money in accordance with the Investment Policy as reviewed and approved**
- 7. Mileage for Official Town Business** 48.5 cents/mile

**TOWN OF CAMBRIA TOWN BOARD
JANUARY 11, 2007 PAGE TWO**

8. Returned Check Fee \$20.00

9. APPOINTMENTS:

Building Inspector	Clifford E. Burch, one year term
Building Inspector, Deputy	Donald P. Lane, one year term
Cambria Housing Authority	Rae Amacher, five year term to expire 4/18/2012
Computer Tech. Committee	Matthew P. Foe Lynn J. Schlemmer
Constable	Richard M. Dalton, Sr., one year term
Drainage Committee	Robert E. Blackman, one year term Matthew P. Foe, one year term Steven M. Kroening, one year term Jon T. MacSwan, one year term
Ethics Board	Marlene Horvath, three year term to expire 12/31/2009
Highway Clerk	Heather L. Blasius, (provisional)
Historian	Deborah Jagow-Wynes
Justice Clerks	Joy W. Caldwell, one year term M. Sandra Jowdy, one year term
Planning Board	William J. Amacher, Chairman - one year term William J. Amacher, five year term to expire 12/31/2011 Norman Human, one year term to expire 12/31/2007 Gerardo R. Buzzeo, Alternate - one year term to expire 12/31/2007 Douglas H. Mawhiney, Alternate – one year term to expire 12/31/2007
Records Mgt. Officer	Lou Ann Murawski, one year term
Recreation Program Committee	Howard Morgan - five year term to expire 12/31/2011
Recreation Director	Sally J. Marotta-Reed, one year term to expire 12/31/2007
Baseball Director	David Austin, one year term to expire 12/31/2007
Records Advisory Board	Deborah Jagow-Wynes
Registrar Vital Stats Deputy	Tamara J. Cooper, one year term
Secretary, Planning and Zoning Board of Appeals	Marjorie E. Meahl - one year term
Supervisor, Deputy	George J. Bush
Tax Collector, Deputy	Rachel A. Kroening, one year term
Town Clerk, 1st Deputy	Tamara J. Cooper
Town Clerk, 2nd Deputy	Paula N. Jones
Water Typist(s)	Suzanne G. Pude, one year term Debra A. Littere, one year term
Zoning Board of Appeals	Joseph Ohol, Chairman - one year term to expire 12/31/2007 John Reardon, five year term to expire 12/31/2011 Norman Allen, Alternate, one year term to expire 12/31/2007

10. Approve the 2007 Town of Cambria Volunteer Firemen's Service Award point system for Cambria and Pekin Fire Companies

**TOWN OF CAMBRIA TOWN BOARD
JANUARY 11, 2007 PAGE THREE**

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

Cambria Housing Authority	10,000.00
Dale Association	4,100.00
Friendship Club	850.00
Niagara Community Action Program	2,500.00
Ransomville Library	3,100.00
Sanborn-Pekin Library	27,000.00
Sanborn Post 969 - American Legion	650.00
Sanbornites	3,050.00

12. Authorize Supervisor to pay all utilities, refuse, medical insurance, and charge card invoices as billed monthly

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

14. Authorize Supervisor to hire Engineer and Attorney as needed

15. Authorize rate of pay (annual) for Town officials as follows:

Assessor	31,940.00	Highway Foreman	1,100.00
Assistant Cemetery Superintendent	1,500.00	Historian	3,400.00
Baseball Director	2,200.00	Records Management Officer	1,545.00
Budget Officer	2,370.00	Recreation Director	3,000.00
Building Inspector	12,500.00	Registrar Vital Stats	600.00
Building Inspector – Deputy	8,300.00	Registrar Vital Stats - Deputy	400.00
Building/Grounds Manager	2,000.00	Sewer Foreman	500.00
Confidential Secretary	43,800.00	Water Foreman	2,500.00
Groundsperson	2,000.00	Sewer-Water Manager	1,500.00

16. Authorize pay rates for Town Employees as follows:

Department	Position	Full Time per hour	Part Time per hour
Highway	Laborer	7.15 to 10.20	7.15 to 9.00
	Mechanic	18.20	-----
	Truck Driver	N/A	9.00 to 11.00
	Motor Equipment Operator	18.20	-----
Water – Sewer	Laborer	7.15 to 10.20	7.15 to 9.00
	Maintenance - Sewer	18.20	-----
	Maintenance -Water	18.20	-----

	Chairman	Member per meeting	Secretary per hour
17. Planning Board	80.00 per meeting	55.00	13.35
18. Zoning Board of Appeals	80.00 per meeting	55.00	13.35
19. Recreation Committee	35.00 per meeting	30.00	
20. Elections – Voting Machine Inspectors	\$10 per machine	per occasion	

TOWN OF CAMBRIA TOWN BOARD
JANUARY 11, 2007 PAGE FOUR

21.	Assessment Review Board Members	\$65.00 first day; \$55.00 ea. additional day
22.	Highway Clerk	\$11.25 per hour
23.	Justice Clerk	14.10 per hour
24.	Tax Collector - Deputy	9.50 per hour
25.	Town Clerk - Deputy I	13.25 per hour
26.	Town Clerk - Deputy II	10.00 per hour
27.	Building - Janitorial (part time)	10.75 per hour
28.	Building - Grounds Maintenance (part time)	9.40 per hour
29.	Real Property Appraisal Technician Trainee	15.80 per hour
30.	Water Typist I	12.50 per hour
31.	Water Typist II	11.00 per hour

32.. **Payroll Schedule:** Highway, Water, Sewer, Drainage and Summer Recreation are paid bi-weekly.

*Monthly positions are processed with the last bi-weekly pay of the month.
Note: Registrar of Vital Stats (General) position is paid annually.*

Supervisor Ellis explained that, as a matter of procedure to set up the expiration dates for the members of the Planning Board, William Amacher submitted his letter of resignation as a member of the Planning Board effective 12/31/06, which created a vacancy for a term to expire 12/31/2007. Norman Human will fill the term created by the vacancy and William Amacher will be appointed to a five-year term on the Planning Board as outlined in the re-organizational appointment schedule.

Upon a motion duly made by Councilman Bush and seconded by Councilman Foe, it was resolved to accept the letter of resignation submitted by William Amacher as a member of the Planning Board effective 12/31/2006.

Ayes: Blackman, Bush, Ellis, Foe, Kroening -Motion Carried-

Upon a motion duly made by Councilman Bush and seconded by Councilwoman Kroening, it was resolved to approve the re-organizational appointments, designations, salary schedules and contract authorizations numbered 1 – 32.

Ayes: Blackman, Bush, Ellis, Foe, Kroening -Motion Carried-

FORMER BUSINESS

- **NATURE TRAIL GRANT** – Supervisor Ellis indicated the Town is still working closely with NYSDEC to resolve any concerns related to the Phase I Improvements. The next step is to coordinate lead agency status for the project.
- **WILLOW CREEK SUBDIVISION** – Robert Klavoon indicated his office has been in contact with NYSDEC with regards to their concerns about the project's drainage. A meeting is planned with all concerned parties within the next few weeks to discuss the matter. Information will be presented to the Town Board at the February meeting.

CONCERNS OF CITIZENS

There was no one present desiring to be heard on any particular matter.

TOWN CLERK REPORTS

The Town Clerk reported receipt of the following communications:

- **2007 Membership Rosters for Cambria Volunteer Fire Company and Pekin Fire Company** were filed with the Town Clerk's office.

Upon a motion duly made by Councilwoman Kroening and seconded by Councilman Blackman, it was resolved to approve the 2007 membership rosters as submitted by the Cambria Volunteer Fire Company and Pekin Fire Company.

Ayes: Blackman, Bush, Ellis, Foe, Kroening -Motion Carried-

- **Diller/Lockport Road Intersection** – A letter was received from the Niagara County Department of Public Works acknowledging receipt of the letter/petition for the installation of a traffic signal at the intersection of Lockport Rd. and Townline-Diller Roads. The letter suggests that, as an interim measure, the Town Board approve a speed study to possibly reduce the current 55 mph limit to 50 or 45 mph. Mr. Tracey's letter also indicates that Niagara County does not own or maintain any traffic signals. All costs associated with signal installation and maintenance would be borne by the local municipality requesting the signal.

Upon a motion duly made by Councilman Foe and seconded by Councilwoman Kroening, it was resolved to request the NYSDOT to conduct a speed limit study at the intersection of Lockport Road and Diller Road.

Ayes: Blackman, Bush, Ellis, Foe, Kroening -Motion Carried-

- **NCCC Driveway Intersection at Route 31** – A letter was received from NYSDOT relative to the request to install a three-color traffic signal on Route 31 at the intersection of the driveway to Niagara County Community College. Analysis of the accident data supplied by the Niagara County Sheriff Department and NYS Police did not reveal significant accident patterns that would be correctable by the installation of a three-color signal and the on-site investigations did not reveal any operational problems at this intersection. Based on their analysis, they have determined that a three-color signal is not needed at this time.
- **Building Inspector Report, December 2006** – Total receipts: \$130.00
Total estimated value of construction cost: \$9,200.00
- **Niagara County SPCA Report, December 2006** – 12 Animal Contacts

HIGHWAY SUPERINTENDENT REPORTS

The Highway Superintendent reported on the following matters:

Culvert and Floodplain Development Permit Application

Mr. MacSwan indicated the Engineers, along with members of the Highway Department and Building Department, met with regards to culvert installations located in an existing creek/stream, floodplain or floodway. A culvert/floodplain application form has been developed for culverts proposed to be installed in a floodplain area. The recommended permit fee is \$500.00.

Upon a motion duly made by Councilwoman Kroening and seconded by Councilman Bush, it was resolved to adopt the Culvert and Floodplain Development Permit Application and to further establish the permit fee for such application at \$500.00.

Ayes: Blackman, Bush, Ellis, Foe, Kroening -Motion Carried-

Bid for One - Ton Truck Chassis and Dump Box

Upon a motion duly made by Councilman Bush and seconded by Councilman Blackman, it was resolved to authorize the Town Clerk to advertise on behalf of the Highway Superintendent for one new and unused One-Ton Truck Chassis with Dump Box. Bid opening to be January 26th at 10 AM.

Ayes: Blackman, Bush, Ellis, Foe, Kroening -Motion Carried-

**TOWN OF CAMBRIA TOWN BOARD
JANUARY 11, 2007 PAGE SEVEN**

Purchase of Safety Jackets

Mr. MacSwan recommended the purchase of safety jackets and pants from Dival Safety at a cost of approximately \$2,500 which would suit all of the full-time employees.

Upon a motion duly made by Councilwoman Kroening and seconded by Councilman Blackman, it was resolved to authorize the purchase of safety jackets and pants from Dival Safety for nine full-time employees at a cost not to exceed \$2,500.00.

Ayes: Blackman, Bush, Ellis, Foe, Kroening -Motion Carried-

Preparation of Specifications for purchase of 2 x 4 Pick Up for Water Department

Mr. MacSwan requested authorization to prepare specifications for a 2 x 4 Pick Up Truck for the Water Department.

WATER CONFERENCE ATTENDANCE

Upon a motion duly made by Councilman Foe and seconded by Councilwoman Kroening, it was resolved to authorize the attendance of Water and Sewer Department employees at the Western New York Water Conference to be held on February 7th at Batavia, NY at a cost of \$20.00 per person.

Ayes: Blackman, Bush, Ellis, Foe, Kroening -Motion Carried-

STANDARDIZE PURCHASE OF WATER METERS

The following resolution was presented for the Board's consideration

WHEREAS, the Water Department of the Town of Cambria has recommended purchase of Automatic Meter Reading (AMR) Water Meters and related equipment; and

WHEREAS, the Town has considered standardization of this equipment to maintain efficiency and compatibility both at present and in the future of Town water measuring systems; and

WHEREAS, for that purpose and on recommendation of its Water Department it is determined Badger Meter, Inc. water meters pre-wired to integral Orion Data Profile Pit Transmitters will be the most efficient and economical system available.

NOW, THEREFORE, it is RESOLVED that for reasons stated herein, the Town will standardize purchase of water meters (AMR) and ancillary equipment to Badger Meter, Inc., pre-wired to integral Orion Data Profile Pit Transmitters and related equipment.

Upon a motion duly made by Councilman Bush and seconded by Councilman Foe, it was resolved to approve the resolution to standardize purchase of water meters.

Ayes: Blackman, Bush, Ellis, Foe, Kroening -Motion Carried-

AUTHORIZE ADVERTISING FOR BIDS – AUTOMATIC METER READING SYSTEM AND WATER METER PURCHASE CONTRACT NO. 22

Upon a motion duly made by Councilman Foe and seconded by Councilman Bush, it was resolved to authorize the advertising for bids for the purchase of water meters and automatic meter reading system with bid opening to be on February 2, 2007 at 11:00 AM.

Ayes: Blackman, Bush, Ellis, Foe, Kroening -Motion Carried-

ATTORNEY REPORTS

Attorney Shoemaker reported that Attorney Brandt has received a consent agreement from PERB relating to the Teamsters Union representing the Town of Cambria Highway, Water and Sewer Employees. All of the full-time employees have signed the consent form and have requested the representation by Local 264. Attorney Brandt has signed the acceptance form which initiates the process.

2008 BICENTENNIAL COMMITTEE

Councilman Bush indicated the Committee intends to order samples of merchandise to be sold through the Historical Society. Also, a letter has been sent to the President of the United States requesting a formal Proclamation from his office recognizing the Town of Cambria's Bicentennial. He indicated the Committee is also checking into the availability of the grounds at Niagara County Community College to hold a weekend Bicentennial event. Available dates will be discussed at their next meeting.

2007 ASSOCIATION OF TOWNS MEETING

Upon a motion duly made by Councilman Bush and seconded by Councilman Blackman, it was resolved to appoint Debra L. Kroening as the Delegate to represent the Town of Cambria at the 2007 Association of Towns Meeting to be held in New York City.

Ayes: Blackman, Bush, Ellis, Foe, Kroening -Motion Carried-

PERSONNEL POLICY REVISIONS – BENEFITS FOR PART-TIME EMPLOYEES

The following revisions to the Personnel Policy were presented for the Board's consideration:

S. PART-TIME BENEFITS

Effective January 1, 2007, partial benefits will be made available to those qualified part-time individuals based upon the following:

Clerical positions only; part-time is considered a minimum of 20 hours with a maximum of 39 hours per week; twelve month employment. No overtime. Employee cannot bank unused personal time – use within the applicable calendar year or lose it. Earned vacation time will be handled in accordance with the same terms set forth for full-time employees. See paragraph E, specifically sub paragraph c and d.

Benefits are 50% of full-time employees based upon the following schedule:

Vacation:

Years of Service	Number of Hours
1 – 4 years	40 hours
5 – 9 years	50 hours
10 – 14 years	60 hours
15 – 19 years	80 hours
Over 20 years	100 hours

Holidays:

Same holidays as listed for full-time employee, except paid at a rate of four (4) hours per day.

Personal Time – Sick Days:

Part-time employees will receive (12) four (4) hour days per year accrued at the rate of one (1) per month.

Bereavement Leave:

Same stipulations as described in paragraph N for full-time employees, except reimbursement is at the rate of four (4) hours per day; maximum of sixteen (16) hours for four days.

Upon a motion duly made by Councilwoman Kroening and seconded by Councilman Bush, it was resolved to approve the revisions to the Personnel Policy, providing benefits for part-time employees as presented.

Ayes: Blackman, Bush, Ellis, Foe, Kroening -Motion Carried-

**TOWN OF CAMBRIA TOWN BOARD
JANUARY 11, 2007 PAGE NINE**

ADDITIONAL MATTERS

Supervisor Ellis indicated the auditors have begun the annual audit and will be return during the week of February 12th to finish.

ADJOURNMENT

As there was no further business, the meeting was adjourned at 8:40 PM by motion made by Councilman Foe and seconded by Councilwoman Kroening .

Respectfully submitted,

Lou Ann Murawski, Town Clerk