

**TOWN OF CAMBRIA TOWN BOARD
JANUARY 14, 2010 PAGE TWO**

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. APPOINTMENTS:

Assessment Review Board Member	Krista Howland, expiring 9/30/2014
Buildings/Grounds Maintenance Manager	Jon T. MacSwan, one-year term
Building Inspector	Clifford E. Burch, one-year term
Building Inspector, Deputy	Donald P. Lane, one-year term
Cemetery Superintendent	Jon T. MacSwan, one-year term
Cemetery Supt. Assistant	Steven Kroening, one-year term
Computer Tech. Committee	Matthew P. Foe, one-year term Lynn J. Schlemmer, one-year term
Constable	Richard M. Dalton, Sr., one-year term
Drainage Committee	Robert E. Blackman, one-year term Joseph Ohol, one-year term Steven M. Kroening, one-year term Jon T. MacSwan, one-year term
Ethics Board	Marlene Horvath, three-year term to expire 12/31/2012
Highway Foreman	Steven Kroening, one-year term
Justice Clerks	Joy W. Caldwell, one-year term M. Sandra Jowdy, one-year term
Planning Board	William J. Amacher, Chairman – one-year term Douglas H. Mawhiney, five-year term to expire 12/31/2014 Roger Schreader, Sr., Alternate – one-year term
Planning Board Secretary	Marjorie E. Meahl – one year term
Records Mgt. Officer	Lou Ann Murawski, one-year term
Registrar of Vital Statistics	Lou Ann Murawski, four-year term to expire 12/31/2013
Baseball Director	Rodney Hogg, one-year term
Recreation Director	Sally Marotta-Reed
Water/Sewer Dept. Manager	Jon T. MacSwan, one-year term
Water/Sewer Dept. Foreman	Randall Shoop, one-year term
Water Department Typist	Suzanne G. Pude, one-year term
Water Dept. Acct. Clerk Typist	Donna L. Antoncich

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Zoning Board of Appeals

John Reardon, Chairman – one-year term
 Michael Bechtel, four-year term to expire
 12/31/2013 (unexpired term N. Allen)
 Teresa Kroening, five-year term to expire
 12/31/2014

Zoning Board Secretary

Marjorie E. Meahl, one-year term

8. Approve the 2010 Town of Cambria Volunteer Firemen’s Service Award point system for Cambria and Pekin Fire Companies

9. Approve the Town of Cambria Personnel Policy for 2010

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

Cambria Housing Authority	10,000.00
Dale Association	5,000.00
Friendship Club	950.00
Niagara Community Action Program	2,500.00
Ransomville Library	3,400.00
Sanborn-Pekin Library	29,500.00
Sanborn Post 969 - American Legion	750.00
Sanbornites	4,000.00

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

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

13. Authorize Supervisor to hire Engineer and Attorney as needed

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

Administrative Assistant	48,540.00	Historian	3,735.00
Assessor	40,000.00	Records Management Officer	1,700.00
Baseball Director	3,000.00	Recreation Director	4,000.00
Budget Officer	2,610.00	Registrar Vital Stats	1,000.00
Building Inspector	13,735.00	Registrar Vital Stats - Deputy	500.00
Building Inspector - Deputy	9,125.00	Sewer Foreman	550.00
Building/Grounds Manager	2,485.00	Sewer-Water Manager	1,655.00
Cemetery Superintendent - Assistant	1,648.00	Tax Collector - Deputy	1,285.00
Highway Foreman	1,210.00	Town Clerk - Deputy I	31,650.00
		Water Foreman	2,745.00

15. Authorize pay rates for Town Employees as follows:

Department	Position	Full Time per hour	Part Time per hour
Highway	Laborer	7.50 to 10.20	7.50 to 9.00
	Mechanic	20.89	-----
	Truck Driver	N/A	9.00 to 11.00
	Motor Equipment Operator	20.89	-----
Water – Sewer	Laborer	7.50 to 10.20	7.50 to 9.00
	Maintenance - Sewer	20.89	-----
	Maintenance -Water	20.89	-----

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	Secretary per hour	
16. Planning Board	14.75	
17. Zoning Board of Appeals	14.75	
18. Elections		Voting Machine Inspectors \$10 per machine per occasion
19. Justice Court Officers	17.10	per hour
20. Assessor Information Clerk	12.80	per hour
21. Highway Clerk	13.05	per hour
22. Justice Clerk	15.55	per hour
23. Town Clerk - Deputy II	12.30	per hour
24. Building - Groundsperson (part time)	8.30	per hour
25. Water Typist I	14.50	per hour
26. Water Account Clerk Typist	12.50	per hour
27. 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.*

Terms specified for one year expire 12/31/2010

Upon a motion duly made by Councilman Bush and seconded by Councilman Ohol, it was resolved to approve the reorganization resolutions, appointments, designations, salary schedules and contract authorizations numbered 1 – 27.

Ayes: Blackman, Bush, Ellis, Ohol, Roberts ~Motion Carried~

Pay Schedule for the Zoning Board of Appeals, Planning Board, Recreation Committee and Board of Assessment Review

Zoning Board of Appeals	\$57/meeting for members and alternates \$82/meeting for Chairman
Planning Board	\$55/meeting for members and alternates \$80/meeting for Chairman
Recreation Committee	\$30/meeting for member \$35/meeting for Chairman
Board of Assessment Review	\$95 for the first day, \$85 for each additional day

Upon a motion duly made by Councilman Blackman and seconded by Councilman Roberts, it was resolved to approve the pay schedule for the Zoning Board of Appeals, Planning Board, Recreation Committee and Board of Assessment Review.

Ayes: Blackman, Bush, Ellis, Ohol, Roberts ~Motion Carried~

SUPERVISOR/TOWN CLERK/TAX COLLECTOR APPOINTMENTS

Supervisor Ellis announced the following appointments:

- ❑ George J. Bush – Deputy Supervisor
- ❑ Deborah Jagow-Wynes – Town Historian
- ❑ Town Board Liaison – George J. Bush, Planning Board; Robert E. Blackman, Zoning Board of Appeals; Randy M. Roberts, Recreation Committee; Joseph Ohol, Highway, Water/Sewer Departments

Town Clerk Lou Ann Murawski announced the following appointments

- ❑ Tamara J. Cooper – Deputy Town Clerk I/Deputy Registrar of Vital Statistics
- ❑ Paula N. Jones – Deputy Town Clerk II/Sub-registrar of Vital Statistics

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Tax Collector Debra Littere submitted a letter indicating her appointment of Janelle Kroening as Deputy Tax Collector.

ANNUAL FINANCIAL REPORT SUBMITTAL

Supervisor Ellis indicated Town Board authorization is required to permit the submittal to the Town Clerk the Annual Report which is provided to the State Comptroller.

Upon a motion duly made by Councilman Bush and seconded by Councilman Blackman, it was resolved to authorize the Supervisor to submit to the Town Clerk a copy of the annual financial report that is submitted to the State Comptroller within the time frame, including any extensions allowed by the State Comptroller, as set forth in Town Law and the General Municipal Law.

Ayes: Blackman, Bush, Ellis, Ohol, Roberts ~Motion Carried~

2010 FEE SCHEDULE

Supervisor Ellis indicated the following are the proposed changes to be made to the fee schedule:

Page 1: Unscheduled Special Meetings requested by applicant:

Applicants requesting a special or unscheduled meeting for matters before the Zoning Board of Appeals and/or Planning Board, shall be responsible for reimbursing the Town for actual expenses incurred for such meeting. Charges shall include advertising, compensation for Board members and the Secretary, attorney's fees and any engineering expenses. Any application fees previously paid by such applicant shall be credited toward total expenses of the meeting and the applicant will be billed for the balance.

Page 5: Multi-Phase Residential & Commercial development projects:

1. When the entire project is first being reviewed and approved by the municipality, use the single phase residential & commercial development project schedule above to determine an initial fee based on the entire acreage of the project to be developed in several phases.
2. Add \$500 for each subsequent phase after the 1st initial phase, to be collected at the beginning of the development of each subsequent phase. This additional \$500 is to be used for construction inspection assuming that the SWPPP and design plans do not change.
Note: These fees are in addition to the existing Site Plan or Subdivision review/application fee.

Page 6: From Wind Energy Conversion Systems (WECS): Special Use Permits

Initial Application	
Commercial	\$5,000 per windmill
Non-Commercial	\$500 per windmill
Met Tower	\$1,000 per tower
SUP Renewal	
Commercial	\$500 per windmill
Non-Commercial	NO FE
Met Tower	\$250 per tower

Page 8: Amend fee for mileage to \$0.50 per mile

Page 11: Rate schedule heading changed to 2010 rate

Page 13: Amend fees for Meter Pits/Meter fees:

Meter Pits Rates (Sect III, B)	
¾"	\$430.00
1"	\$525.00
Water Meter Fees (Section IV)	
¾"	\$190.00
1"	\$280.00
1 ½"	\$515.00
2"	\$685.00

Upon a motion duly made by Councilman Bush and seconded by Councilman Ohol, it was resolved to approve the 2010 Fee Schedule with the changes as noted.

Ayes: Blackman, Bush, Ellis, Ohol, Roberts ~Motion Carried~

WILLOW CREEK STREET LIGHTING

Attorney Roberson reported he spoke with the attorney for Willow Creek and has been advised that Castleton Development LLC has proposed a resolution to the installation of street lights in the Willow Creek subdivision. Castleton Development LLC will reimburse the Town of Cambria for the cost incurred for this matter thus far and the Town of Cambria will arrange to have one street light installed at the intersection to be maintained by the Town and paid for by the Town as all other intersection lights are paid for throughout the Town.

Upon a motion duly made by Councilman Ohol and seconded by Councilman Blackman, it was resolved to accept the proposal from Castleton Development LLC to have the Town of Cambria arrange for the installation of a street light at the corner of Willow Creek Lane and Shenk Road. Castleton Development LLC will pay the Town of Cambria the sum of \$750.00 to cover the cost of administrative expenses in pursuing a solution to the problem.

Ayes: Blackman, Bush, Ellis, Ohol, Roberts ~Motion Carried~

Upon a motion duly made by Councilman Bush and seconded by Councilman Roberts, it was resolved to authorize the Supervisor to submit a request to National Grid for the installation of a street light at the intersection of Willow Creek Lane and Shenk Road.

Ayes: Blackman, Bush, Ellis, Ohol, Roberts ~Motion Carried~

AWARD OF BID - USED PAYLOADER BID

The Highway Superintendent reported six bids were received for the purchase of a used payloader. After reviewing all the bids, he recommends the Town Board accept the bid from Five Star Equipment for a used 2007 John Deere Payloader.

Upon a motion duly made by Councilman Bush and seconded by Councilman Roberts, it was resolved to accept the bid of Five Star Equipment for a used 2007 John Deere Payloader, bid price of \$98,100.00, less the trade of the Town's 1998 Case Loader at \$23,000.00, the final cost to the Town is \$75,100.00.

Ayes: Blackman, Bush, Ellis, Ohol, Roberts ~Motion Carried~

Supervisor Ellis requested the Attorney to prepare a bond resolution in the amount of \$60,000.00 toward the purchase of the payloader. Action will be taken at the February 11, 2010 Town Board meeting.

TOWN CLERK REPORTS

The Town Clerk reported receipt of the following:

Building Inspector's Report - December 2009 – Total Receipts: \$1,510.00
Total estimated value of construction cost: \$350,000.00

Niagara County SPCA Report - December 2009 – Total animal contacts: 23

Mount View Cemetery Report – Total receipts - \$13,300.00

Town Clerk Annual Report – Total receipts (including water receipts) - \$473,513.67

Councilman Bush inquired about the balance in the cemetery fund and if the Town should increase the fees for interment and the sale of lots. Supervisor Ellis replied more money was received than what was budgeted for the year 2009. The Highway Superintendent indicated the fees are lower than other cemeteries in the area, but is comfortable with maintaining the same fees schedule.

HIGHWAY SUPERINTENDENT REPORTS

The Highway Superintendent reported as follows:

- ~ Both generators are functioning. In the event of a power outage, we would self-sufficient for approximately two weeks.

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- ~ He recently met with the Sheriffs Department to work out a system to monitor Town roads for black ice; another meeting is scheduled for February
- ~ He has ordered signs to post around the pond in the Town Park. Councilman Ohol suggested that, in addition to the signs, perhaps a fence should be installed. He indicated when the Zoning Board of Appeals issues a special permit for a farm pond, they always require a fence be installed until the residence is built. Supervisor Ellis indicated he would contact our insurance company about the matter.
- ~ Franklin Street in Sanborn is now included in the MS4 area. He will be attending the upcoming Stormwater Management meeting along with the Building Inspector and Highway Clerk.
- ~ Mr. MacSwan requested the Town Board to create the position of Deputy Highway Superintendent, indicating if the position was created, he would like to appoint Steven Kroening as Deputy. Councilman Bush requested the matter be postponed until the February meeting to allow the Board to discuss the matter. A brief discussion followed.

Councilman Ohol indicated he felt the matter was discussed at length at the work session and initiated a motion to create the position of Deputy Highway Superintendent.

Upon a motion duly made by Councilman Ohol and seconded by Councilman Roberts, it was resolved to create the position of Deputy Highway Superintendent.

Ayes: Blackman, Ohol, Roberts Abstained: Bush, Ellis ~Motion Carried~

WATER/SEWER

- ~ Mr. MacSwan indicated that Randy Shoop and Dan Shoop will be attending school in February

ATTORNEY REPORTS - No reports were presented.

CONCERNS OF THE CITIZENS – Two students were in attendance from Starpoint Central School for their "Participation in Government" class.

INSURANCE CARRIER DESIGNATION

Supervisor Ellis reported a change in carriers for insurance coverage for the Town of Cambria. The US Specialty Insurance Company will be our insurance carrier for 2010.

Upon a motion duly made by Councilman Bush and seconded by Councilman Blackman, it was resolved to designate US Specialty Insurance Company as the insurance carrier for the Town of Cambria for the year 2010.

Ayes: Blackman, Bush, Ellis, Ohol, Roberts ~Motion Carried~

CAMBRIA VOLUNTEER FIRE COMPANY JR. FIREFIGHTER EXPLORER POST #0432

Supervisor Ellis reported the Cambria Volunteer Fire Company has established the Cambria Jr. Firefighters Post No. 0432 for young people ages 14-17 years. Kevin Schreder, Lead Advisor, is requesting the Town Board to cover the expenses for the required physical for the participants age 16-17 years. By doing this, when the participants turn 18 years, they can be sworn in to the Fire Company without the long wait for training that is required. Councilman Bush suggested that parental consent be required for the participants to have the physical. Supervisor Ellis will contact Kevin Schreder concerning this matter.

Upon a motion duly made by Councilman Ohol and seconded by Councilman Bush, it was resolved to include the Cambria Jr. Firefighters Explorer Post No. 0432 in the schedule of physicals for the year 2010.

Ayes: Blackman, Bush, Ellis, Ohol, Roberts ~Motion Carried~

OFFICIAL UNERTAKING FOR OFFICERS, CLERKS AND EMPLOYEES

Supervisor Ellis proposed the following resolution to cover the Town's requirements for the bonding and official undertakings of Town officers and employees.

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Resolution setting forth the policy of the Town of Cambria to provide the official undertaking for all officers, clerks and employees by obtaining sufficient bonding coverage as a blanket undertaking through the Town's insurance policy renewed annually.

Upon a motion duly made by Councilman Blackman and seconded by Councilman Roberts, it was resolved to approve the resolution setting forth the policy of the Town of Cambria to provide the official undertaking for all officers, clerks and employees by obtaining sufficient bonding coverage as a blanket undertaking through the Town's insurance policy renewed annually.

Ayes: Blackman, Bush, Ellis, Ohol, Roberts ~Motion Carried~

ADDITIONAL MATTERS

Councilman Bush commented 2010 commences 20th year as a Council member.

ADJOURNMENT

The meeting was adjourned by motion made by Councilman Blackman and seconded by Councilman Roberts. Time: 8:45 pm.

Respectfully submitted,

Lou Ann Murawski, Town Clerk

Paula N. Jones, Deputy Town Clerk II