

# TOWN OF CAMBRIA TOWN BOARD

JANUARY 13, 2011

The regular meeting of the Town of Cambria Town Board was held on the 13<sup>th</sup> day of January 2011 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  
Joseph Ohol, Councilman  
Randy M. Roberts, Councilman

**ALSO PRESENT:**

Jon MacSwan, Highway Superintendent  
Lou Ann Murawski, Town Clerk  
Robert Roberson, Attorney  
Approximately 25 interested individuals

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

Supervisor Ellis proceeded to formally present to Carl H. Meyers the Proclamation issued by the Town Board at their December 2010 meeting recognizing him for 60 years of service with the Pekin Fire Company.

Supervisor Ellis welcomed several members of the Pekin Fire Company, family and friends who were present to recognize Mr. Meyers on this occasion. Supervisor Ellis presented Mr. Meyers with the framed Proclamation, commending him for his service with the Pekin Fire Company over the past 60 years. He stated that volunteerism is a very important part of the fabric of our lives, town and country and Mr. Meyers' service with the Pekin Fire Company over the past 60 years exemplifies that to the highest degree. Supervisor Ellis stated it was his pleasure and distinct privilege to present the Proclamation on behalf of the Town Board.

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Town Board members took action upon the following matters:

**APPROVAL OF MINUTES**

**Upon a motion duly made by Councilman Bush and seconded by Councilman Ohol it was resolved to approve the Minutes of the December 9, 2010 Town Board meeting.**

**Ayes: Blackman, Bush, Ellis, Ohol, Roberts      -Motion Carried-**

**APPROVAL OF VOUCHERS**

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

General Fund	Claims	1-40	\$ 106,679.08
Highway Fund	Claims	1-14	\$ 32,794.42
Sewer Operating Fund	Claims	1-4	\$ 142.98
Trust Agency Fund	Claims	1-4	\$ 366,318.00
Water Operating Fund	Claims	1-10	\$ 36,439.18

**Upon a motion duly made by Councilman Bush and seconded by Councilman Blackman, it was resolved to approve the abstract of audited vouchers as read by the Town Clerk.**

**Ayes: Blackman, Bush, Ellis, Ohol, Roberts      -Motion Carried-**

**ADDITIONAL VOUCHERS**

Supervisor Ellis requested Board approval of the following additional vouchers which were not included on the abstract:

**METZGER CIVIL ENGINEERING** - Services from October 2010 in the amount of \$160.00

**TOWN OF WILSON** - Town of Cambria's share of maintaining the Wilson/ Newfane/ Cambria Landfill for 2010, in the amount of \$743.22;

**Upon a motion duly made by Councilman Ohol and seconded by Councilman Blackman, it was resolved to approve the payment of additional vouchers from Metzger Civil Engineering in the amount of \$160.00, and the Town of Wilson in the amount of \$743.22.**

**Ayes: Blackman, Bush, Ellis, Ohol, Roberts      -Motion Carried-**

## RE-ORGANIZATIONAL APPOINTMENTS

The following re-organizational appointments, salary schedules, designations, contract authorizations, numbered 1-30 were presented for the Board's consideration:

1. **Town Board Meeting** 2nd Thursday of each month at 8 PM at the Town Hall; Work meeting 7:15 pm
2. **Planning Board Meeting** 3rd Monday of each month at 8 PM at the Town Hall; Exceptions due to conflicts relating to certain holidays: January Meeting 1/24/2011-7:00 PM; February Meeting 2/28/2011-7:00 PM; December Meeting 12/19/2011-7:00 PM
3. **Zoning Board Meeting** 4th Monday of each month at 8 PM at the Town Hall; Exceptions due to conflicts relating to certain holidays: December Meeting 12/19/2011-8:00 PM
4. **Newspaper Publications** Authorize advertising in Union Sun & Journal or Niagara Gazette, as needed
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 and Tax Collector
6. **Authorize Supervisor to invest money in accordance with the Investment Policy as reviewed and approved**

## 7. APPOINTMENTS:

<b>Buildings/Grounds Maintenance Manager</b>	Jon T. MacSwan, one-year term
<b>Building Inspector</b>	Clifford E. Burch, one-year term
<b>Building Inspector, Deputy</b>	Donald P. Lane, one-year term
<b>Cambria Housing Authority</b>	Patricia Shepherd, 4/18/2016
<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>Constable</b>	Richard M. Dalton, Sr., one-year term
<b>Drainage Committee</b>	Robert E. Blackman, one-year term Joseph Ohol, one-year term Steven M. Kroening, one-year term Jon T. MacSwan, one-year term
<b>Ethics Board</b>	Paul Freatman, three-year term to expire 12/31/2013
<b>Highway Foreman</b>	Steven M. Kroening, one-year term
<b>Justice Clerks</b>	Joy W. Caldwell, one-year term M. Sandra Jowdy, one-year term
<b>Planning Board</b>	William J. Amacher, Chairman - one-year term John W. Phillips, five-year term to expire 12/31/2015 Gerald E. Kroening, Alternate - one-year term
<b>Planning Board Secretary</b>	Marjorie E. Meahl - one year term
<b>Real Property Appraisal Tech/Trainee</b>	Debra A. Littere
<b>Records Advisory Board</b>	Brooke Genter
<b>Records Mgt. Officer</b>	Lou Ann Murawski, one-year term
<b>Recreation Committee</b>	Jay J. White, five-year term to expire 12/31/2015
<b>Baseball Director</b>	Rodney J. Hogg, one-year term
<b>Water/Sewer Dept. Manager</b>	Jon T. MacSwan, one-year term
<b>Water/Sewer Dept. Foreman</b>	Randall J. Shoop, one-year term

- Water Department Typist** Suzanne G. Pude, one-year term
- Zoning Board of Appeals** John Reardon, Chairman – one-year term  
 Peter A. Smith, five-year term to expire 12/31/2015  
 Michael D. Sieczkowski, Alternate, one-year term
- Zoning Board Secretary** Marjorie E. Meahl, one-year term

**8. Approve the 2011 Town of Cambria Volunteer Firemen’s Service Award point system for Cambria and Pekin Fire Companies**

**9. 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	3,500.00
Sanborn-Pekin Library	31,000.00
Sanborn Post 969 - American Legion	750.00
Sanbornites	4,000.00

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

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

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

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

Administrative Assistant	49,997.00	Records Management Officer	1,700.00
Assessor	41,200.00	Recreation Director	4,080.00
Baseball Director	3,060.00	Registrar Vital Stats	1,000.00
Budget Officer	2,663.00	Registrar Vital Stats - Deputy	515.00
Building Inspector	14,010.00		
Building Inspector - Deputy	9,308.00	Sewer-Water Manager	1,655.00
Building/Grounds Manager	2,485.00	Tax Collector - Deputy	1,311.00
Cemetery Superintendent - Assistant	1,681.00	Town Clerk - Deputy I	32,600.00
Historian	3,000.00		

**14. 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	-----

**15. Elections:** Voting Machine Inspectors \$15 per machine per occasion

- 16. Assessment Review Board - Member** 95.00 first day  
 85.00 additional day(s)
- 17. Planning Board - Chairman** 85.00 meeting  
 - Member 57.00 meeting
- 18. Recreation Committee - Chairperson** 35.00 meeting  
 - Member 30.00 meeting
- 19. Zoning Board - Chairman** 82.00 meeting  
 - Member 57.00 meeting
- 20. Groundsperson I** 9.00 per hour  
**21. Groundsperson II** 8.50 per hour  
**22. Highway Clerk** 13.31 per hour  
**23. Justice Clerk** 15.86 per hour  
**24. Justice Court Officers** 17.44 per hour  
**25. Planning/Zoning Stenographer** 15.05 per hour

26.	Real Property Appraisal Technician Trainee	13.18	per hour
27.	Town Clerk - Deputy II	12.67	per hour
28.	Water Typist I	14.80	per hour
29.	Water Account Clerk Typist	13.50	per hour

30. **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 12/31/2011**

**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 1-30.**

**Ayes: Blackman, Bush, Ellis, Ohol, Roberts      -Motion Carried-**

#### **SUPERVISOR/TOWN CLERK/TAX COLLECTOR APPOINTMENTS**

**Supervisor Ellis announced the following appointments made by Town Officials:**

George J. Bush – Deputy Supervisor appointed by Supervisor Ellis

**Town Board Liaison – Appointments by Supervisor Ellis:**

George J. Bush, Planning Board;  
Robert E. Blackman, Zoning Board of Appeals;  
Randy M. Roberts, Recreation Committee;  
Joseph Ohol, Highway, Water/Sewer Departments

**Appointments by Lou Ann Murawski, Town Clerk:**

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

**Appointment by Debra Littere, Tax Collector:**

Janelle L. Kroening - 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 Blackman and seconded by Councilman Roberts, 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-**

#### **FEE SCHEDULE 2011**

Supervisor Ellis noted the following changes to the 2010 Fee Schedule:

Page Eight – Mileage Reimbursement  
Page Ten – Baseball/Summer Recreation Registration Fees  
Page Eleven – Rate Schedule heading changed to 2011 Rate  
Page Twelve – Dog License Fees  
Page Fifteen – Water Service Fees

The 2011 Fee Schedule is attached and included as part of the January 13, 2011 Minutes.

**Upon a motion duly made by Councilman Bush and seconded by Councilman Ohol, it was resolved to approve the 2011 Fee Schedule with the changes as noted.**

**Ayes: Blackman, Bush, Ellis, Ohol, Roberts      -Motion Carried-**

#### **WEBSITE PROPOSAL**

Supervisor Ellis indicated that the Town has been soliciting proposals from different website companies to update the Town's current website. Prices varied for the initial startup fees from \$1,500 to \$4,800 depending on the options presented. It is recommended to accept the proposal submitted by Biznetics, Rochester, NY, dated December 15,

2010 to provide the conversion of our website to a content management system and related website development on a time and expense basis, not to exceed \$1,520.00.

**Upon a motion duly made by Councilman Bush and seconded by Councilman Ohol, it was resolved to accept the proposal submitted by Biznetics, Rochester, NY, dated December 15, 2010, to provide the conversion of our website to a content management system and related website development on a time and expense basis, not to exceed \$1,520.00.**

**Ayes: Blackman, Bush, Ellis, Ohol, Roberts      -Motion Carried-**  
**TOWN CLERK REPORTS**

**The Town Clerk reported receipt of the following:**

- Niagara County SPCA Report:                      December 2010 - 8 Animal Contacts
- Building Inspector's Report:                      Total Receipts: \$1,022.50.  
   Total Estimated value of construction: \$111,870.00.
- Town Clerk's Monthly Report:                      Total Receipts: \$11,206.43
- 2011 Rosters from Pekin Fire Company and Cambria Volunteer Fire Company (on file in office of Town Clerk)

**Upon a motion duly made by Councilman Roberts, seconded by Councilman Blackman, it was resolved to approve the 2011 Rosters for the Pekin Fire Company and the Cambria Volunteer Fire Company.**

**Ayes: Blackman, Bush, Ellis, Ohol, Roberts      -Motion Carried-**

- A letter from Cambria Volunteer Fire Company requesting that John Ferry, 113 Doorwood Park, Ransomville, be added to the roster of active members which will be subject to receiving his physical form. Cambria Fire Company is also requesting the addition of John Graff, 5006 Escarpment Drive, Lockport, and Timothy Weidel, 4804 Sebastian Drive, Lockport.

**Upon a motion duly made by Councilman Bush, seconded by Councilman Roberts, it was resolved to add to Cambria Volunteer Fire Company membership, John Ferry, 113 Doorwood Park, Ransomville, pending receipt of physical form and to approve membership for John Graff, 5006 Escarpment Drive, Lockport, and Timothy Weidel, 4804 Sebastian Drive, Lockport.**

**Ayes: Blackman, Bush, Ellis, Ohol, Roberts      -Motion Carried-**

#### **HIGHWAY SUPERINTENDENT REPORTS**

Highway Superintendent Jon MacSwan requested Board authorization to prepare specs for a mini excavator.

**Upon a motion duly made by Councilman Ohol, seconded by Councilman Roberts, it was resolved to authorize the Highway Superintendent to prepare specifications for a 2011 Mini Excavator and present them to the Town Board for review prior to the February Town Board meeting.**

**Ayes: Blackman, Bush, Ellis, Ohol, Roberts      -Motion Carried-**

#### **APPOINTMENT OF STEVEN KROENING, DEPUTY HIGHWAY SUPERINTENDENT**

Mr. MacSwan stated he is reappointing Steven Kroening as Deputy Highway Superintendent.

#### **ATTORNEY REPORTS - None**

#### **CONCERNS OF THE CITIZENS**

Edwin Beutel, 3132 Upper Mountain Road, expressed his appreciation to the Town Board for the well-deserved Proclamation recognizing Carl Meyers for his 60 years of service with the Pekin Fire Company.

#### **PROCUREMENT POLICY PURCHASES**

Supervisor Ellis presented a Procurement form for the purchase of three grinder pumps (pump and mounting systems) from Fluid Kinetics which are needed for spares to cover repairs and new services at a cost of \$2,235.00 each for a total of \$6,705.00. Supervisor Ellis explained that the purchase would be authorized as a sole source purchase as the repairs are being done on the grinder pumps that the Town already has.

**Upon a motion duly made by Councilman Blackman, seconded by Councilman Roberts, it was resolved to approve the procurement of three grinder pumps from Fluid Kinetics, Inc., at a total cost \$6,705.00.**

**Ayes: Blackman, Bush, Ellis, Ohol, Roberts      -Motion Carried-**

#### **CREATION OF GROUNDSKEEPER POSITION**

Supervisor Ellis indicated that this second Groundskeeper position will be dedicated to the Recreation Department primarily to the baseball diamonds and the Town Park. This position will be established and sent to Niagara County Civil Service.

**Upon a motion duly made by Councilman Roberts, seconded by Councilman Bush, it was resolved to establish a second Groundskeeper position.**

**Ayes: Blackman, Bush, Ellis, Ohol, Roberts      -Motion Carried-**

#### **RATIFICATION OF ACTION OF SUPERVISOR**

Supervisor Ellis indicated that he contacted the Town Board by telephone to discuss with them a transfer of \$12,000 on January 4, 2011, from the General Fund to the Highway Fund as a loan in order to close out the 2010 accounts. He requested Board ratification of that action.

**Upon a motion duly made by Councilman Bush, seconded by Councilman Ohol, it was resolved to ratify the action of the Town Supervisor, Wright H. Ellis, in transferring \$12,000 from the General Fund to the Highway Fund as a loan to close out the 2010 accounts; Action on this matter was taken on January 4, 2011.**

**Ayes: Blackman, Bush, Ellis, Ohol, Roberts      -Motion Carried-**

#### **OFFICIAL UNDERTAKING 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.

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 Bush and seconded by Councilman Blackman, 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:**

##### **CONTRACT WITH WENDEL DUCHSCHERER**

**Upon a motion duly made by Councilman Bush and seconded by Councilman Blackman, it was resolved to approve the contract submitted by Wendel Duchscherer Architects & Engineers, P.C., to provide professional engineering services to the Town of Cambria for 2011.**

**Ayes: Blackman, Bush, Ellis, Ohol, Roberts      -Motion Carried-**

##### **BASEBALL SIGN-UPS**

Councilman Roberts announced Town of Cambria Baseball sign-ups will be held January 22<sup>nd</sup>, 29<sup>th</sup> & February 12<sup>th</sup>, 19<sup>th</sup>, at the Town Hall from 9 am until 12 noon.

#### **ADJOURNMENT**

As there was no further business, the meeting was adjourned by motion made by Councilman Blackman and seconded by Councilman Ohol. Time: 8:30 pm

Respectfully submitted,

Lou Ann Murawski  
Town Clerk