

**TOWN OF CAMBRIA TOWN BOARD**

**January 8, 2015**

The regular meeting of the Town of Cambria Town Board was held at 8:00 pm on the 8<sup>th</sup> day of January 2015 at the Town of Cambria Town Hall, 4160 Upper Mountain Road, Town of Cambria, NY.

**BOARD MEMBERS PRESENT:**

Wright H. Ellis, Supervisor  
Matthew P. Foe, Councilman  
Jeffrey S. Hurtgam, Councilman  
Joseph Ohol, Councilman  
Randy Roberts, Councilman

**ALSO PRESENT:**

Paula N. Jones, Deputy Town Clerk  
Jon T. MacSwan, Highway Superintendent  
Robert Roberson, Attorney  
Drew Reilly, Wendel  
Randy Roessler, Wendel  
15 interested individuals

Following salute to the flag, Supervisor Ellis opened the public hearing for the Comprehensive Plan for the Town of Cambria.

The Clerk read the following Notice of Public Hearing:

Please take notice that the Town Board of the Town of Cambria will hold a public hearing on the 8<sup>th</sup> day of January, 2015 at 8:00 p.m. at the Cambria Town Hall, 4160 Upper Mountain Road, Cambria, New York, to hear and solicit comments on the Draft of a proposed new “Comprehensive Plan for the Town of Cambria”.

Copies of the draft of the proposed new “Comprehensive Plan for the Town of Cambria” is on file in the office of the Town Clerk at the above address where it is available for inspection/copying during regular office hours and may be reviewed on the Town of Cambria website. All interested parties will be heard at the public hearing to be held aforesaid.

Supervisor Ellis explained to the audience the Town has been working on the Comprehensive Plan for a little over a year and a half. A public survey and informational meetings have been held to gather input from the residents. Drew Reilly, Wendel, provided handouts for the Town Board and the public regarding the feedback from the residents. Mr. Reilly gave a brief presentation about the new plan and the direction the Town is looking to go. The main feedback from the residents is to maintain the rural character of the Town. The proposed new “Comprehensive Plan for the Town of Cambria” will be forwarded to the Niagara County Planning Board for review prior to approval by the Town Board.

Supervisor Ellis closed the public hearing. The regular meeting resumed. Board members took action upon the following matters:

**APPROVAL OF MINUTES**

**Upon a motion duly made by Councilman Ohol and seconded by Councilman Hurtgam, it was resolved to approve the Minutes of December 11, 2014.**

**Ayes: Ellis, Foe, Hurtgam, Ohol, Roberts**

**-Motion Carried-**

**APPROVAL OF VOUCHERS**

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

December 31, 2014

Cemetery Fund	Claim	10	\$2,550.00
General Fund	Claims	527-564	\$43,057.01
Highway Fund	Claims	215-224	\$4,114.94
Recreation Fund	Claim	74	\$1,228.51
Refuse Fund	Claims	16-17	\$31,321.57
Sewer Operating Fund	Claims	48-51	\$1,030.81
Trust Agency Fund	Claims	59-64	\$1,222.81
Water Operating Fund	Claims	232-247	\$3,869.20

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Drainage Fund	Claim	1	\$1,250.00
General Fund	Claims	1-13	\$13,667.66
Highway Fund	Claim	1	\$919.22
Trust Agency Fund	Claim	1	\$41,218.56

Upon a motion duly made by Councilman Foe and seconded by Councilman Roberts, it was resolved that the abstract of audited vouchers for December 31, 2014 and January 8, 2015 be approved as read by the Town Clerk.

**Ayes: Ellis, Foe, Hurtgam, Ohol, Roberts**

**-Motion Carried-**

Supervisor Ellis reported three additional late vouchers need separate approval. The first is from Insight Pipe Contracting in the amount of \$41,251.28 (\$20,000.00 will be reimbursed by Niagara County Sewer District as part of an overall County wide program), the second voucher is from Wendel in the amount of \$10,000.00 and the third voucher is also from Wendel in the amount of \$500.00.

Upon a motion duly made by Councilman Foe and seconded by Councilman Hurtgam, it was resolved to approve the three vouchers from Insight Pipe Contracting in the amount of \$41,251.28, Wendel in the amount of \$500.00 and Wendel in the amount of \$10,000.00.

**Ayes: Ellis, Foe, Hurtgam, Ohol, Roberts**

**-Motion Carried-**

**RE-ORGANIZATIONAL RESOLUTIONS**

The following re-organizational appointments, meeting schedules, salary schedules and various authorizations, numbered 1 – 35 were presented for the Board’s consideration:

- 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 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. Approve 2015 Fee Schedule**
- 8. Authorize Department Heads and Elected Officials and/or their designees to attend monthly and regional association meetings / training schools as scheduled.**

**9. APPOINTMENTS:**

- Buildings/Grounds Maintenance Manager** Jon T. MacSwan, one-year term
- Cemetery Superintendent** Jon T. MacSwan, one-year term
- Cemetery Supt. Assistant** Steven M. Kroening, one-year term
- Computer Tech. Committee** 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>	Lou Ann Murawski, Three-year term expiring 12/31/17
<b>Highway Foreman</b>	Steven M. Kroening, one-year term
<b>Planning Board Chairman</b>	William J. Amacher, one-year term
<b>Planning Board Member</b>	Douglas Mawhiney, Five-year term expiring 12/31/19
<b>Alternate Member</b>	Jacqueline Connelly, one-year term
<b>Baseball Director</b>	Rodney 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
<b>Zoning Board of Appeals Chairman</b>	Michael Sieczkowski, one-year term
<b>Zoning Board of Appeals Member</b>	Alan Johnson, Five-year term expiring 12/31/19
<b>Alternate Member</b>	, one year term

**10. Approve the 2015 Town of Cambria Volunteer Firemen’s Service Award point system for Cambria and Pekin Fire Companies**

**11. 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
Niagara Community Action Program	2,500.00
Niagara Military Affairs Council (NIMAC)	1,500.00
Ransomville Library	3,750.00
Sanborn-Pekin Library	33,000.00
Sanborn Post 969 - American Legion	500.00
Sanbornites	4,000.00

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

**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 Employees/Officers as follows:**

Administrative Assistant	54,385.00	Historian	3,265.00
Assessor	39,780.00	Historian - Deputy	1,306.00
Baseball Director	3,330.00	Records Management Officer	1,810.00
Budget Officer	2,900.00	Recreation Director	7,540.00
Building Inspector	20,808.00	Registrar Vital Stats	1,066.00
Building/Grounds Manager	2,700.00	Registrar Vital Stats - Deputy	560.00
Cemetery Superintendent - Assistant	1,830.00	Sewer-Water Manager	1,802.00
Foreman - Highway	1,316.29	Tax Collector - Deputy	1,426.00
Foreman - Sewer - Water	3,582.98	Town Clerk - Deputy I	33,415.00

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

Department	Position	Full Time per hour	Part Time per hour
<b>Highway</b>	Laborer	8.75 to 10.20	8.75 to 9.00
	Mechanic	22.72	-----
	Truck Driver	N/A	10.00 to 11.00
	Motor Equipment Operator	22.72	-----
<b>Water - Sewer</b>	Laborer	8.75 to 10.20	8.75 to 9.00
	Maintenance - Sewer	22.72	-----
	Maintenance -Water	22.72	-----

- 17. Elections - Voting Machine Inspectors 20.00 per machine/per occasion
- 18. Assessment Review Board - Member 95.00 first day  
85.00 additional day(s)
- 19. Planning Board - Chairman 100.00 meeting  
- Member 67.00 meeting  
- Alternate 25.00 meeting
- 20. Zoning Board - Chairman 100.00 meeting  
- Member 67.00 meeting  
- Alternate 25.00 meeting
- 21. Assessor Clerk 12.25 per hour
- 22. Groundsperson I 9.80 per hour
- 23. Groundsperson II 9.40 per hour
- 24. Highway Clerk 14.50 per hour
- 25. Justice Clerk 17.25 per hour
- 26. Justice Court Officers 19.05 per hour
- 27. Laborer - Buildings 11.50 per hour
- 28. Laborer - Town Park (2) 9.40 per hour  
9.18 Per hour
- 29. Planning/Zoning Stenographer 16.40 per hour
- 30. Town Clerk - Deputy II 12.00 per hour
- 31. Water Clerk 12.25 per hour
- 32. Water Account Clerk Typist 14.75 per hour

**34. 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.*

35. Terms specified for one year will expire 12/31/2015

**Upon a motion duly made by Councilman Roberts and seconded by Councilman Ohol, it was resolved to approve the re-organizational appointments, meeting schedules, salary schedules and various authorizations numbered 1-35.**

**Ayes: Ellis, Foe, Hurtgam, Ohol, Roberts**

**-Motion Carried-**

**SUPERVISOR/TOWN CLERK/ APPOINTMENTS**

Supervisor Ellis announced the following appointments:

- Joseph Ohol, Deputy Town Supervisor
- Brooke Morse, Town Historian and Gail Reinbird, Deputy Town Historian
- Town Board Liaison Appointments:
  - Councilman Matthew Foe, Planning Board
  - Councilman Jeffrey S. Hurtgam, Youth Programs & Town Park
  - Councilman Randy Roberts, Zoning Board of Appeals
  - Councilman Joseph Ohol, Highway, Water and Sewer Departments

On behalf of the Tax Collector Debbie Littere, Janelle Kroening has been appointed as the Deputy Tax Collector for 2015.



## **WATER/SEWER DEPARTMENTS**

Mr. MacSwan reported the Water Department would like to pursue the state bid contract for a new pickup truck that was budgeted for and start looking around at what is available.

## **TOWN POLICY/PROCEDURES REVIEW COMMITTEE**

Councilman Foe reported an informal meeting took place earlier today. Regular meetings will begin again.

## **ATTORNEY REPORTS**

Mr. Roberson requested permission to provide legal services pertaining to the Starpoint lawsuit against the Town.

**Upon a motion duly made by Councilman Ohol and seconded by Councilman Foe, it was resolved to authorize the Town Attorney to provide legal services regarding the litigation from Starpoint School District against the Town of Cambria.**

**Ayes: Ellis, Foe, Hurtgam, Ohol, Roberts -Motion Carried**

## **CONCERNS OF CITIZENS**

Supervisor Ellis recognized five students from Starpoint in attendance tonight.

## **ENGINEER / ATTORNEY CONTRACTS**

Supervisor Ellis requested authorization to enter into agreements with Brandt, Roberson and Brandt for legal services, Gary Billingsley for legal services specifically for the Justice courts and the Planning/Zoning Boards and Wendel Companies for engineering services for 2015.

**Upon a motion duly made by Councilman Ohol and seconded by Councilman Hurtgam, it was resolved to authorize the Supervisor to enter into contracts with Brandt, Roberson and Brandt and Gary Billingsley for legal services and Wendel Companies for engineering services for the year 2015.**

**Ayes: Ellis, Foe, Hurtgam, Ohol, Roberts -Motion Carried**

## **RECREATION COMMITTEE**

Supervisor Ellis reported the Board feels it is necessary to make a change regarding the Recreation Committee; it has been in effect since 1958. Recently most of the functions have been taken over by the Recreation Director and the Baseball Director. Supervisor Ellis is requesting to abolish the Recreation Committee. A new Committee will be formed to look at youth programs but also be more actively involved with the Town Park.

**Upon a motion duly made by Councilman Hurtgam and seconded by Councilman Roberts, it was resolved to abolish the Town of Cambria Recreation Commission also known as the Town of Cambria Recreation Committee.**

**Ayes: Ellis, Foe, Hurtgam, Ohol, Roberts -Motion Carried**

## **SEWER/WATER CHARGES – ADMINISTRATION FEE**

Supervisor Ellis explained the Town is finding it necessary to add an administrative fee to offset all of the extra work that needs to be performed by the Water Department and Assessor's Office when processing bills for delinquent accounts. About 372 letters are mailed out to delinquent accounts. Around 7.5% of the income for water is not received until March of the following year. The administrative fee will be added to the Water Ordinance and the Sewer Ordinance. Supervisor Ellis would like to set a public hearing for February 12, 2015 at 7PM.

**Upon a motion duly made by Councilman Foe and seconded by Councilman Hurtgam, it was resolved to set a public hearing for February 12, 2015 at 7PM on amendments to the Sewer and Water Ordinances regarding the establishment of an administrative fee to be applied to unpaid water and sewer bills which become a tax lien.**

**Ayes: Ellis, Foe, Hurtgam, Ohol, Roberts -Motion Carried**

### **REFUSE DISTRICT TRANSFER**

Supervisor Ellis requested authorization to transfer \$29,000.00 from the unassigned fund balance to close out the end of year.

**Upon a motion duly made by Councilman Roberts and seconded by Councilman Foe, it was resolved to authorize the Supervisor to transfer \$29,000.00 from unassigned fund balance in the Refuse District to the Operating Account.**

**Ayes: Ellis, Foe, Hurtgam, Ohol, Roberts**

**-Motion Carried**

Councilman Ohol asked what the account numbers were. Supervisor Ellis replied the money will come from SR 917 and go into SR 8160.04.

### **PROCUREMENT POLICY PURCHASE**

Supervisor Ellis reported the Highway Superintendent would like to purchase a portable lift for the Municipal Building so trucks can be worked on in the shop instead of being contracted out. Two quotes were submitted, the low quote is from Kenworth of Buffalo in the amount of \$34,988.75. Both quotes are below the state bid price. There was a brief discussion about the stability of the lift; the Highway Superintendent stated only trained employees will be authorized to use the portable lift.

**Upon a motion duly made by Councilman Roberts and seconded by Councilman Hurtgam, it was resolved to approve the proposal from Kenworth of Buffalo in the amount of \$34,988.75 for a set of 4 patten wireless portable lift system.**

**Ayes: Ellis, Foe, Hurtgam, Ohol, Roberts**

**-Motion Carried**

### **SOLE SOURCE PURCHASE AGREEMENT**

Supervisor Ellis reported the Highway Superintendent requested the Town Board to grant sole source provider status to Overhead Door Company of North Tonawanda for the year 2015 for repairs and supplies to the Town of Cambria.

**Upon a motion duly made by Councilman Foe and seconded by Councilman Ohol, it was resolved to grant sole source provider status to Overhead Door Company of North Tonawanda for 2015.**

**Ayes: Ellis, Foe, Hurtgam, Ohol, Roberts**

**-Motion Carried**

### **NYS RETIREMENT SYSTEM RESOLUTION**

BE IT RESOLVED, that the Town of Cambria hereby establishes the following work days for these titles and will report the officials to the New York State and Local Retirement System based on time keeping system records or their record of activities for the Assessor and the Baseball Director.

**Upon a motion duly made by Councilman Hurtgam and seconded by Councilman Roberts, it was resolved to approve the foregoing NYS Retirement System Resolution.**

**Ayes: Ellis, Foe, Hurtgam, Ohol, Roberts**

**-Motion Carried**

### **EAGLE SCOUT PROCLAMATION**

Supervisor Ellis reported Logan Slother has achieved the rank of Eagle Scout, his ceremony is January 17, 2015.

*Whereas, the Boy Scouts of America was founded on February 8, 1910, in the United States of America; and*

*Whereas, in September 2004, Logan Slother joined Cambria Cub Scout Pack 8; and*

*Whereas, Logan earned his Arrow of Light in March of 2009, and crossed over to Cambria Boy Scout Troop 8; and*

*Whereas, Logan has earned 34 merit badges representing a wide range of interests, earned Recruiter and God and Church awards, was inducted into the Order of the Arrow*

*in April 2011, and served his Troop as Assistant Patrol Leader, Patrol Leader and currently as Assistant Senior Patrol Leader; and*

***Whereas***, Logan has exemplified leadership qualities, organizational skills and strength of character while completing his Eagle Scout Project for Cambria Volunteer Fire Company, specifically construction of three (3) trophy cases for Troop 8, Pack 8 and the Junior Firefighters; and

***Whereas***, as a member of Troop 8, Logan, through his hard work and personal commitment, attained the rank of Eagle Scout on January 17, 2015, the highest and most prestigious rank offered by the Boy Scout Program; and

***Whereas***, Scouts believe it is their duty to love their country, to support its Constitution, to obey its laws, to respect its flag, and to defend it against all enemies; and

***Whereas***, character, participation and leadership are the basis of good citizenship; therefore, be it

***Resolved***, the Town of Cambria is proud of your achievement, advancement to the rank of Eagle Scout, and shares with you in one of the greatest occasions, not merely of your career as a Scout, but of your whole life, and honors you this day by resolution of the Town Board on January 8, 2015.

**Upon a motion duly made by Councilman Foe and seconded by Councilman Hurtgam, it was resolved to approve the Eagle Scout Proclamation for Logan Slother.**

**Ayes: Ellis, Foe, Hurtgam, Ohol, Roberts**

**-Motion Carried**

**ADDITIONAL MATTERS - none**

#### **ADJOURNMENT**

The meeting was adjourned by motion made by Councilman Roberts and seconded by Councilman Hurtgam. Time: 8:44 pm

Respectfully submitted,

Paula N. Jones  
Deputy Town Clerk