



*#10 Firemen's Service Award point system will include two changes for the year 2014: Vice President points will increase from 10 to 20 and Hall Rental Chairman points increase from 5 to 10.*

- 1. Town Board Meeting** 2nd Thursday of each month at 8 PM at the Town Hall;  
Work meeting as scheduled
- 2. Planning Board Meeting** 3rd Monday of each month at 8 PM at the Town Hall; Exceptions due to  
conflicts relating to certain holidays:
- 3. Zoning Board Meeting** 4th Monday of each month at 8 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 2014 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:**

<b>Buildings/Grounds Maintenance Manager</b>	Jon T. MacSwan, one-year term
<b>Building Inspector/Code Enforcement Officer</b>	James P McCann
<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>	Jeffrey S. Hurtgam, 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 expiring 12/31/16
<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 Chairman</b>	William J. Amacher, one-year term
<b>Planning Board Member</b>	Gerald E. Kroening Five-year term expiring 12/31/18
<b>Alternate Member</b>	Jacqueline Connelly, one-year term
<b>Planning Board Secretary</b>	Marjorie E. Meahl - one year term
<b>Records Advisory Board</b>	Tamara J. Cooper

<b>Records Management Officer</b>	Tamara J. Cooper, one-year term
<b>Recreation Committee Chairman</b>	Lawrence D. Amacher, Jr., one-year term
<b>Recreation Committee Members</b>	Margaret Mayer, Five-year term expiring 12/31/18
<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>	Michael Sieczkowski, Five-year term expiring 12/31/18
	Thomas E. Andrews Three-year term expiring 12/31/16
	Craig Powley One-year term expiring 12/31/14
<b>Zoning Board Secretary</b>	Marjorie E. Meahl, one-year term

**10. Approve the 2014 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	3,680.00
Sanborn-Pekin Library	32,000.00
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	53,318.00	Historian	3,200.00
Assessor	43,937.00	Historian - Deputy	1,280.00
Baseball Director	3,263.00	Records Management Officer	1,775.00
Budget Officer	2,840.00	Recreation Director	4,352.00
Building Inspector	20,400.00	Registrar Vital Stats	1,045.00
Building/Grounds Manager	2,650.00	Registrar Vital Stats - Deputy	549.00
Cemetery Superintendent - Assistant	1,794.00	Sewer-Water Manager	1,764.50
Foreman - Highway	1,316.29	Tax Collector - Deputy	1,398.00
Foreman - Sewer - Water	3,582.98	Town Clerk - Deputy I	32,760.00

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

Department	Position	Full Time per hour	Part Time per hour
<b>Highway</b>	Laborer	8.00 to 10.20	8.00 to 9.00
	Mechanic	22.72	-----
	Truck Driver	N/A	9.00 to 11.00
	Motor Equipment Operator	22.72	-----
<b>Water - Sewer</b>	Laborer	8.00 to 10.20	8.00 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 90.00 meeting  
- Member 62.00 meeting  
- Alternate 25.00 meeting
- 20. Recreation Committee - Chairperson 35.00 meeting  
- Member 30.00 meeting
- 21. Zoning Board - Chairman 90.00 meeting  
- Member 62.00 meeting  
- Alternate 25.00 meeting
- 22. Groundsperson I 9.60 per hour
- 23. Groundsperson II 9.18 per hour
- 24. Highway Clerk 14.20 per hour
- 25. Justice Clerk 16.91 per hour
- 26. Justice Court Officers 18.65 per hour
- 27. Laborer - Buildings 11.25 per hour
- 28. Laborer - Town Park (2) 9.18 per hour
- 29. Planning/Zoning Stenographer 16.04 per hour
- 30. Real Property Appraisal Technician 14.25 per hour
- 31. Town Clerk - Deputy II 12.00 per hour
- 32. Water Clerk 12.00 per hour
- 33. Water Account Clerk Typist 14.40 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 12/31/2014

**Upon a motion duly made by Councilman Roberts and seconded by Councilman Foe, it was resolved to approve the re-organizational appointments, meeting schedules, salary schedules and various authorizations numbered 1-35 with the exception of the Recreation Page under the Fee Schedule # 7.**

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

**-Motion Carried-**

**SUPERVISOR/TOWN CLERK/HIGHWAY SUPERINTENDENT 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, Recreation
  - Councilman Randy Roberts, Zoning Board of Appeals
  - Councilman Joseph Ohol, Highway, Water and Sewer Departments

Tamara J. Cooper, Town Clerk announced the following appointments:

- Paula N. Jones, Deputy Clerk I
- Melinda S. Olick, Deputy Clerk II

Jon T. MacSwan, Highway Superintendent announced the following appointment:

- Steven Kroening, Deputy Highway Superintendent

#### **ANNUAL FINANCIAL REPORT SUBMITTAL**

Supervisor Ellis indicated Town Board authorization is required to permit the submittal to the Town Clerk of the Annual Report which is provided to the State Comptroller by March 31<sup>st</sup>.

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

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

**-Motion Carried-**

#### **BID RESULTS - Town of Cambria and Town of Newfane Recycling Cart Bid Request**

Supervisor Ellis announced that on January 7, 2014, three firms submitted sealed bids to provide the Town of Cambria and Town of Newfane 65 gallon and 95 gallon recycling totes. The low bid was from Cascade Engineering, 4950 37<sup>th</sup> Street SE, Grand Rapids, MI 49512 in the amount of \$92,683.00 for 2,015-65 gallon recycling totes and 50-95 gallon recycling totes. The bids came in about \$24,000.00 less than projected. Anticipated delivery is the end of February and will be distributed to residents by March 1<sup>st</sup>.

**Upon a motion duly made by Councilman Foe and seconded by Councilman Roberts, it was resolved to accept the low bid from Cascade Engineering, 4950 37<sup>th</sup> Street SE, Grand Rapids, MI 49512 in the amount of \$92,683.00 to provide the Town with 2,015-65 gallon recycling totes and 50-95 gallon recycling totes.**

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

**-Motion Carried-**

Councilman Foe mentioned that the Town will save approximately \$40,000.00 per year and the payback should be noticed in less than three years. The Town also saved \$5.00-\$6.00 per tote by joining with the Town of Newfane.

#### **SEWER REHABILITATION FORMER LOCKPORT AFS**

Supervisor Ellis announced that the sewer rehabilitation work has been completed at the Former Lockport AFS, all the bills have been paid and the remediation portion is complete. The Town is now waiting for reimbursement from the Niagara County Sewer District in the amount of \$20,000.00.

#### **COMPREHENSIVE PLAN UPDATE**

Supervisor Ellis stated that a meeting of the Comprehensive Plan Advisory Committee was held in late December and discussions are continuing on refining the goals. Information collected from the surveys have been submitted to the consultant, Wendel Engineers. A report is expected by the end of January and hope to have another public informational meeting regarding the Comprehensive Report scheduled for mid-February.

#### **TOWN CLERK REPORTS**

The Town Clerk reported receipt of the following:

- Town Clerk Report, December 2013 – Total Receipts: \$11,415.76
- Town Clerk Year End Report: January – December 2013 Total Receipts: \$ 477,964.42

- Building Inspector Report, December 2013 – Total Receipts: \$1,630.00  
Total value of construction: \$27,000.00
- 2014 Rosters for Cambria Volunteer Fire Company and Pekin Fire Company

**Upon a motion duly made by Councilman Foe and seconded by Councilman Roberts, it was resolved to approve the 2014 rosters submitted by Cambria Volunteer Fire Company and Pekin Fire Company.**

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

**-Motion Carried**

- Request for Tamara J. Cooper, Town Clerk, to be designated as Town of Cambria Delegate to attend the annual business meeting at the Association of Towns Conference to be held February 16<sup>th</sup> – 19<sup>th</sup> in New York City.

**Upon a motion duly made by Councilman Roberts and seconded by Councilman Ohol, it was resolved to appoint the Town Clerk, Tamara J. Cooper, as the delegate from the Town of Cambria for the 2014 Annual Association of Towns Meeting to be held February 16-19, 2014 in NYC.**

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

**-Motion Carried**

## **HIGHWAY SUPERINTENDENT REPORTS**

The Highway Superintendent, Jon MacSwan, reported as follows:

- The salt additive that has been stored in the salt shed for the past three years has been used during the recent storms and the cold weather. He plans to mix again in the case of more inclement weather, however, the mixture will hold for two to three years.
- There have been no break downs of equipment even though the Highway Department has been very active with the ice, snow and wind storms.
- Brush that can be found throughout the Town in front of residents homes due to the storms are frozen into the ground and will be picked up when there is a thaw. The residents have understanding.
- Mr. MacSwan commended the Pekin and Cambria Fire Companies for their assistance during the recent storms.

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

Councilman Foe reported that he, the Town Attorney and Building Inspector met in the morning and the Building Inspector has the most current copy of the changes and it is being reviewed. Councilman Foe feels the Comprehensive Plan and the Zoning Ordinance go hand in hand. The Policy and Procedures Review committee will wait for the document to come from Comprehensive Review Committee to be sure that both documents fall in line with one another.

**ATTORNEY REPORTS-** No reports presented.

## **CONCERNS OF CITIZENS**

Legislator Godfrey wished the Town Board and those present a Happy New Year and updated the Board on the following:

- The County recently held re-organizational meeting with no significant changes to report. A list of the standing committees was submitted to the Town Clerk and is on file in her office for any interested party.
- NIMAC- late February early March meeting in Washington. There will be a complete community stake holders meeting on February 14, 2014, at the IDA at 10 am.
- Narrow banding – three of the five towers are up.
- Rural broadband – Data and surveys complete, preparing maps and should have RFP by the end of January.

- Natural Gas – looking to provide rural farms and businesses with Natural Gas. Maps of Niagara and Orleans Counties were obtained from Real Properties showing all farms with 25 acres or more.

#### **ENGINEER / ATTORNEY CONTRACTS 2014**

Supervisor Ellis requested authorization to enter into agreements with Brandt, Roberson and Brandt for legal services and Wendel Companies for engineering services for 2014.

**Upon a motion duly made by Councilman Foe and seconded by Councilman Ohol, it was resolved to authorize the Supervisor to enter into contracts with Brandt, Roberson and Brandt for legal services and Wendel Companies for engineering services for the year 2014**

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

**-Motion Carried**

#### **ADDITIONAL MATTERS**

##### **NATIONAL GRID PROPOSAL**

Supervisor Ellis is in receipt of a proposal from National Grid Small Business Energy Efficiency Program. National Grid offered an incentive where they would pay up to 70% of the total project cost and the Town would pay the remaining 30%. The total cost of the job would be \$23,972.00 and the Town's portion will be \$8,226.86. If paying with a lump sum there is an additional 15% discount and the cost to the Town will be \$7,214.67. The estimated savings will be \$11,000.00. This will be achieved by changing the lighting in the Town Hall, Record Storage, parking lots, Community Building, and salt shed to LED lighting / more light for less cost. LIME Energy is the contractor for this program.

Supervisor Ellis is requesting authorization for him to sign the agreement with National Grid to implement their Energy Conservation Program.

**Upon a motion duly made by Councilman Foe and seconded by Councilman Roberts, it was resolved to authorize the Supervisor to sign the agreement with National Grid to implement their Energy Conservation Program: The total cost of the job is \$23,972.00, after 70% is paid by National Grid, and as a result of the Town paying with a lump sum, an additional savings of 15%, their portion will be \$7,214.67.**

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

**-Motion Carried**

Councilman Foe indicated the payback for this project is anticipated within nine months.

#### **GREENWAY FUNDS**

**Upon a motion duly made by Councilman Roberts and seconded by Councilman Foe, it was resolved to authorize the Supervisor to investigate Greenway Fund Grants for the Town Park.**

#### **ADJOURNMENT**

The meeting was adjourned by motion made by Councilman Ohol and seconded by Councilman Roberts.  
Time: 8:40 pm

Respectfully submitted,

Tamara J. Cooper  
Town Clerk