



**WALES TOWN BOARD MEETING 2019 - #1**  
**January 8<sup>th</sup>, 2019 @ 7:00 PM**

*\*Emergency procedures: Follow the exit signs to the closest possible exit in an orderly manner.  
\* Please turn off all cell phones and pagers.*

*Ceremonial swearing in of previously appointed positions to be performed prior to scheduled Board meeting.*

**CALL TO ORDER BY THE SUPERVISOR**

**ROLL CALL**

**INVOCATION**

**PLEDGE OF ALLEGIANCE**

**ADOPTION OF AGENDA**

The Agenda and documentation for items contained on it are available to the public from the Town Clerk during normal business hours, 9:00 am Monday until 5:00 pm on Tuesday prior to the scheduled meeting.

**ACCEPTANCE OF MINUTES OF PRIOR MEETING (S)**

**INVITATION FOR PUBLIC COMMENT ON AGENDA ITEMS:**

All persons wishing to speak in favor of or against any item(s) on the agenda as published and/or adopted may be heard at this time. Agendas have been provided when signing in and any persons wishing to speak will be recognized by the Chairman of the meeting. When recognized, please state your full name and address and you will then be allowed three (3) minutes to speak on the agenda item(s). Note: Persons wishing to speak will be heard once per agenda item, discussions on non-agenda items may be discontinued by the Chairman.

**ORGANIZATIONAL BUSINESS:**

**1. ADOPTION OF RULES OF PROCEDURE FOR THE TOWN OF WALES BOARD 2019 MEETINGS:**

- CALL TO ORDER BY THE SUPERVISOR
- ROLL CALL
- INVOCATION
- PLEDGE OF ALLEGIANCE
- ADOPTION OF AGENDA
- ACCEPTANCE OF MINUTES OF PRIOR MEETING/ MEETINGS
- INVITATION FOR PUBLIC COMMENT ON AGENDA ITEMS
- OLD BUSINESS
- NEW BUSINESS
- COMMUNICATIONS
- REPORTS OF DEPARTMENT HEADS
- REPORTS OF COMMITTEES
- REPRESENTATIVES OF COMMUNITY ORGANIZATIONS
- SECOND INVITATION FOR PUBLIC COMMENT
- REVIEW AND ACTION ON SUPERVISOR'S MONTHLY REPORT
- REVIEW AND ACTION ON TOWN CLERK'S MONTHLY REPORT
- REVIEW AND ACTION ON GENERAL FUND BILLS
- REVIEW AND ACTION ON HIGHWAY BILLS
- ADJOURNMENT

**2. AUTHORIZATION OF SALARIES FOR TOWN OFFICERS AND EMPLOYEES FOR 2019.**

- Note: All payrolls will be paid out of .1 accounts.

**3. AUTHORIZATION TO PAY OFFICIALS FOR USE OF HOME FACILITIES:**

- Approval of Highway Superintendent to receive \$10.00 per month.

**4. DESIGNATE PERSON OR PERSONS TO SIGN AND COSIGN CHECKS:**

- Approval of Supervisor Rickey Venditti or Deputy Supervisor Gerald Klinck as signers and Town Clerk Melinda Eaton or Deputy Town Clerk Ellen Bapst as co-signers.

**5. DESIGNATE OFFICIAL BANKS:**

- Approval of M&T Bank, Five Star Bank, Bank of Holland, Key Bank, and Chase Bank as Official Town Banks.

**6. AUTHORIZE SUPERVISOR TO RENT SPACE FOR TOWN FUNCTIONS.**

7. **DESIGNATE OFFICIAL NEWSPAPER:**
  - Approval of the East Aurora Advertiser to be utilized as the official town newspaper.
  
8. **AUTHORIZE TOWN OFFICIALS TO ATTEND THEIR LOCAL ASSOCIATION MEETINGS AT TOWN CHARGE.**
  - Out of town and overnight meetings require a special request and approval of the Town Board.
  - Detailed receipts and vouchers required.
  
9. **REVIEW TOWN OF WALES PROCUREMENT POLICY FOR 2019:**
  - Request to update Councilperson to Kyle Barry and Fire Inspector to David Bender.
  - Balance of policy to remain the same as 2018.
  
10. **AUTHORIZATION FOR TAX COLLECTOR TO:**
  - **COLLECTION OF TOWN and COUNTY TAXES for 2019 as follows:**  
Taxes due by March 15<sup>th</sup> without penalty. Penalties added as follows: if paid on or after March 16<sup>th</sup> to April 30<sup>th</sup> inclusive add 7.5%. On May 1<sup>st</sup> the 7.5% penalty fee is added to the levy, forming the base tax then due, thereafter interest is added to the base at the rate of 1.5% per month on the 1<sup>st</sup> of each month making 18.78% in all, when unpaid taxes are sold in November. Residents have the option to pay at least one half of the bill and the remainder can be paid in installments, (maximum of 4) however the 7.5% penalty will still be applied to the unpaid balance as of the due date.
  - **COLLECTION OF SCHOOL TAXES for 2018 as follows:**  
Taxes due by October 15<sup>th</sup> without penalty. Penalties added as follows: 7.5% will be charged from October 16<sup>th</sup> through October 31<sup>st</sup>. Nine percent (9.0%) will be charged from November 1<sup>st</sup>, to November 30<sup>th</sup>. Last day for payment is November 30<sup>th</sup>. Unpaid taxes are then returned to the county and added to the county tax roll as a relieved school tax unless paid to the county by November 30<sup>th</sup>.
  
11. **AUTHORIZATION TO PAY MILEAGE TO ALL TOWN OFFICIALS AND EMPLOYEES:**
  - Approval to Authorize to pay \$.50 per mile to all town officials for use of personal cars on official town business.
  - Note: This does not apply to mileage from residence to place of performance of official duties.
  
12. **APPOINTMENT OF TOWN OFFICERS FOR 2019:**
  - Building Inspector/ Code Enforcement Officer – David Bender.
  - Building Inspector/ Code Enforcement Officer Clerk – Ellen Bapst.
  - Historian – Dee Zeigel.
  - Property Manager/Records Management Officer – Melinda Eaton.
  - Town Attorney – Ronald Bennett.
  - Town Prosecutor – Phyllis Todoro.
  - Zoning Board of Appeals Clerk – Morgan Eaton.
  - Planning Board Clerk – Morgan Eaton.
  - Deputy Supervisor – Gerald Klinck.
  - Deputy Town Clerks – Ellen Bapst and Pat Owczarzak.
  - Court Clerk – Christa Dake.
  - General Clerk – Camille Venditti.
  - Town Bookkeeper / Budget Director and Supervisor’s Clerk – Rae Hoxsie.
  - Assessor’s Clerk – Dawn Martin.
  - Town Registrar – Melinda Eaton.
  - Town Building Cleaning – J. & M. Cleaning Janitorial.
  - Town Constable – Paul Solomon & Scott Zelli.
  - Town Engineering Firm – GHD Consulting Service.
  - N.E.S.T. Delegate – Gerald Klinck.
  - Natural Disaster Services Coordinator – Walter Raichel.
  - Superintendent of Parks and Cemeteries – Michael Zywar.
  - Refuse Clerk – Melinda Eaton.
  - Fire Inspector – David Bender.
  - Affirmative Action Officer – Rickey Venditti.
  - All other appointed positions from 2018 to remain as appointed.
  
13. **AUTHORIZE PAYMENT OF ASSOCIATION OF TOWNS OF N.Y.S. ANNUAL DUES.**
  
14. **TOWN CONTRIBUTION FOR BASIC PERSONAL CELL PHONE USAGE.**
  - Court Clerk to receive maximum \$25.00/monthly.
  - Building Inspector / Code Enforcement Officer, Highway Superintendent, Natural Disaster Services Coordinator and Supervisor to receive maximum \$40.00/monthly (cell numbers available to the public - on call at all times).
  
15. **AUTHORIZE PREPAYMENT OF CLAIMS IN ADVANCE OF AUDIT.**

- Approval to authorize the prepayment of claims in advance of audit on all approved contracts extending over 1 year and at which time payments will be presented at the next regular board meeting for audit.

16. AGREEMENT TO SPEND HIGHWAY FUNDS. Approval of agreement to spend highway funds and rates to be paid by highway department for gravel and rental of equipment. Highway Superintendent may advertise for any and all supplies and spend budgeted funds pursuant to section 284 of the highway law.

17. APPOINTMENT OF COMMITTEE CHAIRPERSONS FOR 2019:

The Supervisor makes Committee Chairperson appointments and serves as a member of all committees.

- Capital Improvements and Finance – Gerald Klinck & Kyle Barry.
- Recreation and Youth Services – Donald Butcher & Daniel Driver.
- Solid Waste, Conservation, Soil, Water – Daniel Driver & Kyle Barry.
- Insurance - Daniel Driver & Kyle Barry.
- Disaster Preparedness - Don Butcher & Daniel Driver.
- Highways - Gerald Klinck & Don Butcher.
- Health, Welfare and Senior Services – Daniel Driver.
- Cemeteries - Gerald Klinck.
- Planning and Zoning - Gerald Klinck & Daniel Driver.
- Buildings and Grounds - Gerald Klinck & Don Botcher.
- Cable TV - Don Butcher.
- Planning Board Liaison – Kyle Barry.
- Conservation Board Liaison – Don Butcher.
- Zoning Board of Appeals Liaison – Gerald Klinck.

OLD BUSINESS:

1. S.U.P. application received from The Broadway Group for proposed Dollar General Store on Big Tree Rd.
2. Revised agreement with the Towns and Villages received from the Erie County S.P.C.A.
3. N.Y.S. required Municipal Workers Compensation Alliance safety training.
4. Town of Wales ground water study.

NEW BUSINESS:

1. Authorize Supervisor to sign contracts with the Boys and Girls Club of Holland for \$3844.00, the Boys and Girls Club of Elma, Marilla and Wales for \$7688.00, the Town of Wales Senior Citizens for \$5345.00, Hearts & Hands for \$1,170.00, Wales Hollow Cemetery Association, \$1,000.00, Holmes Hill cemetery Association, \$500.00, South Wales Community Hall for \$500.00, and E.M.W. Little League Baseball, Football and Soccer for \$923.00 each.
2. Authorize payment of Annual donation to Aurora Adult Day Care Services for \$585.00, the Sergeant Mark Rademacher Veterans Post for \$585.00 and Meals on Wheels for \$1115.00.
3. Set audit dates for all Town Departments, Town Clerk, Court Clerk, Supervisors Clerk and Tax Collector beginning Monday, January 29<sup>th</sup>, 2019 at 5:00 PM. All Department books will be available for time required for this review.
4. Resolution to authorize Supervisor to sign contract with G.H.D. Consulting Services Inc. for 2019 services.
5. Resolution to authorize Supervisor to sign Dog Warden contract for 2019 services.
6. Resolution to designate Supervisor as Appointing Officer for 2019 under N.Y.S. Civil Service Law.
7. Request from Highway Superintendent to expend funds to purchase new roadside boom mower.

COMMUNICATIONS:

REPORTS OF DEPARTMENT HEADS:

Planning Board	Town of Wales Justices	Building Inspector/C.E.O.	Board of Assessors
Zoning Board of Appeals	Town of Wales Attorney	Dog Control Officer	Town Clerk /Tax Receiver
Conservation Advisory Board	Town of Wales Historian	Highway Superintendent	

REPORTS OF COMMITTEES:

REPRESENTATIVES OF COMMUNITY ORGANIZATIONS:

Senior Citizens	Wales Center Fire Company	Kiwanis Club of Wales	Boy /Cub Scouts
Sergeant Mark Rademacher Post	South Wales Fire Company	Wales Historical Society	Girl Scouts

SECOND INVITATION FOR PUBLIC COMMENT: Open agenda items may be discussed at this time. The Public comment procedure as previously stated applies. New items or items requiring further discussion may be addressed with any Board member after the meeting.

- REVIEW AND ACTION ON SUPERVISOR'S MONTHLY REPORT
- REVIEW AND ACTION ON TOWN CLERK'S MONTHLY REPORT
- REVIEW AND ACTION ON GENERAL FUND BILLS
- REVIEW AND ACTION ON HIGHWAY BILLS
- ADJOURNMENT

**Thank You for Attending !**