



WALES TOWN BOARD MEETING 2016 - #1
January 12th, 2016 @ 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.*

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 2016 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
- ACTION ON GENERAL FUND BILLS
- ACTION ON HIGHWAY BILLS
- ADJOURNMENT

2. AUTHORIZATION OF SALARIES FOR TOWN OFFICERS AND EMPLOYEES FOR 2016.

- 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 Ellen Bapst as co-signers.

5. DESIGNATE OFFICIAL BANKS:

- Approval of M&T Bank, Bank of America, 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 2016:
 - Request to update Chairman of the Planning Board.
 - Balance of policy to remain the same as 2015.

10. AUTHORIZATION FOR TAX COLLECTOR TO:
 - COLLECTION OF TOWN and COUNTY TAXES for 2016 as follows:

Taxes due by March 15th without penalty. Penalties added as follows: if paid on or after March 16th to April 30th inclusive add 7.5%. On May 1st 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 1st 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 2016 as follows:

Taxes due by October 17th without penalty. Penalties added as follows: 7.5% will be charged from October 18th through October 31st. Nine percent (9.0%) will be charged from November 1st, to November 30th. Last day for payment is November 30th. 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 30th.

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 2016:
 - Building Inspector/ Code Enforcement Officer – Walter Raichel and 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 – Kim Stawicki.
 - Planning Board Clerk – Kim Stawicki.
 - Deputy Supervisor – Gerald Klinck.
 - Deputy Town Clerks – Ellen Bapst and Kim Stawicki.
 - Court Clerk – Christa Dake.
 - 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 .
 - Town Engineering Firm – GHD Consulting Service.
 - N.E.S.T. Delegate – Gerald Klinck.
 - Safety and Disaster Coordinator – Walter Raichel.
 - Recreation Director – Bonnie Mather.
 - Youth Court Delegates – Donald Butcher and Rickey Venditti.
 - Superintendent of Parks and Cemeteries – Michael Zywar.
 - Refuse Clerk – Melinda Eaton.
 - Fire Inspector – Walter Raichel.
 - Affirmative Action Officer – Rickey Venditti.
 - All other appointed positions from 2015 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, 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:

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

- Capital Improvements and Finance – Gerald Klinck & Michael Simon.
- Recreation and Youth Services – Donald Butcher & Jude Hartrich.
- Solid Waste, Conservation, Soil, Water – Jude Hartrich & Michael Simon.
- Insurance - Michael Simon & Jude Hartrich.
- Disaster Preparedness - Don Butcher & Jude Hartrich.
- Highways - Gerald Klinck & Don Butcher.
- Health, Welfare and Senior Services – Jude Hartrich.
- Lighting – Don Butcher.
- Cemeteries - Gerald Klinck.
- Planning and Zoning - Gerald Klinck & Michael Simon.
- Buildings and Grounds - Gerald Klinck & Jude Hartrich.
- Cable TV - Don Butcher and Michael Simon.
- Dog Control - Gerald Klinck.
- Planning Board Liaison – Michael Simon.
- Conservation Board Liaison – Don Butcher.
- Zoning Board of Appeals Liaison – Gerald Klinck.

OLD BUSINESS:

1. Request received by Building Inspector / C.E.O. for a large animal Special Use Permit for 4434 Watters Road.

NEW BUSINESS:

1. Authorize Supervisor to sign contracts with the Boys and Girls Club of Holland for \$3500.00, the Boys and Girls Club of Elma, Marilla and Wales for \$3902.00, the Town of Wales Senior Citizens for \$4,988.00 and Hearts & Hands for \$1,091.00.
2. Authorize payment of Annual donation to Aurora Adult Day Care Services for \$546.00, the Sergeant Mark Rademacher Veterans Post for \$546.00, Meals on Wheels for \$1,040.00 and Wales Hollow Cemetery Association, \$1,000.00.
3. Set audit dates for all Town Departments, Town Clerk, Court Clerk, Supervisors Clerk and Tax Collector beginning Monday, January 18th, 2016 at 5:00 PM. All books will be available for time required for Board Members to review.
4. Resolution to authorize Supervisor to sign contract with G.H.D. Consulting Services Inc. for 2016 services.
5. Resolution to authorize Supervisor to sign Dog Warden contract for 2016 services.
6. Resolution to designate Supervisor as Appointing Officer under N.Y.S. Civil Service Law.

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
- ACTION ON GENERAL FUND BILLS
- ACTION ON HIGHWAY BILLS
- ADJOURNMENT IN MEMORY OF: Joan F. Wedgwood

Thank You for Attending !