

January 7, 2015

The annual organizational meeting of the Lockport Town Board was conducted at 7:30 p.m. on Wednesday, January 7, 2015, at the Town Hall, 6560 Dysinger Road, Lockport, New York.

Present were: Supervisor: Marc R. Smith
Council Members: Paul W. Siejak
Mark C. Crocker
Patricia Dufour
Thomas J. Keough

Also Present: Nancy A. Brooks, Town Clerk; David J. Miller, Town Highway Supt.; Michael Norris, Town Attorney; David Kinyon, Dir. of Economic Development; members of the local media and several residents.

Following the Pledge of Allegiance, Supervisor Smith welcomed all in attendance and opened the meeting as follows:

ADMINISTRATION OF OATH OF OFFICE: Thomas J. Keough, Councilman

Town Clerk, Nancy A. Brooks, administered the Oath of Office to Councilman Keough and congratulated him and offered him best wishes for 2015.

PUBLIC COMMENTS: No one spoke.

BUSINESS MEETING:

1. Approval of Minutes

MOTION (2015-004): to approve the minutes of Lockport Town Board meeting conducted on 12/29/2014 was made by Council member Dufour and seconded by Council member Crocker. The motion was CARRIED: AYES-5, NAYS-0. Voting AYE: Crocker, Siejak, Dufour, Keough and Smith.

2. Approval of Payment of Bills

MOTION (2015-005): to pay the bills for January was made by Council member Siejak and seconded by Council member Keough. The motion was CARRIED: AYES-5, NAYS-0. Voting AYE: Crocker, Siejak, Dufour, Keough and Smith.

Bills of January include Vouchers #33085 – 33170; 2014 bills in the amount of \$415,867.35 and 2015 bills in the amount of \$405,390.71.

3. Communications

The Town Clerk read the names of candidates for volunteer fire service that are waiting for Town board approval. The list is as follows:

Cort M. Fry.....Rapids Fire Co.
Gregory P. Nichols.....So. Lockport Fire Co.
Thaddeus J. Harriger.....So. Lockport Fire Co.

MOTION (2015-006): to approve the above-named individuals for volunteer fire service in the Town of Lockport was made by Council member Crocker and seconded by Council member Keough. The motion was CARRIED: AYES-5, NAYS-0. Voting AYE: Crocker, Siejak, Dufour, Keough and Smith.

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4. Building Inspector's Report

Councilwoman Dufour read the Building Inspector's Report for the month of December 2014 which states that 20 building permits were issued; \$3,654.55 was collected in fees; and the estimated cost of construction was \$423,686.00.

MOTION (2015-007): to approve the Building Inspector's Report for the month of December 2014 as submitted was made by Council member Dufour and seconded by Council member Crocker. The motion was CARRIED: AYES-5, NAYS-0. Voting AYE: Crocker, Siejak, Dufour, Keough and Smith.

5. Supervisor's Monthly Financial Report

The Supervisor requested approval of his financial report for the period ending 12/31/2014, which had previously been presented to the Town Board for review.

MOTION (2015-008): to approve the Supervisor's Monthly Financial Report for the period ending 12/31/2014 was made by Council member Dufour and seconded by Council member Keough. The motion was CARRIED: AYES-5, NAYS-0. Voting AYE: Crocker, Siejak, Dufour, Keough and Smith.

6. Deputy Supervisor Appointed for 2015

Supervisor Smith announced that he was appointing Councilman Crocker as the Deputy Supervisor for the year 2015.

MOTION (2015-009): to approve the Supervisor's appointment of Councilman Crocker as the Deputy Supervisor for 2015 was made by Council member Keough and seconded by Council member Dufour. The motion was CARRIED: AYES-5, NAYS-0. Voting AYE: Crocker, Siejak, Dufour, Keough and Smith.

7. Approval of the 2015 Town Appointments

The Town Clerk read the complete list of 2015 Town Appointments. The appointments are as listed below.

2015 Town of Lockport Appointments – 1/7/2015

| <u>Title</u> | <u>Name</u> | <u>Term Expiration</u> |
|---|------------------|------------------------|
| <u>Assessor</u> | Jill Lederhouse | 09/30/19 |
| <u>Bingo Inspector</u> | Sandra Baker | 12/31/15 |
| <u>Board of Ethics</u> | John Benoit | 12/31/15 |
| | Todd Fragale | 12/31/15 |
| | Brian Belson | 12/31/15 |
| <u>Building Inspector/ Code Enforcement Officer</u> | Brian Belson | 12/31/15 |
| <u>City/Town Cable Commission</u> | | |
| Commission Member | Daniel Antkowiak | 12/31/15 |
| | Patricia George | 12/31/15 |

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|--|--------------------|----------|
| <u>Town Security Officers</u> | Nicholas Converso | 12/31/15 |
| | Richard Rucci | 12/31/15 |
| | Richard Smith | 12/31/15 |
| | Brian Haseley | 12/31/15 |
| | William Schiavitti | 12/31/15 |
| <u>Senior Account Clerk Typist</u> | Kathleen Carter | 12/31/15 |
| <u>Assessor's Information Clerk</u> | Carolyn Weber | 12/31/15 |
| <u>Clerks P/T</u> | Lawrence Pease | 12/31/15 |
| | Dennis Fooks | 12/31/15 |
| <u>Clerk PT – Econ. Dev.</u> | Lynn Donovan | 12/31/15 |
| <u>Confidential Secretary to Supervisor</u> | Teresa Hagen | 12/31/15 |
| <u>Real Property Appraisal Tech. Trainee</u> | Casey Anderson | 12/31/15 |
| <u>Deputy Building Inspector</u> | Michael R. Brown | 12/31/15 |
| | Jason Thompson | 12/31/15 |
| <u>Deputy Highway Superintendent</u> | Scott Donner | 12/31/15 |
| <u>Deputy Supervisor</u> | Mark Crocker | 12/31/15 |
| <u>Deputy Town Clerk</u> | Judith Newbold | 12/31/15 |
| | Karen Albone | 12/31/15 |
| <u>Dir. of Economic Development</u> | David Kinyon | 12/31/15 |
| <u>Dog Control</u> | Barry Kobrin | 12/31/15 |
| <u>Drainage Coordinator</u> | David J. Miller | 12/31/15 |
| <u>Fire Board</u> | Charles Black | 12/31/15 |
| | Norman Pearson | 12/31/15 |
| | Joe Fries | 12/31/15 |
| | Tim Glaser | 12/31/15 |
| | Daniel Handrich | 12/31/15 |
| | Scott Seib | 12/31/15 |
| | Bill Fisher | 12/31/15 |
| <u>G.I.S. Coordinator</u> | Marc Smith | 12/31/15 |
| <u>Head Municipal Maintenance</u> | Daniel Dodge | 12/31/15 |
| <u>Historian</u> | Laurence Haseley | 12/31/15 |
| <u>Industrial Development Agency</u> | Darlene DiCarlo | 12/31/15 |
| | Marc Smith | 12/31/21 |
| <u>Justice Clerks</u> | Linda Cutter | 12/31/15 |
| | Mary Anderson | 12/31/15 |
| | Cindy Duggan | 12/31/15 |
| | Anne Martin | 12/31/15 |
| | Julie Duffy | 12/31/15 |

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2015 Town of Lockport Appointment – Contd.

| | | <u>Term Expiration</u> |
|--|--|------------------------|
| <u>Planning Board</u> | Adam Tyson Marie Bindeman (alternate) | 12/31/21 12/31/15 |
| <u>Zoning/Planning Secretary</u> | Jane Trombley | 12/31/15 |
| <u>Receiver of Taxes</u> | Lori L. Carrero | 12/31/15 |
| <u>Assistant Tax Receiver</u> | Sandra Baker | 12/31/15 |
| <u>Records Management Officer</u> | Nancy Brooks | 12/31/15 |
| <u>Recreation Commission</u> | Joe Kaltenbacher | 12/31/19 |
| <u>Recreation Secretary</u> | Judith Newbold | 12/31/15 |
| <u>Registrar of Vital Statistics</u> Deputy Registrar | Nancy Brooks Judith Newbold | 12/31/15 12/31/15 |
| <u>School Crossing Guards</u> | Marlene A. Ryndak Shelley Sterling | 12/31/15 12/31/15 |
| <u>Town Attorney</u> | Michael J. Norris | 12/31/15 |
| <u>Town Prosecutor</u> | Bradley Marble | 12/31/15 |
| <u>Zoning Board</u> | Kevin McCabe Will Collins, alternate | 12/31/19 12/31/15 |
| <u>Mileage Reimbursement</u> | 57.5 cents/mile | |
| <u>Legal Newspaper</u> | Union Sun & Journal | |

MOTION (2015-010): to approve the list of 2015 Town Appointments as submitted was made by Council member Siejak and seconded by Council member Crocker. The motion was CARRIED: AYES-5, NAYS-0. Voting AYE: Crocker, Siejak, Dufour, Keough and Smith.

8. Resolution to Approve the 2015 Non-Union Salaries

MOTION (2015-011): to approve the list of 2015 non-union salaries as submitted by the Town Supervisor was made by Council member Keough and seconded by Council member Dufour. The motion was CARRIED: AYES-5, NAYS-0. Voting AYE: Crocker, Siejak, Dufour, Keough and Smith.

9. Resolution to Approve Travel by Town Officials

MOTION (2015-012): to approve travel by Town Officials for the purpose of education or other requirements as are necessary for their positions was made by Council member Dufour and seconded by Council member Crocker. The motion was CARRIED: AYES-5, NAYS-0. Voting AYE: Crocker, Siejak, Dufour, Keough and Smith.

10. Resolution to Approve the 2015 Mileage Reimbursement Rate

MOTION (2015-013): to approve the 2015 mileage reimbursement rate of 57.5 cents/mile as designated by the IRS was made by Council member Siejak and seconded by Council member Keough. The motion was CARRIED: AYES-5, NAYS-0. Voting AYE: Crocker, Siejak, Dufour, Keough and Smith.

11. Resolution to Approve the Official Newspaper for 2015

MOTION (2015-014): to approve the Union Sun & Journal as the official newspaper for Town of Lockport for the year 2015 was made by Council member Dufour and seconded by Council member Keough. The motion was CARRIED: AYES-5, NAYS-0. Voting AYE: Crocker, Siejak, Dufour, Keough and Smith.

12. Resolution to Approve the 2015 Town Depositories

MOTION (2015-015): to approve First Niagara Commercial Bank; M&T Bank and Key Bank as the official Town Depositories and for related banking services for 2015 and to authorize the Town Supervisor to enter agreements with said banking institutions was made by Council member Siejak and seconded by Council member Crocker. The motion was CARRIED: AYES-5, NAYS-0. Voting AYE: Crocker, Siejak, Dufour, Keough and Smith.

13. Resolution to Adopt the Town Procurement Policy for 2015

MOTION (2015-016): to adopt the 2015 Town of Lockport Procurement Policy was made by Council member Crocker and seconded by Council member Dufour. The motion was CARRIED: AYES-5, NAYS-0. Voting AYE: Crocker, Siejak, Dufour, Keough and Smith.

14. Resolution to Authorize an Agreement with Seaman, Norris, LLP

MOTION (2015-017): to authorize the Supervisor to execute an agreement with Seaman, Norris, LLP to provide secretarial staff for the Town Attorney was made by Council member Keough and seconded by Council member Siejak. The motion was CARRIED: AYES-5, NAYS-0. Voting AYE: Crocker, Siejak, Dufour, Keough and Smith.

15. Resolution to Authorize Supervisor to Retain Wendel Engineering

MOTION (2015-018): to authorize the Supervisor to retain Wendel Engineering to provide planning consultant services pursuant to contract was made by Council member Crocker and seconded by Council member Dufour. The motion was CARRIED: AYES-5, NAYS-0. Voting AYE: Crocker, Siejak, Dufour, Keough and Smith.

16. Resolution to Approve Lumsden & McCormick as Town Auditors

MOTION (2015-019): to approve the firm of Lumsden & McCormick as the official auditors of the Town of Lockport for 2015 was made by Council member Dufour and seconded by Council member Siejak. The motion was CARRIED: AYES-5, NAYS-0. Voting AYE: Crocker, Siejak, Dufour, Keough and Smith.

17. Resolution Authorizing Transfer of Money for Highway Road Construction

MOTION (2015-020): to authorize the transfer of \$200,000 from unallocated General Funds to the 2015 Town Highway Road Construction Fund (acct. #07-5110.4) was made by Council member Siejak and seconded by Council member Dufour. The motion was CARRIED: AYES-5, NAYS-0. Voting AYE: Crocker, Siejak, Dufour, Keough and Smith.

18. Res. to Authorize the Engineer to Set Bid Date for Sewer/Water Vacuum Services

MOTION (2015-021): on a motion by Council member Crocker and seconded by Council member Keough, the following resolution was duly ADOPTED: AYES-5, NAYS-0. Voting AYE: Crocker, Siejak, Dufour, Keough and Smith.

**TOWN OF LOCKPORT
RESOLUTION**

WHEREAS, the Town of Lockport has authorized Wendel, the Town's Engineers, to complete the specifications for the Sewer and Water Vacuum Maintenance Services,

NOW, THEREFORE, BE IT

RESOLVED, that the Lockport Town Board authorizes the Town Clerk to advertise for said bids as follows:

- Books Available: Monday, January 12, 2015.
- Bid Opening: Thursday, January 29, 2015 at 10:00 a.m.

19. Resolution to Approve Contract for Website Design and Maintenance

MOTION (2015-022): to approve a contract with WebEssentials, Inc. to provide website design and maintenance services, including a one-time re-design fee in the amount of \$7,965.00, an annual hosting fee of \$900.00, and a \$70 per hour maintenance fee, was made by Council member Crocker and seconded by Council member Dufour. The motion was CARRIED: AYES-5, NAYS-0. Voting AYE: Crocker, Siejak, Dufour, Keough and Smith.

20. Resolution to Authorize Purchase of Electronics Recycling Shed

MOTION (2015-023): to authorize the purchase of 12' x 30' electronics recycling shed from Homestead Designs, Inc., in an amount not to exceed \$8,000.00 and subject to Town Attorney review and approval, was made by Council member Crocker and seconded by Council member Keough. The motion was CARRIED: AYES-5, NAYS-0. Voting AYE: Crocker, Siejak, Dufour, Keough and Smith.

21. Resolution to Authorize Contract for Electronics Recycling Pickup

MOTION (2015-024): to authorize the Supervisor to enter an agreement with SunnKing to pickup electronics recycling per their quote of December 17, 2014; including a .10/lb rate for (CRT) TVs and monitors, was made by Council member Crocker and seconded by Council member Keough. The motion was CARRIED: AYES-5, NAYS-0. Voting AYE: Crocker, Siejak, Dufour, Keough and Smith.

22. Town Board Comments/Reports

Councilman Keough expressed how impressed he was with the efficiency and integrity of the people working in the Town of Lockport government and that he was extremely proud and happy to have been elected to represent the people of the Town of Lockport.

Councilman Siejak congratulated Councilman Keough on his election and urged residents now that with the extreme cold of winter has arrived, to check in on seniors and neighbors to ensure their safety.

Councilwoman Dufour stated that the Town Board is honored to have him join them to represent the residents of the Town of Lockport. She also urged residents to be mindful of seniors and neighbors during the winter months and wished everyone a happy and healthy new year.

Councilman Crocker also congratulated Councilman Keough on his election and stated he was looking forward to working with him on the Council. He also thanked Councilwoman Dufour for her work as the Deputy Supervisor over the last year, stating she did an outstanding job.

23. Supervisor's Comments/Reports

The Supervisor thanked everyone for coming out on such a cold night and requested a motion to adjourn.

24. Adjournment

MOTION (2015-025): to adjourn was made by Council member Siejak and seconded by Council member Dufour. The motion was CARRIED: AYES-5, NAYS-0. Voting AYE: Crocker, Siejak, Dufour, Keough and Smith.

The meeting ended at 7:52 p.m. The Lockport Town Board will next meet at 1:00 p.m. on Wednesday, January 21, 2015.

Respectfully submitted,

Nancy A. Brooks, RMC, MMC
Lockport Town Clerk