

GAINES TOWN BOARD MEETING
Gaines, NY January 4, 2011

A Regular and Organizational Meeting of the Town of Gaines, County of Orleans and the State of New York were held at the Town Hall, 14087 Ridge Road, Gaines, New York on the 4th day of January 2011.

PRESENT: Bill Lattin ----- Supervisor
David Kast ----- Councilperson
James Kirby ----- Councilperson
Susan Smith ----- Councilperson
Lorraine Oakley ----- Councilperson
Ron Mannella ----- Highway Superintendent
Jean Klatt ----- Town Clerk
Douglas Heath ----- Council

EXCUSED: None

OTHERS PRESENT: Carol Culhane, Marilyn Miller, Connie Mosher, Ronald Radzinski, Dick DeCarlo Sr., Guy Smith, Tibbs Ahlberg, Dick DeCarlo Jr.

Supervisor Lattin called the meeting to order at 7:30PM with the Pledge to the Flag.

RESOLUTION 1-11

APPROVAL OF ENGINEERING SERVICES

On a motion of Councilperson Smith, seconded by Councilperson Kirby, the following resolution was

ADOPTED Ayes 5 Smith, Oakley, Kast, Kirby, Lattin
Nays 0

Resolved that Chatfield Engineers is approved to provide engineering services for 2011.

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RESOLUTION 2-11

LEGAL SERVICES

On a motion of Councilperson Kirby, seconded by Councilperson Kast, the following resolution was

ADOPTED Ayes 5 Smith, Oakley, Kast, Kirby, Lattin
 Nays 0

Resolved that Douglas Heath Esq. from Heath & Martin will provide legal services as Attorney for the Town of Gaines for the Year 2011.

RESOLUTION 3-11

PREPAY BILLS

On a motion of Councilperson Kast, seconded by Councilperson Kirby, the following resolution was

ADOPTED Ayes 5 Smith, Oakley, Kast, Kirby, Lattin
 Nays 0

Resolved that the Town Clerk is authorized to pre-pay bills if due date is prior to the next board meeting to avoid late fees and penalties.

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RESOLUTION 4-11

AUDIT REPORT

On a motion of Councilperson Smith, seconded by Councilperson Oakley, the following resolution was

ADOPTED Ayes 5 Smith, Oakley, Kast, Kirby, Lattin
 Nays 0

Resolved that the criminal and civil dockets of the Town Justice for 2010 having been duly examined with the monthly cash summary being viewed and the fines and fees have been turned over to the proper officials;

that the records of the Town Clerk for 2010 having been duly examined and found all fees have been turned over to the proper officials;

that the records of the Tax Collector for 2010 having been duly examined and found all fees have been turned over to the proper officials.

RESOLUTION 5-11

INSURANCE PLAN

On a motion of Councilperson Oakley, seconded by Councilperson Kirby, the following resolution was

ADOPTED Ayes 5 Smith, Oakley, Kast, Kirby, Lattin
 Nays 0

Resolved that the Town of Gaines will carry its liability insurance plan for property and vehicles through Orleans Agency for the year 2011.

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RESOLUTION 6-11

APPROVAL OF SCHOOLING

On a motion of Councilperson Smith, seconded by Councilperson Kast, the following resolution was

ADOPTED Ayes 5 Smith, Oakley, Kast, Kirby, Lattin
Nays 0

Resolved that schooling for Elected and Appointed Officials, when school pertains to respective jobs is duly authorized if funding was requested and approved in the 2011 budget.

RESOLUTION 7-11

APPROVAL OF OFFICIAL UNDERTAKING

On a motion of Councilperson Kast, seconded by Councilperson Smith, the following resolution was

ADOPTED Ayes 5 Smith, Oakley, Kast, Kirby, Lattin
Nays 0

Resolved the approval of the Official Undertaking as to its form and manner of execution and the sufficiency of the insurance, as surety as prescribed by law.

TOWN OF GAINES OFFICIAL UNDERTAKING OF MUNICIPAL OFFICERS

WHEREAS, C.W. LATTIN _____, of the Town of Gaines, County of Orleans, New York, has been elected to the Office of Supervisor of the Town of Gaines, and

WHEREAS, JEAN KLATT _____, of the Town of Gaines, County of Orleans, New York, has been elected to the Office of Town Clerk of the Town of Gaines, and

WHEREAS, JEAN KLATT _____, of the Town of Gaines, County of Orleans, New York, has been elected to the Office of Town Tax Collector of the Town of Gaines, and

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WHEREAS, BRUCE R. SCHMIDT _____, of the Town of Gaines, County of Orleans, New York, has been elected to the Office of Town Justice of the Town of Gaines, and

WHEREAS, RONALD MANNELLA _____, of the Town of Gaines, County of Orleans, New York, has been elected to the Office of Superintendent of Highways of the Town of Gaines, and

NOW, THEREFORE, we as respective officers above, do hereby undertake with the Town of Gaines that we will faithfully perform and discharge the duties of our office, and will promptly account for and pay over all moneys or property received as a Town Officer, in accordance with the law; and

This undertaking of the Town Supervisor is further conditioned upon that he will well and truly keep, pay over and account for all moneys and property, including any special district funds, belonging to the Town and coming into his hands as such Supervisor; and

This undertaking of the Town Clerk is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Town Clerk; and

This undertaking of the Tax Collector is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Tax Collector; and

This undertaking of the Town Justice is further conditioned that he will well and truly keep, pay over and account for all moneys and property coming into his hands as such Town Justice; and

The Town does and shall maintain insurance coverage, presently with Trinity Insurance, in the sum of \$ 250,000.00 for the Tax Collector, Supervisor and Town Clerk to indemnify against losses through the failure of the officers, clerks and employees covered there under faithfully to perform their duties or to account properly for all monies or property received by virtue of their positions or employment, and through fraudulent or dishonest acts committed by the officers, clerks and employees.

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RESOLUTION 8-11

Approval of Abstract

On a motion from

General Councilperson Oakley and seconded by Councilperson Kirby
Highway Councilperson Kast and seconded by Councilperson Oakley
Water Councilperson Kast and seconded by Councilperson Kirby

ADOPTED Ayes 5 Smith, Oakley, Kast, Kirby, Lattin
 Nays 0

Resolved that the bills on abstract #1 will be paid as presented.

General	Abstract # 1 - # 14	in the amount of \$ 40,929.30
Highway	Abstract # 1 - # 5	in the amount of \$ 2,057.72
Water 1	Abstract # 1 - # 1	in the amount of \$ 35.00
Water 8	Abstract # 1 - # 1	in the amount of \$ 475.00

RESOLUTION 9-11

APPROVAL OF SUPERVISOR'S MONTHLY REPORT

On a motion of Councilperson Kast, seconded by Councilperson Kirby, the following resolution was

ADOPTED Ayes 5 Smith, Kast, Kirby, Lattin, Oakley
 Nays 0

Resolved that the November 2010 Supervisor's Monthly report is approved as submitted by the Supervisor Lattin.

PRIVILEGE OF THE FLOOR/ PUBLIC CONCERNS

Marilynn Miller reported that the planning board meeting held the previous evening only lasting for 5 minutes and questioned the wasting of tax payer money. It was explained that it is necessary to reorganize early in January. Marilyn Miller also recommended Dave Kast for the finance committee and Sue Smith for the planning board committee.

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RESOLUTION 10-10
ANNUAL APPOINTMENTS

On a motion from Councilperson Kast, seconded by Councilperson Kirby the following resolution was

ADOPTED Ayes 5 Smith, Oakley, Kast, Kirby, Lattin
 Nays 0

Resolved that the following appointments and designations are approved.

Supervisor's Appointments:

DEPUTY SUPERVISOR –David Kast
CONFIDENTIAL SECRETARY – Jean Klatt
BUDGET OFFICER – Jean Klatt @ \$2300.00 per year

COMMITTEE APPOINTMENTS:

HIGHWAY – Councilpersons Kast, Kirby, and Superintendent Mannella
UNION CONTRACT – Councilpersons Kast & Oakley
ZONING & PLANNING – Councilpersons Smith & Kirby
WATER – Councilperson Kirby, Superintendent Mannella, Richard DeCarlo
TOWN HALL & GROUNDS – Councilperson Oakley and Clerk Klatt
CODE ENFORCEMENT – Councilpersons Smith & Oakley
ASSESSOR & BOARD OF ASSESSMENT REVIEW – Councilpersons Kirby & Kast
CEMETARIES – Councilperson Oakley, Superintendent Mannella, and Clerk Klatt
FINANCE AND BUDGET –Councilpersons Kast & Oakley, and Clerk Klatt
RECORDS MANAGEMENT – Clerk Klatt & Delia Robinson
CABLE CONTRACT & COMMUNICATIONS – Councilpersons Oakley & Smith
GRANTS – Councilpersons Smith & Clerk Klatt
COURT – Councilpersons Kirby & Oakley

The first person named shall be considered the chairperson of the committee. Brief verbal reports will be in order at Town Board Meetings from committee chair when committees are active.

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The OFFICIAL DEPOSITORIES for funds (all accounts) shall be:

First Niagara, 48 N. Main Street, Albion, NY

For INVESTMENTS:

First Niagara, 48 N. Main Street, Albion, NY

HSBC Bank USA, Main Street, Albion, NY

OFFICIAL PUBLICATION shall be Batavia Daily News, Batavia, NY

FAIR HOUSING OFFICER – Jean Klatt

RECORDS MANAGEMENT OFFICER- Jean Klatt@ \$ 878.00 per year

TOWN REGISTRAR – Jean Klatt

DEPUTY REGISTRAR – Mary Pettit @ \$10.00 per hour

DEPUTY TOWN CLERK – Sharon Harding @ \$9.45 per hour

WATER BILLING CLERK – Mary Pettit @ \$10.00 per hour

WATER COLLECTION CLERK – Jean Klatt@ \$7,086.00 per year

DOG CONTROL OFFICER – Mary Pettit @ \$10.00 per hour

PLANNING & ZONING BOARD SECRETARY –Mary Pettit –\$50.00 per month

COURT CLERK – Marita Dumrese @\$10.59 per hour

TOWN HISTORIAN – Delia Robinson@ \$1250.00 per year

DEPUTY TOWN HISTORIAN – Janice Thaine

CONSTABLE – William Robinson \$15.75 per trip plus \$.51 per mile

CODE ENFORCEMENT OFFICER – Robert McGaffick \$15760.00 per year

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WATER SUPERINTENDENT – Ronald Mannella @ \$ 23,641.00 per year

DEPUTY WATER SUPERINTENDENT – Mark Radzinski

CO-DEPUTY WATER SUPERINTENDENT – David Rustay

DEPUTY HIGHWAY SUPERINTENDENT – David Rustay

CO-DEPUTY HIGHWAY SUPERINTENDENT – Mark Radzinski

MEO – Mark Radzinski@ \$19.63 per hour

MEO/MECHANIC - \$20.23

SEASONAL EMPLOYEES - \$14.62

CLOTHING ALLOWANCE - \$500.00

CELL PHONE ALLOWANCE (for full-time highway employees) - \$200.00

ELECTION INSPECTORS - \$8.13 per hour or \$130.00 daily minimum

OFFICIAL MILEAGE shall be based on the federal rate which has been established at \$.51 per mile for 2011.

ZONING BOARD MEMBERS SHALL RECEIVE \$25.00 PER MEETING ATTENDED

PLANNING BOARD MEMBERS SHALL RECEIVE \$25.00 PER MEETING ATTENDED

ZONING BOARD MEMBER shall be Carol Culhane for a five year term expiring 12/31/2015

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PLANNING BOARD MEMBER shall be Theobert Ahlberg for a seven year term expiring 12/31/2017.

ZONING BOARD OF APPEALS CHAIRMAN shall be Raymond Burke and ZONING BOARD OF APPEALS VICE CHAIRMAN shall be Douglas Syck for a one year term expiring 12/31/2011.

PLANNING BOARD CHAIRMAN shall be Theobert Ahlberg and PLANNING BOARD VICE CHAIRMAN shall be Gary Davy for a one year term expiring 12/31/2011

The board scheduled a workshop meeting for January 19, 2011 @ 7:30 PM.

Councilwoman Oakley expressed that she would like to see committee chairpersons act as liaisons with their respective committees to create better communication.

Supervisor Lattin commented that he felt that the entire board was working for the best interest of the town.

Councilwomen Smith commented that she felt that if everyone would be more careful to follow the law it would create a much more positive atmosphere.

With no further business, on a motion from Councilperson Oakley, Seconded by Councilperson Kirby the following resolution was

ADOPTED Ayes 5 Smith, Oakley, Kast, Kirby, Lattin
 Nays 0

Resolved that the January 4th, 2011 board meeting is adjourned at 8:20 PM.

Respectfully Submitted,

Jean Klatt
Gaines Town Clerk