

AGENDA
REGULAR MEETING - TOWN OF BOSTON – JANUARY 6, 2016

ITEM NO. I PRELIMINARY MATTERS

1. Call Meeting to Order.
2. Roll Call.
3. Pledge of Allegiance and Opening Prayer.
4. Other Preliminary Matters.

ITEM NO. II REGULAR BUSINESS

1. Correction and Adoption of the Minutes 12/16/15.
2. Consideration of all Fund Bills.

ITEM NO. III CORRESPONDENCE

1. Connie D. Miner – Report on Grants Development.

ITEM NO. IV NEW BUSINESS

1. Requests from the Floor – (3 minute time limit per person)
2. Appointments.
3. Establish Salary Schedule.
4. Set Payment of Salaries.
5. Designate Official Bank.
6. Set Dates and Times for Regular and Agenda Meetings.
7. Designate Official Newspaper.
8. Appointment of NEST Solid Waste Management Board.
9. Authorize Supervisor and Tax Collector to Invest Surplus Monies.
10. Set Investment Policy.
11. Authorize Signature Stamp and Check-Writer Machine for Supervisor.
12. Set Mileage Rate Paid by Town.
13. Schedule Annual Audit Meeting.
14. Authorization to Allow Lending Funds from One Account to Another.
15. Approve Form and Sufficiency of Bonds.
16. Direct Town Clerk to Send Letter to Refuse Collectors – Annual Licenses.
17. Set Hours for New York State Retirement Reporting.
18. Public Improvement Specifications.

19. Petty Cash Funds.
20. Resolution 2016-01 Procurement Policy.
21. Set Holiday Schedule.
22. Resolution 2016-02 Adopt Schedule of Fees.
23. Agreement to Spend Town Highway Funds.
24. Application for Use of Town Facility – Boston Democratic Social Club – 55 Annual Easter Egg Hunt.
25. Application for Use of Town Facility – Trooper David Brinkerhoff Foundation.
26. Town of Boston – Personnel Policy.

ITEM NO. V OLD BUSINESS

1. Grant Consultant Contract.

ITEM NO. VI REPORTS AND PRESENTATIONS

1. Supervisor
2. Town Clerk
3. Highway Superintendent
4. Town Attorney
5. Councilmen
6. Assessor
7. Town Justice
8. Planning Board
9. Zoning Board of Appeals
10. Conservation Advisory Council
11. Code Enforcement Officers
12. Dog Control Officers
13. Town Engineer
14. Recreation

ITEM NO. VII ADJOURNMENT OF MEETING

1. Adjournment of Meeting

REGULAR BOARD MEETING
DECEMBER 16, 2015

DRAFT ①

TOWN HALL
7:30 P.M.

Present: Supervisor Martin A. Ballowe, Jay P. Boardway, Councilmen Jeffrey A. Genzel, and Lawrence A. Murtha.

Absent: Councilman Gary E. Vara.

Also Present: Town Attorney Kobiolka and Highway Superintendent Telaak.

A motion was made by Supervisor Ballowe and was seconded by Councilman Boardway upon the recommendation of Town Attorney Kobiolka that the 2015 salary of the Deputy Town Attorney, Patricia Maxwell, be increased to \$14,115.

Supervisor Ballowe	Aye	Councilman Boardway	Aye
Councilman Genzel	Aye	Councilman Murtha	Aye

four (4) Ayes

Carried

A motion was made by Councilman Boardway and seconded by Supervisor Ballowe to adopt the minutes of the December 2, 2015 regular meeting.

Supervisor Ballowe	Aye	Councilman Boardway	Aye
Councilman Genzel	Yes	Councilman Murtha	Aye

four (4) Ayes

Carried

A motion was made by Councilman Boardway and seconded by Supervisor Ballowe to approve the following changes to the minutes of November 18, 2015 regular meeting.

Current Motion:

A motion was made by Councilman Boardway and was seconded by Supervisor Ballowe to adopt the minutes of the October 7 and November 4, 2015 regular meeting.

Supervisor Ballowe	Yes	Councilman Genzel	Yes
Councilman Boardway	No		

two (2) Yes

one (1) No

Carried

Proposed Change:

A motion was made by Councilman Boardway and was seconded by Supervisor Ballowe to adopt the minutes of the October 7 and November 4, 2015 regular meeting.

Supervisor Ballowe	Yes	Councilman Genzel	Yes
Councilman Boardway	No		
two (2) Ayes		(1) No	Defeated

Supervisor Ballowe	Aye	Councilman Boardway	No
Councilman Genzel	Yes	Councilman Murtha	Abstain
two (2) Ayes	(1) Abstain	(1) No	Defeated

A motion was made by Councilman Murtha and seconded by Supervisor Ballowe, upon review by the Town Board, that fund bills on the abstract dated December 10, 2015 in the amount of \$237,430.06 be paid.

Supervisor Ballowe	Aye	Councilman Boardway	Yes
Councilman Genzel	Yes	Councilman Murtha	Aye
four (4) Ayes			Carried

Supervisor Ballowe noted that the Town Board did not get to discuss the correspondence from Councilman Elect Jason Keding requesting to attend the Association of Towns Conference, therefore, it is being tabled.

Councilman Genzel stated that the Town Board paid for the senior group 20 years lunch celebration and continued to read a thank you note signed by Theresa, Sharon and the Seniors.

Received and Filed Erie County Water Authority Tariff Amendments.

A motion was made by Supervisor Ballowe and was seconded by Councilman Boardway to open the floor for public comments.

Supervisor Ballowe	Aye	Councilman Boardway	Yes
Councilman Genzel	Yes	Councilman Murtha	Aye
four (4) Ayes			Carried

There were no public comments.

**REGULAR BOARD MEETING
DECEMBER 16, 2015**

DRAFT

③

**TOWN HALL
7:30 P.M.**

A motion was made by Supervisor Ballowe and was seconded by Councilman Boardway to close the floor.

Supervisor Ballowe	Aye	Councilman Boardway	Yes
Councilman Genzel	Yes	Councilman Murtha	Aye

four (4) Ayes Carried

A motion was made by Supervisor Ballowe and was seconded by Councilman Boardway to accept the Conservation Advisory Council resignation from Jason Keding effective December 31, 2015.

Supervisor Ballowe	Aye	Councilman Boardway	Yes
Councilman Genzel	Yes	Councilman Murtha	Aye

four (4) Ayes Carried

A motion was made by Supervisor Ballowe and was seconded by Councilman Boardway to accept the resignation from Conservation Advisory Council Chairman, Jason Keding, with an effective date of December 31, 2015.

Supervisor Ballowe	Aye	Councilman Boardway	Yes
Councilman Genzel	Yes	Councilman Murtha	Aye

four (4) Ayes Carried

A motion was made by Supervisor Ballowe and was seconded by Councilman Boardway to table the contract renewal request from Grant Writer, Connie Miner because they have questions they need answers to.

Supervisor Ballowe	Aye	Councilman Boardway	Yes
Councilman Genzel	Yes	Councilman Murtha	Aye

four (4) Ayes Carried

A motion was made by Councilman Murtha and was seconded by Supervisor Ballowe upon the recommendation of the Conservation Advisory Council to appoint Scott Johnson as chairman.

Supervisor Ballowe	Aye	Councilman Boardway	Yes
Councilman Genzel	Yes	Councilman Murtha	Aye

four (4) Ayes Carried

REGULAR BOARD MEETING
DECEMBER 16, 2015

DRAFT (4)

TOWN HALL
7:30 P.M.

A motion was made by Councilman Boardway and was seconded by Supervisor Ballowe to accept the resignation of Robert Chelus from the Assessment Board of Review and the Zoning Board of Appeals.

Supervisor Ballowe	Aye	Councilman Boardway	Yes
Councilman Genzel	Yes	Councilman Murtha	Aye

four (4) Ayes

Carried

Councilman Boardway noted that a request was received from the Secretary of the Boston Patriots Football to use the meeting room on an urgent basis for a meeting that they had to have with some of their members. The Town Board members were in fact all contacted in this regard and an approval was given.

A motion was made by Councilman Boardway and was seconded by Supervisor Ballowe to formally request approval of the December 9, 2015 request from the Boston Patriots' request for use of the downstairs community meeting room for December 10, 2015.

Supervisor Ballowe	Aye	Councilman Boardway	Yes
Councilman Genzel	Yes	Councilman Murtha	Aye

four (4) Ayes

Carried

Councilman Boardway: The Town of Boston is responsible for insurance on the liability sense to all of our town buildings, our town facilities, obviously the highway department, the highway facilities, in addition to that we have multiple vehicles, multiple drivers, a plethora of insurance needs in the Town of Boston to cover both of our citizens, our employees and everything else. In addition to that, the Worker's Compensation Coverage, which provides coverage for our employees while on the job. One step beyond that, we are mandated by NYS law and our contracts with the fire service and the volunteer EMS service to also ensure they have adequate Worker's Compensation coverage in their needs in their service to the town. Every year this policy gets re-worked to try and save money. Sometimes it works, sometimes it doesn't. This year the overall policies have gone down slightly. Based, more on experience rating from the Worker's Compensation end. The liability end has gone up a bit, but the worker's Compensation end went down a little bit. Total liability Insurance premium renewal would be \$53,382 and the NYS Municipal Worker's Compensation Alliance payment, which will cover all the town employees, the volunteer ambulance workers and all three volunteer fire companies that are currently under contract is \$84,715.

**REGULAR BOARD MEETING
DECEMBER 16, 2015**

DRAFT ⑤

**TOWN HALL
7:30 P.M.**

A motion was made by Councilman Boardway and was seconded by Supervisor Ballowe to accept and bind this policy.

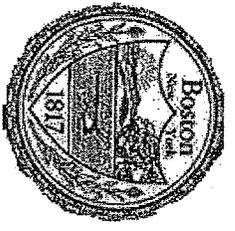
Supervisor Ballowe	Aye	Councilman Boardway	Yes
Councilman Genzel	Yes	Councilman Murtha	Aye

four (4) Ayes

Carried

A motion was made by Supervisor Ballowe and was seconded by Councilman Boardway to adjourn the meeting at 8:08 p.m.

JENNIFER A. MULÉ, TOWN CLERK



Jan. 6, 2016- ABSTRACT

Town of Boston
Journal Proof Report
Fiscal Year: 2015 - 2016

RECEIVED
BOSTON TOWN CLERK

2015 DEC 30 PM 2: 56

Created By: Kselby

Journal Number: AP - 109	Journal Desc: AP Batch 1	Trans Description	Date	Journal Date: 12/30/2015	Account Period: 1 - Jan	Debit	Credit	Status: Currently Active	ENCLIQ Seg #
A00-0600-0000-0000	ACCOUNTS PAYABLE	Fund A00 AP Account	12/30/2015	Fund A00 AP Account		\$0.00	\$8,042.81		18
A00-1110-4000-0000	TOWN JUSTICE-CONTR	TIME WARNER CABLE 151228	12/30/2015	Vendor#: 1242		\$58.98	\$0.00		2
A00-1220-0400-0000	SUPERVISOR- CONTR	TIME WARNER CABLE 151228	12/30/2015	Vendor#: 1242		\$58.98	\$0.00		3
A00-1355-0401-0000	ASSESSOR- CONTR	TIME WARNER CABLE 151228	12/30/2015	Vendor#: 1242		\$29.99	\$0.00		4
A00-1410-0401-0000	TOWN CLERK- CONTR	TIME WARNER CABLE 151228	12/30/2015	Vendor#: 1242		\$58.98	\$0.00		5
A00-1620-0400-0000	BUILDINGS- CONTR	TIME WARNER CABLE 151228	12/30/2015	Vendor#: 1242		\$416.04	\$0.00		1
A00-1650-0400-0000	CENT COMMUNICATIONS- CONTR	LOGICS 13438	12/30/2015	Vendor#: 1549		\$3,600.00	\$0.00		11
A00-1670-0403-0000	CENT PRINT/MAIL- CONTR	LINEAGE INV138850	12/30/2015	Vendor#: 1489		\$900.00	\$0.00		12
A00-1920-0000-0000	MUNICIPAL ASSOCIATION DUES	NY PLANNING FEDERATION 11565	12/30/2015	Vendor#: 366		\$250.00	\$0.00		9
A00-1920-0000-0000	MUNICIPAL ASSOCIATION DUES	WNY SOUTHTOWNS SCENIC BYWAY 2016	12/30/2015	Vendor#: 1344		\$250.00	\$0.00		10
A00-5132-0400-0000	GARAGE-CONTR	TIME WARNER CABLE 151228	12/30/2015	Vendor#: 1242		\$119.96	\$0.00		6
A00-6772-0400-0000	PROGRAMS FOR AGING- CONTR	TIME WARNER CABLE 151228	12/30/2015	Vendor#: 1242		\$29.99	\$0.00		7
A00-9060-0800-0000	HOSPITAL AND MEDICAL INSURANCE	BROKERAGE CONCEPTS, INC. 160104	12/30/2015	Vendor#: 1377		\$2,250.00	\$0.00		13
A00-9060-0800-0000	HOSPITAL AND MEDICAL INSURANCE	HEALTHINOW ADMIN SERVICES 129395	12/30/2015	Vendor#: 1376		\$19.89	\$0.00		15
DB0-0600-0000-0000	ACCOUNTS PAYABLE	Fund DB0 AP Account	12/30/2015	Fund DB0 AP Account		\$0.00	\$2,546.41		20
DB0-9060-0800-0000	HOSPITAL AND MEDICAL INSURANCE	HEALTHINOW ADMIN SERVICES 129395	12/30/2015	Vendor#: 1376		\$46.41	\$0.00		16
DB0-9060-0800-0000	HOSPITAL AND MEDICAL INSURANCE	BROKERAGE CONCEPTS, INC. 160104	12/30/2015	Vendor#: 1377		\$2,500.00	\$0.00		14
SG0-0600-0000-0000	ACCOUNTS PAYABLE	Fund SG0 AP Account	12/30/2015	Fund SG0 AP Account		\$0.00	\$46,939.20		21
SG0-8160-0401-0000	GARBAGE CONTRACTUAL BFI	WASTE MANAGEMENT 3410250	12/30/2015	Vendor#: 432		\$46,939.20	\$0.00		17
SMD-0600-0000-0000	ACCOUNTS PAYABLE	Fund SMD AP Account	12/30/2015	Fund SMD AP Account		\$0.00	\$34.99		19
SMD-4540-0400-0000	CONTRACTUAL	TIME WARNER CABLE 151228	12/30/2015	Vendor#: 1242		\$34.99	\$0.00		8

Total Number of 21 Transactions

No Errors

\$57,563.41

\$57,563.41

\$0.00



Jan. 6, 2016- ABSTRACT

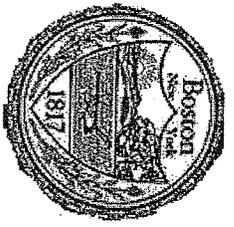
Town of Boston
 Journal Proof Report
 Fiscal Year: 2015 - 2016

Created By: kselby

Journal Number: AP - 109 Journal Desc: AP Batch 1 Journal Date: 12/30/2015 Account Period: 1 - Jan Status: Currently Active
 Account# Account Description Trans Description Date Reference Debit Credit ENCLIQ Seq #

AP - 109 Summary By Fund Number

Fund	Debit	Credit	ENCLIQ
A00	\$8,042.81	\$8,042.81	\$0.00
DB0	\$2,546.41	\$2,546.41	\$0.00
SG0	\$46,939.20	\$46,939.20	\$0.00
SMD	\$34.99	\$34.99	\$0.00
Total	\$57,563.41	\$57,563.41	\$0.00



Jan. 6, 2016- ABSTRACT

Town of Boston
Journal Proof Report
Fiscal Year: 2015

Created By: kselby

Journal Number: PA - 108 Journal Desc: AP Batch 13 Journal Date: 12/30/2015 Account Period: 13 - Post Closing Status: Currently Active

Account#	Account Description	Trans Description	Date	Reference	Debit	Credit	ENCLIQ	Seq #
A00-0600-0000-0000	ACCOUNTS PAYABLE	Fund A00 Prior AP Account	12/30/2015	Fund A00 Prior AP Account	\$0.00	\$5,855.47	\$0.00	11
A00-1010-4000-0000	TOWN BD-CONTR	Jason Keding 151208	12/30/2015	Vendor#: 1568	\$200.00	\$0.00	\$0.00	1
A00-1620-0200-0000	BUILDINGS- EQUIP	DIX ELECTRIC, INC. 151228	12/30/2015	Vendor#: 276	\$2,342.50	\$0.00	\$0.00	2
A00-1620-0400-0000	BUILDINGS- CONTR	Newton Distributing Co, Inc. 35261	12/30/2015	Vendor#: 1802	\$716.00	\$0.00	\$0.00	4
A00-6772-0400-0000	PROGRAMS FOR AGING- CONTR	BETTY HERMANN 151230	12/30/2015	Vendor#: 1298	\$48.56	\$0.00	\$0.00	5
A00-6772-0400-0000	PROGRAMS FOR AGING- CONTR	FRED KLEPP 151230	12/30/2015	Vendor#: 1497	\$13.50	\$0.00	\$0.00	6
A00-6772-0400-0000	PROGRAMS FOR AGING- CONTR	JOAN SCHLENKER 151228	12/30/2015	Vendor#: 1274	\$93.60	\$0.00	\$0.00	7
A00-6772-0400-0000	PROGRAMS FOR AGING- CONTR	PREMIUM COFFEE ROASTERS 18973	12/30/2015	Vendor#: 1566	\$73.78	\$0.00	\$0.00	3
A00-7550-0400-0000	CELEBRATIONS- CONTR	COMMUNITY PAPERS OF WNY 96372	12/30/2015	Vendor#: 986	\$32.41	\$0.00	\$0.00	9
A00-7620-0402-0000	ADULT REC- BOS YOUNG @ HEART	BOSTON YOUNG AT HEART 151230	12/30/2015	Vendor#: 45	\$2,335.12	\$0.00	\$0.00	10
SMD-0600-0000-0000	ACCOUNTS PAYABLE	Fund SMD Prior AP Account	12/30/2015	Fund SMD Prior AP Account	\$0.00	\$27.02	\$0.00	12
SMD-4540-0400-0000	CONTRACTUAL	COMMUNITY PAPERS OF WNY 96372	12/30/2015	Vendor#: 986	\$27.02	\$0.00	\$0.00	8

Total Number of 12 Transactions

No Errors

\$5,882.49

\$5,882.49

\$0.00

PA - 108 Summary By Fund Number

Fund	Debit	Credit	ENCLIQ
A00	\$5,855.47	\$5,855.47	\$0.00
SMD	\$27.02	\$27.02	\$0.00
Total	\$5,882.49	\$5,882.49	\$0.00
GRAND TOTAL	\$63,445.90	\$63,445.90	BOTH 2015 & 2016 BATCHES

AUDITED & APPROVED BY TOWN BOARD, RECORDED BY TOWN CLERK

DATE

2015 DEC 28 AM 8:47

Summary of Grants Awarded This Contract Year

Project Title	Name of Funding Source	Amount Awarded	Date Awarded
Arts Services Initiative: Summer Concert Series	NYS Council on the Arts Decentralization Grant	\$1,500	December 14, 2015
Disaster 4204: November Storm Reimbursement for Road Repair, Damages to	FEMA/DHSES	\$179,573.01 (To Be Paid Upon Completion; Status reports submitted quarterly to FEMA)	April 16, 2015
Disaster 4204: November Storm Reimbursement for Emergency Protective Measures	FEMA/DHSES	\$33,248.22 (\$24,936.17 = Federal Share, \$8,312.05 = State Share (Town received Federal payment already)	April 16, 2015
	Total Awarded This Contract Year:	\$214,321.23	

Grants In Process

Project Title	Name of Funding Source	Amount of Request	Deadline
Records Management: Inactive Records Center	NYS Archives	To Be Determined	On or around February 1. Town Board direction is requested for this application. If the Town Clerk doesn't want to re-apply, there are other departments that may benefit from this program.

Town of Boston
 Report on Grants Development
 December 2015

Grants In Process – cont'd.

Project Title	Name of Funding Source	Amount of Request	Deadline
Disaster 4204: November Storm Reimbursement: Highway Roof	FEMA/DHSES	\$115,262	I am waiting to hear final determination from FEMA to see if this PW given the Town's insurance declination. I submitted the required paperwork to FEMA.
Water District 2 Extension	USDA/Rural Development	Loan or grant/loan request not determined at this time. It is contingent on the income survey results.	Meetings conducted and conference calls with USDA/Rural Development representatives. I need Town Board direction on what further steps you want to take for this project. This is still pending from 2014.

Grants Pending

Project Title	Name of Funding Source	Amount of Request	Date Submitted/ Comments
Boston Cross Road Drainage Project	US Dept. of HUD: Administered through Erie County DEP	\$100,000	November 2, 2015 Although this is not expected to be funded since Boston was just awarded a 2015 grant and lost points in the scoring because of this, I have been told it scored well. Letters will be sent in January.
2015 Summer Primetime Program	Erie County Youth Bureau	\$10,000	March 16, 2015

Town of Boston
 Report on Grants Development
 December 2015

Grants Denied

Project Title	Name of Funding Source	Amount of Request	Date Submitted/ Comments
Records Management: Inactive Records Center	NYS Archives	Maximum Award \$75,000	March 2, 2015 Only two projects were funded state-wide, both of which didn't have any type of records room. Boston wanted to rehab its existing records center.

Grant Administration*

Project Title	Name of Administering State Agency	Amount	Notes
Boston Cross Road Storm Drain Extension Project Phase II	US Dept. of HUD: Administered through Erie County DEP	\$100,000	All reimbursement documents were submitted as they were received from the Town. All final documents were submitted to the County on October 27, 2015. This project is closed out pending the Town's receipt of payment.
November Storm Reimbursement	FEMA/DHSES	\$179,573.01	Required Kickoff Meetings Attended in Cheektowaga, Request for Public Assistance documents submitted, quarterly reports submitted.
Boston Town Park Rehabilitation & Expansion Project	NYS Office of Parks, Recreation & Historic Preservation	\$50,000	Preliminary reimbursement documents were submitted on 3/29/13. Contract extension documents were submitted on April 17, 2013. Final payment documents were submitted on September 20, 2013 because all of the extensions had to be approved first. There are two payments remaining in question to Gernatt. I met with Noelle and Bob Telaak for an inspection of North Boston and Town Hall Town Parks on 10/16/13. Kathy and I met with the Town's auditor for the Agreed Upon Procedures Audit. I received the hard copy on January 3 and have moved ahead with final close-out. Final close-out was submitted, with additional documentation submitted regarding the Gernatt payments. Waiting for State to release final \$5,000 to the Town.

**Town of Boston
Report on Grants Development
December 2015**

Grant Administration*

Project Title	Name of Administering State Agency	Amount	Notes
Town of Boston Salt Storage Building	DASNY	\$50,000	This was not funded to the Town of Boston. Award letter was accidentally sent by the State and was their mistake. I have correspondence to this effect that I discovered when I inquired about the documents. It was intended for the Town of Castile. Senator Gallivan's office was contacted and is aware of the error.
North Boston Town Park Restroom Project	DASNY	\$50,000	Budget/cost estimated requested on September 30, 2014 from Town Engineer. They were received on December 31, 2014. Contract documents were submitted to DASNY. We are waiting for additional request from DASNY to move ahead.

Non-Grant Related Consulting Services*

Project Title	Description of Work Performed	Frequency of Meetings
Water 2 Extension Income Survey	Create Cover Letter & Survey, Distribute to 196 dwelling units, calculate response rate, and Median Household Income	Informational Meeting with Residents on 1/15/14; additional meetings as necessary. To date, I have sent out three income survey mailings. I now have 100 surveys returned, of which seven were blank, so the true total is 93. Approximately 38 more surveys are needed to make it valid before I can analyze the numbers to see if the area may qualify as one of low-to-moderate income.
Capital Improvement Committee	Participation at meetings, minute-taking, preparation and submittal of minutes to Town Supervisor.	As requested by Town Supervisor
Recreation Committee	Participation at meetings, minute-taking, preparation and submittal of minutes to Town Supervisor.	As requested by Town Supervisor

**Not Part of Grant Writing Service Contract, But Provided At No Additional Cost*

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BOSTON TOWN CLERK

TOWN OF BOSTON

2015 DEC 30 PM 3: 01

<u>2016 APPOINTMENT</u>	<u>TITLE</u>	<u>TERM</u>
Michael L. Kobiolka	Town Attorney, PT	12/31/16
Patricia Maxwell	Deputy Town Attorney/Prosecutor, PT	12/31/16
William G. Ferguson	Code Enforcement Officer, PT	12/31/16
TBD	Deputy Code Enforcement, PT	12/31/16
Maryann Cumming Mehs	Clerk, PT	12/31/16
Brianna Boncal	Clerk, PT	12/31/16
Joseph Gallagher	Dog Control Officer, PT	12/31/16
Anthony Zeniuk	Recreation Director, PT	12/31/16
Karen Miller	Clerk, PT	12/31/16
John Sibenik	Court Officer, PT	12/31/16
Daniel Mule'	Court Officer, PT	12/31/16
Ashley Karmazyn	Assessment Clerk, PT	12/31/16
Thelma Faulring	Secretary to Boards/Committees, PT	12/31/16
Theresa Horschel	Nutrition Prog. Director, PT	12/31/16
Lori Valentine	Sub Asst. Nutrition Director, PT	12/31/16
Sharon Bulger	Asst. Nutrition Director, PT	12/31/16
Leo Jensen	Town Hall Laborer	12/31/16
Joyce Carr	Marriage Officer	12/31/16
Jacob Karb, III	Liaison - Cobblehill Cemetery	12/31/16
Cheryl Dunmire	Town Hall Cleaner, PT	12/31/16
Robert Telaak	Parks Superintendent	12/31/16
Town Planner	Sarah DesJardins	12/31/16
Town Engineer	James D. Hannon	12/31/16
Parks Laborer, FT	Scott Fellows	12/31/16
Parks Laborer, Seasonal	Barry Decker	12/31/16
Parks Laborer, Seasonal	Amanda Jensen	12/31/16

Supervisor Ballowe made the following appointments:

Jay Boardway	Deputy Town Supervisor	12/31/16
Dawn Boncal	Assistant to Supervisor, PT	12/31/16
Kathleen K. Selby	Bookkeeper/ Budget Director	12/31/16
Dawn Boncal	Town Historian	12/31/16

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BOSTON TOWN CLERK

2015 DEC 30 AM 10: 50

2016 Liaison Assignments:

Jay Boardway

Planning Board, Boston Community Foundation, Haz-Mat, Insurance, Parks and Recreation

Jeff Genzel

Fire Departments, Fire Benefit Program, Engineering, Christmas Lighting,

Zach Munger

Drainage, Streets and Lighting, Chamber of Commerce, Traffic and Highway Safety, Historical Society

Jason Keding

Cable TV, Senior Citizens, Solid Waste, Nutrition, Emergency Squad, Conservation Advisory Council

2016 COMMITTEE APPOINTMENTS

RECEIVED
BOSTON TOWN CLERK
2015 DEC 30 AM 10:49

AUDIT COMMITTEE - Town Board Members

TRAFFIC SAFETY & ROADWAYS Chairman-Councilman Munger

INSURANCE Chairman- Councilman Boardway, Town Attorney Kobiolka, Town Clerk Mulé

I.T. COMMITTEE Chairman- Councilman Munger, Bookkeeper Selby, Supervisor Assistant Boncal

INVESTMENT ADVISORY Chairman- Councilman Boardway, Town Attorney Kobiolka, Town Board, Mark Flaherty, Designated Representatives of Boston, N. Boston, & Patchin Fire Companies

SOLID WASTE & REFUSE Chairman-Councilman Keding, Town Attorney Kobiolka, Town Clerk Mulé

INSPECTION Chairman- Code Enforcement Officer Ferguson, Town Board

CABLE TV Chairman-Councilman Keding, Town Attorney Kobiolka

DRAINAGE Chairman-Councilman Munger, Hwy Supt. Telaak, Jim Hannon

ZONING REVIEW Chairman-Town Attorney Kobiolka, Councilman Genzel, Code Enforcement Officer Ferguson, Zoning Chairman Prackajlo

SAFETY Chairman-Town Clerk Mulé, Hwy Supt. Telaak, Councilman Keding, Councilman Munger

RECREATION Chairman- Councilman Boardway, Hwy Supt. Telaak, Recreation Director Zenuik

RECORDS Chairman-Town Clerk Mulé, Supervisor Ballowe, Leo Jensen

DEFERRED COMPENSATION Chairman-Bookkeeper Selby, Supervisor Ballowe, Town Clerk Mulé, Councilman Boardway

CAPITAL IMPROVEMENT Chairman-Herbert Klein, Supervisor Ballowe, Connie Miner, Councilman Genzel, Town Attorney Kobiolka

OFFICE OF EMERGENCY MGMT Director- Gene Wieckowski

BOSTON SENIORS – GROUP #1 President- Lois Lizak, Theresa Gresco, Philomena Saeli, Pearl Emerling, Art May, Gloria Collett, Greg Hahn, Erma Kern, Florence Weiss Rosa

YOUNG AT HEART – GROUP #2 President- Carolyn Latosinski, Vice Pres.- Ginnette Billittere, Secretary- Judy Zemrac, Treasurer- Larry Steward, Membership-Carol Niegere, Carol Bulera Sunshine- Jean Ruchalski, Bocce- Val Bezilla

CHRISTMAS LIGHTING - Councilman Genzel, Bookkeeper Selby, Supervisor Assistant Boncal

GRANT WRITER LIAISON – Councilman Jeffrey Genzel

2016 SALARY SCHEDULE

RECEIVED
BOSTON TOWN CLERK

Position

Salary

2015 DEC 30 PM 3:02

Assistant to the Supervisor, PT	15./Hr.
Bookkeeper	45,320 /Yr.
Deputy Supervisor	1,000/Yr.
Clerk, PT (Court)	14.42/Hr.
Court Clerk	35,540/Yr.
Assessor	36,400/Yr.
Assessment Clerk, PT	13.39./Hr.
Hwy Clerk, PT	12./Hr.
Town Attorney	30,596/Yr.
Dep. Attorney/Prosecutor	14,538/Yr.
Court Officer, PT (2)	5,114/Yr.
Clerk, PT	15./Hr.
Clerk, PT	14./Hr.
Secretary to Boards , PT	15/Hr.
Recreation Director, PT	16,150/Hr.
Code Enforcement Officer, PT	20,265/Yr.
Deputy Code Enforcement, PT	5,100/Yr.
Dog Control Officer, PT	9,671/Yr. +\$1 per parcel
Nutrition Program Director	11.25/Hr.
Asst. Nutrition Program Director	11.25/Hr.
Laborer, PT - Town Hall	14.32/Hr.
Cobblehill Cemetery Liaison	300.00/Yr.
Town Historian	2,550/Yr.
Cleaner, PT Town Hall	3,600/Yr.
Budget Director	3,500/Yr.
Parks Superintendent	7,983/Yr.
Parks Seasonal Employees (2)	\$14.50/Hr., \$12/Hr.
Parks Laborer, FT	35,000/Yr.

Highway Department

Per Collective Bargaining Agreement

Elected Officials

Supervisor	\$30,025 / Yr.
Councilmen (4)	\$8,250 /Yr.
Highway Superintendent	\$56,290/ Yr.
Town Clerk	\$44,820 /Yr.
Town Justices (2)	\$16,125 / Yr.

Set Payment of Salaries:

Bi-weekly to the Town Clerk, Supervisor, Assistant to Supervisor, Highway Superintendent, Deputy Highway Superintendent, Bookkeeper, Court Clerk, Clerk PT, Assessor, Assessment Clerk, Secretary to Boards/Committees, M.E.O.'s, Truck Drivers, and Laborers, all others are paid on a monthly basis.

Designate Official Bank:

North Boston Branch of the Evans National Bank for Supervisor, Town Clerk, Town Justices, Tax Collector, and Dog Control Officer.

Schedule Dates and Times for Regular Monthly Meetings and Agenda Review:

Town Board Meeting: First and third Wednesday of the month at 7:30 p.m.

Agenda Review: First and third Wednesday of the month at 5:30 p.m.

Designate Official Newspaper:

The Hamburg Sun

Appointment to NEST Solid Waste Management Board:

TBD

Authorization of Surplus Monies:

Authorize the Supervisor and the Tax Collector to invest surplus monies.

Investment policy:

Investment policy previously adopted by the Town Board where idle town monies may be invested, subject to any further regulation from the State Comptroller pursuant to Section 39 of the General Municipal Law as follows:

1. Obligations of Federal Government - Treasury Notes, Treasury Bills, etc.
2. Obligations of Federal Agencies Guaranteed by the Government.
3. Obligations of the State of New York
4. Certificates of Deposit in Commercial Banks, which are FDIC insured.
5. Regular Savings Accounts, Money Market Accounts in Commercial Banks if proper securities are provided for all monies invested in excess of the amount secured by FDIC.
6. Tax Anticipation Note and Revenue Anticipation Notes of another municipality, district, corporation or school district, any other investments not listed will require prior approval by the Town Board and be in conformance of all state statutes.

The Town Supervisor will keep a record of all such investments and provide a report to all Town Board Members monthly.

Check Writer and Signature Stamp for the Supervisor:

Authorize the use of.

Rate Per Mile:

Currently 45 cents per mile.

Schedule the Annual Audit Meeting:

TBD

Lending Funds:

Authorize the Supervisor to lend funds from one account to another.

Form and Sufficiency of the Bonds.

To Approve.

Refuse Collectors Annual Licenses:

Direct Town Clerk to send letters to refuse collectors that annual licenses are due.

Workdays & Retirement Reporting (Part Time):

Assign the following to be reported by New York State Retirement purposes for elected and appointed Town Personnel with six (6) hours being designated as a workday:

Town Justices	Councilman
Supervisor	Deputy Supervisor
Code Enforcement Officer	Deputy Code Enforcement Officer
Town Attorney	Dep. Town Attorney/Prosecutor
Recreation Director	Summer Recreation Supervisor
Assessment Clerk	Town Hall Cleaner
Assessor	Dog Control Officer
Dep. Dog Control Officer	Court Officer
Assistant to Town Supervisor	

Work Days & Retirement Reporting (Full Time):

Assign the following work days to be reported by New York State Retirement purposes for elected and appointed Town Personnel as full time based on a seven (7) hour workday for New York State Retirement purposes:

Town Clerk	Superintendent of Highways
Deputy Highway Superintendent	Bookkeeper
Court Clerk	

Public Improvement Specifications:

Approve if Highway Superintendent and Town Engineer agree.

Petty Cash Funds:

Town Clerk	\$300
Town Justice	\$300

RECEIVED
BOSTON TOWN CLERK

2015 DEC 30 AM 10: 50

RESOLUTION 2016-01

PROCUREMENT POLICY

At a Regular Meeting of the Boston Town Board Erie County, New York, held at the Boston Town Hall, 8500 Boston State Road, Boston, New York, on the 6th day of January, 2016 at 7:30 pm Eastern Prevailing Time there were:

Present: Supervisor Martin A. Ballowe, Councilmen Jeffrey A. Genzel, Jay P. Boardway, Jason Keding and Zach Munger

Councilman Boardway presented the following Resolution and moved its adoption:

NOW THEREFORE BE IT RESOLVED, the Town of Boston does hereby adopt the following procurement policies and procedures for this year:

Guideline 1. Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML, Sec. 103. Every Town officer, board, department head or other personnel with the requisite purchasing authority (hereinafter "Purchaser") shall estimate the cumulative amount of the items of supply or equipment needed in a given fiscal year. That estimate shall include the canvass of other Town departments and past history to determine the likely yearly value of the commodity to be acquired. The information gathered and conclusions reached shall be documented and kept with the file documentation supporting the purchase.

Guideline 2. All purchases of (a) supplies or equipment which will exceed \$20,000 in the fiscal year; or (b) public works contracts over \$35,000 shall be formally bid pursuant to GML, Sec. 103.

Guideline 3. All estimated purchases of (a) less than \$20,000 but greater than \$10,000 require a written request for a proposal (RFP) and written/fax quotes from 3 vendors; or (b) less than \$5,000 require an oral request for the goods and oral/fax quotes from 3 vendors if possible; or (c) less than \$1,500 are left to the discretion of the Purchaser.

All estimated public works contracts of (a) less than \$35,000 but greater than \$20,000 require a written RFP and fax/proposals from 3 contractors; or (b) less than \$10,000 but greater than \$3,000 require a written RFP and fax/proposals from 2 contractors; or (c) less than \$3,000 are left to the discretion of the Purchaser. Any written RFP shall describe the desired goods, quantity and the particulars of delivery. The Purchaser shall compile a list of all vendors from whom written/fax/oral quotes have been requested and offered. All information gathered in complying with the procedures of this Guideline shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract.

Guideline 4. The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the Purchaser prepares a written justification providing reasons why it is in the best interest of the Town and its taxpayers to make an award to other than the low bidder. If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement.

Guideline 5. A good-faith effort shall be made to obtain the required number of proposals or quotations. If the Purchaser is unable to obtain the required number of proposals or quotations, the Purchaser shall document the attempt made at obtaining the proposals. In no event shall the inability to obtain the proposals or quotes be a bar to the procurement.

Guideline 6. Except when directed by the Town Board, no solicitation of written proposals or quotations shall be required under the following circumstances:

- (a) Acquisition of professional services;
- (b) Emergencies;
- (c) Sole source situations;
- (d) Goods purchased from agencies for the blind or severely handicapped;
- (e) Goods purchased from correctional facilities;
- (f) Goods purchased from another Governmental agency;
- (g) Goods purchased at auction;
- (h) Goods purchased for less than \$1,500;
- (i) Public works contracts for less than \$1,500.

Guideline 7. Notwithstanding any of the foregoing provisions of this policy, purchases in the range of \$1,500 to \$5,000 require written authorization, Purchase Request Form, signed by the Supervisor and the Supervisor will discuss with the Town Board prior to approval. Purchases over \$5,000 require approval at a Town Board Meeting.

Guideline 8. Overnight travel in any amount must be approved at a Town Board Meeting.

Guideline 9. All vouchers shall contain information which properly and clearly identify the job, project, vehicle or equipment for which the parts, repair, and/or replacement pertain to. Expense reimbursement will be submitted on a quarterly basis. Full year vouchers accumulated will not be honored.

Guideline 10. The Town Board at its organizational meeting shall review this policy annually or as soon thereafter as is reasonably practicable.

Guideline 11. The following Town Officials are designated as responsible for purchasing:

Supervisor Ballowe	Bookkeeper Selby
Court Clerk Kummer	Town Attorney Kobiolka
Assessor Fitzner	Cobble Hill Cemetery Liaison Karb
Code Enforcement Officer Ferguson	Dog Control Officer
Highway Superintendent Telaak	Nutrition Site Coordinator Horschel
Recreation Director	Town Historian Boncal
Board Secretary Faulring	Parks Superintendent Telaak
Town Clerk Mulé	

Seconded by **Councilman Genzel** put to a vote which resulted as follows:

AYES: 5 NOES: 0 ABSENT: 0

JENNIFER A. MULÉ, TOWN CLERK

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BOSTON TOWN CLERK

TOWN OF BOSTON 2015 DEC 30 PM 2: 15

2016 EMPLOYEE HOLIDAYS

NEW YEARS DAY	JANUARY 1	FRIDAY
MARTIN LUTHER KING DAY	JANUARY 18	MONDAY
PRESIDENT'S DAY	FEBRUARY 15	MONDAY
GOOD FRIDAY	MARCH 25	FRIDAY
MEMORIAL DAY	MAY 30	MONDAY
INDEPENDENCE DAY	JULY 4	MONDAY
LABOR DAY	SEPTEMBER 5	MONDAY
COLUMBUS DAY	OCTOBER 10	MONDAY
ELECTION DAY	NOVEMBER 8	TUESDAY
VETERAN'S DAY	NOVEMBER 11	FRIDAY
THANKSGIVING DAY	NOVEMBER 24	THURSDAY
DAY AFTER THANKSGIVING	NOVEMBER 25	FRIDAY
CHRISTMAS	DECEMBER 26	MONDAY

****THIS HOLIDAY SCHEDULE DOES NOT APPLY TO HIGHWAY EMPLOYEES.**

PLEASE REFER TO THE COLLECTIVE BARGAINING AGREEMENT.

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BOSTON TOWN CLERK

2015 DEC 30 PM 2: 13

RESOLUTION 2016-02

ADOPT SCHEDULE OF FEES

At a Regular Meeting of the Boston Town Board Erie County, New York, held at the Boston Town Hall, 8500 Boston State Road, Boston, New York, on the 6th day of January, 2016 at 7:30 pm Eastern Prevailing Time there were:

Present: Supervisor Martin A. Ballowe, Councilmen Jeffrey A. Genzel, Jay P. Boardway, Jason Keding and Zach Munger

Councilman Vara presented the following Resolution and moved its adoption:

BE IT RESOLVED that the Schedule of Fees for the Town of Boston, as attached hereto, be adopted, and to continue thereafter unless otherwise amended; and

BE IT FURTHER RESOLVED that the Schedule of Fees, attached hereto, shall supercede the existing Schedule of Fees to the extent that it expressly alters the same.

Seconded by **Supervisor Ballowe** and put to a vote which resulted as follows:

AYES: 5 NOES: 0 ABSENT: 0

JENNIFER A. MULÉ, TOWN CLERK

Construction	Fee
Residential New	
One, Two & Multiple Family Dwellings... NOTE: Floor area shall not include cellar, non-habitable basement, non-habitable attic or carport, but shall include attached garage	\$0.25 Sq. Ft.
Non-Residential Buildings (Commercial)	
	\$0.25 Sq. Ft.
NOTE: The Permit Fee for a Building Occupied in Part for Residential use and in Part for Non-Residential use Shall be the Sum of the Two Occupancy Fees Calculated Separately.	
Additions (Residential)	
Up to 100 Square Feet....	\$50
Each additional Square Foot....	\$0.20 Sq. Ft.
NOTE: Floor Area Same As For New Residential	
Additions (Non Residential/Commercial)	
Up to 100 Square feet	\$50
Each additional square foot	\$0.30 Sq. Ft.
Accessory Buildings	
Square feet under 100	no fee
over 100 up to 400	\$50
over 400 up to 700	\$90
over 700 up to 1000	\$120
over 1000	\$125 plus \$5 for each additional 100 sq. ft. or part thereof
Decks	
Square feet Up to 100	\$50
over 100	\$75
Alterations/Repair/Renovations	
Up to 200 Square feet	\$50
Each additional square foot	\$0.15 Sq. Ft.
Late Fee For Building Permit (not subject to Site Plan Approval)	
	\$250
Swimming Pools	
In-Ground	\$150
Above-Ground	\$75
Demolition Permits	
Up to 500 sq. ft.	\$50
Over 500 to 1000 sq. ft.	\$75
Over 1000 sq. ft.	\$100

<i>Subject</i>	<i>Fee</i>
Special Permits	
Initial Application-General Special Permits	\$150
Renewal-Terminable Special Permit	\$25
Modification of Special Permit	\$150
Initial Application - Live Entertainment	\$25
Renewal Application - Live Entertainment	\$25
Telecommunications Facility	
Facility-Special Permit	\$5,000
Co-location Permit	\$1,000
Building Permit	\$250
Refuse Removal	
Annual License	\$100
Junkyard	
Initial Application	\$1,000
Renewal Application	\$250
Mobile Home Courts	
Initial Application	\$200 + \$10 per acre for each acre over 10 acres
Annual License Fee	\$15 per unit
New Site Inspection Fee	\$50 per unit
In lieu Recreation Fee	\$150 per unit
Peddling & Soliciting Permit	
Per Person	\$10
Per Vehicle	\$10
Public Improvement Permit	
Per Permit	\$25
Signs	
Not-for-Profit Organizations	\$10
Real Estate Developments-- R-1, R-2, R-3, R-4 Districts	\$25 per year; renewable annually
Temporary Political Signs, Banners business promotion, etc.	\$10
Temporary announcement signs for special events of non-profit organizations in the Town of Boston	no fee
Wall identification signs	\$50
Ground Signs	\$100
Single or Double Pedestal Signs	\$100
Entrance or exit traffic control signs without advertising; max 12'h x 18"l	no fee
Soil Removal	
Annual Permit	\$100
FOIL	
Copies up to 8.5" x 14"	\$0.25
Copies over 8.5" x 14"	Actual Cost
Computer Disc	\$10.00

Certified & Genealogical Copies of Vital Records	\$10.00
Dog Licenses	Including Local Fee & NYS Surcharge
Spayed/Neutered	1 Year \$5 / 2 Year \$10 / 3 Year \$15
Unspayed/Unneutered	1 Year \$13 / 2 Year \$26 / 3 Year \$39
Purebred up to 10 dogs	\$25 + \$1 for each spayed/neutered Dog
Purebred up to 25 dogs	\$50 + \$1 for each unspayed/unneutered Dog
Woodburning Fireplaces/Stoves	
Permit	\$50
Cert. Of Occupancy / Zoning Compliance	
Permit	\$25
Zoning Board of Appeals	
Application for Variance	\$150
Appeal	\$150
Planning Board-Subdivision Development	
Subdivision 1 to 4 lots	\$50 per lot
Over 4 Lots	\$25 per lot - Minimum \$200
Rezoning Application	
up to 0.5 acres	\$50
over 0.5 acres up to 2.0 acres	\$150
over 2.0 acres up to 5.0 acres	\$150 plus \$25 per acre over 2.0 acres
over 5.0 acres up to 10.0 acres	\$225 plus \$15 per acre over 5.0 acres
over 10 acres	\$300 plus \$10 per acre over 10 acres
Application – Site Plan Review	
up to 1.0 acre	\$100
over 1.0 up to 2.0 acres	\$150
over 2.0 acres up to 5.0 acres	\$150 plus \$25 per acre over 2.0 acres
over 5.0 acres up to 10 acres	\$225 plus \$15 per acre over 5.0 acres
over 10 acres	\$300 plus \$10 per acre over 10 acres
Cobble Hill Cemetery	
Grave Site - Purchase Price	\$400
Grave Opening - Full Grave	\$400
Grave Opening - Infant Grave (up to 3 feet)	\$250
Cremation	\$150
Foundation - per foot	\$50
Foundation – Minimum	\$100
Books and Maps	
Code Books	\$200
Zoning Map	\$75
Code Book – Leaving Town Official	\$50
Late Fee For Any App. Arising out of Zoning Law	\$250
Adult Use Registration	
Processing Fee	\$500

Use of Facility	
Bathroom Facility User Fee	\$25
Daily Fee	\$100 w/\$50 refundable
Permits For Which There Is No Established Fee	\$50

RECEIVED
 BOSTON TOWN CLERK
 2015 DEC 28 YEAR 2016
 3:22

AGREEMENT TO SPEND TOWN HIGHWAY FUNDS

TOWN OF Boston
 COUNTY OF Erie

Pursuant to the provisions of Section 284 of the Highway Law, we agree that monies levied and collected for the repair and improvement of highways, and received from New York State for the repair and improvement of highways, shall be expended as follows:

1. **GENERAL REPAIRS**

The sum of \$243,160.69 may be expended for general repairs upon 37.98 miles of town highways, including sluices, culverts and bridges having a span of less than five feet and boardwalks or the renewal thereof.

2. **IMPROVEMENTS** - The following sum shall be set aside to be expended for the improvement of town highways:

(a) On All Town roads that need repairs after winter damage, starting at _____ and ending at _____, a distance of _____ miles, there shall be expended not over the sum of \$ _____.
 Type Top: _____ Width of traveled surface: _____ feet
 Thickness Top: _____ inches Thickness binder: _____ inches
 Other _____

(b) On Rice Road, starting at Back Creek Road and ending at West Tillen Road, a distance of 0.84 miles, there shall be expended not over the sum of \$ _____.
 Type Top: F 7 Width of traveled surface: 20 feet
 Thickness Top: 1 inches Thickness binder: 2 inches
 Other _____

(c) On _____, starting at _____ and ending at _____, a distance of _____ miles, there shall be expended not over the sum of \$ _____.
 Type Top: _____ Width of traveled surface: _____ feet
 Thickness Top: _____ inches Thickness binder: _____ inches
 Other _____

.....

_____ Supervisor	_____ Date	_____ Councilmember	_____ Date
_____ Councilmember	_____ Date	_____ Councilmember	_____ Date
_____ Councilmember	_____ Date	_____ Councilmember	_____ Date
_____ Councilmember	_____ Date	<u>Robert Teland</u> Highway Superintendent	<u>12-22-15</u> Date

NOTE: This Agreement must be signed by a majority of the members of the Town Board and by the Town Highway Superintendent. One copy must be filed in the Town Clerk's Office

RECEIVED

TOWN OF BOSTON
APPLICATION FOR USE OF FACILITY

BOSTON TOWN CLERK
2015 DEC 18 PM 3:28

This Application is subject to Approval by the Town Board

Application, deposit, plans, layouts and any additional proof from other agencies must be completed and submitted at time of application. Must be a Boston Resident to request use.

Name/Organization Boston Democratic Social Club Date 12/18/2016

Name of person responsible for facilities Barbara A. Moore
Title President - Boston Democratic Social Club

Applicant Address [REDACTED] Colden, NY 14033

Applicant Daytime Phone # 716 [REDACTED] # Of Attendees: 3

Date(s) Requested* March 26, 2016 Time 9:30am - 4pm Type of Event 55 Annual Easter Egg Hunt
Set Up _____ Take Down _____

Sporting Leagues — Please attach Schedule

Certificate of Insurance from your organization must be submitted at least 1 week before your 1st sporting event

Please confirm that your dates do not conflict with any Sporting Leagues

Baseball—Josh Haecik	649-6170	Football—Chris Desiderio	312-0334
Softball—Paul DiCorso	941-6994	Soccer—John Stressinger	972-0606

I, THE UNDERSIGNED, REQUEST PERMISSION TO USE THE FOLLOWING: (check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> South Boston Park Shelter | <input type="checkbox"/> Boston Town Park |
| <input checked="" type="checkbox"/> Town Hall Community Room w/ Kitchen | <input type="checkbox"/> Lions Shelter |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Small Shelter |
| | <input type="checkbox"/> Bathroom Facilities |
| | <input checked="" type="checkbox"/> Town Fields |

WILL YOUR EVENT HAVE ANY OF THE FOLLOWING: (Check all that apply)

- Parade - Who will provide traffic control? _____
(Submit proof in writing from that agency at time of application)
- Parking (over 50) - Please submit parking Plan: (This must be approved by Park's Superintendent before submittal to Town Clerk with application)
- Rides (Certificate of Insurance from your insurance company must be submitted 1 week before use begins)
- Fireworks (Certificate of Insurance from Firework Vendor must be submitted 1 week before your event)
-Who will provide Fire Stand By? _____
(Submit proof in writing from that agency at time of application)
- Vendors (over 5) - Please submit Layout (This must be approved by Park's Superintendent before submittal to Town Clerk with application)
- Other - Please indicate on your plan (This must be approved by Park's Superintendent before submittal to Town Clerk with application)

Alcoholic Beverages: Are you serving alcohol? Yes No
 (IF SERVING ALCOHOL, CHECK ALL Are you having a Private Party? Yes No
 THAT APPLY) Are you having a Public Special Event? Yes No

PLEASE NOTE: ALL parties must submit a Certificate of Insurance 1 week before your event. Public Special Events serving alcohol must also submit a copy of your NYS Liquor License 1 week before your event.

Certificates of Insurance: You must list the Town of Boston as additionally insured and the dates of the event must be on the Certificate of Insurance. Your insurance agent can help you with this. The following is a list of Liability amounts needed:

Private Party (Host Liquor)	\$ 500,000
Public Special Event (Liquor Legal)	\$1,000,000
Ride Vendor	\$1,000,000
Fireworks	\$1,000,000
Sporting Leagues	\$1,000,000

FEES & DEPOSIT: A ~~\$100~~ deposit/processing fee and ~~\$25~~ per day bathroom use fee must be included with this application. These funds will be utilized to cover the cost of bathroom supplies, final clean up and administrative costs. A refund of \$50 will be returned when facilities are cleaned to the satisfaction of the inspecting authority and, if applicable, return of keys. *fees accepted as per resolution 2015-11*

KEYS: Keys may be picked up on the business day before the scheduled event and should be returned the first business day immediately following.

COMMUNITY EVENTS SIGN: If your organization needs to use the Community Announcement sign near the Emergency Squad Bldg, the "Request to use Coming Events Sign" application must be completed and submitted to the Highway/Parks Dept. This form can be obtained from the Town Clerk's Office or at www.townofboston.com.

Requests may be submitted after September 1st the year before your event.

I agree that all facilities used will be properly cleaned to the best of my ability upon completion of the event and that I will be responsible for any damages caused to any of the facilities or grounds. I will submit to the Town Clerk all Certificates of Insurance and NYS Liquor License if necessary at least 1 week prior to my event. I have contacted the above mentioned sporting leagues and there are no conflicts with dates.

SIGNATURE OF APPLICANT: 

Upon Completion, please submit to Town Clerk

DEPOSIT AND FEE REC'D 12/18/15 APPROVED/DENIED: _____
 CK 104 - \$50.00 - Park (date) (date)
 CK 103 - \$100.00 - Bldg
 CK 105 - \$25.00
 INSPECTION: _____ DEPOSIT RETURNED: _____
 (date) (date)

TOWN OF BOSTON
APPLICATION FOR USE OF FACILITY

RECEIVED
BOSTON TOWN CLERK

This Application is subject to Approval by the Town Board

2015 DEC 30 PM 1:33

Application, deposit, plans, layouts and any additional proof from other agencies must be completed and submitted at time of application. Must be a Boston Resident to request use.

Name/Organization Trooper David Brinkerhoff Foundation Date 12 / 30 / 15

Name of person responsible for facilities Mike Brinkerhoff
Title President

Applicant Address [REDACTED] Orchard Park, NY 14127

Applicant Daytime Phone # [REDACTED] # Of Attendees: 700

Date(s) Requested* Saturday June 18 Time 7am - 2pm Type of Event 5K/10K run
Set Up Friday June 17 4:00 - 9:00 Take Down Saturday until 2pm
Sporting Leagues — Please attach Schedule

Certificate of Insurance from your organization must be submitted at least 1 week before your 1st sporting event

Please confirm that your dates do not conflict with any Sporting Leagues

Baseball—Josh Haeick 649-6170 Football—Chris Desiderio 312-0334
Softball—Paul DiCorso 941-6994 Soccer—John Stressinger 972-0606

I, THE UNDERSIGNED, REQUEST PERMISSION TO USE THE FOLLOWING: (check all that apply)

- South Boston Park Shelter
- Boston Town Park
- Town Hall Community Room (w/ Kitchen)
- Lions Shelter
- Small Shelter
- Bathroom Facilities
- Town Fields
- Other _____

WILL YOUR EVENT HAVE ANY OF THE FOLLOWING: (Check all that apply)

- ~~Parade~~ Road race - Who will provide traffic control? Patchin Fire Co & NYSP
(Submit proof in writing from that agency at time of application)
- Parking (over 50) - Please submit parking Plan: (This must be approved by Park's Superintendent before submittal to Town Clerk with application)
- Rides (Certificate of Insurance from your insurance company must be submitted 1 week before use begins)
- Fireworks (Certificate of Insurance from Firework Vendor must be submitted 1 week before your event)
-Who will provide Fire Stand By? _____
(Submit proof in writing from that agency at time of application)
- Vendors (over 5) - Please submit Layout (This must be approved by Park's Superintendent before submittal to Town Clerk with application)
- Other - Please indicate on your plan (This must be approved by Park's Superintendent before submittal to Town Clerk with application)

Alcoholic Beverages:
(IF SERVING ALCOHOL, CHECK ALL
THAT APPLY)

Are you serving alcohol? Yes No
Are you having a Private Party? Yes No
Are you having a Public Special Event? Yes No

PLEASE NOTE: ALL parties must submit a Certificate of Insurance 1 week before your event.
Public Special Events serving alcohol must also submit a copy of your NYS Liquor License 1 week before your event.

Certificates of Insurance: You must list the Town of Boston as additionally insured and the dates of the event must be on the Certificate of Insurance. Your insurance agent can help you with this. The following is a list of Liability amounts needed:

Private Party (Host Liquor) \$ 500,000
Public Special Event (Liquor Legal) \$1,000,000
Ride Vendor \$1,000,000
Fireworks \$1,000,000
Sporting Leagues \$1,000,000

~~FEES & DEPOSIT: A \$100 deposit/processing fee and \$25 per day bathroom use fee must be included with this application. These funds will be utilized to cover the cost of bathroom supplies, final clean up and administrative costs. A refund of \$50 will be returned when facilities are cleaned to the satisfaction of the inspecting authority and, if applicable, return of keys.~~ Fees accepted as per Resolution 2015-11

KEYS: Keys may be picked up on the business day before the scheduled event and should be returned the first business day immediately following.

COMMUNITY EVENTS SIGN: If your organization needs to use the Community Announcement sign near the Emergency Squad Bldg, the "Request to use Coming Events Sign" application must be completed and submitted to the Highway/Parks Dept. This form can be obtained from the Town Clerk's Office or at www.townofboston.com.

Requests may be submitted after September 1st the year before your event.

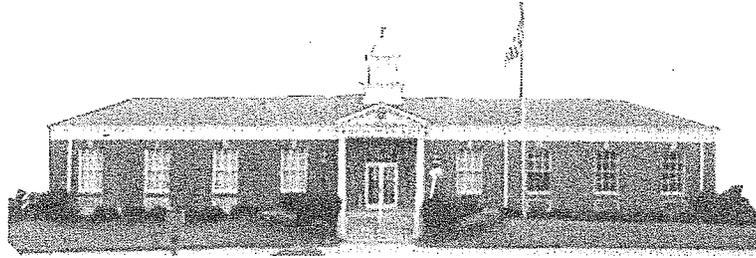
I agree that all facilities used will be properly cleaned to the best of my ability upon completion of the event and that I will be responsible for any damages caused to any of the facilities or grounds. I will submit to the Town Clerk all Certificates of Insurance and NYS Liquor License if necessary at least 1 week prior to my event. I have contacted the above mentioned sporting leagues and there are no conflicts with dates.

SIGNATURE OF APPLICANT: Michael J. Bluff

Upon Completion, please submit to Town Clerk

DEPOSIT AND FEE REC'D 12/30/15 APPROVED/DENIED: _____
CK FOR TOWN HALL # 390 (date) (date)
CIC FOR PARKS # 391

INSPECTION: _____ DEPOSIT RETURNED: _____
(date) (date)



TOWN OF BOSTON

RECEIVED
BOSTON TOWN CLERK
2015 DEC 30 PM 2:56

MARTIN A. BALLOWE
Supervisor

JAY P. BOARDWAY
JEFFREY A. GENZEL
LAWRENCE A. MURTHA
GARY E. VARA
Town Board

JENNIFER A. MULE
Town Clerk - Tax Collector

ROBERT J. TELAAK
Highway Supt.

DEBRA K. BENDER
KELLY A. VACCO
Town Justice

MICHAEL L. KOBIOLKA
Town Attorney

PATRICIA A. MAXWELL
Deputy Town Attorney/
Prosecutor

SUE FITZNER
Assessor

WILLIAM G. FERGUSON
Code Enforcement Officer

Date: December 29, 2015
To: Town Board
From: Martin Ballowe/Kathy Selby
RE: Updated Personnel Policy

In order to incorporate the town's hand imaging time clock for all employees and to provide tighter controls, it was decided to update the Town's "Personnel Policy" for full and part-time employees.

It was also needed to incorporate new required health insurance contributions for full-time employees. The new proposed policy also more closely matches the highway union contract to provide more consistency among all full-time employees.

This policy, along with the old policy was submitted to you for review on December 2, 2015. With several weeks of review time, it is proposed to be adopted at the January 6, 2016 Organizational town meeting. It will then be distributed to all employees.

TOWN HALL
(716) 941-6113
Fax (716) 941-6116

TOWN SUPERVISOR
(716) 941-6518
Fax (716) 941-9264

TOWN COURT
(716) 941-6115
Fax (716) 941-5169

HIGHWAY GARAGE
(716) 941-5869
Fax (716) 941-3677

NUTRITION PROGRAM
(716) 941-5773

TOWN OF BOSTON

PERSONNEL POLICY

FULL & PART-TIME CLERICAL EMPLOYEES

Originally Adopted October 17, 1984

Last Amended January 6, 2016

It is the purpose of the following policy to provide a fair and uniform procedure for the administration of attendance and other matters of personnel who are full and part-time employees of the Town of Boston clerical staff.

SEC. 1

DEFINITIONS

Full time clerical employees shall mean an employee who works a minimum of 35 hours in any given week. Part-time hourly are paid for actual hours worked, as time clock reports.

SEC. 2

SALARIES

The payment of salaries and the granting of annual salary increments shall be pursuant to the Plan of Class Titles and salary Ranges as approved by the Town Board of the Town of Boston.

The salaries and wages of employees shall be paid on the same day every two weeks. In the event this day is a holiday, wherever possible, the preceding day shall be the pay day.

SEC. 3

ATTENDANCE

1. Hours of Work. The full-time work day shall consist of 7 hours. The work week shall consist of five consecutive days.
2. ALL employees, full time & part-time, hourly & salary are required to "hand-in" and "hand out" of the town's time clock.

3. Exceptions to the time clock are elected officials, and those employees who do not have regular scheduled hours at the town hall. (i.e. Recreation Director, Town Attorney, Deputy Town Attorney, Court Officers, Dog Control)
4. Any missed time clock entries, without notification to the bookkeeper, will be assumed as taken personal, sick or vacation time for full-time salary personnel & not paid for part-time hourly personnel. Full-time employees must notify bookkeeper of classification of paid-time off (PTO benefit). Does not pertain to FT Elected Officials.
5. Any circumstances requiring additional hours over budget (P/T) must be approved by the Supervisor in writing & filed with the bookkeeper's payroll records.

SEC. 4

HOLIDAYS

As adopted at Town Board meeting annually at organizational meeting.

SEC. 5

VACATION

Vacation time does not roll over and expires at end of the calendar year.

Continuous F/T Service

Vacation Entitlement

One (1) year	Five (5) days
Two (2) years	Ten (10) days
Five (5) years	Fifteen (15) days
Ten (10) years	Eighteen (18) days
Fifteen (15) years	Twenty (20) days
Twenty (20) years	Twenty-one (21) days
Twenty-one (21) years	Twenty-two (22) days
Twenty-two (22) years	Twenty-three (23) days
Twenty-four (24) years	Twenty-four (24) days
Twenty-five (25) years	Twenty-five (25) days

SEC. 6

PERSONAL DAYS

Full time employees are permitted five (5) personal days per calendar year.

SEC. 7

SICK DAYS

Full-time employees will earn 1 sick day (7 hours) per month, not to exceed 165 days. Sick days can be rolled over, and exchanged (as the Union employees) for six months health insurance coverage for 100 days of accumulated day's sick time, upon retirement. This does not pertain to elected officials, since no PTO is recorded. (PTO-Paid Time Off)

SEC. 8

HEALTH INSURANCE

All newly hired full-time employees (2016) must contribute 15% pre-tax of total cost of health insurance & HRA, through payroll deductions. Other employees will contribute 2% pre-tax for 2016, and 2.5% for 2017 of total cost. Future years will mirror the Union contract.

Any full-time employees who opted out of the health insurance benefit, is entitled to a bonus of \$2,500 to be paid and pro-rated bi-weekly.

SEC. 9

MISCELLANEOUS ITEMS

Jury Duty and Bereavement days as well as any other personnel issues not explicitly addressed in this policy will mirror the Highway Union contract.

SEC. 10

TOWN OWNED VEHICLE OR EQUIPMENT

No town vehicle or equipment shall be used for personal use without Town Board approval. (Amended 1/7/09)

CONNIE D. MINER & CO. GRANT CONSULTANTS
"Focusing on Grants for Municipalities, School Districts & Non-Profit Organizations"

December 3, 2015

The Honorable Martin A. Ballowe
Supervisor
Town of Boston
8500 Boston State Road
Boston, New York 140225

RECEIVED
BOSTON TOWN CLERK
2015 DEC -8 AM 9:53

Dear Supervisor Ballowe:

Enclosed please find a one-year grant consulting contract that I have prepared for the Town of Boston, covering the period January 1, 2016 through December 31, 2016. There are no changes to the contract, with the exception of the effective dates.

Two copies of the contract are enclosed for your review. With your approval and that of the Town Board, I ask that you sign both copies and return one copy to me. Should you have any changes to the contract, please contact me at 632-2397, so that we can discuss your changes.

I am certain that the Town of Boston will benefit from consistent and sustained grant procurement efforts. I hope to continue serving you and the Boston Town Board in the coming years. In advance, thank you for your consideration.

Sincerely yours,



Connie D. Miner
Enclosure

267 TROY-DEL-WAY • WILLIAMSVILLE/NEW YORK • 14221-3306
PHONE: 716.632.2397 • CELLULAR: 716.491.7262
FAX: 716.633.1827 • E-MAIL: minerconni@verizon.net

CONNIE D. MINER & CO. GRANT CONSULTANTS

267 Troy-Del-Way

Williamsville, New York 14221

(716) 632-2397

THIS AGREEMENT, made this first day of January, 2016 by and between **Connie Miner & Co. Grant Consultants** having its principal place of business at 267 Troy-Del-Way Williamsville, New York 14221, hereinafter referred to as "**THE CONSULTANT**" and the **TOWN OF BOSTON**, having its principal place of business at Boston Town Hall, 8500 Boston State Road, Boston, New York 14025, hereinafter referred to as "**THE ORGANIZATION**".

WITNESSETH:

WHEREAS, THE CONSULTANT is engaged in the business of grant consultation; and

WHEREAS, THE ORGANIZATION is desirous of retaining the professional services of THE CONSULTANT;

NOW, in consideration of the mutual promises and covenants contained herein, it is agreed between the parties hereto as follows:

1. That THE ORGANIZATION retains the professional services of THE CONSULTANT for a period of one (1) year commencing January 1, 2016 and ending December 31, 2016.
2. That THE ORGANIZATION agrees to pay THE CONSULTANT for professional services rendered hereunder, the sum of **Fifteen Thousand Dollars (\$15,000)** per year, payable as follows: the sum of One Thousand Two Hundred Fifty Dollars (\$1,250.00) every month upon receipt of invoice for professional services performed by THE CONSULTANT.

3. ORGANIZATION RESPONSIBILITIES: The Organization shall give due consideration to all reports, proposals, and other information provided by THE CONSULTANT and shall make any decisions which it is required to make in connection therewith within a reasonable time so as not to delay the work of THE CONSULTANT.

The Organization shall, at the request of THE CONSULTANT, provide THE CONSULTANT with information and documents related thereto that are within the knowledge or possession of the Organization within a reasonable time so as not to delay the work of THE CONSULTANT except insofar as THE CONSULTANT is expressly required to furnish the same under the terms hereof.

4. In consideration of the sums to be paid by THE ORGANIZATION, THE CONSULTANT agrees to:

- (a) Conduct a needs assessment of the ORGANIZATION, in order, to identify potentially fundable programs;
- (b) Conduct an on-going review of available funding sources that allows the ORGANIZATION immediate knowledge of multiple funding sources;
- (c) Prepare organizational background statements, and formal letters of intent to submit to granting agencies;
- (d) Develop COMPLETE proposals into written form consistent with grant guidelines;
- (e) Follow up on all grant applications that have been submitted on behalf of the ORGANIZATION;
- (f) Attend meetings with the ORGANIZATION, ORGANIZATION staff, ORGANIZATION board members, government officials and;
- (g) Prepare periodic status reports that keep the ORGANIZATION informed as to the progress of their grant activities.

5. This Agreement may be terminated by THE ORGANIZATION or THE CONSULTANT provided that written notice is given by certified mail, return receipt requested, at the addresses above set forth, to either party thirty (30) days prior to the end of any month then in progress. In the event of early termination, THE CONSULTANT shall be paid for the month then in progress. If THE CONSULTANT does not receive thirty days' notice prior to the end of any month, THE CONSULTANT shall be paid for the next month.

6. If the ORGANIZATION requests the presence of THE CONSULTANT at an out of town meeting, travel is billable at the IRS rate or coach class air fare (which ever is less). Out of town travel would be outside of the Western New York Area, or 200 miles round trip from the office of THE CONSULTANT [267 Troy-Del-Way, Williamsville, New York 14221], situated at the addresses here and above set forth.

Date: 12/3/15

BY Connie D. Miner
CONNIE D. MINER, PRESIDENT
CONNIE D. MINER & CO.
GRANT CONSULTANTS

Date: _____

BY _____
MARTIN A. BALLOWE
SUPERVISOR
TOWN OF BOSTON