



**ORGANIZATIONAL AND REGULAR MEETING**

1. **Roll call:**
2. **Pledge of Allegiance:**
3. **Invocation: Ronald Ruffino, Supervisor**
4. **PERSONS ADDRESSING THE TOWN BOARD (on organizational, prefiled or suspended resolutions only:)**

The Town Board will hear the concerns of persons desiring to address the Town Board on any **organizational, regular, and suspended resolutions** for a period of thirty (30) minutes.

**Procedure**

1. Raise your hand and be recognized by the Supervisor.
2. Give your name and address to the Town Clerk.
3. Speak directly to the Town Board members, not the audience, using the microphone provided.
4. Speak on a single issue at a time. Individuals may address additional issues after all persons present have had an opportunity to be heard on their single issue.
5. Each speaker is limited to speak **once for five (5) minutes.**

5. **PRESENTATION OF ORGANIZATIONAL PREFILED RESOLUTIONS:**

1. Ruffino/ \_\_\_\_\_ Adopt Schedule of Salaries for Non-Bargaining For 2020 Salaries [Salaries]
2. Ruffino/ \_\_\_\_\_ Adopt Schedule of Salaries for Payroll Supervisor P.T. For 2020 [Salaries]
3. Ruffino/ \_\_\_\_\_ Adopt Schedule of Salaries for Highway Administration For 2020 [Salaries]
4. Ruffino/ \_\_\_\_\_ Adopt Schedule of Salaries for Park Crew Chief For 2020 [Salaries]
5. Ruffino/ \_\_\_\_\_ Adopt Town Board Rules Of Order For 2020 & 2021 [Rules Of Order]
6. Ruffino/ \_\_\_\_\_ Authorize Hiring Of Part-Time, Sickness & Vacation Substitutes For 2020 & 2021 [Sickness & Vacation Substitutes]
7. Ruffino/ \_\_\_\_\_ Designate Lancaster Bee & Buffalo News Official Newspaper 2020 & 2021 [Official Newspaper]

8. Ruffino/\_\_\_\_\_ Set-Cut-Off Day & Time for Consideration Of Building Permits For 2020 & 2021 [Building Permits]
9. Ruffino/\_\_\_\_\_ Set Town Hall Office Hours For 2020 & 2021 [Town Hall Office Hours]
10. Ruffino/\_\_\_\_\_ Adopt Schedule Of Penalties For Late Tax Payment for 2020 & 2021 Tax [Tax Penalties]
11. Ruffino/\_\_\_\_\_ Allocate Budget Appropriation For Patriotic Observances For 2020 [Patriotic Observances]
12. Ruffino/\_\_\_\_\_ Authorize Supervisor Ruffino & Town Clerk Terranova To Invest Funds For 2020 & 2021 [Investments & Time Deposit]
13. Ruffino/\_\_\_\_\_ Authorize Bonding For Town Officials & Employees For 2020 & 2021 [Insurance]
14. Ruffino/\_\_\_\_\_ Designate Official Depositories For 2020 & 2021 [Banks & Banking]
15. Ruffino/\_\_\_\_\_ Authorize Notification Of Filing Supervisor's Annual Report For 2020 & 2021 [Supervisor's Annual Report]
16. Ruffino/\_\_\_\_\_ Authorize Funds Transfer Agreements Re: Wire Transfer Of Town Funds For 2020 & 2021 [Banks & Banking]
17. Ruffino/\_\_\_\_\_ Designate Supervisor Appointing Officer Of Town Of Lancaster [Appointing Officer]
18. Ruffino/\_\_\_\_\_ Adopt Investment Policy [Official Policy: Investment] – Also – Adopt Procurement Policy [Official Policy: Purchasing & Procurement]
19. Ruffino/\_\_\_\_\_ Authorize Attendance Of Various Town Officials At Seminars/Meetings & Mileage Reimbursement For 2020 [Seminars, Meeting & Mileage]
20. Ruffino/\_\_\_\_\_ Appoint Town Officials To Various Positions, Boards And Commissions
21. Ruffino/\_\_\_\_\_ Authorize Procurement Policy for Public Works Projects [Official Policy: Procurement]

## **PART II - REGULAR MEETING**

1. **Public Hearing:** None
2. **Official Reports:**
3. **Report of Town Board Committees:**
4. **Presentation of prefiled resolutions by Town Board Members:**
  1. Ruffino/ \_\_\_\_\_ Approve Minutes Of The Regular Meeting Of The Town Board Held December 16, 2019
  2. Ruffino/ \_\_\_\_\_ Approve Audited Claims
  3. Ruffino/ \_\_\_\_\_ Acknowledge Issuance Of Building Permits
  4. Ruffino/ \_\_\_\_\_ Authorize Agreement Depew-Lancaster Boys' & Girls' Club Inc. Re: Operation Of Youth Development Program 2020 [Depew-Lancaster Boys' & Girls' Club Inc.]

5. Ruffino/\_\_\_\_\_ Request Bids For Lancaster Public Library Restroom Rehabilitation Project [**Lancaster Public Library**]
6. Ruffino/\_\_\_\_\_ Authorize Agreement Rotella Grant Management Re: Grant Writing/Consultant Services For 2020 [**Purchasing, Services**]
7. Dickman/\_\_\_\_\_ Authorize Special Use Permit Donald D'Amato 43 Greenmeadow Drive Home Occupation Firearm Sales (Renewal) [**Special Use Permit: D'Amato, Donald**]
8. Ruffino/\_\_\_\_\_ Appoint Youth Bureau Tutor Part-Time Permanent Employee [**Wright, Nina**]
9. Ruffino/\_\_\_\_\_ Approve Amended Final Plat Hamlet Meadows Subdivision [**Hamlet Meadows Subdivision**]
10. Ruffino/\_\_\_\_\_ Approve Agreement With Cynthia Maciejewski Re: Leave Of Absence [**Maciejewski, Cynthia**]
11. Ruffino/\_\_\_\_\_ Authorize Change Order No. 2 To MGR Constructors, Inc. For Removal & Replacement Toilet Accessories & Soap Dispensers Senior Center Restrooms [**Senior Center**]

**5. Presentation of Communications By Town Clerk:**  
(See Schedule Attached)

**6. Persons Addressing the Town Board (on any subject):**

The Town Board will hear the concerns of persons desiring to address the Town Board on any Town of Lancaster subject for a period of thirty (30) minutes.

<b><u>Procedure</u></b>
1. Raise his/her hand and be recognized by the Supervisor.
2. Give his/her name and address to the Town Clerk.
3. Speak directly to the Town Board members, not the audience, using the microphone provided.
4. Speak <b>once for five (5) minutes or less</b> , unless the Town Board grants a speaker an extension of this time limit.

**7. Adjournment:**

## COMMUNICATIONS & REPORTS

1. **Mary Jacobs to Town Board –**  
Request for consideration for a position on the Town Planning Board. Disposition =
2. **Town Clerk to Code Enforcement Officer –**  
Copy of letter requesting renewal of a Special Use Permit for 43 Greenmeadow Drive, Donald Damato. Disposition =
3. **David Visone to Town Board –**  
Request for reappointment to the Lancaster Industrial Development Agency Board for 2020. Disposition =
4. **Supervising Code Enforcement Officer to Town Board –**  
Recommend approval of Special Use Permit for PM Peppermint Inc., 31 Peppermint Road. Disposition =
5. **John Mikoley to Town Board –**  
Request for consideration for appointment to the Chair position on the Town of Lancaster Zoning Board of Appeals. Disposition =
6. **Supervising Code Enforcement Officer to Town Board –**  
Recommend renewal of Special Use Permit for a Home Occupation (Firearm Sales) for 43 Greenmeadow Drive. Disposition =
7. **Highway Superintendent to Town Board –**  
Request for 2 Mechanic Assistant Upgrades effective January 1, 2019. Disposition =
8. **Highway Superintendent to Town Board –**  
Agreement to Spend Highway Funds. Disposition =
9. **Town Attorney to NYSDEC, US Army Corps of Engineers, Division of Sewerage Management, Erie County Health Dept., Erie County DPW and Erie County DEP –**  
Request for lead agency designation regarding Coordinated Review - Westwood Subdivision – Revised Preliminary Plat Plan, northside of Westwood Road, west of Townline Rd. Disposition =
10. **John Crinzi to Town Board –**  
Request for reappointment as the head Bingo inspector and request for reappointment for 3 Bingo inspectors on his staff. Disposition =
11. **Town Engineer to Town Board –**  
Hamlet Meadows Amended Final Plat is acceptable. Disposition =
12. **Supervisor Elect Ronald Ruffino, Sr. to All Department Heads –**  
2019 Year End Budget unexpended funds. Disposition =
13. **Town Engineer to Town Board –**  
Recommend approval of Change Order No. 1 for Senior Center Restroom. Disposition =
14. **Town Clerk to Chief of Police –**  
Application for “Fireworks Permit” for Russell’s Steaks Chops & More for December 31, 2019. Disposition =
15. **Town Clerk to Matt Shaw, Skylighters of NY, LLC –**  
Transmittal of permit for a fireworks display at Russell’s Steaks, Chops and More on December 31, 2019 at 12:00AM. Disposition =
16. **Frank Fialkiewicz to Town Board –**  
Request for consideration to be appointed to the Town of Lancaster Industrial Development Agency Board for 2020. Disposition =
17. **Highway Superintendent to Town Board –**  
Town Highway Department will be picking up unbagged Christmas trees, weather permitting. Disposition =

18. **Recreation Supervisor to Supervisor and Town Board –  
Request for resolution to adjust the rate of pay for employees in the Lancaster Senior Center. Disposition =**
19. **Executive Director Youth Bureau to Supervisor and Town Board –  
Request for resolution to change Nina Wright’s status from Part-Time Seasonal to Part-Time Permanent Tutor effective January 1, 2020. Disposition =**
20. **Executive Director Youth Bureau to Supervisor and Town Board –  
Request for resolution to adjust hourly rates for several Part-Time Permanent Youth Bureau staff members. Disposition =**
21. **Recreation Supervisor to Supervisor and Town Board –  
Request for resolution to adjust the rate of pay for Samantha Greco effective January 1, 2020. Disposition =**
22. **Highway Superintendent to Town Board –  
Request for resolution to authorize publication of a bid for a new and unused 2020 Ford Explorer XLT Four Wheel Drive. Disposition =**
23. **Lieutenant Shawn Dimino to Supervisor –  
Request for ordinance relative to placement of a stop sign at the southwest corner of Partridge Walk at Hidden Meadow and the northeast corner of Hidden Meadow at Squirrel Run. Disposition =**
24. **State of New York Unified Court System to Supervisor –  
Request for copy of the audit of the local court’s records for fiscal year ending in 2019 and a copy of the board resolution acknowledging that the required examination was conducted. Disposition =**
25. **Planning Board Chairman to Planning Board, Town Board, Town Attorney, Engineering Consultant, Highway Superintendent and Building Inspector –  
Draft copy of minutes from December 18, 2019 Planning Board meeting. Disposition =**
26. **Federal Emergency Management Agency (FEMA) to Supervisor –  
Information regarding Map Revision based on Fill Determination Document for Lot 2, The Creekside at Pleasant Meadows. Disposition =**
27. **Park Crew Chief to Town Board –  
Request for resolution to authorize publication of a bid for new and unused 2020 Ford F-250 XL Super Duty 4X4 Crew Cab, Short Bed Pickup with 9’ Plow and Liftgate Disposition =**
28. **Park Crew Chief to Town Board –  
Request for resolution to authorize publication of a bid for a new and unused 2020 Ford F-250 XL Super Duty 4X4 Crew Cab, Short Bed Pickup with 8’ V-Plow and Liftgate. Disposition =**
29. **Deputy Highway Superintendent to Town Board –  
Request for resolution to authorize publication of bid for new and unused 2020 F-550 Four Wheel Drive Chassis/Cab to be equipped with Dump Body, Plow and Salter. Disposition =**
30. **Executive Director Youth Bureau to Supervisor and Town Board –  
Recommend one individual for hire as regular part-time tutor for the Lancaster Youth Bureau effective January 6, 2020. Disposition =**
31. **William Shroeder, Mayor Village of Lancaster to Town Board –  
Request for consideration for appointment to the Lancaster Industrial Development Agency Board. Disposition =**
32. **Carlo DiRienzo to Town Clerk –  
Request for consideration for appointment to the Town of Lancaster Zoning Board of Appeals. Disposition =**

- 33. Town Engineer to Town Board –  
Recommend approval of Change Order No. 2 from MRG Constructors Ins.  
for Senior Center Restroom. Disposition =**
- 34. David & Carolyn Gierke to Supervisor and Town Board –  
Concerns and requests regarding traffic problems on Ransom Road. Disposition =**
- 35. Police Chief to Town Clerk –  
Articles and communications. Disposition =**
- 36. Dog Control Officer to Town Board –  
Dog Control Monthly Report for December 2019. Disposition =**