

JANUARY 12, 2018

WORK SESSION

6:00 PM

Please turn off all cell phones, pagers and electronic devices.
Assistive Listening Devices available for hearing impaired.

A G E N D A

Pledge of Allegiance
Moment of Silent Reflection

Agenda Approval

Abstract – Geiben

Approval of Minutes: 1) 01/22/2018, RTBM

Department Head Concerns:

Finance:
 a) Budget Revisions

Old Business:

 Bid – Fire Hydrant (NYPA) – Lannon

 Health Consortium Fees – Broderick

 Board/Commission Vacancies: Cable-1; Board of Ethics-2; Planning-1; Tower/Wind-1

 Environmental Commission Secretary – Geiben

 Lighting Advisory – Ex-officio – Morreale

New Business:

 Solar Law – Parisi

 Rabies Immunization Clinic – Town Highway Department – Bax

 VFW – Request to place receptacle at Town Hall for Flag collection

 WPCC – Hire Operator Trainee – Bax

 Sewer Service Request – Tuscarora Road – Lannon

 Director of Finance – Broderick

Purchase of Audio Equipment – Broderick

Crediting past part-time employment (R. Carney) – Geiben

Retirement – Engineer Clerk P/T (John Sharpe)

Resignation – Police Officer (V. Paonessa)

Privilege of the Floor

ANNOUNCEMENTS

Town Offices Closed Monday, February 19 in observance of Presidents' Day

MEETINGS POSTED ON BACK

UPCOMING MEETINGS:

Historic Preservation, February 13 @ 6 PM (Lunch Room)

Environmental Commission, February 13 @ 7 PM (Supervisor's office)

Planning Board, February 15 @ 6:30 PM

RTBM, February 26 @ 6PM

Carole Schroeder

From: Martha Blazick
Sent: Wednesday, February 07, 2018 12:43 PM
To: ambax@roadrunner.com; Bill Geiben; morrealerob@gmail.com; jacybj@roadrunner.com; Steve Broderick
Cc: Martha Blazick; Carole Schroeder; Donna Garfinkel
Subject: Budget adjustments for the Board meeting 2/12/18
Attachments: SKM_C55818020710100.pdf

Dear Board Members,

The attached Budget revision is required for us to pay the current invoices that are included in this meetings abstract. They are small and can be reclassified from within the department spending the money. The one exception is the reclass for the insurance of \$6.00 which I propose come from Bank/Agent fees which have come in under budget.

I have been very pleased with the way our department heads have monitored their budgets this year and the funds have been available to cover any unexpected invoices that have come in. We are learning each day how to monitor and control these costs.

There is one exception. We have a bill for gas & electric in the SLO fund which is for the lighting district in Lewiston Heights. This fund has a gas bill for December of 2017 for \$948.03 but only has \$608.37 in their budget. This fund is so small that there is only one account in the whole fund so there is no other expense category to draw the money from to pay this bill. However, the SLO has a large fund balance so we can appropriate Fund Balance to cover the cost that exceeds the current budget of \$340.00. I do not expect any additional bills to come in for the SLO fund. Therefore, I will be requesting that the Board appropriate fund balance of \$340.00 to cover the cost of this expenditure. I believe this is the correct way to handle this. Note, there fund balance will be addressed in our fund balance policy once it is completed.

Thanks,
Marti

Martha (Marti) N. Blazick
Director of Finance

*Town of Lewiston
P. O Box 330
1375 Ridge Road
Lewiston, NY 14092
Phone: (716) 754-8213, extension 238
Fax: (716) 754-2319*

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Budget Revision Edit List

Town Of Lewiston

BATCH NO.	FiscalYear	REVISION NO.	DATE	CALENDAR	REFERENCE	DESCRIPTION	AMOUNT
		DIST. SUM	ACCOUNT NO.				
3576	2017	00000164	12/31/2017	12/2017	2017 Adj	Budget adjustment for 2017, TBM 2/12/18	0.00
		001 D	A00-7310-0200-0000			RECREATION EQUIPMENT	-300.00
					Detail Desc.: Adjust budget to contractual		
		002 D	A00-7310-0400-0000			RECREATION CONTRACTUAL	300.00
					Detail Desc.: Adjust budget to contractual		
		003 D	B00-7110-0100-0000			PARKS PERSONAL SERVICE	-800.00
					Detail Desc.: Adjust budget to contractual/equipmen		
		004 D	B00-7110-0200-0000			PARKS EQUIPMENT	179.00
					Detail Desc.: Adjust budget from personal service		
		005 D	B00-7110-0400-0000			PARKS CONTRACTUAL	591.00
					Detail Desc.: Adjust budget from personal service		
		006 D	SS3-1910-0400-0000			INSURANCE	6.00
					Detail Desc.: Adjust budget from Bank/Agent chrgs t		
		007 D	SS3-9903-0000-0000			BANK/AGENT CHGS	-6.00
					Detail Desc.: Adjust budget to insurance from Bank/		
		008 D	B00-7110-0400-3500			PARKS-GAS&ELECTRIC	30.00
					Detail Desc.: Adjust budget from personal service		
		009 D	SS1-8130-0400-3500			TREATMENT & DISP-GAS&ELECTRIC	6,500.00
					Detail Desc.: Budget adj from Pers Service to Gas &		
		010 D	SS1-8130-0100-0000			TREATMENT & DISPOSAL P	-6,500.00
					Detail Desc.: Budget adj from Pers Service to Gas &		
Batch 3,576 Totals							0.00
Report Totals							0.00



NIAGARA COUNTY DEPARTMENT OF HEALTH
ENVIRONMENTAL HEALTH DIVISION
5467 Upper Mountain Road, Suite 100
Lockport, New York 14094-1894

(716) 439-7444
(716) 439-7427 FAX

Copy: T.B.
atty
of Highway
1/27/18

January 22, 2018

Donna Garfinkel
Town of Lewiston
1445 Swann Road
Lewiston, NY 14092

Dear Ms. Garfinkel:

As per our conversation with your office, this letter shall serve to confirm the agreed upon date of July 28, 2018 for the Rabies Immunization Clinic at the Town of Lewiston Highway Garage.

The Clinic will be held from 9:00-11:00 a.m. Health Department employees will arrive between 7:00-8:00 a.m. to begin setting up for the clinic.

We will need a sufficient number of tables and chairs to accommodate the veterinarians, clerical staff and remaining personnel. The ideal setup would include:

- separate cat and dog lines
- 14 tables (for veterinarians and their assistants, and additional tables for clerical staff and the employees that load syringes with vaccine).
- 30 chairs.

We will bring plastic garbage bags. If you could supply 4 garbage containers, it would be appreciated. The Health Department will bring containers for the syringes and we will take them with us at the end of the clinic. We will also clean up dog and cat feces left on the property.

We would welcome any additional assistance that could be provided on the day of the clinic and appreciate the help of the Highway Department Personnel with traffic control. Again, thank you for your cooperation and willingness to allow us the use of this facility. It will enable us to perform a service that is of great benefit to the entire community.

If you have any questions, please feel free to call me at 439-7511.

Very truly yours,

Scott D. Ecker
Associate Supervising Public Health Sanitarian

SDE:nk

Work Session - Feb. 12, 18



Copy: T.B.
attyp
R.G. 1/27/18

Veterans of Foreign Wars of the U.S.
Down River Post No. 7487
Post Office Box 1164
Lewiston, New York 14092

Donna Garfinkel, Town Clerk
Town of Lewiston Town Hall
1375 Ridge Road
Lewiston, New York 14092
25 January 2018

Dear Donna,

Every year our VFW Post assists Lew-Port Intermediate School by retiring old American Flags at their Flag Day Ceremony. We would like to place a receptacle at the Town Hall so people would be able to put their flags in the receptacle and we would be able to retire them properly, with dignity, on Flag Day.

We are in the process of obtaining a receptacle similar to the U.S. Mailboxes that are located outside the Post Office in the Village. We will periodically collect the flags that have been dropped off at the Town Hall. It is my understanding that the box is appropriately painted.

If you have any questions, please do not hesitate to contact me.

Yours truly,

A handwritten signature in cursive script that reads "Larry".

Laurence A. Stephens
Sr. Vice Commander / Adjutant
441 Cherry Lane
Lewiston, New York 14092
716-754-7439

Work Session - Feb. 12, 2018