

**TOWN OF CAMBRIA TOWN BOARD**

**January 9, 2025**

The regular meeting of the Town of Cambria Town Board was held at 7:00 pm on the 9<sup>th</sup> day of January 2025 at the Town Hall, 4160 Upper Mountain Road, Town of Cambria, New York.

**BOARD MEMBERS PRESENT:**

Jon T. MacSwan, Supervisor  
Louise Brachmann, Councilwoman  
Jeffrey S. Hurtgam, Councilman  
Benjamin D. Musall, Councilman  
Randy M. Roberts, Councilman

**ALSO PRESENT:**

Tamara J. Cooper, Town Clerk  
Steven Kroening, Highway Superintendent  
Abe Platt, Attorney  
Tim Walck, Engineer

Supervisor MacSwan welcomed everyone to the January meeting, wishing them a happy, healthy and prosperous New Year.

Following salute to the flag, Supervisor MacSwan called the meeting to order. Board members took action upon the following matters:

**APPROVAL OF MINUTES**

**Upon a motion duly made by Councilman Musall and seconded by Councilman Roberts it was resolved to approve the minutes of the Town Board meetings of December 7, 2024, work and regular.**

**Ayes: MacSwan, Brachmann, Hurtgam, Musall, Roberts**

**-Motion Carried-**

**APPROVAL OF VOUCHERS**

Having been reviewed by the Town Board, the following claims were presented for payment:

**December 31, 2024**

<b>ACCOUNT</b>	<b>AMOUNT</b>
<b>Cemetery</b>	<b>\$ 11.00</b>
<b>Drainage</b>	<b>\$ 8,592.59</b>
<b>General</b>	<b>\$ 29,009.38</b>
<b>Highway</b>	<b>\$ 3,217.95</b>
<b>Refuse</b>	<b>\$ 38,984.90</b>
<b>Sewer Operating</b>	<b>\$ 12,834.00</b>
<b>Water Operating</b>	<b>\$ 1,714.54</b>

**January 9, 2025**

<b>ACCOUNT</b>	<b>AMOUNT</b>
<b>Fire</b>	<b>\$ 8,370.00</b>
<b>General</b>	<b>\$ 56,149.92</b>
<b>Highway</b>	<b>\$ 12,225.24</b>
<b>Sewer Operating</b>	<b>\$ 2,049.25</b>
<b>Water Operating</b>	<b>\$ 35,019.30</b>

Upon a motion duly made by Councilman Hurtgam and seconded by Councilwoman Brachmann it was resolved to approve the abstract of audited vouchers dated December 31, 2024, and January 9, 2025, be approved as read by the Town Clerk.

Ayes: MacSwan, Brachmann, Hurtgam, Musall, Roberts

**-Motion Carried-**

**TOWN OF CAMBRIA RE-ORGANIZATIONAL MEETING**

**JANUARY 9, 2025**

- 1. Town Board Meeting** 2nd Thursday of each month at 7 PM at the Town Hall;  
Work meeting as scheduled
- 2. Planning Board Meeting** 3rd Monday of each month at 7 PM at the Town Hall; Exceptions due to conflicts relating to certain holidays: 2/24/25-6:00 PM; 5/19/25-6:00 PM; 11/17/25-6:00 PM and 12/15/25-6:00 PM
- 3. Zoning Board Meeting** 4th Monday of each month at 7 PM at the Town Hall; Exceptions due to conflicts relating to certain holidays: 2/24/25-6:30 PM; 5/19/25-6:30 PM; 11/17/25-6:30 PM and 12/15/25-6:30 PM
- 4. Newspaper Publications** Authorize advertising in Union Sun & Journal or Niagara Gazette, as needed
- 5. Official Banks** KeyBank (Sanborn/Cambria) for Town Justices  
M & T Bank (Lockport) for all other departments  
Evans Bank, NA (Lockport)
- 6. Authorize Supervisor to invest money in accordance with the Investment Policy as reviewed and approved.**
- 7. Approve 2025 Fee Schedule including IRS mileage increase to .70 cents per mile.**
- 8. Authorize Department Heads and Elected Officials and/or their designees to attend monthly and regional association meetings / training schools as scheduled.**
- 9. APPOINTMENTS:**

<b>Buildings-Grounds Maintenance Manager</b>	Steven M. Kroening, one-year term
<b>Cemetery Superintendent</b>	Steven M. Kroening, one-year term
<b>Drainage Committee</b>	Benjamin Musall, one-year term Jeffrey S. Hurtgam, one-year term Steven M. Kroening, one-year term Patrick McCoy, one-year term
<b>Board of Ethics</b>	Tamara J. Cooper Three-year term expiring 12/31/2027
<b>Highway Foreman</b>	Patrick McCoy, one-year term
<b>Justice Court Clerks</b>	Joy W. Caldwell, one-year term M. Sandra Jowdy, one-year term
<b>Planning Board Chairman</b>	<b>William J. Amacher, one-year term</b>
<b>Planning Board Member</b>	Michael Sieczkowski, term expiring 12/31/2029
<b>Planning Board Alternate</b>	Chad Brachmann, one year term
<b>Water-Sewer Department Manager</b>	Steven M. Kroening, one-year term
<b>Water-Sewer Department Foreman</b>	Wade M. Andes, one-year term
<b>Zoning Board of Appeals Chairman</b>	Peter A. Smith, one-year term
<b>Zoning Board Member</b>	Andrew Milleville, term expiring 12/31/2029
<b>Zoning Board Alternate</b>	Mark March, one-year term

**10. Approve the 2025 Town of Cambria Volunteer Firemen’s Service Award point system for Cambria and Pekin Fire Companies.**

**11. Authorize Supervisor to sign and pay contracts/agreements as follows:**

Dale Association	5,000.00
Friendship Club	1,000.00
Inter-Community Services	250.00
Niagara Community Action Program	2,500.00
Niagara Military Affairs Council (NIMAC)	1,500.00
Ransomville Library	4,800.00
S P C A of Niagara County	10,224.00
Sanborn-Pekin Library	42,000.00

Sanbornites	4,000.00
Union Cemetery of Northeast Cambria	1,000.00

**12. Authorize Supervisor to pay all utilities, refuse, medical insurance, authorized payroll deductions, charge account invoices and postage as billed.**

**13. Designation of C. W. Baker Insurance Agency, Inc. as agent for town insurance.**

**14. Authorize Supervisor to hire engineer, attorneys, electrician as needed.**

**15. Authorize rate of pay (annual) for Town Employees - Officers as follows:**

Assessor	67,500.00	Registrar Vital Stats	3,000.00
Budget Officer	3,632.00	Registrar Vital Stats - Deputy	1,000.00
Building Inspector	41,700.00	Senior Account Clerk	62,400.00
Building Inspector - Deputy	65,000.00	Sewer Manager	1,000.00
Building/Grounds Manager	3,500.00	Sewer Foreman	768.09
Cemetery Superintendent	2,400.00	Tax Collector - Deputy	1,900.00
Highway Foreman	1,689.14	Town Clerk - Deputy I	55,000.00
Historian	4,350.00	Town Park Director	2,700.00
Historian - Deputy	1,695.00	Water Manager	1,600.00
Records Management Officer	2,300.00	Water Foreman	3,841.45
Recreation Specialist	25,000.00		

**16. Authorize pay rates for Town Employees as follows:**

Department	Position	Full Time per hour	Seasonal per hour
<b>Highway</b>	Laborer	-----	15.50
	Mechanic	30.56 / 31.56	-----
	Truck Driver	-----	15.50
	Motor Equipment Operator	29.23	-----
<b>Water - Sewer</b>	Laborer	20.30	15.50
	Maintenance - Sewer	26.23/27.23	-----
	Maintenance - Water	29.23	-----

- 17** Elections - Voting Machine Inspectors 40.00 per machine/per occasion
- 18.** Assessment Review Board - Member 150.00 first day
- Secretary 100.00 additional day(s)
- Secretary 16.80 per hour
- 19.** Planning Board - Chairman 165.00 meeting
- Member 110.00 meeting
- Alternate 50.00 meeting
- 20.** Zoning Board - Chairman 165.00 meeting
- Member 110.00 meeting
- Alternate 50.00 meeting
- 21.** Supervisor - Deputy 15.50 per hour
- 22.** Confidential Secretary 23.00 per hour
- 23.** Groundsperson I 20.00 per hour

24.	Groundsperson II	20.00	per hour
25.	Highway Clerk	21.00	per hour
26.	Justice Clerk (s)	24.10	per hour
27.	Constable (s)	42.00	per hour
28.	Laborer - Town Park	20.00	per hour
29.	Assessor Clerk	23.00	per hour
30.	Town Clerk - Deputy II	20.00	per hour
31.	Water Clerk	26.00	per hour
32.	Building Inspector Clerk	23.00	Per hour

**33. Payroll Schedule:**

- *General, Highway, Water, Sewer, Drainage and Summer Recreation are paid bi-weekly.*
- *Monthly positions are processed with the last bi-weekly pay of the month.*

**34. Terms specified for one year will expire 12/31/2025.**

**Upon a motion duly made by Councilman Hurtgam and seconded by Councilman Roberts, it was resolved to approve the January 9, 2025, re-organizational appointments, meeting schedules, salary schedules and various authorizations numbered 1-34.**

The question of the adoption of the forgoing Resolution was put to a roll call vote, which resulted as follows:

**JON T. MACSWAN voting AYE**  
**LOUISE C. BRACHMANN voting AYE**  
**JEFFREY S. HURTGAM voting AYE**  
**BENJAMIN D. MUSALL voting AYE**  
**RANDY ROBERTS voting AYE**

The Resolution was thereupon declared duly adopted.

**SUPERVISOR APPOINTMENTS**

**Supervisor MacSwan made the following appointments:**

Randy Roberts as Deputy Supervisor and Zoning Board of Appeals Liaison

Ben Musall as Highway/Water/Sewer Liaison

Jeff Hurtgam as Parks and Recreation Liaison

Louise Brachmann as Planning Board Liaison

Matthew Foe as Commissioner of Special Projects

**CONSTABLE APPOINTMENTS**

**Justice Amel Jowdy Jr., and Justice Amel Jowdy III made the following appointments:**

Appointing the current Court Officers to the Constable:

Kevin Schreader-Shawnee Rd.-Cambria  
Roger Schreader-Green Rd.-Cambria  
Shawn McIntyre-Randolph Rd.-Cambria  
Joshua Austin-Green Rd.-Cambria

### **ANNUAL FINANCIAL REPORT SUBMITTAL**

Supervisor MacSwan asked the Town Board for authorization as required to permit the submittal to the Town Clerk of the Annual Report which is provided to the State Comptroller by March 31, 2025.

**Upon a motion duly made by Councilman Roberts and seconded by Councilman Musall, it was resolved to authorize the Town Supervisor to submit to the Town Clerk a copy of the annual financial report for 2024 within the time frame, including any extensions allowed by the State Comptroller, as set forth in the Town Law and the General Municipal Law.**

**Ayes: MacSwan, Brachmann, Hurtgam, Musall, Roberts**

**-Motion Carried-**

### **2025 OFFICIAL UNDERTAKING OF MUNICIPAL OFFICERS**

Supervisor MacSwan briefly explained the Official Undertaking of Municipal Officers. This is a requirement for the Town; it carries insurance to protect itself in case of improper behavior by a Town Official that would cost the Town money and it will be covered so that it would not suffer a loss.

### **OFFICIAL UNDERTAKING OF MUNICIPAL OFFICERS**

**WHEREAS**, various sections of New York State Town Law and Public Officers Law require that certain officials execute an Official Undertaking; and

**WHEREAS**, the Town Board of the Town of Cambria hereby requires the Supervisor, Deputy Supervisor, Senior Account Clerk, Confidential Secretary, Town Justice and Highway Superintendent to execute said Official Undertaking as required by said law;

**NOW, THEREFORE BE IT RESOLVED**, that the Town Board of the Town of Cambria approve the document entitled "Town of Cambria Official Undertaking of Municipal Officers" as to its form and manner of execution and the sufficiency of the insurance;

**BE IT FURTHER RESOLVED**, that each Town official, as above-identified, shall individually sign the official undertaking in the time period provided by law (30 days after commencement of term of office); and

**BE IT FURTHER RESOLVED**, that said Official Undertaking containing the notarized signatures of those named municipal officials be filed in the office of the Town Clerk, as well as the original copies of the insurance policies indicating the sufficiency of the sureties to indemnify the Town against losses which may arise from failure of such officials to properly discharge their duties.

**Upon a motion duly made by Councilman Musall and seconded by Councilwoman Brachmann, it was resolved to approve the Official Undertaking of municipal officers as set forth in the resolution read by the Town Clerk.**

**Ayes: MacSwan, Brachmann, Hurtgam, Musall, Roberts**

**-Motion Carried-**

### **REPORTS**

#### **SUPERVISOR**

Jon MacSwan, Supervisor, reported as follows:

- No report on the proposed Bear Ridge Solar project.

- The Town Board will be discussing the restructuring of fines for unpaid water bills.
- If anyone is interested in being on a panel for the Town Park; please contact his office. The Town is looking to install drainage on the other side of the park and a walking path.
- Supervisor MacSwan reported that the Town has been notified by Niagara County Water that there will be a water rate increase of \$.10 per 1000. More to come on this after meeting with the County Water Board and other Highway Superintendents.

### **TOWN CLERK REPORTS**

Tamara J. Cooper, Town Clerk, reported as follows:

- |                                       |                       |    |            |
|---------------------------------------|-----------------------|----|------------|
| • Town Clerk Report December:         | Total Receipts:       | \$ | 21,984.57  |
| • Building Inspector Report December: | Total fees collected: | \$ | 1,350.00   |
| • Estimated value of construction:    |                       | \$ | 182,971.91 |
| • Mt. View Cemetery                   | Total Receipts 2024:  | \$ | 18,750.00  |

### **HIGHWAY SUPERINTENDENT REPORTS**

Superintendent Kroening reported as follows:

#### **HIGHWAY:**

- Plowing, salting and fixing equipment.

#### **WATER/SEWER**

- Changing out meters.
- Maintenance on equipment, helping Highway with snow removal

#### **PARK**

- Ice rink at the Town Park is operational.

### **BUILDING & GROUNDS**

- Niagara Pro Clean started cleaning for the Town.
- New camera system installed in the Board room.
- New catch basin will be installed in the Town Hall parking lot at the corner of the community room.
- Looking to expand the Wi-Fi to the Highway Garage to run computers, lift and scanner.
- Highway Clerk will be moving to the back building from 8:00 am to 2:00 pm.

### **David Godfrey, Legislator reported the following:**

#### **UPDATES:**

- County Re-organizational meeting no changes with the Legislature.
- Budget was passed- they use the 9 for 90 which means 90% (9 unfunded mandates) of county budget is mandated by the state for services the county has to provide but they are unfunded. This means that only 6% of collected county tax is all they have to work with.
- Two new initiatives-revamping the Highway Dept. and Jail.
- Reminding the Town Board that the Iroquois Job Core covers Niagara County and will provide skill trade workers free of charge- the Town would provide the materials for the project.
- Keenan Center- Monday- will have a 100 year old WWII Vet speaking at 10:00 am.

Supervisor Macswan thanked Mr. Godfrey for all the help he and the county has given the Town over the past year.

### **CONCERNS OF CITIZENS**

**Lawrence Amacher-Raymond Rd.**

Mr. Amacher thanked the Town Board for their emergency tree removal on Baer Rd.

**RECREATION**

**Upon a motion duly made by Councilman Hurtgam and seconded by Councilman Roberts, it was resolved to authorize the Supervisor to contact Civil Service in order to create the position of Recreation Specialist and to appoint Corrine DiNieri to that title. She is currently the Recreation Director.**

**Ayes: MacSwan, Brachmann, Hurtgam, Roberts**  
**No: Musall**

**-Motion Carried-**

**Upon a motion duly made by Councilwoman Brachmann and seconded by Councilman Hurtgam, it was resolved to authorize the Supervisor to contact Civil Service to create a Town Park Director position for the Town Park.**

**Ayes: MacSwan, Brachmann, Hurtgam, Musall, Roberts**

**-Motion Carried-**

**ATTORNEY:**

Attorney, Abe Platt reported as follows:

- There is a Bond Anticipation Note coming due. It is his understanding that the Town will be paying down 50% of the balance plus the interest and refinance \$103,000.00. This is related to a prior waterline project.

**PROCUREMENT PURCHASES**

**General 2025-1**

Field Line Striper

Striping the athletic fields in the Town Park

Possibility this can also be used for temporary road striping.

<i>Pro Sports Equip Newark, CA</i>	<b>\$17,298.00</b>
Pioneer Athletics, Cleveland, OH	\$17,959.00
OMSAC Inc./New Stripe Inc. Aurora, CO	\$19,220.00

**Upon a motion duly made by Councilman Hurtgam and seconded by Councilman Roberts it was resolved to approve the purchase of a field line striper for the athletic fields at the town park, from Pro Sports Equip-Newark, CA in the amount of \$17,298.00.**

**Ayes: MacSwan, Brachmann, Hurtgam, Musall, Roberts**

**-Motion Carried-**

Councilman Roberts reported that the Town received notification from Modern Disposal that there will be a rate increase in the Town's contract with them. It will not be this year but for 2026.

**ADJOURNMENT**

As there was no further business, the meeting was adjourned by motion made by Councilman Roberts and seconded by Councilman Musall. Time: 7:27 pm.

**Ayes: MacSwan, Brachmann Hurtgam, Musall, Roberts**

**-Motion Carried-**

Respectfully submitted,

Tamara J. Cooper, Town Clerk