

**TOWN OF NIAGARA
ORGANIZATION MEETING**

January 5, 2022

6:15 P.M.

7105 Lockport Road
Niagara Falls, NY 14305

Minutes

Pursuant to Executive Order No. 202.1, issued by Governor Cuomo on March 12, 2020, and advisories issued by Federal, State and Local officials related to the COVID-19 virus, the Town Board will convene its meetings remotely.

ZOOM

Join Zoom Meeting Link

<https://us02web.zoom.us/j/2669962599?pwd=UENBSHBvRGg5WnMrRXpRc1phZWtnUT09>

Meeting ID: 266 996 2599

Passcode: 2669962599

One tap mobile

+16465588656,,2669962599#,,,,*2669962599# US (New York)

Dial by your location

+1 646 558 8656 US (New York)

Call with your phone, [+1 646 558 8656](tel:+16465588656) and then enter Meeting ID and Passcode

Meeting was opened at 6:15 pm

Supervisor Lee S. Wallace, Deputy Supervisor Charles F. Teixeira, Councilman Samuel Gatto and Councilman Marc Carpenter, Councilman Richard Sirianni.

Town Clerk Virtuoso were all present.

A motion by Councilman Gatto seconded by Councilman Sirianni to approve the Organizational Agenda as submitted.

The following is intended for informational purposes only and may be modified, adjusted, changed or eliminated at the discretion of the appointing body, individual, board, or at the conclusion of the appointed term.

1. PERSONNEL APPOINTMENTS

Administrative Duties of Drainage/Sanitation

- Robert Herman

Administrative Duties of Tax Collector

- Sylvia Virtuoso

Deputy Tax Collector

- Melissa Cerrillo

Justice Clerks

- Lisa Restaino
- Grace Destino

PT Court Clerks

- Sophie Fortunate
- Joelle Taylor
- Sandra Lozina
- Patricia Allan
- Miranda McQuillan

PT Police Officers

- Michael Rozyczko
- James Bissell
- Pat Williams
- Salvatore Paonessa
- Patrick Dworak
- Michael Lee
- Benjamin Shirback
- Michael Haynes
- Walter Nichols
- Travis Maggard
- Joseph Dobmeier
- Vanik Aloian
- Scott Milleville
- Chris Soluri
- Dominic Senese
- Daniel Jones
- Alex Wagner
- Anthony Haag

Passport Clerks

- Doreen Jackson
- Roberta Mojeski

Assessor (PT)

- James Bird

Director of Parks

- Robert Herman

Deputy Highway Superintendent

- Robert Evrard

Highway Department Lead Men

James Scalzo Jr.

Planning/Zoning Officer/Storm Water

- Charles Haseley

Water/Sewer Superintendent

- Brian Beiter

Lead Man Sewer Department

- Shane Hovland

Lead Man Water Department

- Jeff Vicki

Recreation Director (PT)

- Amanda Haseley

Recreation Clerk/Senior Recreation Leader (PT)

- Page Printup

Town Auditors

- TBD

Registrar of Vital Statistics

- Sylvia Virtuoso

Deputy Registrar of Vital Statistics

- Melissa Cerrillo

Police Commissioner

- Marc Carpenter

2. SUPERVISOR PERSONNEL APPOINTMENTS

Deputy Supervisor

- Charles Teixeira

Confidential Secretary

- Patricia Wallace

Budget Officer

- Lee Wallace

Historian

- Pete Ames

N.Y.P.A. Audit Clerk

- Jacqueline Siegmann

Department Liaisons

- Courts: Councilman Gatto
- Fire Department: Councilman Sirianni
- Police: Councilman Carpenter

- Building Inspector: Supervisor Wallace
- Water/Sewer: Councilman Teixeira
- Highway: Supervisor Wallace
- Parks & Recreation: Supervisor Wallace

3. TOWN BOARD COMMITTEE/BOARD APPOINTMENTS (Chairman/Secretary)

Planning Board

- Barbara Hathaway, Chairman, Term Exp. 12/2023
- Ed Herman, Term Exp. 12/2024
- Michael Murawski, Term Exp. 12/2026
- John Polka, Term Exp 12/31/2022
- Renee Grant, Term Exp. 12/2025
- Kim Meisenburg – Secretary

Zoning Board

- Chairman: Thomas Cuddahee, Term Exp. 12/2026
- Guido Virtuoso: Term Exp. 12/2023
- Robert McDermott, Term Exp. 12/2022
- Jody Wienke, Term Exp. 12/2024
- Richard Halleen, Term Exp. 12/2025
- Joanna Wallace, Secretary

Consulting Municipal Law Firm (In-house)

- Hodgson Russ
- Barclay Damon

Prosecuting Attorney(s)

- Jason Caffarella
- Craig Touma

Consulting Engineering Firm (in-house)

- GHD (General)

Dog Control Agent

- Niagara County SPCA

Insurance Agent/Carrier

- Keller Insurance

4. TOWN BOARD COMMITTEE/BOARD APPOINTMENTS (Membership)

Beautification Committee

- Robert Herman
- Sylvia Virtuoso
- Jason Cerrillo

- Melissa Cerrillo

Board of Assessment Review

- Cheryl Reed, Term Exp. 12/30/2026
- Jason Cerrillo Term Exp. 12/30/2025
- Dennis R. Collins, Term Exp. 12/30/2023
- Peter Mascaro, Term Exp. 12/30/2024
- Martin R. Paonessa, Term Exp. 12/30/2022

Citizen's Advisory Environmental Committee

- Robert Clark/Chairman
- Pamela Scott/Recording Secretary
- Barbara Jesz
- David J. Miller
- Michael Lee
- Johnny Parks
- Joseph Kostusiak
- Carol Waney

Board of Ethics

- TBA

Recreation Committee

- TBA: Chairman
- Tom Tierney
- Don Schildhauer
- Jeff Tretheway
- Rob Kott
- John Gatto

5. DESIGNATION OF THE FOLLOWING:

- Depositories –Keybank, M&T Bank
- Town Hall Hours – Mon-Fri. 8:00 a.m. – 4:00 p.m.
- Official Newspaper – Niagara Gazette, Niagara Frontier Publications
- Official Town Board Meetings – The Tuesday following the 2nd Wednesday of the month @ 6:30 p.m. (Changed or modified as needed)
- Official Town Board Work Sessions: (May be modified as needed)
 - 1st Work Session: 1st Wednesday of the month
 - 2nd Work Session: 2nd Wednesday of the month (as needed)
- Planning Board Meetings – 1st Tuesday of the month
- Zoning Board Meetings – 2nd Tuesday of the month
- Environmental Commission – 4th Tuesday of the Month
- Citizen's Advisory Board – 3rd Thursday of the Month
- Agenda Cut-off Date – Last day of the month by noon.
- Voucher Cut-off Date – Last day of the month.
- Late Agenda Items – Three Town Board Members signature required.
- Reimbursement for Mileage – \$.50 per mile
- Purchasing – Town of Niagara Purchasing Procurement Policy

- Halloween – Trick or treat hours on Halloween Day, October 31, 4pm-7pm.

Motion to adjourn by Councilman Carpenter, second by Councilman Gatto. Meeting adjourned at 6:18 pm.

Respectfully submitted,
Sylvia Virtuoso
Town Clerk