

**TOWN OF NIAGARA  
TOWN BOARD MEETING  
7105 Lockport Road  
Niagara Falls, NY 14305**

**MINUTES**

**Tuesday, January 21st, 2025  
6:30 PM**

**PUBLIC HEARING**

1. **Resolution to consider proposed Local Law #2025-1 revising the penalties for violations of the Town of Niagara Zoning Code contained in Chapter 245, section 245-8 of the Town Code.  
Opened 6:31pm  
Closed 6:31pm**

**OPEN MEETING (Pledge, Prayer, Roll Call) @6:30pm**

*(Residents who passed away since our last meeting are Memorialized at the end of this Agenda)*

Supervisor Sylvia Virtuoso called the meeting to order with the Pledge of Allegiance.

Attached is a Memorial Page of all the deceased Town residents who passed away recently.

Roll Call:

Present: Supervisor Sylvia Virtuoso, Deputy Supervisor Marc Carpenter, Councilman Mike Lee, Councilman Johnny Parks

Absent:

Excused: Councilman Charles Teixeira

Also, present Melissa Cerrillo, Town Clerk

**PRIVILEGE OF THE FLOOR** *(Announce changes to agenda, if any)*

*(§50-3 Privilege of the floor. Only members of the public sector are allowed to speak at this time and may address any agenda or non-agenda item. (3-minute limit)*

Christina Kramp 4718-Hermitage Street. Christina wanted to let everyone know that she will be taking the plunge on March 1<sup>st</sup> for charity. 100% of the donations made go directly to the charities she has chosen. The 3 different charities are Helping Hands, Children's Hospital and The Aquarium. Donations can be made through Facebook also.

**APPROVAL OF MINUTES**

1. Town Board Meeting of December 17th, 2024

Motion to approve by Councilman Lee, second by Councilman Carpenter.

Ayes – Virtuoso, Carpenter, Lee, Parks

Noes – none  
Abstain – none

Motion carried.

2. Organization Meeting of January 2<sup>nd</sup>, 2025

Motion to approve by Councilman Carpenter second by Councilman Parks.  
Ayes – Virtuoso, Carpenter, Lee, Parks  
Noes – none  
Abstain – none

Motion carried.

**PAYMENT OF THE BILLS**

General Fund Pre-Pay vouchers [A] \$16,983.53  
General Fund vouchers [A] \$206,565.86  
Sewer Fund Pre-Pay vouchers [G] \$601.06  
Sewer Fund vouchers [G] \$7,185.50  
Water Fund Pre-Pay vouchers [F] \$648.20  
Water Fund vouchers [F] \$90,256.09  
Highway Fund Pre-Pay vouchers [DA] \$108.92  
Highway Fund vouchers [DA] \$23,126.76  
Fire Protection Pre-Pay vouchers [SF] \$  
Fire Protection vouchers [SF] \$138.66  
Street Lighting Pre-Pay vouchers [SL] \$44.38  
Street Lighting vouchers [SL] \$  
Trust & Agency Pre-Pay vouchers [TA] \$  
Trust & Agency vouchers [TA] \$14,743.50  
Capital Projects Pre-Pay [H] \$  
Capital Projects vouchers [H] \$81,498.61

Motion to approve by Councilman Parks, second by Councilman Lee.  
Ayes – Virtuoso, Carpenter, Lee, Parks  
Noes – none  
Abstain – none

Motion carried.

**AGENDA**

1. Resolution to adopt proposed Local Law #2025-1 revising the penalties for violations of the Town of Niagara Zoning Code contained in Chapter 245, Section 245-8 of the Town Code. (Risman)

Motion to approve by Councilman Lee second by Councilman Parks  
Ayes – Virtuoso, Carpenter, Lee, Parks  
Noes – none

Abstain – none

Motion carried.

2. Resolution to approve the Annual Special-Use permit renewal requests of
  - James Runkle 4610 Theresa Lane Tax Map #131.11-1-79 (Haseley)

Motion to approve by Councilman Carpenter second by Councilman Parks.

Ayes –Virtuoso, Carpenter, Lee, Parks

Noes – none

Abstain – none

Motion carried.

3. Resolution to approve Finding of Fact and Order directing the property owner of 7400 Porter Road to vacate, repair demolish and/or remove the five unsafe mobile homes on or before March 1<sup>st</sup>, 2025. (Risman)

Motion to approve by Councilman Carpenter second by Councilman Parks

Ayes – Virtuoso, Carpenter, Lee, Parks

Noes – none

Abstain – none

Motion carried.

4. Resolution to apply for NYS Department of State Citizens Reorganization Implementation Grant Authorization to approve application to the NYS Department of State Local Government Citizens Re-Organization Empowerment (CREG) Implementation Grant for the Consideration of the Town of Niagara’s Sewer Districts. (Virtuoso)

Motion to approve by Councilman Carpenter second by Councilman Lee

Ayes – Virtuoso, Carpenter, Lee, Parks

Noes – none

Abstain – none

Motion carried.

5. Resolution to post and interview for the vacant court clerk position. (Restaino)

Motion to approve by Councilman Lee second by Councilman Parks.

Ayes – Virtuoso, Carpenter, Lee, Parks

Noes – none

Abstain – none

Motion carried.

6. Resolution to purchase new tables and chairs for the Community Center in the amount of \$15,530.00 from Uline. (Virtuoso)

Motion to approve by Councilman Carpenter second by Councilman Lee.

Ayes – Virtuoso, Carpenter, Lee, Parks

Noes – none

Abstain – none

Motion carried.

## **TABLED**

**COMMENTS** Councilman Lee did not have anything to add at this time. Councilman Carpenter hoped that every had a Happy New Year. He wanted everyone to be mindful of the severe cold and if anyone has any upcoming travel plans, to please be safe. Councilman Parks would like for anyone that knows of anyone that is alone or elderly to check in on them during this cold spell to make sure they are safe and warm. He gave praise to Rick and the Highway department for the great job of keeping up with the latest snowfall. Supervisor Virtuoso informed everyone that the senior program was closed due to the extreme cold. She mentioned that if you have pets to keep them inside in this weather and thanked everyone for coming out tonight and to have a safe drive home.

## **ADJOURNMENTS**

**Motion to adjourn by Councilman Carpenter, second by Councilman Parks. All in favor.  
Meeting Adjourned at 6:41pm.**

**Respectfully Submitted,**

*Melissa Cerrillo*

**Town Clerk**

THE MONTHLY AGENDA IS ON THE TOWN WEBSITE

[www.townofniagara.com](http://www.townofniagara.com)

### **In Memoriam**

Guenter Feucht

Kathleen Aikins

Douglas Johnson

Robert Galley

William “Bill” Stanley

**TOWN OF NIAGARA**  
**COUNTY OF NIAGARA, STATE OF NEW YORK**  
**NIAGARA FALLS, N.Y.**

7105 LOCKPORT ROAD  
NIAGARA FALLS, NY 14305



PHONE: (716) 297-2150  
FAX: (716) 297-9262

**TOWN OF NIAGARA**  
**RE-ORGANIZATIONAL MEETING AGENDA**  
**Thursday, January 2, 2025**  
**4:00 PM**

**MINUTES**

Meeting opened at 4:00pm by Supervisor Virtuoso, the pledge was recited and roll call was taken.

Present: Supervisor Virtuoso, Councilman Carpenter, Councilman Lee, Councilman Parks and Councilman Teixeira. Also present, Town Clerk Cerrillo

A motion was made by Councilman Carpenter, second by Councilman Lee for the mileage reimbursement to be changed from \$0.67per mile to \$0.70per mile to match the County mileage reimbursement.

Motion carried. All in favor.

A motion was made by Councilman Teixeira, second by Councilman Carpenter to approve the agenda.

Motion carried. All in favor.

Motion to adjourn by Councilman Teixeira, second by Councilman Parks.

Motion carried. All in favor.

Meeting adjourned at 4:02pm.

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

- Richard Sirianni

Administrative Duties of Tax Collector

- Melissa Cerrillo
- 

Deputy Tax Collector

- Janet Edwards

#### Justice Clerks

- Lisa Restaino
- Casey Gillard
- Denise Scheuer

#### PT Police Officers

- Michael Rozyczko
- James Bissell
- Salvatore Paonessa
- Patrick Dworak
- Benjamin Shirback
- Michael Haynes
- Scott Milleville
- Chris Soluri
- Dominic Senese
- Daniel Jones
- Jeff Bissell
- Patrick Donohue
- Vanik Aloian
- Joshus Cress
- Larry Weibert

#### Assessor (PT)

- James Bird

#### Director of Parks

- Richard Sirianni

#### Deputy Highway Superintendent

- James Sclazo Jr.

#### Music Mania Monday Coordinator

- Lee Wallace

#### Assistant Music Mania Monday Coordinator

- Amanda Haseley

#### Highway Department Leadman

- Wally Blake Jr.

#### Planning/Zoning Officer/Storm Water

- Charles Haseley

#### Water/Sewer Superintendent

- Brian Beiter

#### Lead Man Sewer Department

- Mark Heary

Lead Man Water Department

- Jeff Vicki

Senior Recreation Leader (PT)

- Caleb Lee

Town Auditors

- Drescher & Malecki LLP

Registrar of Vital Statistics

- Melissa Cerrillo

Deputy Registrar of Vital Statistics

- Janet Edward

Police Commissioner

- Mike Lee

**2. SUPERVISOR PERSONNEL APPOINTMENTS**

Deputy Supervisor

- Marc M. Carpenter

Budget Officer

- Sylvia Virtuoso

Historian

- Pete Ames

N.Y.P.A. Audit Clerk

- Jacqueline Siegmann

Department Liaisons

- Courts: Councilman Teixeira
- Fire Department: Councilman Parks
- Building Inspector: Supervisor Virtuoso
- Water/Sewer: Councilman Teixeira
- Highway: Councilman Carpenter
- Parks: Supervisor Virtuoso
- Recreation/Seniors: Councilman Lee

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

**Planning Board**

- Chairman: Robert McDermott, Term Exp. 12/2025

- Darleen Sullivan Term Exp. 12/2026
- Barbara Hathaway, Term Exp. 12/2028
- John Polka, Term Exp 12/31/2027
- Eugene Pucci, Term Exp. 12/2029
- Jackie Duff– Secretary
- Josephine Runkle - Alternate

### **Zoning Board**

- Chairman: Thomas Cuddahee, Term Exp. 12/2025
- Guido Virtuoso: Term Exp. 12/2028
- Joanna Wallace, Term Exp. 12/2027
- Jody Wienke, Term Exp. 12/2029
- Richard Halleen, Term Exp. 12/2026
- Jackie Duff- Secretary
- Chris McKenzie - Alternate

### Consulting Municipal Law Firm (In-house)

- Hodgson Russ
- Barclay Damon

### Prosecuting Attorney(s)

- Nicholas Narchus, Esq.
- Craig Touma, Esq.

### Consulting Engineering Firm (in-house)

- GHD (General)

### Dog Control Agent

- Niagara County SPCA

### Insurance Agent/Carrier

- Amherst Insurance Group

## **4. TOWN BOARD COMMITTEE/BOARD APPOINTMENTS (Membership)**

### Beautification Committee

- Melissa Cerrillo
- Phil Mitchell
- Jeff Stahlman
- Rick Sirianni

### Board of Assessment Review

- Cheryl Reed, Term Exp. 12/30/2026
- Jason Cerrillo Term Exp. 12/30/2025
- Peter Mascaro, Term Exp. 12/30/2029
- Martin R. Paonessa, Term Exp. 12/30/2027
- Christina Kramp, Term Exp. 12/30/2028



## Board of Ethics

- Judy Villani
- Stephanie Tobey
- Janet Edwards

### **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 2<sup>nd</sup> Wednesday of the month @ 6:30 p.m. (Changed or modified as needed)
- Official Town Board Work Sessions: (May be modified as needed)
  - ❖ Work Session: 2<sup>nd</sup> Wednesday of the month
- Planning Board Meetings – 1<sup>st</sup> Tuesday of the month @ 6:30 PM
- Zoning Board Meetings – 2<sup>nd</sup> Tuesday of the month @ 6:30 PM
- Agenda Cut-off Date – Last day of the month by noon.
- Voucher Cut-off Date – Last day of the month.
- Late Agenda Items – At the discretion of the Supervisor
- Reimbursement for Mileage – \$.70 per mile
- Purchasing – Town of Niagara Purchasing Procurement Policy
- Halloween – Trick or Treat hours on Halloween Day 4pm-7pm.

Respectfully submitted,

*Melissa Cerrillo*

Melissa Cerrillo  
Town Clerk