

**ORGANIZATIONAL MEETING OF THE TOWN OF DUNKIRK  
JANUARY 2, 2018**

The Annual organizational Meeting of the Town Board of the Town of Dunkirk was held on Tuesday , January 2, 2018 at the TOWN HALL, 4737 Willow Road, Town of Dunkirk, New York with Supervisor Richard A. Purol presiding.

**PRESENT**

Supervisor Richard Purol  
Councilman Henry Walldorff  
Councilman Robert Penharlow

**ABSENT**

Councilman Juan Pagan  
Councilman G jay Bishop

OTHERS PRESENT: Jean Crane, Town Clerk, Justice Robert Hubbard, Chris Penfold.

Supervisor Purol opened the meeting with the Pledge of Allegiance.

At this time Justice Robert Hubbard issued the Oath of Office to the newly elected officials.

**APPROVAL OF SALARIES FOR ELECTED OFFICIALS**

Richard Purol – Town Supervisor	\$10,100	per year
Town Justices (2)	\$11,903	per year
Town Clerk	\$15,239	per year
Town Councilmen (4)	\$5,278	per year

Duly moved by Councilman Walldorff seconded by Councilman Penharlow and carried.

**APPROVE APOINTEMENTS AND SALARIES AS FOLLOWS:**

Jeffrey Passafaro – Town Attorney	\$10,594	per year
Robert Penharlow - Deputy Supervisor	\$1,808	per year
Roger Newell - Town Assessor	\$14,524	per year
Ryan Mourer - Fire Inspector	\$4,080	per year
Ryan Mourer - Building Inspector	\$9365	per year
Ryan Mourer – Zoning Officer	\$6,242	per year
Richard Purol - Budget Officer	\$1,560	per year
Richard A. Purol - Director of Maintenance ELRSD	\$4,000	per year
Richard A. Purol - Public Works Director	\$1,500	per year
Jean Crane - Registrar of Vital Records	\$673	per year
Jean Crane - Tax Collector	\$3500	per year
Ronald Raczka - Court Officer	\$18.77	per hour
James Curtin - Court Officer	\$18.77	per hour
James Andin – Court Officer	\$18.77	per hour
Lisa Klajbor - Court Clerk	\$16.87	per hour
Janis Karpinske – Court Clerk (part time)	\$14.57	per hour
Alissa Odrzywolski Court Clerk (part time)	\$13.40	per hour
Alissa Odrzywolski - Deputy Town Clerk	\$13.40	per hour
Alissa Odrzywolski - Deputy Registrar of Vital statistics	\$13.40	per hour
Alissa Odrzywolski - Deputy Tax Collector	\$13.40	per hour
Jean Crane - Bookkeeper to Supervisor	\$17.62	per hour
Jean Crane - Bookkeeper E.L.R.S. D.	\$17.62	per hour
Jean Crane - Secretary, Zoning Board	\$17.62	per hour
Jean Crane - Secretary, Planning Board	\$17.62	per hour
Kenneth Mourer - Highway M.E.O.	\$18.75	per hour
Steven Haynes – Highway M.E.O.	\$18.75	per hour
Steven Purol - Dog Control Officer	\$1665	per year
Kyle Damon – Disaster Coordinator	\$260.00	per year

Duly moved by Supervisor Purol, seconded by Councilman Penharlow and carried.

**PAYABLE ANNUALLY**

Zoning Board, per member per item	\$30.00	per item
Planning Board, per member per item	\$30.00	per item
Board of Assessment, per member, per meeting	\$75.00	per mtg.

Duly moved by Councilman Penharlow seconded by Councilman Walldorff and carried.

DATED 01/02/18

### **MILEAGE REIMBURSEMENT**

Duly moved by Councilman Penharlow to allow all Town Officials 54.5 **per mile** (Federal mileage rate) for official Town business. The motion was seconded by Councilman Walldorff and carried.

### **BONDING**

Duly moved by Councilman Walldorff to authorize Bonding for all employees and appointments for 2018 up to \$3,000,000. The motion was seconded by Councilman Penharlow and carried.

No action taken to appoint a Highway Superintendent for 2018.

No action was taken to appoint an alternate member to zoning board for 2018.

Duly adopted by Councilman Walldorff to designate the **City of Dunkirk Shelter** as the dog shelter for the Town of Dunkirk for 2018. The motion was seconded by Councilman Penharlow and carried.

Duly adopted by Supervisor Purol that the Regular Meeting of the Town Board of the Town of Dunkirk be held on the third Tuesday of every month at 6:30 p.m. at the Town Hall, 4737 Willow Road, Town of Dunkirk, New York. The motion was seconded by Councilman Walldorff and carried.

Duly adopted by Supervisor Purol to appoint Penny Bobik of the Chautauqua Nursing and Rehab Center, as Sub-Registrar for the Chautauqua Nursing and Rehab Center only, for 2018. The motion was seconded by Councilman Walldorff and carried.

Duly adopted by Supervisor Penharlow to **designate the Observer** as the official newspaper for the Town of Dunkirk for 2018. The motion was seconded by Supervisor Purol and carried.

Duly adopted by Councilman Walldorff to have the following depositories for the Town of Dunkirk for 2018:

**Manufacturers & Traders Trust Co, Fredonia, New York**

**Key Bank Dunkirk, New York**

**Community Bank**

The motion was seconded by Councilman Penharlow and carried.

### **TOWN PROCUREMENT POLICY**

The Town Procurement Policy establishing internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of General Municipal Law Section 103 or any other law originally adopted September 8, 2012 and will remain in effect.

Duly moved by Supervisor Purol, seconded by Councilman Walldorff and carried.

At this time Supervisor Purol appointed Councilman Penharlow as Deputy Supervisor for the Town of Dunkirk for 2018.

### **ABSTRACT OF AUDITED VOUCHERS**

Councilman Penharlow made a motion to approve the payment of bills as presented by the Town Clerk on the January 2, 2018 Abstract. The motion was seconded by Councilman Walldorff and carried.

General Fund	\$10,214.10
Highway Fund	\$2,567.18
Justice Fund	\$8,427.00
Plaza 59	\$1,615.95
East Industrial	\$70.50

With no further business, on a motion of Councilman Penharlow seconded by Councilman Walldorff the meeting adjourned at 5:30 p.m. Carried unanimously.

Respectfully submitted,

Jean Crane  
Town Clerk