



WALES TOWN BOARD ORGANIZATIONAL MEETING 2026

January 13th, 2026

**Emergency procedures: Follow the exit signs to the closest possible exit in an orderly manner.*

** Please turn off all cell phones.*

CALL TO ORDER BY THE SUPERVISOR

ROLL CALL

INVOCATION

PLEDGE OF ALLEGIANCE

ADOPTION OF AGENDA

The agenda and documentation for items contained on it are available to the public from the Town Clerk during normal business hours, 8:30 am Monday until 4:00 pm on Tuesday prior to the scheduled meeting.

ACCEPTANCE OF MINUTES OF PRIOR MEETING (S)

INVITATION FOR PUBLIC COMMENT ON AGENDA ITEMS:

All persons wishing to speak in favor of or against any item(s) on the agenda as published and/or adopted may be heard at this time.

Agendas have been provided when signing in and any persons wishing to speak will be recognized by the Chairman of the meeting.

When recognized, please state your full name and address and you will then be allowed three (3) minutes to speak on the agenda item(s).

Note: Persons wishing to speak will be heard once per agenda item, discussions on non-agenda items may be discontinued by the Chairman.

OLD BUSINESS:

ORGANIZATIONAL BUSINESS:

1. ADOPTION OF RULES OF PROCEDURE FOR THE TOWN OF WALES BOARD 2025 MEETINGS:

- CALL TO ORDER BY THE SUPERVISOR
- ROLL CALL
- INVOCATION
- PLEDGE OF ALLEGIANCE
- ADOPTION OF AGENDA
- ACCEPTANCE OF MINUTES OF PRIOR MEETING/ MEETINGS
- INVITATION FOR PUBLIC COMMENT ON AGENDA ITEMS
- OLD BUSINESS
- NEW BUSINESS
- COMMUNICATIONS
- REPORTS OF DEPARTMENT HEADS
- REPORTS OF COMMITTEES
- REPRESENTATIVES OF COMMUNITY ORGANIZATIONS
- REVIEW AND ACTION ON SUPERVISOR'S MONTHLY REPORT
- REVIEW AND ACTION ON TOWN CLERK'S MONTHLY REPORT
- REVIEW AND ACTION ON GENERAL FUND BILLS
- REVIEW AND ACTION ON HIGHWAY BILLS
- ADJOURNMENT

2. AUTHORIZATION OF SALARIES FOR TOWN OFFICERS AND EMPLOYEES FOR 2025.

- Note: All payrolls will be paid out of .1 accounts.

3. AUTHORIZATION TO PAY OFFICIALS FOR USE OF HOME FACILITIES:

- Approval of Highway Superintendent to receive \$10.00 per month.

4. DESIGNATE PERSON OR PERSONS TO SIGN AND COSIGN CHECKS:

- Approval of Supervisor Timothy Howard or Councilman Donald Butcher as signers and Town Clerk Melinda Eaton or Deputy Town Clerk Patricia Owczarzak as co-signers.

5. DESIGNATE OFFICIAL BANKS:

Approval of M&T Bank, Five Star Bank, Bank of Holland, Key Bank, and Chase Bank as Official Town Banks. NY Class

6. AUTHORIZE SUPERVISOR TO RENT SPACE FOR TOWN FUNCTIONS.

7. DESIGNATE OFFICIAL NEWSPAPER:

- Approval of the East Aurora Advertiser to be utilized as the official town newspaper.

8. AUTHORIZE TOWN OFFICIALS TO ATTEND THEIR LOCAL ASSOCIATION MEETINGS AT TOWN CHARGE.

- Out of town and overnight meetings require a special request and approval of the Town Board.
- Detailed receipts and vouchers required.

9. REVIEW TOWN OF WALES PROCUREMENT POLICY FOR 2026:

10. AUTHORIZATION FOR TAX COLLECTOR TO:

- COLLECTION OF TOWN and COUNTY TAXES for 2026 as follows:

Taxes due by March 17th without penalty. Penalties added as follows: if paid on or after March 17th to April 30th inclusive add 7.5%. On May 1st the 7.5% penalty fee is added to the levy, forming the base tax then due, thereafter interest is added to the base at the rate of 1.5% per month on the 1st of each month making 18.78% in all, when unpaid taxes are sold in November. Residents have the option to pay at least one half of the bill and the remainder can be paid in installments, (maximum of 4) however the 7.5% penalty will still be applied to the unpaid balance as of the due date.

- COLLECTION OF SCHOOL TAXES for 2025 as follows:

Taxes due by October 15th without penalty. Penalties added as follows: 7.5% will be charged from October

through October 31st. Nine percent (9.0%) will be charged from November 1st to November 30th. Last day for payment is November 30th. Unpaid taxes are then returned to the county and added to the county tax roll as a relieved school tax unless paid to the county by November 30th.

11. AUTHORIZATION TO PAY MILEAGE TO ALL TOWN OFFICIALS AND EMPLOYEES:

- Approval to Authorize to pay \$.72.5 per mile to all town officials for use of personal cars on official town business.
- Note: This does not apply to mileage from residence to place of performance of official duties.

12. APPOINTMENT OF TOWN OFFICERS FOR 2026:

- Building Inspector/Code Enforcement Officer – Dan Whitehead
- Building Inspector/ Code Enforcement Officer Clerk -Katie Matthewson
- Historian – Patricia Spahn.
- Deputy Historian - Sally Davis
- Property Manager/Records Management Officer – Melinda Eaton.
- Town Attorney – Phyllis Todoro •
- Town Prosecutor – Phyllis Todoro.
- Deputy Prosecutor – Rosemary Bapst
- Supervisor Clerk – Melinda Eaton
- Zoning Board & Planning Board Clerk – Michelle Homac
- Deputy Supervisor – Donald Butcher.
- Deputy Town Clerks – Pat Owczarzak and Michelle Homac.
- Court Clerk – Christa Dake.
- Data Processing Clerk - Melinda Eaton
- Town Bookkeeper / Budget Director / Accounting Firm – Drescher & Malecki LLP.
- Assessor - Dawn Martin
- Assessor's Clerk
- Town Registrar – Melinda Eaton.
- Town Building Cleaning – J. & M. Cleaning Janitorial.
- Town Constable – Paul Solomon & Scott Zelli. Will discuss under old business #7
- Town Engineering - Wendel Engineering
- Emergency Manager - Donald Butcher
- Superintendent of Parks and Cemeteries – William Swyers
- Superintendent of Buildings and Grounds – William Swyers
- Refuse Clerk – Melinda Eaton.
- Cemetery Clerk - Melinda Eaton
- Fire Inspector - Dan Whitehard
- Flood Plan Administrator –
- Affirmative Action Officer – Timothy Howard

13. AUTHORIZE PAYMENT OF ASSOCIATION OF TOWNS OF N.Y.S. ANNUAL DUES.

TOWN CONTRIBUTION FOR BASIC PERSONAL CELL PHONE USAGE.

Court Clerk & Disaster Coordinator to receive maximum \$25.00/monthly.

Building Inspector / Code Enforcement Officer, Highway Superintendent, and Supervisor to receive \$50.00/monthly

14. AUTHORIZE PREPAYMENT OF CLAIMS IN ADVANCE OF AUDIT.

- Approval to authorize the prepayment of claims in advance of audit on all approved contracts extending over year and at which time payments will be presented at the next regular board meeting for audit.

15. AGREEMENT TO SPEND HIGHWAY FUNDS. Approval of agreement to spend highway funds and rates to be paid by highway department for gravel and rental of equipment. Highway Superintendent may advertise for any and all supplies and **spend budgeted funds pursuant to section 284 of the highway law.**

16. APPOINTMENT OF COMMITTEE CHAIRPERSONS FOR 2026

The Supervisor makes Committee Chairperson appointments and serves as a member of all committees.

- Capital Improvements and Finance – Brenda O'Connor
- Recreation and Youth Services – Donald Butcher.
- Solid Waste, Conservation, Soil, Water – David Newman
- Insurance – David Newman
- Disaster Preparedness - Don Butcher.
- Highways – Donald Gallo
- Health, Welfare and Senior Services – Brenda O'Connor
- Cemeteries – Don Gallo
- Buildings and Grounds – Don Gallo
- Cable TV - Don Butcher.
- Town Code Changes and Revisions – David Newman

1. Authorize Supervisor to sign contracts with the Boys and Girls Club of Holland for \$4568 the Boys and Girls Club of Elma, Marilla, and Wales for \$9137 the Town of Wales Senior Citizens for \$6354 Hearts & Hands for \$1390 Wales Hollow Cemetery Association, \$500, Holmes Hill cemetery Association, \$1000 South Wales Community Hall \$594 and E.M.W. Little League Baseball, Football and Soccer for \$1096 each. TTAC Swim Club \$500

2. Authorize payment of Annual donation to Aurora Adult Day Care Services for \$695 the Sergeant Mark Rademacher Veterans Post for \$695 and Meals on Wheels for \$1325

3. Set audit dates for all Town Departments, Town Clerk, Court Clerk, Supervisors Clerk and Tax Collector January 31st, 2026 * All Department books will be available for time required for this review.

4. Resolution to authorize the Supervisor to sign contract with Wendel Engineering for 2026 services.

5. Resolution to designate Supervisor as Appointing Officer for 2026 under N.Y.S. Civil Service Law.

6. Resolution to authorize the Supervisor to sign contract with Drescher & Malecki LLP agreement

ORGANINATIONAL END

OLD BUSINESS

1. Local Law 3-2025- Comprehensive revisions to Chapter 200

2. Local Law 4-2025– Short Term Rentals

3. Local Law 5-2025– Solar energy systems

4. 13748 Big Tree Solar Project

5. Proposed Local Law 7-2025 Battery Storage

6. Update on Dog Control

7. Constable Position

8. Approving that the Town Prosecutor & Deputy Prosecutor – Rosemary Bapst are paid from the payroll line and approving Deputy Prosecutor payroll for December for two days at \$300 per day.

NEW BUSINESS

1. Resolution to post signs on Fish hill Rd to 5 ton due to excess use of heavy truck traffic on a yearly basis

2. Approval to have the Fence repaired on the east side of the Town Hall parking lot (quote \$2,500.00) Iroquois Fence

COMMUNICATIONS:

REPORTS OF DEPARTMENT HEADS:

Planning Board Town of Wales Justices Building Inspector/C.E.O. Board of Assessors Zoning Board of Appeals Town of Wales Attorney Town Clerk /Tax Receiver Conservation Advisory Board Town of Wales Historian Highway Superintendent

REPORTS OF COMMITTEES:

REPRESENTATIVES OF COMMUNITY ORGANIZATIONS:

REVIEW AND ACTION ON SUPERVISOR'S MONTHLY

REPORT REVIEW AND ACTION ON TOWN CLERK'S

MONTHLY REPORT FOR SUPERVISOR

REVIEW AND ACTION ON GENERAL FUND BILLS & ESCROW

REVIEW AND ACTION ON HIGHWAY BILLS

ADJOURNMENT: In Memory Timothy Penfold, Derek

Acker, Christine Jakubowski, Tomasz Racult & Arlene

Bogucki & Peggy Crean