

MINUTES

REGULAR MEETING – EDEN TOWN BOARD
2795 East Church Street
Eden, NY 14057
June 10, 2026 at 5:30 PM – Executive
6:30 PM – Regular Meeting

#123-2026: MOTION was made by Supervisor Ventry to enter Executive Session for the purpose of an interview; seconded by Councilmember Wilhelm; Ayes: All; Opposed: None; Abstain: None; Motion carried.

Executive Session was opened at 5:30 PM.

#124-2026: MOTION was made by Supervisor Ventry to close Executive and open the Regular Town Board Meeting; seconded by Councilmember Wilhelm; Ayes: All; Opposed: None; Abstain: None; Motion carried.

The Meeting was opened at 6:44 PM.

This meeting was held in-person and virtually through GoToMeeting.com. The meeting link was made available to the public prior to the meeting.

TOWN BOARD MEMBERS PRESENT:

RICHARD VENTRY	-	SUPERVISOR
SUSAN WILHELM	-	COUNCILMEMBER
VINCENT VACCO	-	COUNCILMEMBER
MICHAEL BYRNES	-	COUNCILMEMBER (absent)
TIMOTHY WALKER	-	COUNCILMEMBER (absent)

OTHERS PRESENT:

Emily Hawkins	-	Town Clerk
Marlene Grunder	-	Administrative Assistant to the Supervisor
Lisa Winter	-	Bookkeeper
Nicholas Blaszczyk	-	Highway Superintendent
Bill Trask	-	Town Attorney
Joe Hart	-	Eden Fire Chief
Nick Blaszczyk	-	Highway Superintendent/Dog Control
Glenn Christner	-	Code Enforcement Officer
Scott Hultquist	-	EMS Director
Tim Wittmeyer	-	East Eden Fire
Rob Lazarczyk	-	Police Chief

Pledge of Allegiance

Approval of Minutes:

#125-2026: MOTION was made by Councilmember Wilhelm to approve the Town Board Meeting Minutes of May 13, 2026 and May 27, 2026 as presented; seconded by Councilmember Vacco; Ayes: All; Opposed: None; Abstain: None; Motion carried.

Budget Transfers: None

Audit of Bills:

FUND DESCRIPTION	VOUCHER NUMBERS	AMOUNT
General	296-367	\$71,851.94
Fire	138-168	\$15,799.79
Ambulance	88-105	\$10,267.49
Water	7	\$18.00
Street Lights	17-21	\$2,238.03
Refuse	9-12	\$67,559.22
Highway	127-149	\$68,621.65
Drainage District	N/A	
Capital H5110.2	2	\$10,943.62

#126-2026: MOTION was made by Councilmember Vacco to approve the Audit of Bills as listed; seconded by Councilmember Wilhelm; Ayes: All; Opposed: None; Abstain: None; Motion carried.

Departmental Reports:

Department reports for the month of June were submitted by Rick Kirst, East Eden Fire Chief; Joseph Hart, Eden Fire Chief; Robert Lazarczyk, Eden Police Chief; Nicholas Blaszczyk, Dog Control Officer; Glenn Christner, Code Enforcement Officer; Michael Rados, Assessor; Eden EMS, and Emily Hawkins, Town Clerk. All Department Reports are available to the public and on file in the Town Clerk's office.

Public Comment on Agenda Items Only: None

New and Unfinished Business:

1. Reserve Police:

Brian Burgstahler spoke regarding the seven new Reserve Police Officer recruits and thanked the five recruits who were present to be sworn into their new positions. He recognized Glenn Kerwin for his continuous support and dedication throughout his tenure with the Reserve Police and announced his promotion to the rank of Lieutenant. He also thanked Emma Buckthal for her continued service and dedication and announced her promotion to the rank of Sergeant.

Emily Hawkins, Town Clerk, gave the Oath of Office to the following Reserve Police: John Kunch, Molly Pastwik, Joey Puckhaber, Dino Lograsso, and Zavyn Maxon

2. Credit Card Policy:

Town of Eden -Credit Card Policy

When employees need to make one-time purchases, register for training or item needed is online it is often more convenient or necessary for them to pay with a credit card. Town of Eden is adopting the following credit card policy and a system of internal controls.

The Town will not have more than two credit cards, one to be stored in a small combination lock box to be kept in the safe in the Supervisor's office. (only Supervisor, Supervisor's Administrator and Bookkeeper will have access to this combination) the other to be held in a secure location at the Highway Department

Cards must be approved by the governing board before it's issued.

Issued card will not allow cash advances or cash back from returned purchases.

Any reoccurring payments will not be added to card without a first-time prior Supervisor approval.

If credit card is needed for a purchase offsite, the card must be signed out and returned the same day, unless the Supervisor's office is closed either before or after. The original receipt must accompany the card when it is returned.

All purchase receipts are held in separate folder and are reconciled to the credit card statement. List of purchases with respective receipts is compiled by Bookkeeper and reviewed by Supervisor's Administrator. Any suspicious purchases to be reported immediately to the Supervisor and Deputy Supervisor.

Voucher with support detailing every purchase made on the credit card is submitted to Supervisor, and payment is made. Abstract of vouchers includes same detailed list.

This policy is subject to the Town of Eden Procurement Policy.

#127-2026: MOTION was made by Supervisor Ventry to approve the credit card policy as presented; seconded by Councilmember Vacco; Ayes: All; Opposed: None; Abstain: None; Motion carried.

3. Conservation Board – New Members:

#128-2026: MOTION was made by Supervisor Ventry to appoint Amy Witman and Sandra Wiltshire to the Conservation Board for a term through January 31, 2028; seconded by Councilmember Wilhelm; Ayes: All; Opposed: None; Abstain: None; Motion carried.

4. Schedule of Fees:

Chapter 108-3

The Standard Schedule of Fees shall be as follows:

Any work started for which a permit is required but has not been issued	\$150 per month for each month in delinquency for a fence permit; \$500 per month for each month in delinquency for all other permits
Failed Inspection Fee	\$75.00

A. Residential permits.

Type	Fee
Detached 1- and 2-family dwellings	\$100 plus \$0.50 per square foot of construction, including attached garages, porches and decks
Dwelling addition permit	\$100 minimum/\$0.50 per square foot of construction
Accessory buildings such as garages, barns and sheds	\$0.25 per square foot of construction
Accessory structures such as decks, porches, small-scale solar (25 KW or less), etc.	\$75
Alterations and repairs	\$10 per \$1,000 of project cost / \$75 minimum
Electric	\$50.00

Type	Fee
Change of Use	\$50.00
Demolition	\$0.10 per square foot
Fence	\$50
Fireplace/Stove permit	\$50 (included with new dwelling building permit); certificate of compliance required
Swimming pool permit	\$75 aboveground; \$200 in-ground (includes fence permit)
Pond permit	\$250 (includes site plan review)
Certificate of occupancy/compliance	\$100 (no charge with a current building permit)
Temporary certificate of occupancy	\$100 (for six months maximum)
Certificate of compliance	\$100 (no charge with a current building permit)
Mobile home parks	\$10 per mobile home lot for initial license and annual renewal thereafter; \$100 per each new mobile home or replacement
Recreation fees	
Major subdivisions	\$750 per new dwelling unit, payable upon final subdivision approval per the Subdivision Law
Minor subdivisions	\$750 per new dwelling unit, payable upon building permit approval
Duplexes	\$750 per new dwelling unit, payable upon approval of application

Multiple dwellings (conventional and townhouse)	\$750 per new dwelling unit, payable upon approval of application
Cluster development	\$750 per new dwelling unit, payable upon project approval
Mobile home park	\$750 per new mobile home dwelling unit, payable upon project approval

B. Business/Commercial permits.

Type	Fee
All other residential dwellings (apartments)	\$100 plus \$0.20 per square foot of construction, including attached garages, porches and decks.
Business/Commercial	\$100 plus \$0.75 per square foot of construction
Additions	0.75 per square foot of construction/\$100 minimum
Alterations/Repairs	\$10 per \$1,000 of project cost / \$100 minimum
Accessory structures	\$0.30 per square foot of construction
Demolition	\$0.20 per square foot construction
Agricultural structures	\$100 minimum/\$0.10 per square foot

Type	Fee
Temporary certificate of occupancy	\$100 (for six months maximum)
Certificate of occupancy	\$100 (no charge with current building permit)
Sign permits	\$75
Operating permits	\$50
Special use permit or zoning amendment hearing	\$250; includes advertisement of legal notice by Town Board
Temporary trailer permit	\$25
Town Board special use permit renewal	\$100 annually
Communication Tower special permit, utility-scale solar, wind energy conversion systems or wind farms	\$10,000 or 1% of project cost whichever is greater; additional funding will be required to be put into an escrow account.
Communication Tower co-location permit	\$1,000; includes antenna, equipment box, fencing plus
Zoning Board of Appeals	\$350 for area variance; includes advertising legal notice \$500 for use variance; includes advertising legal notice
Assessor's search fee for special use permit hearings or Zoning Board hearings	\$35 for MU-1, MU-2, R2, LI and MFR Districts; \$15 for all other zoned areas
Highway Department fees	
Highway right-of-way permit	\$75 plus costs for labor/inspections
Highway drainage enclosure permit	\$30

C. Subdivision fees.

(1) Application and review fees.

Type	Fee
Property splits merge application	\$100

Minor subdivision reviewed by the Subdivision Review Committee only	\$250
Resubmission fee	\$125

Type	Fee
Minor subdivision reviewed by Planning Board	\$500 total (includes public hearing fee). Additional funding will be required to be put into an escrow account.
Resubmission fee	\$250
Major subdivision not requiring public improvements	\$750 plus \$500 per lot. Additional funding will be required to be put into an escrow account.
Resubmission of any plat	\$500
Major subdivision requiring public improvements	\$750 plus \$750 per lot. Additional funding will be required to be put into an escrow account.
Resubmission of any plat	\$750

- (2) Inspection fee for public improvements. These fees shall be withdrawn from the escrow account established for the subdivision.
- (a) An additional fee of \$100 shall be paid to the Town for administrative services out of the escrow account.
 - (b) If the escrow amount is exceeded due to the project not proceeding expeditiously, being understaffed, utilization of inexperienced contractors, or conditions beyond the control of the Town or its agent, then the developer must pay the outstanding inspection fee before the improvements may be accepted.
 - (c) The developer should note that additional inspection deposits may be required by outside agencies such as the Erie County Sewer District. The affected agency should be consulted to determine its costs.

D. Site plan review fees.

- (1) Site plan review fees apply to all uses requiring site plan review.
- (2) This review fee shall be paid at the time of initial submittal.

Type	Fee
Site plan waiver fees	\$200
Site plan review fee	\$500 per improved acre (or less) up to 5 acres; \$250 per additional improved acre; plus additional funding will be required to be put into an escrow account

E. SEQR fees.

- (1) SEQR reviews fees: reimbursement to the Town for any SEQR costs incurred. This reimbursement will be funded from the established escrow account.

F. Stormwater pollution prevention plans and site inspection fees.

- (1) SWPPP review and inspection fees: reimbursement to the Town for any SWPPP costs incurred. This reimbursement will be funded from the established crow account.

G. Fire prevention and safety inspections.

Type of Building	Fee
Public assembly buildings	\$75 per/5,000 square feet

Buildings other than public assembly	\$75 per/5,000 square feet
Multiple dwellings/nonresidential structures	\$75 per/5,000 square feet

H. Short-term rental permit: \$250 (Includes fire inspection).
Annual Renewal Fee: \$100.00

I. Escrow account requirements.

- (1) Reimbursable costs/escrow. For projects that contain significant technical detail that may require the use of outside consultants to review and assist the Town of Eden (Town Board, Planning Board, Zoning Board and/or Code Enforcement Officer) as part of the site plan review process, the applicant shall be notified and required to establish an escrow account to reimburse the Town for the legitimate costs of review or inspections associated with the application. The funds may be utilized for the paying of engineering, legal and other professionals qualified to review the required plans, reports and other technical information submitted in support of an application. The initial amount of the establishment of the escrow account shall be determined on a case-by-case basis, but in no case shall be less than \$3,000 or a larger amount estimated by the Planning Board or ZBA to be reasonable and necessary to cover the cost of the review to be incurred by the Town. All necessary reviewing professionals assisting the Town in such reviews shall provide an estimate of the approximate cost of review services. The board(s) may periodically and at its discretion require the replenishment of the escrow account established hereunder, with justification and notice provided to the applicant. Upon completion of the application and review process, any balance remaining in the escrow account shall be refunded to the applicant within 30 days of the submission and payment of the final bill by the Town and payment in full of all application and approval fees. In the event there is a shortfall in the escrow account, no final approval or permit may be issued until the balance of the outstanding amount is fulfilled by the applicant.

#129-2026: MOTION was made by Supervisor Ventry to amend the Schedule of Fees with an effective date of July 1, 2026; seconded by Councilmember Walker; Ayes: All; Opposed: None; Abstain: None; Motion carried.

5. Surplus 1991 International Tanker:

#130-2026: MOTION was made by Supervisor Ventry to declare surplus the Eden Fire Department’s 1991 International Tanker, VIN 1HTSDNHR1MH345030 and sell on shopgarage.com, an auction site, and designate Supervisor Ventry to set the reserve price; seconded by Councilmember Wilhelm; Ayes: All; Opposed: None; Abstain: None; Motion carried.

6. Code Review Committee Recommendations:

The Town Board discussed the Code Review Committee recommendations and tabled to the next meeting for a work session.

7. Set Public Hearing for SUP for National Grid Substation:

#131-2026: MOTION was made by Supervisor Ventry to set the public hearing for Special Use Permit application for Niagara Mohawk Power Corp d/b/a National Grid for a substation at Sandrock Road and Rt. 62 for July 8, 2026 at 6:45 PM; seconded by Councilmember Wilhelm; Ayes: All; Opposed: None; Abstain: None; Motion carried.

8. Add Noah Kelleher to the Eden Fire Roster:

#132-2026: MOTION was made by Supervisor Ventry to add Noah Kelleher to the Eden Fire Roster pending a background check and physical; seconded by Councilmember Wilhelm; Ayes: All; Opposed: None; Abstain: None; Motion carried.

9. Set Public Hearing for Local Law:

#133-2026: MOTION was made by Supervisor Ventry to set the Public Hearing for the proposed Local Law “Private Burial Grounds” to July 8, 2026 at 7:00 PM; seconded by Councilmember Wilhelm; Ayes: All; Opposed: None; Abstain: None; Motion carried.

Supervisor’s Report

- July 14th, presentation at the Duffy Center at ICC Church Hall at 5:30 PM, Brownfield Opportunity Area grant for a community presentation on revitalization of areas in to town that apply. More information will be available soon.

Hearing of Visitors:

Petition: Russ Schifano presented a petition to the Town Board requesting that the speed limit on March Road be reduced. He stated that development on a neighboring road has resulted in an increase in pedestrian traffic, bicyclists, and dog walkers, which has further increased the need for a speed limit reduction. He also requested that the Town Highway Department install a horse crossing sign near his property to improve safety for both motorists and horseback riders in the area.

#134-2025: MOTION was made by Councilmember Wilhelm to send the request to lower the speed limit on March Road to the Speed Limit Committee; seconded by Councilmember Vacco; Ayes: All; Opposed: None; Abstain: None; Motion carried.

#135-2025: MOTION was made by Supervisor Ventry to adjourn the meeting and enter executive session for legal purposes with Town Counsel; seconded by Councilmember Wilhelm; Ayes: All; Opposed: None; Abstain: None; Motion carried.

Adjourned: 7:45 PM

Respectfully submitted by,

Emily Hawkins, Town Clerk