

AGENDA
REGULAR BOARD MEETING - TOWN OF BOSTON
JANUARY 7, 2026 – 7:30 P.M.

ITEM NO. I PRELIMINARY MATTERS

1. Call Meeting to Order
2. Roll Call
3. Pledge of Allegiance
4. Other Preliminary Matters

ITEM NO. II REGULAR BUSINESS

1. Correction and Adoption of the Minutes from December 3, 2025
2. Correction and Adoption of the Minutes from December 17, 2025
3. Consideration of all Fund Bills

ITEM NO. III CORRESPONDENCE

1. Erie County Sewer District No. 3, Board of Managers meeting minutes December 3, 2025
2. Charter Communications – Upcoming Changes
3. NYSEG & RG&E Contribute more than \$4.3 M Since 2023 to Manufacturing Businesses Across the State – 12/18/2025
4. NYSEG & RG&E Prepared for Winter Weather this Weekend – 12/18/2025
5. NYSEG & RG&E Working Overnight to Restore Power – 12/29/2025
6. NYSEG & RG&E Responding to Outages Cause by Winter Storm Ezra – 12/29/2025
7. NYSEG & RG&E Continue to Respond to Storm Outages – 12/30/2025
8. Legislature of Erie County Clerk's Office Agricultural District
9. Income Statement – November 2025
10. Cash Balances – November 2025

ITEM NO. IV NEW BUSINESS

1. Requests from the Floor (3-minute time limit per person)
2. Appointments
3. Committee and Liaison Appointments
4. Establish Salary Schedule

5. Set Payment of Salaries
6. Designation of Depositories
7. Schedule Dates and Times for Regular Monthly Meetings and Agenda Review
8. Designate Official Newspaper
9. Appointment to NEST Solid Waste Management Board
10. Direct Town Clerk to Send Letter to Refuse Collectors – Annual Licenses
11. Authorize Supervisor and Tax Collector to Invest Surplus Monies
12. Set Investment Policy
13. Authorize Signature Stamp for Supervisor
14. Set Mileage Rate Paid by Town
15. Authorize to Allow Lending Funds from One Account to Another
16. Set Hours for New York State Retirement Reporting
17. Petty Cash Funds
18. 284 Agreement to Spend Town Highway Funds
19. Set Holiday Schedule
20. Resolution 2026-01 Procurement Policy
21. Resolution 2026-02 Adopt Schedule of Fees
22. Resolution 2026-03 Attorney for the Town
23. Resolution 2026-04 CPL to Serve as Town Engineer
24. Resolution 2026-05 LaBella Associates to Serve as Town Engineer
25. Resolution 2026-06 Rotella Grant Management to Serve as Town Grant Writer
26. Resolution 2026-07 Town Planning Consultant Agreement
27. Resolution 2026-08 Agreement with the Boston Free Library Association
28. Resolution 2026-09 Payment of Insurance Premium
29. Resolution 2026-10 Professional Services Agreement for Engagement of Lippes Mathias LLP
30. Approve Leave of Absence – Donna Lenau (4/20/26 – 8/26/26)
31. Approve Leave of Absence – Tina Weisedel (1/15/26 – 1/28/26)
32. Approve Leave of Absence – Patricia Hice (12/29/25 – 1/12/26)
33. Approve Leave of Absence – Lorrie Valentine (12/29/25 – 5/4/26)
34. Request for NYAOT's Newly Elected Officials Training
35. Application for Use of Facility – Hamburg CSD, Pre K Picnic

ITEM NO. V OLD BUSINESS

ITEM NO. VI REPORTS AND PRESENTATIONS

1. Highway Superintendent
2. Councilmembers
3. Town Clerk
4. Supervisor

ITEM NO. VII ADJOURNMENT OF MEETING

1. Adjournment of Meeting

ORGANIZATIONAL BOARD MEETING
JANUARY 7, 2026

TOWN HALL
7:30 P.M.

Present: Supervisor Jason Keding, Councilwoman Kelly Martin, Councilman Robert Penders, Councilwoman Kathleen Selby, and Councilman Max Stephan.

Also Present: Highway Superintendent Telaak, Attorney for the Town McCann, Town Clerk Sandra Quinlan

Supervisor Keding called the meeting to order at 7:33 pm.

Pledge of Allegiance.

Supervisor Keding stated there are no other Preliminary matters.

Regular business:

A motion was made by Councilwoman Martin and was seconded by Councilwoman Selby to accept the minutes of the December 3, 2025 regular meeting.

Supervisor Keding	Yes	Councilwoman Martin	Yes
Councilman Penders	Yes	Councilwoman Selby	Yes
Councilman Stephan	Yes		

five (5) Yes

Carried

A motion was made by Councilwoman Selby and was seconded by Councilwoman Martin to accept the minutes of the December 17, 2025 regular meeting.

Supervisor Keding	Yes	Councilwoman Martin	Yes
Councilman Penders	Yes	Councilwoman Selby	Yes
Councilman Stephan	Yes		

five (5) Yes

Carried

A motion was made by Councilman Penders and was seconded by Councilwoman Selby upon review by the Town Board, that fund bills in the amount of \$441,300.10 be paid.

Supervisor Keding	Yes	Councilwoman Martin	Yes
Councilman Penders	Yes	Councilwoman Selby	Yes
Councilman Stephan	Yes		

five (5) Yes

Carried

Supervisor Keding stated the following has been received and filed under correspondence:

Erie County Sewer District No. 3, Board of Managers meeting minutes December 3, 2025

Charter Communications - Upcoming Changes

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7:30 P.M.

NYSEG & RG&E Contribute more than \$4.3 M Since 2023 to Manufacturing Businesses Across the State - 12/18/2025

NYSEG & RG&E Prepared for Winter Weather this Weekend - 12/18/2025

NYSEG & RG&E Working Overnight to Restore Power - 12/29/2025

NYSEG & RG&E Responding to Outages Cause by Winter Storm Ezra - 12/29/2025

NYSEG & RG&E Continue to Respond to Storm Outages - 12/30/2025

Legislature of Erie County Clerk's Office Agricultural District

Income Statement - November 2025

Cash Balances - November 2025

New business:

Supervisor Keding stated the floor is open for public comment.

The following persons were heard:

Jay Jackson

James Stang

Mary Lawrence

Richard Hawkins

Deputy Miller, Community Engagement Team, Erie County Sheriff's Office

Supervisor Keding stated the floor is closed.

A motion was made by Councilwoman Selby and was seconded by Councilwoman Martin to appoint the following:

<u>2026 APPOINTMENT</u>	<u>TITLE</u>	<u>TERM</u>
Karen Miller	Court Clerk, FT	12/31/2026
Rebecca Neudeck	Court Clerk, PT	12/31/2026
John Sibenik	Court Officer, PT	12/31/2026
Keith Gannon	Court Officer, PT	12/31/2026
Laurie Baker	Prosecutor, PT	12/31/2026
TBD	Assessment Clerk, PT	12/31/2026
Robert Reed	Code Enforcement Officer, PT	12/31/2026
Shawn Vanderdoes	Code Enforcement Officer, PT	12/31/2026
Kelly Korzkowski	Clerk (Code), PT	12/31/2026
Jordan Clark	Clerk (Highway), PT	12/31/2026
Linda Sherry	Dog Control Officer, PT	12/31/2026
Dolores Valentine	Nutrition Director, PT	12/31/2026
Patricia Hice	Nutrition Director, PT	12/31/2026
Donna Lenau	Nutrition Director, PT	12/31/2026
Tina Weisedel	Nutrition Director, PT	12/31/2026

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Vera Langhans	Sub. Nutrition Director, PT	12/31/2026
Michael Lavtar	Town Hall Laborer, PT	12/31/2026
Patrick Francis	Cleaner, PT	12/31/2026
Scott Fellows	Parks Laborer, FT	12/31/2026
Barry Decker	Parks Laborer, FT	12/31/2026
Amanda Jensen	Parks Laborer, FT	12/31/2026
Robert Telaak	Parks Superintendent - Stipend	12/31/2026
Patrick Penrod	Emergency Manager - Volunteer	12/31/2026
Allison Koczur	Event Coordinator - Stipend	12/31/2026
Jacob Karb, III	Liaison - Cobblehill Cemetery - Stipend	12/31/2026
Sandra Quinlan	Marriage Officer	12/31/2026
Sandra Quinlan	Records Management Officer	12/31/2026
Sandra Quinlan	Registrar of Vital Statistics	12/31/2026
Margaret Derk	Deputy Registrar of Vital Statistics	12/31/2026

Town Clerk Quinlan made the following appointments:

<u>2026 APPOINTMENT</u>	<u>TITLE</u>	<u>TERM</u>
TBD	Deputy Town Clerk, FT	12/31/2026
Margaret Derk	Deputy Town Clerk, FT - Focus on Records & Boards	12/31/2026
Lisa Ranalletta	Deputy Town Clerk, PT	12/31/2026

Supervisor Keding made the following appointments:

<u>2026 APPOINTMENT</u>	<u>TITLE</u>	<u>TERM</u>
Allison Koczur	Assistant to Supervisor, FT	12/31/2026
Allison Koczur	Deputy Supervisor - Stipend	12/31/2026
Ellie Pericak	Bookkeeper, FT	12/31/2026
Ellie Pericak	Budget Director - Stipend	12/31/2026
Meagan Sadowski	Secretary to Supervisor/Bookkeeper, PT	12/31/2026
Frank Gamel	Town Historian, PT	12/31/2026

Supervisor Keding	Yes	Councilwoman Martin	Yes
Councilman Penders	Yes	Councilwoman Selby	Yes
Councilman Stephan	Yes		

five (5) Yes

Carried

A motion was made by Supervisor Keding and was seconded by Councilwoman Selby to appoint the following:

2026 Committee Appointments:

AUDIT COMMITTEE

Town Board Members, Drescher and Malecki

TRAFFIC SAFETY & ROADWAYS

Chair - Councilwoman Selby

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INSURANCE

Attorney for the Town McCann, Town Clerk Quinlan, Supervisor's Assistant Koczur

I.T. COMMITTEE

Chair - Councilwoman Martin, Supervisor's Assistant Koczur

INVESTMENT ADVISORY

Chair - Councilman Penders, Attorney for the Town McCann, Town Board, Bookkeeper Pericak, Designated Representatives from Boston, N. Boston, & Patchin Fire Companies

SOLID WASTE & REFUSE

Chair - Councilwoman Selby, Town Clerk Quinlan

INSPECTION

Chair - Code Enforcement Officers, Town Board

CABLE TV

Chair - Councilman Stephan, Attorney for the Town McCann

DRAINAGE

Chair - Councilman Stephan, Hwy Supt. Telaak, Town Engineer

ZONING REVIEW

Chair - Town Prosecutor, Councilman Penders, Code Enforcement Officers, Zoning Chairwoman Rood

SAFETY

Chair - Town Clerk Quinlan, Hwy Supt. Telaak, Councilwoman Selby

PARKS AND RECREATION

Chair - Councilwoman Selby, Parks Supt. Telaak, Councilwoman Martin

RECORDS MANAGEMENT

Chair - Town Clerk Quinlan

DEFERRED COMPENSATION

Chair - Bookkeeper Pericak, Supervisor Keding, Town Clerk Quinlan

CAPITAL IMPROVEMENT

Chair - Supervisor Keding, Town Grant Writer, Attorney for the Town McCann, Town Engineer, Councilwoman Selby, Bookkeeper Pericak

OFFICE OF EMERGENCY MGMT

Director- Emergency Manager, Supervisor Keding, Councilwoman Martin, Councilman Penders

CHRISTMAS LIGHTING

Councilwoman Martin, Parks Superintendent Telaak, Supervisor Keding

GRANT WRITER COMMITTEE

Chair - Supervisor Keding, Bookkeeper Pericak, Supervisor's Assistant Koczur, Rotella Grant Management

ETHICS COMMITTEE

Chair - Councilwoman Martin

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2026 Liaison Assignments:

Robert Penders

Planning Board, Zoning Board, Fire Departments, Fire Benefit Program, Boston
Emergency Squad

Max Stephan

Historical Society, Boston Community Foundation, Haz-Mat, Drainage, Cable TV

Kathy Selby

Parks and Recreation, Streets and Lighting, Traffic and Highway Safety,
Safety Committee, Solid Waste, Water Districts

Kelly Martin

Conservation Advisory Council, Senior Citizens, Nutrition, Christmas Lighting,
Chamber of Commerce, Ethics Committee

Supervisor Keding	Yes	Councilwoman Martin	Yes
Councilman Penders	Yes	Councilwoman Selby	Yes
Councilman Stephan	Yes		

five (5) Yes

Carried

A motion was made by Councilman Penders and was seconded by Councilwoman
Selby to establish the 2026 Salary Schedule:

<u>Position</u>	<u>Salary</u>
Assistant to Supervisor, FT	\$53,712 /yr.
Secretary to Supervisor, PT	\$22.48 /hr.
Bookkeeper, FT	\$65,200 /yr.
Deputy Supervisor - Stipend	\$1,347 /yr.
Budget Director - Stipend	\$4,490 /yr.
Event Coordinator - Stipend	\$3,206 /yr.
Court Clerk, FT	\$58,282 /yr.
Court Clerk, PT	\$22.48 /hr.
Court Officer, PT (x2)	\$7,560 /yr.
Prosecutor	\$20,775 /yr.
Assessor, PT	\$37.86 /hr.
Assessment Clerk, PT	\$22.48 /hr.
Deputy Town Clerk, FT	\$44,963/yr.
Deputy Town Clerk, FT - Focus on Records & Boards	\$44,963/yr.
Deputy Town Clerk, PT	\$22.48 / hr.
Code Enforcement Officer, FT	\$32.76 - \$39.65 /hr.
Code Enforcement Officer, PT #1	\$34.40 /hr.
Code Enforcement Officer, PT #2	\$30.00 /hr.
Code Enforcement Clerk, PT	\$22.48 /hr.
Highway Clerk/Secretary, PT	\$22.48 /hr.
Dog Control Officer, PT	\$16,896 /yr.
Nutrition Program Director (x4)	\$17.65 /hr.

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Asst. Nutrition Program Director	\$17.65 /hr.
Sub Assist. Nutrition Program Director	\$17.65 /hr.
Laborer, PT - Town Hall	\$22.48 /hr.
Cleaner, PT	\$22.48 /hr.
Parks Superintendent - Stipend	\$11,298 /yr.
Parks Laborer, FT	\$24.77 /hr.
Parks Laborer, FT (x2)	\$22.48 /hr.
Cobblehill Cemetery Liaison	\$300 /yr.
Town Historian - Stipend	\$4,552 /yr.

Highway Department

Per Collective Bargaining Agreement.

Elected Officials

<u>Position</u>		<u>Salary</u>	
Supervisor		\$49,808 /yr.	
Councilman (x4)		\$10,535 /yr.	
Highway Superintendent		\$87,200 /yr.	
Town Clerk		\$60,974 /yr.	
Town Justices (x2)		\$24,398 /yr.	
Supervisor Keding	Yes	Councilwoman Martin	Yes
Councilman Penders	Yes	Councilwoman Selby	Yes
Councilman Stephan	Yes		

five (5) Yes Carried

A motion was made by Councilman Stephan and was seconded by Councilwoman Martin to Set the Payment of Salaries as follows:

Bi-weekly to the Town Clerk, Deputy Town Clerk, Supervisor, Assistant to Supervisor, Bookkeeper, Court Clerks, Assessor, Board Clerk, Code Enforcement Officers, Assistant to Code Enforcement, Nutrition Directors, Town Hall Laborer, Town Hall Cleaner, Parks Laborers, Highway Superintendent, Highway Clerk, M.E.O.'s, Truck Drivers, and Highway Laborers. All other positions are paid monthly.

Supervisor Keding	Yes	Councilwoman Martin	Yes
Councilman Penders	Yes	Councilwoman Selby	Yes
Councilman Stephan	Yes		

five (5) Yes Carried

A motion was made by Councilwoman Martin and was seconded by Councilwoman Selby, designation of depositories as follows:

North Boston Branch of NBT Bank for the Supervisor, Town Clerk, Tax Collector, and Town Justices.

ORGANIZATIONAL BOARD MEETING
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TOWN HALL
7:30 P.M.

Participation in New York Cooperative Liquid Assets Security System (NYCLASS) and Empire Public Investment Cooperative (EPIC) Fund for the Supervisor, Town Clerk and Tax Collector.

Supervisor Keding	Yes	Councilwoman Martin	Yes
Councilman Penders	Yes	Councilwoman Selby	Yes
Councilman Stephan	Yes		

five (5) Yes Carried

A motion was made by Councilwoman Selby and was seconded by Councilwoman Martin to schedule dates and times for Regular Monthly Meetings and Agenda Review:

Town Board Meeting: First and third Wednesday of the month at 7:30 pm
Agenda Review: First and third Wednesday of the month at 6:00 pm

Supervisor Keding	Yes	Councilwoman Martin	Yes
Councilman Penders	Yes	Councilwoman Selby	Yes
Councilman Stephan	Yes		

five (5) Yes Carried

A motion was made by Councilman Penders and was seconded by Supervisor Keding to Designate the Official Newspaper as follows:

Springville Journal

Supervisor Keding	Yes	Councilwoman Martin	Yes
Councilman Penders	Yes	Councilwoman Selby	Yes
Councilman Stephan	Yes		

five (5) Yes Carried

A motion was made by Councilman Stephan and was seconded by Councilwoman Martin to appoint Supervisor Keding to the NEST Solid Waste Management Board.

Supervisor Keding	Yes	Councilwoman Martin	Yes
Councilman Penders	Yes	Councilwoman Selby	Yes
Councilman Stephan	Yes		

five (5) Yes Carried

A motion was made by Councilwoman Martin and was seconded by Councilwoman Selby to direct the Town Clerk to send letters to refuse collectors that annual licenses are due.

Supervisor Keding	Yes	Councilwoman Martin	Yes
Councilman Penders	Yes	Councilwoman Selby	Yes
Councilman Stephan	Yes		

five (5) Yes Carried

A motion was made by Councilwoman Selby and was seconded by Councilwoman Martin to authorize the Supervisor and the Tax Collector to invest surplus monies. This authorization includes participation in New York Cooperative Liquid Assets Security System (NYCLASS) and Empire Public Investment Cooperative (EPIC) Fund.

Supervisor Keding	Yes	Councilwoman Martin	Yes
Councilman Penders	Yes	Councilwoman Selby	Yes
Councilman Stephan	Yes		

five (5) Yes Carried

A motion was made by Supervisor Keding and was seconded by Councilwoman Selby to approve investment policy:

Investment policy previously adopted by the Town Board where idle town monies may be invested, subject to any further regulation from the State Comptroller pursuant to Section 39 of the General Municipal Law as follows:

1. Obligations of Federal Government - Treasury Notes, Treasury Bills, etc.
2. Obligations of Federal Agencies Guaranteed by the Government.
3. Obligations of the State of New York
4. Certificates of Deposit in Commercial Banks, which are FDIC insured.
5. Regular Savings Accounts, Money Market Accounts in Commercial Banks if proper securities are provided for all monies invested in excess of the amount secured by FDIC.
6. Tax Anticipation Note and Revenue Anticipation Notes of another municipality, district, corporation or school district, any other investments not listed will require prior approval by the Town Board and be in conformance of all state statutes.

The Town Supervisor will keep a record of all such investments and provide a report to all Town Board Members monthly.

Supervisor Keding	Yes	Councilwoman Martin	Yes
Councilman Penders	Yes	Councilwoman Selby	Yes
Councilman Stephan	Yes		

five (5) Yes Carried

A motion was made by Councilman Stephan and was seconded by Councilwoman Martin to authorize the use of a Signature Stamp for Supervisor Keding.

Supervisor Keding	Yes	Councilwoman Martin	Yes
Councilman Penders	Yes	Councilwoman Selby	Yes
Councilman Stephan	Yes		

five (5) Yes Carried

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TOWN HALL
7:30 P.M.

A motion was made by Councilwoman Martin and was seconded by Councilwoman Selby to set the mileage rate at the 2026 IRS rate of \$0.725 cents per mile.

Supervisor Keding	Yes	Councilwoman Martin	Yes
Councilman Penders	Yes	Councilwoman Selby	Yes
Councilman Stephan	Yes		

five (5) Yes Carried

A motion was made by Councilwoman Selby and was seconded by Councilwoman Martin to authorize the Supervisor to lend funds from one account to another.

Supervisor Keding	Yes	Councilwoman Martin	Yes
Councilman Penders	Yes	Councilwoman Selby	Yes
Councilman Stephan	Yes		

five (5) Yes Carried

A motion was made by Councilman Penders and was seconded by Councilwoman Martin to approve the workdays and retirement reporting:

Workday & Retirement Reporting (Part Time):

Assign the following to be reported by New York State Retirement purposes for elected and appointed Town Personnel with six (6) hours being designated as a workday:

Town Justices	Councilman
Supervisor	Deputy Supervisor
Prosecutor	Board Clerk
Court Officer	Court Clerk, PT
Assessment Clerk, PT	Deputy Town Clerk, PT
Code Enforcement Officer, PT	Assistant Code Enforcement, PT
Clerk for Code	Highway Clerk
Town Cleaner	Town Hall Laborer
Dog Control Officer	Nutrition Program Directors
Historian	

Workday & Retirement Reporting (Full Time):

Assign the following workdays to be reported by New York State Retirement purposes for elected and appointed Town Personnel as full time based on a seven (7) hour workday for New York State Retirement purposes:

Town Clerk	Deputy Town Clerk, FT
Bookkeeper	Assistant to Town Supervisor
Superintendent of Highways	Court Clerk, FT
Assessor	Code Enforcement Officer, FT

Assign the following workdays to be reported by New York State Retirement purposes for elected and appointed Town Personnel as full time based on an eight (8) hour workday for New York State Retirement purposes:

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JANUARY 7, 2026

TOWN HALL
7:30 P.M.

Parks Laborer
Highway M.E.O.'s, Truck Drivers, and Laborers

Supervisor Keding	Yes	Councilwoman Martin	Yes
Councilman Penders	Yes	Councilwoman Selby	Yes
Councilman Stephan	Yes		

five (5) Yes Carried

A motion was made by Councilman Stephan and was seconded by Supervisor Keding for Petty Cash Funds:

Town Clerk	\$300
Town Justice	\$300

Supervisor Keding	Yes	Councilwoman Martin	Yes
Councilman Penders	Yes	Councilwoman Selby	Yes
Councilman Stephan	Yes		

five (5) Yes Carried

A motion was made by Councilwoman Martin and was seconded by Councilwoman Selby to accept the 2026 284 Agreement to spend Town of Boston Highway Funds.

Supervisor Keding	Yes	Councilwoman Martin	Yes
Councilman Penders	Yes	Councilwoman Selby	Yes
Councilman Stephan	Yes		

five (5) Yes Carried

A motion was made by Councilwoman Selby and was seconded by Supervisor Keding to set the following 2026 Employee Holidays for the Town of Boston:

<u>Holiday</u>	<u>Date</u>	<u>Day of Week</u>
Martin Luther King Jr. Day	January 19	Monday
President's Day	February 16	Monday
Good Friday	April 3	Friday
Memorial Day	May 25	Monday
Juneteenth	June 19	Friday
Independence Day (Observed)	July 3	Friday
Labor Day	September 7	Monday
Columbus Day/Indigenous Peoples' Day	October 12	Monday
Election Day	November 3	Tuesday
Veteran's Day	November 11	Wednesday
Thanksgiving Day	November 26	Thursday
Day After Thanksgiving	November 27	Friday
Christmas Eve	December 24	Thursday
Christmas Day	December 25	Friday
New Year's Day	January 1, 2027	Friday

Note: This holiday schedule does not apply to Highway employees. Highway employees please refer to current Collective Bargaining Agreement.

Supervisor Keding	Yes	Councilwoman Martin	Yes
Councilman Penders	Yes	Councilwoman Selby	Yes
Councilman Stephan	Yes		

five (5) Yes

Carried

A motion was made by Councilman Penders and was seconded by Councilwoman Selby,

RESOLUTION 2026-01

PROCUREMENT POLICY

NOW THEREFORE BE IT RESOLVED, that the Town of Boston does hereby adopt the following procurement policies and procedures for this year:

Guideline 1. Every prospective purchase of goods or services shall be evaluated to determine the applicability of General Municipal Law, Sec. 103. Every Town officer, board, department head or other personnel with the requisite purchasing authority (hereinafter "Purchaser") shall estimate the cumulative amount of the items of supply or equipment needed in a given fiscal year. That estimate shall include the canvass of other Town departments and past history to determine the likely yearly value of the commodity to be acquired. The information gathered and conclusions reached shall be documented and kept with the file documentation supporting the purchase activity.

Guideline 2. All purchases of (a) supplies or equipment which will exceed \$20,000 in the fiscal year; or (b) public works contracts over \$35,000 shall be formally bid pursuant to GML, Sec. 103.

Guideline 3.

- 1) All estimated purchases of supplies or equipment of less than \$20,000 but greater than \$10,000 require a written request for a proposal (RFP) and written/fax quotes from three vendors; less than \$10,000 but greater than \$5,000 require an oral request/fax quotes from at least three vendors; less than \$5,000 but greater than \$1,500 require an oral request for the goods and oral/fax quotes from 3 vendors if possible; less than \$1,500 are left to the discretion of the Purchaser.
- 2) All estimated public works contracts of less than \$35,000 but greater than \$20,000 require a written request for proposal (RFP) and fax/proposals from 3 contractors; less than \$20,000 but greater than \$10,000 require a written request for proposal and fax/proposals from at least 2 contractors; less than \$10,000 but greater than \$5,000 require an oral or written request for quote and fax/proposals from 2 contractors; less than \$5,000 but greater than \$1,500 require an oral request for the goods and oral/fax quotes from 3 vendors if possible; less than \$1,500 are left to the discretion of the Purchaser.
- 3) Any written RFP shall describe the desired goods, quantity and the particulars

of delivery. The Purchaser shall compile a list of all vendors from whom written/fax/oral quotes have been requested and offered.

- 4) All information gathered in complying with the procedures of this Guideline shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract.

Guideline 4.

4.1 Purpose

The Town Board of the Town of Boston seeks to exercise the local option set forth in § 103, Subdivision 1, of the New York General Municipal Law, as amended by Chapter 608 of the Laws of 2011 and Chapter 2 of the Laws of 2012, which amendment authorizes the Town to award purchase contracts and contracts for services subject to competitive bidding under General Municipal Law § 103 on the basis of either lowest responsible bidder or "best value" as defined in § 163 of the New York State Finance Law. The "best value" option may be used if it is more cost efficient over time to award the good or service to other than the lowest responsible bidder if factors such as lower cost of maintenance, durability, higher quality and longer product life are germane.

4.2 Award based on low bid or best value.

The Town Board of the Town of Boston may award purchase contracts and service contracts that have been procured pursuant to competitive bidding under the General Municipal Law § 103 by either lowest responsible bidder or best value.

4.3 Applicability

The provisions of this chapter apply to Town purchase contracts or contracts for services involving an expenditure of more than \$10,000, but exclude purchase contracts necessary for the completion of a public works contract pursuant to Article 8 of the State Labor Law and exclude any other contract that may in the future be excluded under state law from the best value option.

4.4 Standards for best value

Goods and services procured and awarded on the basis of best value are those that the Town Board of the Town of Boston determines will be of the highest quality while being the most efficient. The determination of quality and cost efficiency shall be based on objectively quantified and clearly described and documented criteria which may include, but shall not be limited to, any or all of the following: cost of maintenance; proximity to the end user if distance or response time is a significant term; durability; availability of replacement parts or maintenance contractors; longer product life; product performance criteria; and quality of craftsmanship.

4.5 Documentation.

Whenever any contract is awarded on the basis of best value instead of lowest responsible bidder, the basis for determining best value shall be thoroughly and accurately documented.

4.6 Procurement policy superseded where inconsistent.

Any inconsistent provision of the Town's Procurement Policy, as adopted prior to the effective date of this chapter by resolution of the Town Board of the Town of Boston, or as amended thereafter, shall be deemed superseded by the provisions of this chapter.

Guideline 5. A good-faith effort shall be made to obtain the required number of proposals or quotations. If the Purchaser is unable to obtain the required number of proposals or quotations, the Purchaser shall document the attempt made at obtaining the proposals. In no event shall the inability to obtain the proposals or quotes be a bar to the procurement.

Guideline 6. Except when directed by the Town Board, no solicitation of written proposals or quotations shall be required under the following circumstances:

- (a) Acquisition of professional services;
- (b) Emergencies;
- (c) Sole source situations;
- (d) Goods purchased from agencies for the blind or severely handicapped;
- (e) Goods purchased from correctional facilities;
- (f) Goods purchased from another Governmental agency;
- (g) Goods purchased at auction;
- (h) Goods purchased for less than \$1,500;
- (i) Public works contracts for less than \$1,500.
- (j) Purchases pursuant to State or county bid, or local or federal bid.

Guideline 7. Any Town official designated by resolution as responsible for purchasing can approve purchases up to \$1500. Purchases \$1500 to \$5000 require written approval by the Supervisor. Purchases over \$5000 must be approved by the Town Board. Purchases over \$300 require a P.O. as specified in the Capital Asset Policy.

Guideline 8. Overnight travel in any amount must be approved at a Town Board Meeting.

Guideline 9. All vouchers shall contain information which properly and clearly identify the job, project, vehicle or equipment for which the parts, repair, and/or replacement pertain to. Expense reimbursement will be submitted on a quarterly basis. Full year vouchers accumulated will not be honored.

Guideline 10. This policy shall be reviewed annually by the Town Board at its organizational meeting shall or as soon thereafter as is reasonably practicable.

Guideline 11. The following Town Officials are designated as responsible for purchasing:

Town Supervisor
Court Clerk
Town Assessor
Code Enforcement Officer
Highway Superintendent
Parks Superintendent

Town Clerk
Board Clerk
Cobble Hill Cemetery Liaison
Dog Control Officer
Nutrition Site Coordinator
Town Hall Laborer

ORGANIZATIONAL BOARD MEETING
JANUARY 7, 2026

TOWN HALL
7:30 P.M.

Town Historian
Zoning Board Chairman
CAC Chairman

Prosecutor
Planning Board Chairman

On January 7, 2026, the question of the adoption of the foregoing Resolution was duly put to a vote on roll call, which resulted as follows:

Supervisor Keding	Yes	Councilwoman Martin	Yes
Councilman Penders	Yes	Councilwoman Selby	Yes
Councilman Stephan	Yes		

five (5) Yes

Carried

A motion was made by Councilman Stephan and was seconded by Councilwoman Martin,

RESOLUTION 2026-02

ADOPT SCHEDULE OF FEES

NOW THEREFORE BE IT RESOLVED, that the Schedule of Fees for the Town of Boston, as attached hereto, be adopted, and to continue thereafter unless otherwise amended; and

BE IT FURTHER RESOLVED, that the Schedule of Fees, attached hereto, shall supersede the existing Schedule of Fees to the extent that it expressly alters the same.

<i>Construction</i>	<i>Fee</i>
Residential New	
Application and Architectural Plan Review	\$250
One, Two & Multiple Family Dwellings	\$0.25 Sq. Ft.
NOTE: Floor area shall not include cellar, non-habitable basement, non-habitable attic or carport, but shall include attached garage	
Plumbing	\$50 + \$10/fixture
Electric	\$50 Flat/Includes Generators
Amended Building Permit	No Charge
Minor Change	\$25
Major Change	
(requires Planning Board review)	
Renewal of Building Permit	6 months: ½ cost of original permit
	2nd year: cost of original permit
	3rd year: New Permit
Construction Inspections covered by Permit Fee	\$50
After 2nd failure	
Non-Residential Buildings (Commercial)	\$0.25 Sq. Ft.
NOTE: The Permit Fee for a Building Occupied in Part for Residential use and in Part for Non-Residential use Shall be the Sum of the Two Occupancy Fees Calculated Separately.	

ORGANIZATIONAL BOARD MEETING
JANUARY 7, 2026

TOWN HALL
7:30 P.M.

Re-Roof (Residential)	\$50
Fence	\$50
Additions (Residential)	
Up to 100 Square Feet	\$50
Each additional Square Foot	\$0.20 Sq. Ft.
NOTE: Floor Area Same As For New Residential	
Truss Placard	If supplied by Town \$25/each
Additions (Non Residential/Commercial)	
Up to 100 Square feet	\$150
Each additional square foot	\$0.30 Sq. Ft.
Truss Placard	If supplied by Town \$25/each
Accessory Buildings	
Square feet	
under 100	no fee
over 100 up to 400	\$50
over 400 up to 700	\$90
over 700 up to 1000	\$120
over 1000	\$125 plus \$5 for each additional 100 sq. ft. or part thereof
Decks	
Square feet	
Up to 100	\$50
over 100	\$75
Alterations/Repair/Renovations	
Up to 200 Square feet	\$50
Each additional square foot	\$0.15 Sq. Ft.
Late Fee For Building Permit	
(not subject to Site Plan Approval)	\$250
Swimming Pools	
In-Ground	\$250
Above-Ground	\$75
Demolition Permits	
Up to 500 sq. ft.	\$50
Over 500 to 1000 sq. ft.	\$75
Over 1000 sq. ft.	\$100
Subject	Fee
Special Permits	
Initial Application-General Special Permits	\$150
Renewal-Terminable Special Permit	\$25
Modification of Special Permit	\$150
Initial Application - Live Entertainment	\$100

ORGANIZATIONAL BOARD MEETING
JANUARY 7, 2026

TOWN HALL
7:30 P.M.

Renewal Application - Live Entertainment	\$100
Unified Solar Permit	\$100
Fill Permit	\$150
Short Term Rental Permit	
Initial application for 2-year registration (includes initial safety and building code inspection)	\$350
Reinspection for corrections and or failure to show for appointment	\$75
Transfer of ownership during permit term (i.e., New agent)	\$50
Overtime Renewal of permit (30 days prior to expiration)	\$200
Renewal of expired permit	\$350
Telecommunications Facility	
Facility-Special Permit	\$5,000
Co-location Permit	\$1,000
Building Permit	\$250
Refuse Removal	
Annual License	\$100
Junkyard	
Initial Application	\$1,000
Renewal Application	\$250
Mobile Home Courts	
Initial Application	\$200 + \$10 per acre for each acre over 10 acres
Annual License Fee	\$15 per unit
New Site Inspection Fee	\$50 per unit
In lieu Recreation Fee	\$150 per unit
Peddling & Soliciting Permit	
Per Person	\$10
Per Vehicle	\$10
Public Improvement Permit	
Per Permit	\$25
Signs	
Not-for-Profit Organizations	\$10
Temporary announcement signs for special events of non-profit organizations in the Town of Boston	No Fee
Temporary 30 Day Promotional	\$10/sign
Entrance or exit traffic control signs without advertising; max 12'h x 18"l	No Fee
Attached/Detached A-Frame Portable Reface Electronic/Digital	\$100 + \$5.00/square foot \$100 Annual Fee \$100, 60 day permit limit, 2X Annually \$75 + \$5.00/square foot \$500, \$100 annual renewal
Soil Removal	
Annual Permit	\$100

ORGANIZATIONAL BOARD MEETING
JANUARY 7, 2026

TOWN HALL
7:30 P.M.

FOIL	
Copies up to 8.5" x 14"	\$0.25
Copies over 8.5" x 14"	Actual Cost
Computer Disc	\$10.00
Dog Licenses	Including Local Fee & NYS Surcharge
Spayed/Neutered	1 Year \$10 / 2 Year \$20 / 3 Year \$30
Unspayed/Unneutered	1 Year \$18 / 2 Year \$36 / 3 Year \$54
Spayed/Neutered discount (Senior 65+)	1 Year \$8 / 2 Year \$16 / 3 Year \$24
Unspayed/Unneutered discount (Senior 65+)	1 Year \$16 / 2 Year \$32 / 3 Year \$48
Late Renewal Fee	\$5 per month (30-day grace period)
Unlicensed Dog Fee	\$10
Purebred up to 10 dogs	\$25 + \$1 for each spayed/neutered Dog
Purebred up to 25 dogs	\$50 + \$1 for each unspayed/unneutered Dog
Town Impoundment/Transport Fees	(1 st) \$25, (2 nd) \$50, (3 rd) \$75, and continue in additional \$25 increments for subsequent impoundments
Boarding Fees	\$30 per day
Civil Fines, NYS Minimum	(1 st) \$25, (2 nd) \$50, (3 rd) \$75
Article I. Woodburning Fireplaces/Stoves	
Permit	\$50
Certificate of Occupancy	\$50
Certificate of Compliance	\$50
Temporary Certificate of Occupancy	\$25
Certificate of Zoning Compliance	\$200
Operating Permit	\$100
Amending Operating Permit	Same as Amended Building Permit
Reissue or Renewal of Operating Permit	\$100
Fire Safety and property maintenance inspections	\$50 - \$200
Agricultural Operating Permit (Ex. Corn/Sunflower Maze/Vegetable Stand)	No Fee
Fire Code Operating Permit (Ch 20-40, 50-67)	\$50 - \$250
Floodplain Development Permit Application	\$250
Zoning Board of Appeals	
Application for Variance	\$200
Appeal	\$150
Public Hearing Fee	\$100
Planning Board-Subdivision Development	
Minor Sub Preliminary Plat Approval	\$200 per lot
Minor Sub Final Plat	\$75
Major Sub Preliminary Plat Approval	\$750 + \$300/lots>4
Major Sub Final Plat	\$500
Public Hearing Fee	\$100
Special Use Permit	\$ 200
Public Hearing Fee	\$100
Rezoning Application	

ORGANIZATIONAL BOARD MEETING
JANUARY 7, 2026

TOWN HALL
7:30 P.M.

< 1 acre	\$250
1.0 acres up to 5.0 acres	\$500
5.0 acres up to 10.0 acres	\$1000
10.0 acres up to 50.0 acres	\$2500
> 50 acres	\$5000
Public Hearing Fee	\$100
Application – Site Plan Review	
up to 1.0 acre	\$250
over 1.0 up to 2.0 acres	\$500
over 2.0 acres up to 5.0 acres	\$500 + \$250 for any acre or fraction over 2.0 acres
over 5.0 acres up to 10 acres	\$1000 + \$250 for any acre or fraction over 5.0 acres
over 10 acres	\$2500 + \$250 for any acre or fraction over 10 acres
Site Plan Approval, Minor Add'ns/Site Improvements	\$250
Sitework Permit	\$500
	\$10/acre
Cobble Hill Cemetery	
Grave Site - Purchase Price	\$400
Grave Opening - Full Grave	\$400
Grave Opening - Infant Grave (up to 3 feet)	\$250
Cremation	\$150
Foundation - per foot	\$50
Foundation – Minimum	\$100
Books and Maps	
Code Books	\$200
Zoning Map	\$75
Code Book – Leaving Town Official	\$50
Late Fee For Any App. Arising out of Zoning Law	\$250
Article II. Adult Use Registration	
Processing Fee	\$500
Article III. Use of Facility	
Maintenance Fee	\$75
Sporting Field Reservations	\$30 per 3-hour block of time
Youth Sporting Leagues sponsored by not-for-profit organizations based in the Town of Boston which offer recreational opportunities to Town youth may make seasonal reservations.	\$250
Marriage License Application	\$40.00
Certified & Genealogical Copies of Vital Records	\$10
Application for One Day Marriage Officiant License	\$25
Waste Management Bag Sticker	\$3 each
Permits For Which There Is No Established Fee	\$50

On January 7, 2026, the question of the adoption of the foregoing Resolution was duly put to a vote on roll call, which resulted as follows:

Supervisor Keding	Yes	Councilwoman Martin	Yes
Councilman Penders	Yes	Councilwoman Selby	Yes
Councilman Stephan	Yes		

five (5) Yes

Carried

A motion was made by Councilwoman Martin and was seconded by Councilwoman Selby,

RESOLUTION 2026-03

ATTORNEY FOR THE TOWN

WHEREAS, the Town of Boston previously abolished the salaried office of Town Attorney to save the costs associated with a Town employee and to secure efficient, responsive, competent professional legal services from a contract Attorney for the Town pursuant to Town Law § 20(2)(b); and

WHEREAS, Ryan F. McCann, Esq., with assistance from his affiliated law firm, Attea & Attea P.C. has served as Attorney for the Town pursuant to the terms of a retainer agreement dated July 1, 2024; and

WHEREAS, the Town Board desires to reaffirm and continue said attorney-client relationship;

NOW THEREFORE BE IT RESOLVED, that the Town Supervisor is hereby authorized, on behalf of the Town of Boston, to reaffirm and continue the Town's attorney-client engagement with Ryan F. McCann, Esq. and Attea & Attea, P.C. pursuant to the existing engagement agreement, through December 31, 2026; and

IT IS FURTHER RESOLVED, that Ryan F. McCann, Esq. shall continue to serve as the duly designated Attorney for the Town of Boston for the duration of said engagement and shall, in addition to any other contractually specified duties, perform all tasks and duties required of the Town Attorney pursuant to the Town of Boston Code and applicable law.

Supervisor Keding	Yes	Councilwoman Martin	Yes
Councilman Penders	Yes	Councilwoman Selby	Yes
Councilman Stephan	Yes		

five (5) Yes

Carried

A motion was made by Councilman Penders and was seconded by Councilwoman Martin,

RESOLUTION 2026-04

CPL TO SERVE AS TOWN ENGINEER

WHEREAS, pursuant to Town Law § 20(2)(b), the Town of Boston may contract with an engineering services firm to give it such professional service and advice as it may require; and

WHEREAS, Clark Patterson Lee has presented a proposal dated December 30, 2025 to continue providing municipal engineering services to the Town; and

WHEREAS, Clark Patterson Lee has the experience, resources, and qualifications to handle the specific municipal engineering needs of the Town of Boston;

NOW THEREFORE BE IT RESOLVED, that the Supervisor hereby is authorized, on behalf of the Town of Boston, to engage Clark Patterson Lee for Town engineering needs, at the rates set forth in that firm's proposal, and

IT IS FURTHER RESOLVED, that Clark Patterson Lee shall be the duly-designated Engineer for the Town of Boston through December 31, 2026 or until further Resolution of the Town Board, and shall perform those specific tasks and duties as are required of the Town Engineer pursuant to the Town of Boston Code.

Supervisor Keding	Yes	Councilwoman Martin	Yes
Councilman Penders	Yes	Councilwoman Selby	Yes
Councilman Stephan	Yes		

five (5) Yes

Carried

A motion was made by Councilman Stephan and was seconded by Councilman Penders,

RESOLUTION 2026-05 LABELLA ASSOCIATES TO SERVE AS TOWN ENGINEER

WHEREAS, pursuant to Town Law § 20(2)(b), the Town of Boston may contract with an engineering services firm to give it such professional service and advice as it may require; and

WHEREAS, LaBella Associates has presented a proposal dated December 31, 2025 to continue to provide municipal engineering services to the Town; and

WHEREAS, LaBella Associates has the experience, resources, and qualifications to handle the specific municipal engineering needs of the Town of Boston;

NOW THEREFORE BE IT RESOLVED, that the Supervisor hereby is authorized, on behalf of the Town of Boston, to engage LaBella Associates for Town engineering needs, at the rates set forth in that firm's proposal, and

IT IS FURTHER RESOLVED, that LaBella Associates shall be the duly-designated Engineer for the Town of Boston through December 31, 2026 or until further Resolution of the Town Board, and shall perform those specific tasks and duties as are required of the Town Engineer pursuant to the Town of Boston Code.

Supervisor Keding	Yes	Councilwoman Martin	Yes
Councilman Penders	Yes	Councilwoman Selby	Yes
Councilman Stephan	Yes		

five (5) Yes

Carried

A motion was made by Councilwoman Martin and was seconded by Councilwoman Selby,

RESOLUTION 2026-06 ROTELLO GRANT MANAGEMENT TO SERVE AS TOWN GRANT WRITER

WHEREAS, the Town of Boston may contract with a Grant Writer to give it such professional service and advice as it may require; and

WHEREAS, Rotella Grant Management has presented a proposal to provide municipal grant writing services to the Town totaling \$22,800 per year, payable everymonth at \$1,900.00 on the first of the month; and

WHEREAS, Rotella Grant Management has been the grant writer for the Town since February 2023 and has the experience, resources, and qualifications to handle the specific municipal grant needs of the Town of Boston.

NOW THEREFORE BE IT RESOLVED, that the Supervisor hereby is authorized, on behalf of the Town of Boston, to engage Rotella Grant Management for Town grant needs, at the rates set forth in that firm's proposal, and

IT IS FURTHER RESOLVED, that Rotella Grant Management shall be the duly-designated grant writer for the Town of Boston through December 31, 2026 or until further Resolution of the Town Board, and shall perform those specific tasks and duties as are required of the Grant Writer.

Supervisor Keding	Yes	Councilwoman Martin	Yes
Councilman Penders	Yes	Councilwoman Selby	Yes
Councilman Stephan	Yes		

five (5) Yes

Carried

A motion was made by Councilwoman Selby and was seconded by Councilwoman Martin,

RESOLUTION 2026-07 TOWN PLANNING CONSULTANT AGREEMENT

WHEREAS, the Town of Boston has for many years contracted with Sarah Desjardins to serve as its Planning Consultant; and
WHEREAS, the Planning Consultant is an independent contractor to the Town who receives no Town benefits and bills the Town for hours worked and Planning Board meetings attended; and
WHEREAS, the Planning Consultant has presented a draft agreement outlining the proposed scope of work and fees for services to be rendered for a term from January 1, 2026 to December 31, 2026, and thereafter continuing on a month-to-month basis until terminated by either party;
NOW THEREFORE BE IT RESOLVED, that the Town Supervisor hereby is authorized, on behalf of the Town of Boston, to execute the proposed draft agreement with Planning Consultant Sarah Desjardins for an additional term of January 1, 2026 to December 31, 2026.

Supervisor Keding	Yes	Councilwoman Martin	Yes
Councilman Penders	Yes	Councilwoman Selby	Yes
Councilman Stephan	Yes		

five (5) Yes

Carried

A motion was made by Councilman Stephan and was seconded by Councilman Penders,

RESOLUTION 2026-08 AGREEMENT WITH BOSTON FREE LIBRARY ASSOCIATION

WHEREAS, the Boston Free Library Association owns a certain building known as the Boston Free Library, which has a room, available for public assembly or use by organizations, known as a "Community Room," and
WHEREAS, the Boston Free Library's Community Room is from time to time unused, and
WHEREAS, the Town of Boston owns a Town Hall that has rooms, available for public assembly or use by organizations, which are frequently in demand by more than one group, organization or town governmental entity; and

WHEREAS, the Town of Boston, from time to time, receives documents that are maintained in the Office of the Town Clerk to be available for public inspection; and

WHEREAS, the Office of the Town Clerk is generally open during normal business hours Monday through Friday; and

WHEREAS, the Boston Free Library has regular hours that include three weekday evenings and Saturdays; and

WHEREAS, the Town Board of the Town of Boston has determined that it is in the public interest to arrange to have an additional Community Room available for public assembly and for qualified private organizations and to have a Depository for documents filed for public inspection that is open to the public outside normal business hours; and

WHEREAS, Education Law § 256 permits the Town to grant money for the support of the cost of maintaining the Library;

NOW THEREFORE BE IT RESOLVED, that the Supervisor hereby is authorized, on behalf of the Town of Boston, to enter into an agreement with the Boston Free Library Association for the period commencing January 1, 2026 through December 31, 2026 for the Boston Free Library to permit Town use of its Community Room and to serve as an additional Depository for documents filed for public inspection; and

IT IS FURTHER RESOLVED, that in consideration of the above and to support the maintenance of the Library to provide meeting space and depository services for the Town, the Town hereby is authorized to pay to the Boston Free Library the sum of \$1,000.

Supervisor Keding	Yes	Councilwoman Martin	Yes
Councilman Penders	Yes	Councilwoman Selby	Yes
Councilman Stephan	Yes		

five (5) Yes

Carried

A motion was made by Councilwoman Martin and was seconded by Councilwoman Selby,

RESOLUTION 2026-09

PAYMENT OF INSURANCE PREMIUM

WHEREAS, the Town of Boston has placed its various property and liability insurance coverages with the New York Municipal Insurance Reciprocal ("NYMIR"); and

WHEREAS, the Town has received a renewal insurance package for a policy term of January 1, 2026 to January 1, 2027 which enhances certain coverages with premiums as follows:

26-27 Auto	\$20,432 + Surcharge \$300
26-27 Commercial Excess Liability	\$3,882
26-27 Owners & Contractors Protective Liability	\$275
26-27 Package/Crime	\$74,004 + Surcharge \$156

Total due for NYMIR coverages in the amount of \$99,049; and

WHEREAS, the Town has received a quote for cyber liability at a cost of \$3,117 from Spinnaker Insurance Company;
NOW THEREFORE BE IT RESOLVED, that the Town Board of the Town of Boston hereby authorizes payment, upon receipt of invoice, of the January 1, 2026 to January 1, 2027 insurance policy premiums plus fees totaling \$99,049 to NYMIR and \$3,117 to Spinnaker Insurance Company.

Supervisor Keding	Yes	Councilwoman Martin	Yes
Councilman Penders	Yes	Councilwoman Selby	Yes
Councilman Stephan	Yes		

five (5) Yes

Carried

A motion was made by Councilman Penders and was seconded by Councilwoman Martin,

RESOLUTION 2026-10

**PROFESSIONAL SERVICES AGREEMENT FOR
ENGAGEMENT OF LIPPES MATHIAS LLP**

WHEREAS, the Town of Boston Zoning Board of Appeals is a named respondent in litigation entitled Scott Overhoff et al. v. Town of Boston Zoning Board of Appeals et al., pending in the Supreme Court of the State of New York, Erie County, under Index No. 821674/2025, which challenges the Zoning Board of Appeals' denial of a use variance; and

WHEREAS, the foregoing litigation requires specialized legal expertise in municipal law, zoning law, and Article 78 proceedings; and

WHEREAS, Lippes Mathias LLP possesses the necessary qualifications and experience to represent the Town of Boston and its Zoning Board of Appeals in connection with such litigation; and

WHEREAS, Lippes Mathias LLP has submitted a proposed retainer agreement dated December 19, 2025, providing for legal services to be billed on an hourly basis at a discounted rate of \$250.00 per hour; and

WHEREAS, the Town Board of the Town of Boston finds it to be in the best interests of the Town to retain Lippes Mathias LLP to represent the Town and its Zoning Board of Appeals in the above-referenced litigation;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Boston hereby authorizes the Town Supervisor to execute and accept the proposed retainer agreement from Lippes Mathias LLP, dated December 19, 2025, for the purpose of representing the Town of Boston and the Town of Boston Zoning Board of Appeals in Scott Overhoff et al. v. Town of Boston Zoning Board of Appeals et al. (Index No. 821674/2025), subject to payment of legal fees billed hourly at a rate of \$250.00 per hour; and be it further

RESOLVED, that payment of legal fees and disbursements shall be made in accordance with the terms of the retainer agreement and subject to audit and approval in the ordinary course.

Supervisor Keding	Yes	Councilwoman Martin	Yes
Councilman Penders	Yes	Councilwoman Selby	Yes
Councilman Stephan	Yes		

five (5) Yes

Carried

A motion was made by Councilwoman Martin and was seconded by Councilwoman Selby to approve the leave of absence requests from Donna Lenau, Tina Weisedel, Patricia Hice, and Lorrie Valentine, Congregate Dining/Nutrition department.

Supervisor Keding	Yes	Councilwoman Martin	Yes
Councilman Penders	Yes	Councilwoman Selby	Yes
Councilman Stephan	Yes		

five (5) Yes Carried

A motion was made by Councilwoman Selby and was seconded by Councilwoman Martin to approve request from Councilman Penders to attend the NYAOT's 2026 newly Elected Officials Training January 14-16, 2026.

Supervisor Keding	Yes	Councilwoman Martin	Yes
Councilman Penders	Abstain	Councilwoman Selby	Yes
Councilman Stephan	Yes		

four (4) Yes one (1) Abstain Carried

A motion was made by Councilwoman Selby and was seconded by Councilwoman Martin to approve the Use of Facility application from Hamburg Central School District, June 24, 2026, 8:00 am to 3:00 pm, for Pre K Picnic, Lions Shelter, bathroom facilities, and parking.

Supervisor Keding	Yes	Councilwoman Martin	Yes
Councilman Penders	Yes	Councilwoman Selby	Yes
Councilman Stephan	Yes		

five (5) Yes Carried

Old business:

Supervisor Keding stated that there is no Old business.

Reports and Presentations:

Highway Superintendent Telaak reported on the following:

Residents need to call Waste Management to arrange pickup of Christmas trees and large trash items like couches and mattresses. It has been a busy winter for plowing, with the Town using almost 1,000 tons of salt. Regarding the drainage issue on Hillcroft Drive, explained that the situation must meet criteria for intervention if it affects multiple homeowners and it affects the highway. He reported that the highway department had lifted a drainage grate by about 8 inches to prevent it from becoming plugged during the upcoming thaw. He noted that the ditch in question was cleaned in 2004, and while a gravel dam built at the top of Greenbriar Terrace helps contain debris, the creek has eroded over the years. He explained that accessing the area is challenging due to fences and the narrow configuration

of the creek, but he is working with Erie County Soil and Water to secure easements for cleaning the ditch. Welcomed the two new Councilmen.

Councilwoman Selby reported on the following:

Commended the Highway department for their excellent work maintaining roads during the difficult winter conditions, especially on the treacherous hills. She welcomed Councilman Penders and Councilman Stephan, expressing excitement about working with them.

Councilman Penders reported on the following:

Thanked the voters for electing him and acknowledged that while he has much to learn, he is committed to serving the town.

Councilman Stephan reported on the following:

Pleased to be appointed to handle drainage issues, noting that there may be many calls in the coming days to address current problems. He stated that he is open to suggestions, ideas, and advice as he begins his term.

Councilwoman Martin reported on the following:

Welcomed Councilman Penders and Councilman Stephan, stating she looks forward to working with them to help the town.

Town Clerk Quinlan reported on the following:

The Waste Management 2026 guide has been delayed in mailing by WM but should arrive in 2-4 weeks. Printed schedules for refuse and recycling pickup, holidays, and bulk item pickup dates are available in the foyer and on the Town website.

Read notice from the New York Association of Towns (NYAOT) regarding their 2026 training school and annual meeting to be held at the New York Marriott Marquis from February 15-17, 2026. The notice included information about registration, reimbursement procedures, and conference events.

Supervisor Keding reported on the following:

Waste Management will collect holiday trees if they are cut in half or somehow fit into garbage tote. If holiday tree is placed on side of road, WM will not pick up unless pick up is scheduled. He cautioned residents about burning trees, reminding them to follow New York State regulations regarding burn bans to avoid creating hazards for first responders. Welcomed the new Board members and emphasized that the Board serves all 8,200 residents of the community. He encouraged residents to attend meetings or reach out to Town offices with concerns.

NYAOT training, looking forward to the annual training this year.

Regarding veterans' benefits, a recent bill signed by the Governor that could potentially exempt qualifying veterans from paying property taxes. He explained that the implementation is complex, as each taxing entity (town, county, school district) can choose whether to opt in or out. No Town in Erie

County is planning to pass this in the next few months as they need time to work with assessors and state representatives to fully understand the implications.

The Town's seventh application for Water Improvement and Infrastructure Act funds (WIIA) have been denied despite strong support from state and congressional representatives. The Water Phase 2 projects would likely go out to bid in early to mid-summer, with construction starting in 2027 rather than 2026 as previously anticipated.

There will be an upcoming kickoff meeting for the replacement of the Town's gasoline and diesel fuel tanks.

Legislator Mills has provided a significant amount of money to help with the holiday lighting project, though he did not specify the exact amount.

A motion was made by Supervisor Keding and was seconded by Councilwoman Martin to adjourn the meeting at 8:39 p.m.

Supervisor Keding	Yes	Councilwoman Martin	Yes
Councilman Penders	Yes	Councilwoman Selby	Yes
Councilman Stephan	Yes		

five (5) Yes

Carried

Open Meetings Law, Public Officers Law, Article 7, §106. Minutes.

Minutes shall be taken at all open meetings of a public body which shall consist of a record or summary of all motions, proposals, resolutions and any other matter formally voted upon and the vote thereon.

These minutes are an unofficial copy unless the original signature of the Town Clerk is affixed below. The original official paper minutes are stored in the Town's vault.

SANDRA L. QUINLAN, BOSTON TOWN CLERK