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RESOLUTION #83 -2026 OF THE TOWN BOARD, TOWN OF NEWFANE, NY

RESOLUTION AUTHORIZING THE CONFIDENTIAL SECRETARY TO THE SUPERVISOR TO SERVE AS SECRETARY AND MINUTE TAKER FOR COMPREHENSIVE PLANNING MEETINGS

WHEREAS, the Town has received a grant through the Smart Growth Community Planning Program to assist with the development and updating of the Town's Comprehensive Plan; and

WHEREAS, the Town requires secretarial services, including the preparation and recording of meeting minutes, for the Comprehensive Planning Steering Committee meetings; and

WHEREAS, the Confidential Secretary to the Supervisor, Mary Zeller, is able to provide these services as part of the Town's Comprehensive Planning activities; and

WHEREAS, the cost of these services for Comprehensive Planning meetings is eligible for reimbursement through the Smart Growth Community Planning Grant;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board hereby authorizes Mary Zeller, Confidential Secretary to the Supervisor, to serve as the Secretary and official minute taker for the Comprehensive Planning Steering Committee meetings; and

BE IT FURTHER RESOLVED, that Mary Zeller shall receive compensation at the rate of \$80.00 per meeting for providing secretarial services and preparing meeting minutes for the Comprehensive Planning meetings, consistent with the rate paid to other Board Secretaries; and

BE IT FURTHER RESOLVED, that such compensation shall be included among Mary Zeller's assigned activities related to the Comprehensive Planning process and shall be paid through the Town's regular payroll procedures, with the costs submitted for reimbursement in

accordance with the terms and conditions of the Smart Growth Community Planning Grant, subject to grant eligibility and approval.

BE IT FURTHER RESOLVED, that this authorization shall remain in effect for the duration of the Comprehensive Planning process, unless otherwise modified or rescinded by the Town Board.

By Order of the Town Board
Town of Newfane, Niagara County, New York

Adopted this ____ day of _____, 2026

Town Board Member

Vote

Supervisor John Syracuse

☐ Aye

☐ Nay

Councilman Paul Conrad

☐ Aye

☐ Nay

Councilman Robert Horanburg

☐ Aye

☐ Nay

Councilwoman Jessica Reinhardt

☐ Aye

☐ Nay

Councilman Peter Robinson

☐ Aye

☐ Nay