

Agenda

Brad M. Rybczynski Town Clerk

Town Board of the Town of Hamburg

January 5, 2026

- 1. Roll Call**
- 2. Pledge of Allegiance**
- 3. Minutes of Previous Meeting**
- 4. Agenda Items**
 - 4.1. Rules of Order**
 - 4.2. Appointment of Town Attorneys**
 - 4.3. Deputy Supervisor**
 - 4.4. Supervisor's Office Appointments**
 - 4.5. Official Newspapers**
 - 4.6. Public Employee Dishonesty and Faithful Performance Bond**
 - 4.7. Appointing Authority**
 - 4.8. Temporary Emergency Personnel**
 - 4.9. Temporary Deposit Accounts**
 - 4.10. Depositories of the Town of Hamburg**
 - 4.11. Bank or Trust Companies**
 - 4.12. Authorization to Sign Purchase Orders**
 - 4.13. Financial Policies**
 - 4.14. Standard Workday**
 - 4.15. Military Leave**
 - 4.16. Meal Expenses**

4.17.Mileage Rate

4.18.Highway Expenditure

4.19.Expenditure of Highway Moneys

4.20.Deputy Highway Superintendent

4.21.Buildings and Grounds Deputy

4.22.Deputy Town Clerk Appointments

4.23.Registrar of Vital Statistic

4.24.Tax Collector

4.25.FOIL Officer

4.26.FOIL Appeals Officer

4.27.Appointment-Town Historian

4.28.Housing Discrimination Officer

4.29.Marriage Officers

4.30.Emergency Management Committee

4.31.Clerk to Judge Appointment

4.32.Court Stenographers

4.33.Commissioner Woodlawn Sewer District

4.34.Engineering Consultant Services

4.35.Human Resource/Labor Employment Counsel Services

4.36.EECG Consulting Services

4.37.Drescher Malecki LLP

4.38.Allied CPAs, PC

4.39.Wendel

4.40.Planning Board

4.41.Zoning Board of Appeals

4.42.Ethics Board

4.43.Traffic Safety Advisory Board and Coordinator

4.44.Health & Safety Committee

4.45.Health Insurance Committee

4.46.Hamburg Moves

4.47.Hamburg Trails

4.48.HIDA

4.49.Conservation Advisory Board

4.50.Recreation Advisory Board

4.51.Senior Age-Friendly Community Committee

4.52.Youth Advisory Board

4.53.Healthy Alliance

4.54.HC Equity and Inclusion

4.55.Hamburg Vision

4.56.Shoreline Revitalization Committee

4.57.LWRP Committee

4.58.Veterans

4.59.Town Technology Committee

4.60.Police Chaplain

4.61.Hamburg Public Library Board of Trustees

4.62.Bingo Inspectors

4.63.Board Liaison Dept/Committees

4.64.PAF-Town Board

4.65.Recreation Fees

4.66.Emergency Medical Service and Ambulance Service Fee Schedule

4.67.Budget Amendment-Highway Department

4.68.HUD Grant 2026

4.69.Approve PAF-Legal Department

4.70.Code Enforcement School

4.71.Appointment of Plumbing Examiner

4.72.Salary & Wage

4.73.Part Time Salary & Wage

5. Public Comment

6. Meeting is adjourned by Supervisor

Town Board of the Town of Hamburg
January 5, 2026 Meeting

4.1. Rules of Order

RESOLVED, that the Hamburg Town Board does hereby approve the Rules of Order

ATTACHMENTS:

[HAMBURG TOWN BOARD RULES OF ORDER 2026 \(2\) \(3\).pdf](#)

HAMBURG TOWN BOARD

RULES OF ORDER

The following Rules of Order for the Hamburg Town Board shall be adopted immediately and supersede the Rules of Order adopted by the Hamburg Town Board at its reorganizational meeting in January of 2025.

1. REGULAR MEETINGS

A. Regular meetings of the Town Board shall be held on dates as established, at least quarterly, by the Town Board. Regular meetings shall be on Mondays, starting at 7:00 pm.

B. Each regular meeting and all adjourned meetings shall be open for consideration of any matter which in accordance with these rules, may be properly brought to the attention of the Town Board.

C. All items duly noted and timely filed for the meeting agenda shall be considered by the Town Board unless a majority of the Board votes otherwise. By majority vote of the Town Board, items not filed timely, may be considered and voted upon. The Town Board shall end its regular business meetings by 10 p.m. Any unfinished items shall be carried over to the next regular meeting of the Town Board.

2. SPECIAL MEETINGS

A. Special meetings must be for business that is truly of an emergency or critical nature. A special meeting shall be held at the call of the Supervisor pursuant to Town Law 62(2) or by members of the Town Board as is specified in 62(2) of the Town Law. Appropriate notice shall be given by the Town Clerk as to the time, nature, and place of the special meeting. Only business specified in the public notice thereof may be transacted at a special meeting. Notice shall be at least 48 hours before the date fixed for holding the Special Meeting.

B. In accordance with New York State Open Meetings Law, the Town Board designates the following sites for the Town Clerk to place public notices for all meetings: (1) the Town of Hamburg website; and (2) the Town Clerk's bulletin board in the main lobby of the Hamburg Town Hall.

3. WORK SESSIONS

A. Prior to each regular meeting, the Town Board may hold an informal Work Session in accordance with the New York State Open Meetings Law.

B. The regular work session shall be held at 5:30 p.m., unless otherwise noted, in the main conference room of Town Hall.

C. At such work session the Town Board shall discuss the regular or special meeting work agenda, and consider whether any late filed resolutions shall be considered as reflecting a true emergency circumstance or a clearly memorial or ceremonial scope. Other matters may be

discussed at a work session, notwithstanding the fact that such matters may not be placed on the formal Town Board agenda unless of an emergency or critical nature.

4. CONDUCT OF MEETINGS

A. All regular and special meetings of the Town Board shall be conducted in strict accordance with the New York State Open Meetings Law and shall either be electronically recorded or transcribed by a stenographer. All regular and special meetings of the Town Board shall be open to the public, and held at the Hamburg Town Hall unless a majority of the Town Board selects a different site.

B. The Order of Business, as applicable, for each meeting shall be:

1. Call of the Roll
2. Pledge of Allegiance
3. Moment of Silence for Military
4. Fire Exit references
5. Presentation of memorials
6. Discussion and approval of preceding meeting minutes
7. Proclamations or community announcements
8. Public hearings
9. Presentation of pre-filed resolutions and late resolutions.
10. Departmental reports
11. Public Comment on New Business
12. Town Board Member reports
13. Adjournment by the Town Supervisor

C. Order of Business for Special Meetings and work sessions shall be determined on a meeting by meeting basis.

5. AGENDA PROCEDURES

A. Every item to be acted upon by the Town Board at a regular meeting thereof shall be submitted electronically to the office of the Town Clerk by either individual Town Board Members and/or their employees and/or representatives, by individual Department Heads and/or their employees and/or representatives no later than 12 noon on the Thursday prior to the commencement of each regular meeting of the Town Board, that the item being submitted is to be acted upon. Adjustments to this deadline due to holidays may be made with notification to Department Heads and Town Board Members.

B. No entity shall be permitted to reserve space on the agenda prior to the agenda deadline in order for the text of these items to be given to the Town Clerk after the deadline is passed.

C. The Town Clerk shall prepare, subject to the review and final approval of the Town Supervisor, and post the agenda along with all proposed resolutions, on the website of the Town of Hamburg no later than 12 p.m. on the Friday prior to the regular business meeting. Items requiring one (1) week notice prior to enactment shall be posted immediately upon receipt.

D. All requests for budgetary transfers or budgetary amendments from Department Heads shall first be reviewed by the Town's Finance Department. Once approved by the Finance Officer, the request shall be put on the agenda by the Finance Department. Any requests that come directly to the Town Clerk's Office, other than those made by the Town Board members, without following this procedure shall be sent to the Finance Director before any action is taken.

E. Suspension of the rules for unlisted items – no local law, ordinance, petition, resolution, communication or item can be acted upon unless it appears on the agenda. This includes committee reports unless there is a majority consent on the part of the Town Board. The Town Board may by majority consent suspend the rules in order to consider unlisted items, however, these items are limited to communications received after the agenda cut off related to an agenda item and resolutions that clearly state why time is of the essence and why the resolution cannot be tabled until a later scheduled meeting or Special Meeting

F. For the purpose of this section, the resolution approving the Audit of Cash Disbursements shall be exempt and shall be treated as a properly pre-filled resolution without regard to time presented to the Town Board.

6. MEETING PROCEDURES

A. QUORUM – The majority of the duly constituted membership of the Town Board shall constitute a quorum for the transaction of business, but a lesser number may adjourn.

B. SUPERVISOR TO SECURE A QUORUM- In the absence of a quorum during the meetings of the Town Board, the Supervisor may take such measures as provided by law and as may deemed to be necessary to secure the presence of a quorum.

C. ROLL CALL: MINUTES-ABSENCES – At every meeting of the Town Board upon the members being called to order, the roll call of members shall be called by the Town Clerk and the names of those absent shall be inserted into the minutes. Any corrections, alterations or additions to the minutes of the preceding meeting, shall then be read and then the minutes approved or approved as amended. In all cases when an order, resolution or a motion shall be entered in the minutes of the Town Board, the name of the member moving same shall be entered along with the name of the individual affording a second to the main motion..

D. RESOLUTIONS READ, MOVED, AND SECONDED: The Town Clerk or Deputy Town Clerk will read agenda items accordingly. A Town Board member shall move the resolution, order, or motion read. Another Town Board member shall second the resolution, order, or motion. The Town Board shall not discuss or entertain any agenda item that does not receive a second. Discussion on any resolution, order, or motion is limited to Town Board members. The Town Supervisor may call on Department Heads, consultants, or their designee to address the Town Board related to the resolution.

E. MAJORITY VOTE – An affirmative vote of a majority of the constituted membership of the Town Board shall be the necessary to carry any local law, ordinance, proposition, resolution, motion or any other matter except where it is otherwise provided herein or required by law that a two-thirds (2/3) vote or unanimous vote is required.

F. RECORDING AYES AND NOES – On a roll call, the ayes and nays shall be taken and entered in the minutes of the Town Board, and the Town Clerk shall record the names of the members and the way each voted. However, resolutions may be adopted absent a roll call vote simply upon calling for an aye or nay vote by the Supervisor. Votes with respect to the adoption of local laws shall always occur pursuant to a roll call vote. Votes with respect to resolutions, petitions or propositions shall be by voice vote unless a majority of the Town Board Members present request a roll call vote.

G. ABSTENTIONS – every member present at the given Town Board meeting must cast his or her vote on the question presented. The only exception to this procedure is when a member abstains from voting in accordance with the Code of Ethics of the Town of Hamburg or other pertinent statute, rule or regulation.

H. PUBLIC EXPRESSION (PRIVILEGE OF THE FLOOR) -The purpose of public expression is to allow the opportunity for the public to formally communicate with the Board on any new matter involving the Town of Hamburg. Any member of the public shall be permitted to speak up to three (3) minutes on any question before the Board. A member of the public addressing a question or making a comment, shall address the Town Board itself and not other members of the public or Department Heads/employees who may be in attendance. Such comments may be made at the conclusion of the meeting set aside for public comment. In the opinion of the Supervisor, public commentary may be suspended on a given question if the commentary becomes unduly boisterous, argumentative, repetitive, or prolonged.

I. WITHDRAWAL OF RESOLUTION OR MOTION – Any resolution or motion offered by a member of the Town Board may be withdrawn by the member presenting it at any time before an announcement by the Supervisor of the vote thereon, or before an amendment to such resolution or motion has been adopted, provided that the member seconding the resolution or motion shall also withdraw his or her second to same.

J. MOTIONS NOT AMENDABLE OR DEBATABLE

1. All motions for an adjournment, for a recess for the previous question, or to lay on the table shall be neither amended nor debated.
2. After the roll call on any question has begun, no member shall speak on the question nor shall any motion be made until after the result is declared.
3. While the Supervisor or designee is stating any question or while the roll is being called, no debate or discussion shall be in order.

K. PREVIOUS QUESTIONS – Once the vote has been called for on any resolution, order, or motion all amendments and debate shall be precluded. The motion requires a second and must

be approved by a majority of all members of the Town Board present. When the Town Board shall order the previous question called and amendments are pending, the question shall first be taken upon the amendment(s) and then upon the main question without further debate.

L. MOTION TO RESCIND – A motion to rescind can only be entertained when moved by a Town Board member who voted with the majority in the action which is proposed to be rescinded and the motion requires the affirmative vote of a majority of the total members of the Town Board.

M. MOTION FOR RECONSIDERATION AND CHANGING ONE 'S VOTE

1. A motion for reconsideration or a motion to change one's vote shall not be in order unless made on the same meeting day.
2. A motion to reconsider must be made by a Town Board member who voted with the prevailing side on the action proposed to be reconsidered. Afterward, a change of vote can be made only by permission of the Town Board. Such permission can be given by general consent or by adoption of a motion to grant permission.
3. When a motion to reconsider or a motion to change one's vote has been defeated, it shall not be submitted to the Town Board without unanimous consent for a period of at least thirty (30) days.

N. RESOLUTION AMENDMENTS – The Town Board shall not vote on any proposal or resolution unless each member of the Town Board and the Town Clerk have possession of the proposal or resolution in writing prior to the commencement of the meeting. Any amendment during a meeting must be presented to the Town Clerk and the Town Board in a concise written or oral manner.

O. MINUTES – The Town Board directs the Town Clerk to collect the names and addresses of every person who speaks during public expression or during public hearings and to publish their names in the Town Board meeting minutes.

P. AMENDMENTS TO THE RULES OF ORDER- These Rules shall not be rescinded, altered, or amended, nor shall any additional rule be added thereto except by a majority vote of the total members of the Town Board and only after at least one (1) week notice in writing filed with the Town Clerk.

Q. MAINTENANCE OF THE RULES OF ORDER: The Hamburg Town Attorney's Office shall be responsible for maintaining these Rules of Order and changing them pursuant to amendments adopted by the Town Board. As soon as possible after their adoption and subsequent amendment, the Rules of Order in effect shall be posted on the Town of Hamburg website and shall be filed with the Town Clerk, who will make them available to the public upon request.

The Town Clerk shall have available for immediate visual display for the public a complete and up-to-date copy of the Town Board Rules of Order. These Rules are effective immediately

Town Board of the Town of Hamburg
January 5, 2026 Meeting

4.2. Appointment of Town Attorneys

RESOLVED, the Hamburg Town Board approve appointments of the following for a (2) two-year term commencing January 1, 2026, and ending December 31, 2027:

TOWN ATTORNEY: Kenneth J. Farrell

DEPUTY TOWN ATTORNEY: Brian Attea

DEPUTY TOWN ATTORNEY: Joseph Gogan

TOWN PROSECUTOR: Timothy Gallagher

Town Board of the Town of Hamburg
January 5, 2026 Meeting

4.3. Deputy Supervisor

RESOLVED that the Town Board does hereby recognize the Supervisor's appointment of Councilmember Dan Kozub as Deputy Town Supervisor effective immediately.

Town Board of the Town of Hamburg
January 5, 2026 Meeting

4.4. Supervisor's Office Appointments

RESOLVED, the Hamburg Town Board recognizes the following Town Supervisor appointments:
Sherri Best-Secretary to the Supervisor and Laura Hahn- Bookkeeper to the Supervisor, and

BE IT FURTHER RESOLVED, the Hamburg Town Board authorizes the Town Supervisor to sign
section 8 of the PO-17 for the part-time Bookkeeper position.

Town Board of the Town of Hamburg
January 5, 2026 Meeting

4.5. Official Newspapers

RESOLVED, that the Town Board designates The Hamburg Sun, The Buffalo News, and Buffalo Business First as the OFFICIAL NEWSPAPERS for the Town of Hamburg for the year 2026 with the option to terminate with a 30-day notice by either party.

Town Board of the Town of Hamburg
January 5, 2026 Meeting

4.6. Public Employee Dishonesty and Faithful Performance Bond

RESOLVED, the Hamburg Town Board approves the form and sufficiency of the Travelers St. Paul PUBLIC EMPLOYEE DISHONESTY AND FAITHFUL PERFORMANCE BOND effective December 15, 2009, covering all officers and employees, while acting within the scope of their duties, including but not limited to, the Supervisor, Councilmembers, Town Justices (2), Town Attorneys, Town Clerk and the Highway Superintendent, with a limit of \$1,000,000 per loss over a deductible of \$25,000 each occurrence. Excess coverage in the amount of \$750,000 is provided for the Town Clerk and Deputy Town Clerks.

Town Board of the Town of Hamburg
January 5, 2026 Meeting

4.7. Appointing Authority

RESOLVED, the Hamburg Town Board names Supervisor Lorentz as "APPOINTING AUTHORITY" of the Town of Hamburg. Per Section 2 of the Civil Service Law the "APPOINTING AUTHORITY" signs appointment forms and personnel changes submitted to his office; certifies that the Civil Division payroll is accurate and in accordance with Civil Service Law; canvasses eligible lists and performs the functions relating to Civil Service Law; signs PO1M Forms reporting appointments, terminations and other personnel changes to Erie County Department of Personnel.

Town Board of the Town of Hamburg
January 5, 2026 Meeting

4.8. Temporary Emergency Personnel

RESOLVED, that Supervisor Lorentz is authorized to sign properly submitted forms for hiring TEMPORARY EMERGENCY PERSONNEL, to be confirmed at the next immediate Town Board Meeting following hiring.

Town Board of the Town of Hamburg
January 5, 2026 Meeting

4.9. Temporary Deposit Accounts

RESOLVED, the Supervisor be authorized to temporarily deposit or invest town monies not required for immediate expenditure in special time deposit accounts or certificates of deposit issued by a bank or trust company located and authorized to do business in this state or obligation of the United States of America or obligations of the State of New York

Town Board of the Town of Hamburg
January 5, 2026 Meeting

4.10. Depositories of the Town of Hamburg

RESOLVED, the Hamburg Town Board approve the following: That the Manufacturers and Traders Trust Company, Bank of America, Key Bank of W.N.Y., NBT Bancorp, JP Morgan Chase Bank, Citizens Bank, NYPASS and MBIA "Class" be designated depositories of the Town of Hamburg, and they are hereby requested, authorized and directed to honor checks, drafts or other orders of payment on money drawn in the name of the Town of Hamburg including those payable to the individual order of any person or persons whose name or names appear thereon as signer or signers thereof when bearing or purporting to bear the facsimile signature of the Supervisor of the Town of Hamburg, and the Manufacturers and Traders Trust Company, Bank of America, Key Bank of W.N.Y., NBT Bancorp, JP Morgan Chase Bank, Citizens Bank, Wilmington Trust and shall be entitled to honor and to charge the Town of Hamburg for such checks, drafts or other, regardless of by whom or by what means the actual or purported signature or signatures thereon may have been affixed thereto, if such signature or signatures resemble the facsimile specimens duly certified to or filed with the Manufacturers and Traders Trust Company, Bank of America, Key Bank of W.N.Y., NBT Bancorp, JP Morgan Chase Bank, Citizens Bank, NYPASS, Wilmington Trust and by the secretary or other officer of the Town of Hamburg.

Town Board of the Town of Hamburg
January 5, 2026 Meeting

4.11. Bank or Trust Companies

WHEREAS, Section 64 of the Town Law requires the Town Board to designate the BANKS OR TRUST COMPANIES in which the Supervisor, Town Clerk, Town Justice (2), and Finance Office Manager shall deposit all monies coming into their hands by virtue of their offices.

NOW, BE IT RESOLVED, that the funds of the Town of Hamburg be deposited in any or all the following banks:

Bank of America

Manufacturers and Traders Trust Company

Key Bank of Western New York

NBT Bancorp

JP Morgan Chase & Co,

Citizens Bank

Wilmington Trust

NYPASS

at their respective offices within the Town of Hamburg, Blasdell, and Buffalo, and

BE IT FURTHER RESOLVED that all the said banks are hereby designated as depositories for the funds of the Town of Hamburg.

**Town Board of the Town of Hamburg
January 5, 2026 Meeting**

4.12. Authorization to Sign Purchase Orders

RESOLVED, the Hamburg Town Board confirms that the following are authorized to sign Purchase Orders, Town vouchers, Request for supplemental or budget transfers, and Payroll input sheets for their respective department.

DEPARTMENT	AUTHORIZED	IN THEIR ABSENCE
Assessor	Kim Mercer	Samantha Cartonia
Buildings & Grounds	Ed Hughes	Pat Ryan/C.Sortisio/V.Butera
Building Inspection	Jeff Skrzypek	Paul Ryerse
Central Supplies	Pat Shea	Kim Sessanna
Court	Brigid Lavelle	Town Justices Morgan and Rooth
Community Development	Tim Regan	Brigit Reynolds Hubert
Information Technology	Jennifer Robertson	Jeff Pulinski
Engineering	Bob Haag	Hunter Grad
Emergency Management	Sean Crotty	Nicholas Pikul
Finance/Personnel	Pat Shea	Kim Sessanna/Tara Rinaldi
Highway Department	Ed Hughes	Tom Sullivan
Historian	James Baker	Supervisor Lorentz
Legal	Kenneth Farrell	Brian Attea/Joseph Gogan
Recreation/Youth/Senior	Jill Gorman King	Martin Denecke/Hilary Pundt
Planning/Planning Board	Josh Rogers	Supervisor Lorentz
Police	Peter Dienes	Nicholas Ugale
Public Safety/Dispatch	Sean Crotty	Nicholas Pikul
Safety Committee	Michael Bennett	Supervisor Lorentz
Supervisor	Supervisor Lorentz	Sherri Best
Town Clerk/Tax	Natalie Nitsche	Jill Slisz
Town Board	Town Board Members	Supervisor Lorentz

Traffic Safety

Matt Giacomini

Supervisor Lorentz

Zoning Board

Supervisor Lorentz

Sherri Best

Town Board of the Town of Hamburg
January 5, 2026 Meeting

4.13. Financial Policies

RESOLVED, the Hamburg Town Board adopts the fiscal policies, effective immediately, as previously adopted and updated.

Town Board of the Town of Hamburg
January 5, 2026 Meeting

4.14. Standard Workday

RESOLVED, the Hamburg Town Board hereby establishes the following as a standard workday for elected and appointed officials for the sole purpose of determining days worked reportable to the New York State and Local Employee's Retirement System:

ELECTED OFFICIALS: Supervisor, Councilmember, Town Clerk, Superintendent of Highways Town Justices- Five-day work week, six-hour day

APPOINTED OFFICIALS: Town Attorney, Deputy Town Attorneys, Assessor, Planning Board Members/Attorney, Zoning Board of Appeals Members/Attorney- Five-day work week, six-hour day

Town Board of the Town of Hamburg
January 5, 2026 Meeting

4.15. Military Leave

RESOLVED, the Hamburg Town Board adopts its Military Leave Policy effective January 1, 2026 through December 31, 2026.

Town Board of the Town of Hamburg
January 5, 2026 Meeting

4.16. Meal Expenses

RESOLVED, that reimbursement of out-of-town meal expenses will be a maximum of \$65.00 per diem, unless otherwise approved by the Town Board.

Town Board of the Town of Hamburg
January 5, 2026 Meeting

4.17. Mileage Rate

RESOLVED, the Hamburg Town Board approves a Mileage Rate for Town officials and employees for the year 2026 at the current federal rate of **\$.68**.

Town Board of the Town of Hamburg
January 5, 2026 Meeting

4.18. Highway Expenditure

WHEREAS, Section 142 of the Highway Law requires the Town Board to approve all purchases of equipment, tools, and other implements utilized for highway maintenance in excess of \$1,000.00 per year; and WHEREAS, Section 103 of the General Municipal Law requires public bidding for purchases of equipment in excess of \$20,000.00; and

WHEREAS, the Highway Superintendent of the Town of Hamburg makes numerous purchases from time to time throughout the year in a total amount not to exceed the annual budget; and

WHEREAS, pursuant to Section 142 of the Highway Law it is desirable for the Town Board to authorize the Highway Superintendent to purchase said equipment, tools, and other implements in excess of \$1,000.00.

NOW, THEREFORE, BE IT RESOLVED, the Hamburg Highway Superintendent is hereby authorized to purchase without prior approval of the Town Board and without compliance with guideline 3 of the Fiscal Policies: equipment, tools, and other implements to be used for highway maintenance, construction, or reconstruction; snow plows or other devices for the removal of snow from highways in a sum not to exceed \$5,000.00.

**Town Board of the Town of Hamburg
January 5, 2026 Meeting**

4.19. Expenditure of Highway Moneys

RESOLVED, that pursuant to the provisions of Section 284 of the Highway Law, the Town Board agrees that monies levied and collected for the repair and improvement of highways, and received from the state for the repair and improvement of highways, shall be expended as follows:

The sum of \$8,038,961.00 may be expended for general repairs upon 321.00 lane miles of town highways, including sluices, culverts, and bridges (having a span of less than five [5] feet), and boardwalks or the renewal thereof, and

BE IT FURTHER RESOLVED, the Hamburg Town Board executes in duplicate the AGREEMENT for the EXPENDITURE OF HIGHWAY MONEYS pursuant to any allocation that appears in the 2026 adopted budget.

Town Board of the Town of Hamburg
January 5, 2026 Meeting

4.20. Deputy Highway Superintendent

RESOLVED, that the following individual is confirmed to serve as the first Deputy to the Highway Superintendent in the indicated department for a one (1) year term effective January 1, 2026 and expiring December 31, 2026: Tom Sullivan - Highway Department.

Town Board of the Town of Hamburg
January 5, 2026 Meeting

4.21. Buildings and Grounds Deputy

RESOLVED, that the Town Board approves the appointment of the following as Deputy of Buildings and Grounds for a one (1) year term effective January 1, 2026 and expiring December 31, 2026: Patrick Ryan - Buildings and Grounds.

Town Board of the Town of Hamburg
January 5, 2026 Meeting

4.22. Deputy Town Clerk Appointments

RESOLVED, the Hamburg Town Board upon recommendation of the Town Clerk appoints Jill Slisz and Wendy Pietrzak as Deputy Town Clerks, effective 1/1/26.

Town Board of the Town of Hamburg
January 5, 2026 Meeting

4.23. Registrar of Vital Statistic

RESOLVED, the Hamburg Town Board appoints Town Clerk Natalie Nitsche as REGISTRAR OF VITAL STATISTICS and Deputy Town Clerk Jill Slisz as DEPUTY REGISTRAR OF VITAL STATISTICS for District #1465 (Town of Hamburg) for the term of January 1, 2026 to December 31, 2026, and

WHEREAS, Section 4124 of the Public Health Law refers to compensation,

BE IT FURTHER RESOLVED, that the Town Clerk Natalie Nitsche shall be paid a total of \$2000.00 and Deputy Town Clerk Jill Slisz, shall be paid a total of \$2000.00, and

BE IT FURTHER RESOLVED, the combined districts of Hamburg are 1465 for the Town of Hamburg and the Villages of Blasdell and Hamburg as provided under the law, and all fees collected by the Registrar/Deputy Registrar in the discharge of his/her duties shall be the property of this municipality and the fees collected as revenue to the town shall be entered in revenue account A2590.9. Funds to be taken from Account #A.000.0909.

Town Board of the Town of Hamburg
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4.24. Tax Collector

RESOLVED, the Hamburg Town Board appoints Town Clerk Natalie Nitsche as Receiver of Taxes and Deputy Town Clerk Jill Slisz as Deputy Receiver of Taxes for the term of January 1, 2026 to December 31, 2026.

Town Board of the Town of Hamburg
January 5, 2026 Meeting

4.25. FOIL Officer

RESOLVED, the Hamburg Town Board appoints Town Clerk Natalie Nitsche as FOIL Officer and Deputy Town Clerk Jill Slisz as Deputy FOIL Officer for the term of January 1, 2026 to December 31, 2026

**Town Board of the Town of Hamburg
January 5, 2026 Meeting**

4.26. FOIL Appeals Officer

RESOLVED, the Hamburg Town Board appoints Joseph Gogan as FOIL Appeals Officer for the term January 1, 2026, to December 31, 2026.

Town Board of the Town of Hamburg
January 5, 2026 Meeting

4.27. Appointment-Town Historian

RESOLVED, the Hamburg Town Board appoints James Baker as Town Historian for the year 2026.

Town Board of the Town of Hamburg
January 5, 2026 Meeting

4.28. Housing Discrimination Officer

RESOLVED, the Hamburg Town Board appoints Joseph Gogan as Housing Discrimination Officer for a one (1) year term commencing January 1, 2026, and ending December 31, 2026.

**Town Board of the Town of Hamburg
January 5, 2026 Meeting**

4.29. Marriage Officers

RESOLVED, the Hamburg Town Board appoints Elizabeth Farrell Lorentz, Natalie Nitsche, and Jill Slisz as Marriage Officers for 2026.

Town Board of the Town of Hamburg
January 5, 2026 Meeting

4.30. Emergency Management Committee

RESOLVED, the Hamburg Town Board approves the HAMBURG EMERGENCY MANAGEMENT TEAM for 2026 as follows: Coordinator Sean Crotty, Deputy Coordinator Nicholas Pikul, Supervisor Lorentz, Deputy Supervisor Kozub, Finance Director Pat Shea, IT Support Jennifer Robertson, Town Clerk Natalie Nitsche, Police Chief Peter Dienes, Highway Superintendent Ed Hughes, Deputy Highway Superintendent Tom Sullivan, Buildings & Grounds -Ed Hughes, Deputy Buildings & Grounds Pat Ryan, Engineering- Hunter Grad, Public Safety Dispatchers Jack Chiappone/Mark Bernas, Fire Dept. TBD

Town Board of the Town of Hamburg
January 5, 2026 Meeting

4.31. Clerk to Judge Appointment

RESOLVED, the Hamburg Town Board approves the appointment of Heather Gould to the position of Clerk to the Town Justice for the Hon. Walter Rooth III, effective January 1, 2026.

Town Board of the Town of Hamburg
January 5, 2026 Meeting

4.32. Court Stenographers

RESOLVED, that the Hamburg Town Justices be authorized to employ COURT STENOGRAPHERS if necessary.

Town Board of the Town of Hamburg
January 5, 2026 Meeting

4.33. Commissioner Woodlawn Sewer District

RESOLVED, the Hamburg Town Board approves the payment of \$80.00 a day for each COMMISSIONER of the WOODLAWN SEWER DISTRICT for each day actually spent in service to the District; and that each Commissioner file with the Town Clerk an official undertaking bond in the amount of \$4,000.00.

**Town Board of the Town of Hamburg
January 5, 2026 Meeting**

4.34. Engineering Consultant Services

WHEREAS, the Town of Hamburg has a long standing relationship with GHD Consulting Services Inc. in providing Town Engineering Consulting Services and the contract terms and amount for such services are to be negotiated annually; and

WHEREAS, the Town and GHD have negotiated renewal of the contract per the attached proposal and have agreed to 2026 professional services with no hourly rate increase; and

WHEREAS, funds for the 2026 contract year are available in Account A.1440.0440,

NOW THEREFORE BE IT RESOLVED the Town Board authorizes the Supervisor to sign the 2026 contract between the Town of Hamburg and GHD Consulting Services Inc. and services are to begin immediately..

ATTACHMENTS:

[12686979-PRO-Farrell-Lorentz1-2026 Town Engineer Retainer \(1\).pdf](#)

[1286979_Q1153 Master Services Agreement_2026 Hamburg Retainer \(GHD rev. 12.19.25\) \(1\).pdf](#)

Our ref: 12686979

Original Sent Via Email

December 19, 2025

Elizabeth Farrell-Lorentz
Town Supervisor – Elect
Town of Hamburg
6100 South Park Avenue
Hamburg, New York 14075

Proposal – 2026 Town Engineering Retainer

Dear Ms. Farrell-Lorentz:

GHD appreciates the opportunity to serve as the Town of Hamburg's (Town) engineering consultant since May 2016. During this time, we have gained a greater understanding of the Town's operations and requirements for engineering assistance and believe a beneficial relationship has been developed between GHD and the Town. As such, we respectfully submit our proposal for professional engineering services for the 2026 calendar year.

1. Town Engineering Support Team

With several new individuals joining the Town Board and Administration, we offer the following introduction:

Camie Jarrell, PE, has served as Town Engineer since March 2020 and is GHD's main point of contact and coordinates the provision of Town engineering services. She has 24 years of general municipal and civil engineering experience and has been responsible for a variety of engineering tasks and projects including feasibility studies, infrastructure design, drainage system analysis, site planning, grant and permit applications, stormwater pollution prevention plans, and MS4 compliance reviews. Camie also serves as the engineering representative to the Town of Aurora and works closely with the Towns of Lewiston and Niagara under GHD's general engineering services.

In addition to Camie, the Town will have access to GHD's multi-disciplined team with local, national and international resources to meet its needs. This includes but is not limited to civil, structural, mechanical, electrical, and environmental engineers and scientists.

2. 2026 General Engineering Support Services

GHD proposes to provide general engineering support services, which mirror our previous contract authorized by the Town. These services shall include:

2.1 General Engineering Retainer Services

GHD agrees to render general engineering retainer services to the Town as outlined below. Retainer services represent tasks associated with the general municipal consultation addressed by the Project Manager/Town Engineer. Retainer services include the following:

- Attendance at the Town Board work sessions and regular meetings per the schedule.
- Providing general consultation, department reporting, project updates, and advising the Town Board during their meetings.
- Attendance at Planning Board work sessions and regular meetings.
- High level review and comment letters on any Planning Board applications that require engineering approval.
- Working with the Planning Department on general issues related to applications.

Based upon the services outlined above, GHD proposes to provide General Engineering Retainer Services for a lump sum fee of \$22,800, invoiced in equal monthly installments of \$1,900.

2.2 General Municipal Engineering Services

GHD shall also provide general municipal engineering services including support associated with specific Town projects, general operation of the Engineering Department, working with the Town Board and other Town departments, and meeting the general engineering needs of the Town. The general services will include the following:

- Assistance with selection of outside firms for Town projects or needed services and coordination and supervision of those projects as Town representative (GHD design services for Town projects would be under a separate proposal).
- Supervision of staff in the Engineering Department and work-related activities.
- Review of site plan applications including fully engineered drawings and related materials following Planning Board approval and participation in related meetings requested by applicants/developers or their representatives.
- Complete Stormwater Pollution Prevention Plan (SWPPP) reviews and supervise engineering staff for stormwater inspections (GHD will complete stormwater inspections only when need occurs and Town staff is unavailable to a maximum of two inspections per year. GHD can provide a separate proposal for additional inspections if requested).
- Providing general consultation and advising the Town's Stormwater Coordinator and other related departments on stormwater management and regulatory issues, and attendance at WNY Stormwater Coalition meetings.
- Assistance with annual Engineering Department budget process and associated meetings.
- Attendance at any meetings of committees and with outside agencies that require engineering input, upon direction of the Town Supervisor.
- Coordination with and assisting other departments with engineering related needs.

- Communication with residents and landowners in regard to general questions or complaints.
- Supervision and authorization of Engineering Department projects.
- Additional assistance on minor issues or questions by other engineering disciplines available within GHD.

Since the exact nature and extent of these services cannot be determined in advance, we will invoice on an hourly basis for the actual number of person-hours expended on behalf of the Town. We will adhere to the Town Board established budget for 2026 and provide regular updates of the budget expenditure throughout the year to ensure GHD and the Town have a full understanding of the cost of services.

Should the Town wish to engage GHD for any services outside this scope, a separate proposal with associated fees will be prepared for review and approval by the Town to amend this contract.

3. Fee

For 2026, GHD proposes to provide the engineering services outlined above for the following fees:

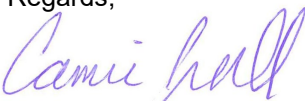
- General Engineering Retainer Services: \$1,900 monthly retainer for a total of \$22,800
- General Municipal Engineering Services: Time and Materials, Not-to-Exceed Budget of \$152,200
- Project Manager/Town Engineer hourly rate will remain unchanged at \$160 per hour.

This will conform with the Town established budget of \$175,000 for engineering consultant services for 2026. In addition, this contract can be extended annually based on the annually established budget and with a minor increase in rate to be negotiated with the Town before the start of each year.

Should this proposal meet with your approval, please sign the accompanying Q1153 Master Services Agreement and return an electronic copy via email for our files.

We look forward to continuing our collaboration with the Town. If you have any questions or require additional information, please do not hesitate to call.

Regards,



Camie Jarrell, PE
Project Manager

+1 716 362-8879
camie.jarrell@ghd.com



Robert P. Lannon Jr., PE
Project Director

+1 716 362-8806
robert.lannon@ghd.com

Copy to: Town Board



Master Services Agreement (North America)

Reference no: 12686979

This Master Services Agreement (hereinafter "Agreement") is effective this _____ day of _____ 20____, ("Effective Date") between GHD Consulting Services Inc., a New York corporation (hereinafter "GHD") and Town of Hamburg (hereinafter "Client") (which are collectively referred to as the "Parties" or individually as a "Party").

Premises:

- I. GHD specializes in providing professional services which include, without limitation, engineering, design, consulting, remediation, emergency response, construction phase services and other professional services to companies such as Client.
- II. Client desires to hire GHD to provide such services to Client at various times and places and GHD desires to provide such services to Client.
- III. Whenever Client desires to hire GHD to perform such services, such services will be described in a project specific Work Authorization that will be subject to the terms of this Agreement.

In consideration of the foregoing premises and mutual promises set forth herein, the Parties agree as follows:

1. Scope of work.

- (a) Pursuant to the terms and subject to the conditions of this Agreement, from time to time, Client may request that GHD perform certain services set forth in a Scope of Work which will be described in a written work authorization in the form attached as Exhibit "A" to this Agreement or as the Parties otherwise agree (a "Work Authorization"). GHD will undertake services only upon execution of a Work Authorization.
- (b) Each Work Authorization will be subject to the terms and conditions of this Agreement. Except for the information included in each Work Authorization, GHD and Client will look solely to this Agreement for all terms and conditions relating to the performance of the services. Each Work Authorization will constitute and be construed as a separate agreement between the Parties and will apply only to the services referenced in such Work Authorization. To the extent there is any conflict between the provisions of this Agreement and a Work Authorization, the terms of this Agreement shall control the rights and obligations of the Parties, unless a properly executed Work Authorization expressly amends and supersedes this Agreement.
- (c) GHD shall perform the services set forth in the Scope of Work contained in a Work Authorization. It is understood that the services will be based on facts known and laws in place at the time of execution of each Work Authorization. Each Party will promptly inform the other in writing if facts are discovered that indicate that Scope of Work may need to be modified. If there is a change in law or project assumptions which materially affect either Party's obligations hereunder, upon receiving or providing the notice described above, the Parties shall execute an amendment which will include, at a minimum, a description of the proposed modifications and their effect on the scope, fees, and timelines specified in the Work Authorization (an "Amendment").
- (d) Time for performance of the services will be agreed upon at the time of each Work Authorization and set forth therein. If no specific periods of time or specific dates for providing services are specified in a Work Authorization, GHD's obligation to render services under such Work Authorization will be for a period that may reasonably be required for the completion of said services.

2. Changes in the services.

- (a) Except for additional services required due to the fault of GHD, any change to the scope, schedule, extent, or character of the services shall be set forth in a written Amendment to the Work Authorization which is agreed upon and signed by GHD and Client.
- (b) Unless otherwise provided herein, GHD shall not be required to perform any additional services unless the Amendment sets forth the scope of the additional services and any adjustment in compensation for, and/or the time to perform, such additional services.
- (c) GHD shall also be entitled to an Amendment setting forth an equitable adjustment to its compensation, based on standard rates for professional services and expenses, if any information provided by, or on behalf of, Client is not complete and/or accurate or, as a result of the services performed hereunder, GHD or any GHD employees are required to give evidence before, or provide any information to, a court or other competent authority.

- (d) GHD shall have no liability for any delay, and the services completion date shall be extended by the equivalent time, associated with Client's delay in executing an Amendment.
- (e) If the Work Authorization includes providing professional services in respect of one or more incidents of a spill, leak, discharge, emission, deposit, dumping, throwing, seeping, spraying, injection or addition into the environment of any pollutant or toxic substance at one or more locations identified by Client (the "Emergency Services"), the terms of Addendum 1 attached hereto and made a part of it for all purposes by this reference, shall apply.

3. Payment for services.

- (a) For services performed, unless the applicable Work Authorization provides for a lump sum, unit price, or fixed fee basis, Client will pay GHD on a time and expense basis, and subject to the following:
 - (i) Services shall be charged at the hourly rates indicated in GHD's "Fee Schedule" in effect at the time the Services are performed. The Fee Schedule is attached to this Agreement as Exhibit "B" and made a part of it for all purposes by this reference, until it is revised. The Fee Schedule is subject to revision on a periodic basis, following notice to Client. The personnel rates in the Fee Schedule are all-inclusive, including overhead and profit.
 - (ii) GHD shall be reimbursed for all reasonable expenses actually incurred in connection with the services, plus reasonable markup as specified in the Fee Schedule and/or Work Authorization, plus reasonable travel and living expenses of GHD staff; communication and technology charges; printing and reproduction costs; photographic expenses; advertising for bids; special delivery and express charges; and costs of providing and maintaining site offices, supplies, and equipment.
 - (iii) For services performed or goods supplied by GHD's subcontractors, Client shall pay GHD for the cost of such services or goods plus markup, as set forth in the Work Authorization.
- (b) For services rendered on a lump sum, unit price, or fixed fee basis, Client shall pay GHD for services that are rendered on a percentage complete, or task complete basis as specified in the applicable Work Authorization. The fees are all-inclusive, including overhead and profit, and apply to all labor.
- (c) Unless otherwise agreed, GHD will invoice Client monthly for services completed. Payment of GHD invoices shall be due upon receipt by Client. Invoices not paid within thirty (30) calendar days shall be subject to an assessed interest charge of eighteen percent (18%) per annum or the highest amount allowed by law, whichever is less. If Client disputes an invoice, Client shall notify GHD in writing within thirty (30) calendar days of the invoice date identifying the cause of the dispute and paying that portion of the invoice not in dispute. Failure of Client to notify GHD of any disputed amounts within the specified time shall deem the invoice accepted by Client of the following types and with the following limits. Interest shall not accrue on any disputed amount.
- (d) GHD reserves the right without penalty to suspend performance of services in the event Client fails to pay all amounts which are not subject to a bona fide dispute within forty-five (45) calendar days from the invoice date. All suspensions shall extend the completion date of any affected project commensurately unless otherwise agreed to by the Parties.

4. Insurance. GHD agrees to carry throughout the term of this Agreement insurance policies outlined in the **Insurance Requirements** provided by the Town of Hamburg (attached hereto) and will provide certificates of insurance upon request to evidence such insurance.

5. Documents and data.

- (a) Client shall be responsible for, and GHD may rely upon, the accuracy and completeness of all requirements, instructions, reports, data, documents, site information, and other information furnished by Client to GHD pursuant to each Work Authorization ("Client Data"). Client warrants that it owns all rights to, or otherwise has rights to use and disclose, Client Data required to meet Client obligations set forth herein. Client agrees to grant and hereby grants to GHD a non-exclusive, royalty-free, license to use Client Data and perform all acts with respect to Client Data as necessary to perform the Scope of Work. GHD shall have no obligation to validate the contents of Client Data for content, accuracy, usability or for any other purpose..
- (b) Client acknowledges that project or site information previously prepared by Client (or by a third party on Client's behalf) to GHD personnel not engaged in the provision of the services hereunder, shall not be deemed to have been provided to or known by GHD personnel that are engaged in the provision of the services hereunder.
- (c) Client shall review any reports, plans, designs, drawings, specifications, bids, proposals, and any other work prepared or furnished by GHD under this Agreement (the "Work Product") before it is finalized. Client

shall make decisions within a reasonable time and carry out its other responsibilities in a timely manner so as not to delay the services. Client shall give prompt written notice to GHD whenever Client observes or otherwise becomes aware of any failure by GHD to provide services that meet the standard of care established in this Agreement.

- (d) At the request of GHD, Client shall provide GHD with the following information (which shall also be considered "Client Data") to the extent such information is in Client's possession and is pertinent to the Scope of Work, as determined by GHD:
 - (i) all criteria and full information as to Client's requirements; copies of all design and construction standards which Client will require to be included in GHD's work; copies of Client's standard terms, conditions, and related documents for GHD to include in bidding documents, when applicable; and
 - (ii) any other available information pertinent to the project, including, without limitation, reports and data relative to previous designs or investigations; environmental, geological, and geotechnical conditions of the project site and all surrounding areas at or adjacent to the project site; and insofar as such information is not available, Client will pay GHD for the reasonable cost of obtaining such information.
- (e) If applicable to the Scope of Work, Client shall be responsible for providing information, to the extent such information is within Client's possession, (which shall also be considered "Client Data") regarding the location of all known subsurface structures including but not limited to pipes, tanks, sewer, and utilities (power, phone, cable, gas, water, etc.).
- (f) If the Scope of Work includes subsurface digging, drilling, or other invasive work, upon GHD's review of Client Data, if any, and compliance with any notice requirements to all utilities concerning the possible location of underground utilities, and following any on-site marking or notification in writing to GHD from such utilities, in addition to other indemnity provisions in this Agreement, to the extent not prohibited by law, Client shall release GHD from and defend, indemnify, and hold GHD harmless from and against all costs, liability, loss, and expense whatsoever (including, without limitation, consequential or indirect damages, attorneys' fees, court costs, and expenses) arising out of the subsurface work, to the extent such work causes or contributes to: (i) any disruption of service to users or damage for business interruption, production losses, or loss of revenues, profits, data or use; (ii) any damage to or destruction of any subsurface structure; (iii) any injury or damage to property or injury to or the death of any persons; (iv) any other damage, loss, or liability whatsoever; or (v) the assertion or filing of any claim, cause of action, or judgment whatsoever relating to such matters, unless such damage results from GHD's negligence, recklessness, or willful misconduct.
- (g) Client agrees that GHD may use the Client Data to add insight, analytics, and data science to the Services and/or to provide or suggest additional solutions or services to Client. Client acknowledges and agrees that GHD may store Client Data on a cloud computing service (e.g., Microsoft Azure, Amazon Web Services, etc.) and which may be transmitted to or stored outside the Country of origin, subject to applicable laws.
- (h) Client acknowledges and agrees that GHD may obtain and aggregate technical and other data related to the services, that is: (i) is anonymized and presented in a way which does not reveal Client's identity; and (ii) may be combined with historical or recent data and information of other clients or additional data sources ("Aggregated Data"). Client agrees that all right, title, and interest in Aggregated Data, including all intellectual property rights, are hereby assigned to and owned solely by GHD. GHD may reproduce, distribute, display, make publicly available, and otherwise use the Aggregated Data for any business purpose, during and after the term of this Agreement.

6. Confidentiality. During the term of this Agreement and for a period of two (2) years thereafter (and in the case of trade secrets, until such time as the trade secret no longer qualifies for protection as such under applicable law). GHD shall not disclose any Confidential Information relating to Client to any third parties other than employees, subcontractors, or agents of GHD without the prior written consent of Client, except as required by applicable law, regulation, or legal process, or as may be required by emergency situations. "Confidential Information" includes, without limitation, whether received from or on behalf of the Client, whether marked or not; (i) any information constituting a trade secret under applicable law, (ii) non-technical information relating to the past, present or future business affairs of the Client such as pricing, margins, marketing plans and strategies, finances, financial and accounting data and information, suppliers, customers, customer lists, purchasing data, future business plans, (iii) technical information including patent, copyright, trade secret, and other proprietary information. In the event GHD is requested pursuant to, or required by applicable law, regulation, or legal process to disclose any Confidential Information, GHD will notify Client of the circumstances requiring such disclosure and will refrain from such disclosure for the maximum period of time allowed by law so that Client may seek a protective order or other appropriate remedy to protect any Confidential Information. This provision shall not

apply to data or information which (i) is or becomes part of the public domain other than as a result of disclosure by GHD; (ii) was acquired by GHD independently from third parties not under any obligation to Client to keep such data and information confidential; (iii) was in GHD's possession prior to disclosure of the same by Client; or (iv) has been independently developed by GHD, or its employees, subcontractors, or agents.

7. Independent contractor and subcontracting. The Parties acknowledge and agree that GHD shall be an independent contractor and shall have responsibility for and control over the means of providing the services. GHD shall have the right to use subcontractors as GHD deems necessary to assist in the performance of the services. GHD shall not be required to employ any subcontractor that is unacceptable to GHD.

8. Site access and safety. Client shall provide right of entry and safe access and necessary permissions for GHD, its representatives, and its subcontractors to perform the services. GHD shall only be responsible for the activities of its own employees and agents on a project site with respect to safety. GHD, its representatives, and its subcontractors will comply with all reasonable known security, health, and safety requirements of the project site owner which may be imposed upon GHD as a condition of its right-of-entry. If access to the project site is required to perform the services and such access does not comply with applicable Client approved safety plans, regulations and/or laws, GHD may, at its sole discretion, suspend services until such violations are remedied.

9. Hazards, materials, and samples.

- (a) Unless otherwise stated in a Scope of Work, GHD shall have the primary responsibility of determining if known or potential health or safety hazards exist on or near the project site upon which services are to be performed by GHD or its subcontractors. Client warrants that it will make full and accurate written disclosure to GHD as to any hazardous, radioactive, or toxic substance, or any irritant, contaminant, pollutant or otherwise dangerous substance or condition ("Hazardous Conditions") which Client knows or has reason to believe exist at each project site prior to the commencement of the services.
- (b) If Hazardous Conditions are discovered by GHD during the performance of the services which it could not have reasonably discovered prior to the commencement of the services and if the existence of such Hazardous Conditions materially changes the nature or performance of the services or responsibilities at the project site, Client and GHD shall execute an Amendment to address such changes. If the parties are unable to agree on an Amendment within thirty (30) calendar days, the Work Authorization may be terminated by GHD in accordance with the termination provisions of this Agreement. The Parties expressly agree that, under otherwise specified in the Scope of Work, the discovery of the presence of mold, asbestos, or lead-based paint will constitute a changed condition enabling GHD in its sole discretion to terminate its provision of services if GHD and Client are unable to renegotiate the Scope of Work in a timely manner. GHD will notify Client as soon as practicable should GHD encounter unanticipated hazardous or suspected hazardous materials or conditions.
- (c) GHD and Client recognize and agree that GHD has neither created nor contributed to the existence of any Hazardous Conditions at any project sites, and as such, GHD has no responsibility in relation to the presence of any such Hazardous Conditions. Accordingly, in the event of any claim against GHD arising out of any actual or alleged Hazardous Conditions on a project site, Client agrees to defend, indemnify, and hold GHD harmless from such claim(s) against GHD or its employees, agents, directors, officers, or subcontractors, unless such claims arise out of the gross negligence or willful misconduct of GHD. This indemnity obligation shall cover, without limitation, any claims against or liability of GHD in relation to preexisting conditions on the project site, any statutory liability, and/or any strict liability under any federal, state, provincial, and/or local environmental laws alleging or asserting, without limitation, that GHD, by virtue of status as an owner, operator, handler, generator, arranger, transporter, treater, storer, or disposer, is liable for any Hazardous Conditions.
- (d) In the event GHD performs sampling on behalf of Client, GHD shall preserve such samples obtained from the project site as it deems necessary for the project, but not longer than 45 calendar days after the issuance of any document that includes data obtained from such samples. GHD shall arrange for the disposal of samples on behalf of the Client, which may consist of returning the samples to the project site and Client agrees to pay GHD for the cost of disposing of such samples. Samples shall remain the property of Client, and ultimate responsibility for their disposal shall remain with Client. Unless otherwise stated in a Scope of Work, GHD shall not assume title to any samples taken on behalf of Client.
- (e) Client may choose to engage GHD to manage or move Hazardous Conditions either on site, off site, or both. However, Client understands that whether or not it engages GHD in this manner, Client's status as owner or operator of the project site, or as handler, generator, arranger, treater, storer, disposer, or transporter of Hazardous Conditions shall not be transferred in any way to GHD unless specifically agreed

to in writing. Client agrees that GHD shall not be deemed to be an owner or operator of the project site at any time. Client shall remain ultimately responsible for all applicable federal, state, provincial, or local laws and agency reporting requirements in relation to such Hazardous Conditions.

- (f) Client acknowledges that GHD may have legal obligations with respect to public health and safety and will cooperate with GHD to help ensure compliance with these obligations. If GHD discovers or identifies conditions for which it reasonably believes Client is legally required to provide notice to a public agency, it shall so advise Client and give Client the first opportunity to provide such notification. In any event, GHD shall have the right to report the presence of any contaminant to public agencies having jurisdiction if it reasonably believes that it is required by law to do so.

10. Standard of care. GHD represents that the services shall be performed in a manner consistent with the level of care and skill ordinarily exercised by members of GHD's profession practicing under similar circumstances at the same time and in the same locality. No warranties, guaranties, or representations of any kind, either express or implied, are included or intended by this Agreement or in any proposal, contract, report, opinion, or other document in connection with any project hereunder. Upon receipt of notice from Client, GHD shall promptly correct, without additional compensation, any services which fail to conform to the standard of care established in this Section.

11. Indemnity and liability.

- (a) Subject to the limitations of Section 11(d) and 11(e) below, GHD agrees to indemnify and hold harmless Client (including its officers, directors, and employees) from and against losses, damages, liabilities, and expenses (including reasonable legal fees and reasonable costs of investigation) to the proportionate extent caused by: (i) the failure of GHD to comply in material respects with federal, state, provincial, and local laws and regulations applicable to the services; (ii) a breach by GHD of this Agreement; or (iii) the negligence or willful misconduct on the part of GHD in performing the services.
- (b) Subject to the limitations of Section 11(d) and 11(e) below, Client agrees to indemnify and hold harmless GHD (including its officers, directors, employees, agents and subcontractors) from and against losses, damages, liabilities, and expenses (including legal fees and reasonable costs of investigation) to the proportionate extent caused by: (i) a breach by Client of this Agreement; (ii) the negligence or willful misconduct of Client; or (iii) any condition existing at the project site prior to the arrival of GHD of which GHD had no actual knowledge and over which GHD had no control.
- (c) The indemnification commitments in this Agreement do not include a defense obligation by the indemnitor unless such obligation is expressly stated.
- (d) TO THE MAXIMUM EXTENT PERMITTED BY LAW, FOR ANY DAMAGE CAUSED BY NEGLIGENCE, INCLUDING ERRORS, OMISSIONS, OR OTHER ACTS; OR FOR ANY DAMAGES BASED IN CONTRACT; OR FOR ANY OTHER CAUSE OF ACTION; GHD'S LIABILITY, INCLUDING THAT OF ITS EMPLOYEES, AGENTS, DIRECTORS, OFFICERS, AND SUBCONTRACTORS, SHALL BE STRICTLY LIMITED TO THE LESSER OF THE VALUE OF THE WORK AUTHORIZATION OR \$1,000,000. NOTWITHSTANDING THE PRECEDING SENTENCE, IF THE WORK AUTHORIZATION VALUE IS LESS THAN \$50,000, GHD'S LIABILITY SHALL BE LIMITED TO \$50,000.

FOR ANY CLAIMS ARISING FROM OR RELATED TO THE EXISTENCE OF MOLD, ASBESTOS, OR LEAD-BASED PAINT DISCOVERED DURING THE PERFORMANCE OF THE SERVICES, GHD'S LIABILITY SHALL BE LIMITED TO THE LESSER OF \$100,000 OR THE LIMIT CONTEMPLATED ABOVE IN THIS PARAGRAPH, WITH SUCH SUBCAP FALLING WITHIN AND REDUCING THE OVERALL LIMIT OF LIABILITY.

CLIENT'S LIABILITY TO GHD (NOT INCLUDING PAYMENT OBLIGATIONS), INCLUDING THAT OF ITS EMPLOYEES, AGENTS, DIRECTORS, OFFICERS, AND CONTRACTORS, WILL BE LIMITED TO \$1,000,000.

THE LIMITATIONS IN THIS PARAGRAPH SHALL NOT APPLY TO DAMAGE RESULTING FROM THE GROSS NEGLIGENCE OR WILLFUL MISCONDUCT OF THE PARTY CAUSING SUCH DAMAGE.

- (e) IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER UNDER THIS AGREEMENT OR OTHERWISE FOR ANY CONSEQUENTIAL, SPECIAL, INDIRECT, INCIDENTAL, OR PUNITIVE DAMAGES, AND/OR DAMAGES RESULTING FROM BUSINESS INTERRUPTION OR THE LOSS OF PROFITS, REVENUE, OPPORTUNITY, ANTICIPATED SAVINGS, USE, DATA AND/OR GOODWILL. THIS MUTUAL WAIVER IS APPLICABLE, WITHOUT LIMITATION, TO ALL DAMAGES CONTEMPLATED IN THIS SECTION 11(E) THAT MIGHT OTHERWISE BE INCLUDED WITHIN A PARTY'S INDEMNIFICATION OBLIGATIONS.

12. Intellectual property.

- (a) GHD's Work Product is deemed to be instruments of service and GHD shall retain ownership and property interests therein, however, GHD hereby grants Client, upon Client's payment to GHD of amounts properly due under this Agreement, a non-exclusive, non-transferable, non-sublicensable, license to use the Work Product or make and retain copies for information and reference, to effectuate to the purpose contemplated by the Scope of Work. Any reuse or modification of the Work Product without written verification or adaptation by GHD for the specific purpose intended will be at Client's sole risk and without liability to GHD and the Client agrees to defend, indemnify, and hold harmless GHD from all claims, damages, losses, and expenses including attorneys' fees or other costs arising out of or resulting from Client's such unauthorized use.
- (b) Client acknowledges that inventions, works, products, software, copyrights, patents, derivative works, trade secrets, trademarks and service marks (including all goodwill), domain names, social media sites, moral rights, publicity rights, and privacy rights and any other materials which were created, conceived, or reduced to practice prior to or independently of this Agreement by GHD, and trade secrets, know how, methodology, and processes of GHD whether or not related to any Work Authorization (hereinafter the "Background IP") shall remain the property of GHD. To the extent that any such Background IP is incorporated into the Work Product and on the condition that Client has fully paid GHD for the Work Product, GHD hereby grants Client a limited, nonexclusive, nontransferable, perpetual, irrevocable, royalty-free, paid-up, license to utilize such Background IP solely with respect to the purpose contemplated by the Scope of Work.

13. Termination.

- (a) This Agreement will commence on the Effective Date and, subject to the other terms of this Section 13, will terminate thirty (30) calendar days after either party's receipt of written notice of termination from the other party. The Scope of Work described in a Work Authorization will commence on the date set forth in each Work Authorization. At the completion of the Scope of Work in each Work Authorization or as otherwise provided in the Work Authorization, that particular Work Authorization will terminate.
- (b) Client will have the right to terminate any Work Authorization at any time with or without cause, provided that GHD is provided thirty (30) calendar days advance written notice of the termination. In the event of the termination of a Work Authorization and/or this Agreement, Client shall pay GHD for all services performed and expenses incurred prior to the effective date of termination, including but not limited to demobilization costs, costs to cancel or suspend subcontracts, and other related close out costs.
- (c) GHD may terminate its obligations pursuant to this Agreement or any Work Authorization under the following circumstances:
 - (i) in the event of a breach or default of any material obligation by Client, except non-payment of disputed amounts, or as otherwise provided for in this Agreement;
 - (ii) if GHD is unable, for any reason beyond its control, including, without limitation, a Force Majeure event, to perform its obligations pursuant to any Work Authorization or this Agreement in a safe, lawful, or professional manner; or
 - (iii) In the event Client (i) ceases to do business in the normal course, (ii) becomes or is declared insolvent or bankrupt, (iii) is the subject of any proceeding related to its liquidation or insolvency or (iv) makes an assignment for the benefit of creditors.
- (d) If either circumstance described in Sections 13(c)(i) or 13(c)(ii) above occurs, GHD shall notify Client of pertinent conditions and recommend appropriate action. If within thirty (30) calendar days of such notice the circumstances described in Sections 13(c)(i) or 13(c)(ii) above have not been remedied or cured, GHD may terminate this Agreement or any Work Authorization. In the event of termination, GHD shall be paid for services performed prior to the effective date of termination plus reasonable termination expenses.
- (e) In the event this Agreement is terminated for any reason, it shall remain in full force and effect with respect to any Work Authorization entered hereunder which has not yet been completed, unless such Work Authorization is also terminated in accordance with this Agreement. The termination of a Work Authorization will not terminate this Agreement or any other Work Authorization.

14. Dispute resolution. Both Parties agree in good faith to attempt to resolve amicably, without litigation, any dispute arising out of or relating to this Agreement or the work to be performed hereunder. Following notification of a dispute, the Parties shall have five (5) business days from the date of notification to begin negotiations and fifteen (15) business days from the notification date to complete negotiations, unless otherwise agreed in writing. If any dispute cannot be resolved through direct discussions, the Parties agree to endeavor to settle the dispute

by mediation. The Parties shall have forty-five (45) business days within which to commence the first mediation session following the conclusion of their good faith negotiations or expiration of the time within which to negotiate. Either Party may make a written demand for mediation, which demand shall specify the facts of the dispute. The matter shall be submitted to a mediator mutually selected by the Parties. The mediator shall hear the matter and provide an informal nonbinding opinion and advice in order to help resolve the dispute. The mediator's fee shall be shared equally by the Parties. If the dispute is not resolved through mediation, the matter may be submitted to the judicial system in the courts of general jurisdiction where the project site is located. WHERE APPLICABLE, IN ANY ACTION, SUIT, OR PROCEEDING BROUGHT BY ANY PARTY AGAINST ANY OTHER PARTY, THE PARTIES EACH KNOWINGLY AND INTENTIONALLY, TO THE GREATEST EXTENT PERMITTED BY APPLICABLE LAW, HEREBY ABSOLUTELY, UNCONDITIONALLY, IRREVOCABLY AND EXPRESSLY WAIVES FOREVER TRIAL BY JURY. For the avoidance of doubt, GHD's statutory or other right, if any, to file a lien for Client's nonpayment will not be conditioned upon or subject to the dispute resolution rules contained in this Section.

15. Records and audit. Client shall have the right, upon reasonable advance notice, to audit records associated with the services performed and the charges invoiced to Client pursuant to this Agreement. Client's right to audit shall not extend to proprietary information or the profit margin and composition of GHD's fees, except for that portion of the services priced on a cost reimbursable basis. Such records shall be open to inspection and audit by authorized representatives of Client during normal business hours at the place where such records are kept until the completion or termination of this Agreement and for a minimum of 3 years thereafter. GHD shall require its subcontractors to similarly maintain records and to permit the inspection and audit of such records by Client upon similar conditions and time periods.

16. Force majeure. If either Party is rendered unable, wholly or in part, by Force Majeure (as defined below) to carry out its obligations under this Agreement, other than the obligation to pay funds due, that Party shall give the other Party prompt written notice of the Force Majeure with reasonably full particulars thereof. Thereupon, the obligations of the Party giving notice, so far as they are affected by the Force Majeure, shall be suspended during, but not longer than, the continuance of the Force Majeure. The affected Party shall use all reasonable diligence to remove or remedy the Force Majeure as quickly as possible, except that this requirement shall not require the settlement of strikes, lockouts, or other labor difficulty. The term "Force Majeure" as used in this Agreement shall mean an Act of God, natural events, labor, civil or industrial disturbance, pandemic, governmental or legislative actions, or orders of any court or agency having jurisdiction of the Party's actions, unavailability of equipment, personnel, or information, and any other cause, which is not reasonably within the control of the Party claiming suspension.

17. Notice. Notices pertaining to this Agreement shall be in writing and deemed to have been duly given if delivered in person, by prepaid overnight express delivery service, or by registered or certified mail with postage prepaid and return receipt requested, or when sent by email and upon the receipt by the sending party of written confirmation by the receiving party, provided, however, that an automated email confirmation of delivery or read receipt shall not constitute such confirmation to the respective Party's authorized representative identified below, or at such other address as may be changed by either Party by giving written notice thereof to the other:

	GHD	Client
Attention:	Camie Jarrell, PE	[Enter name]
Address:	285 Delaware Avenue, Suite 500 Buffalo, NY 14202	[Enter address]
Email:	Camie.Jarrell@ghd.com	[Enter email address]
Telephone:	716 362-8879	[Enter telephone number]

18. Miscellaneous.

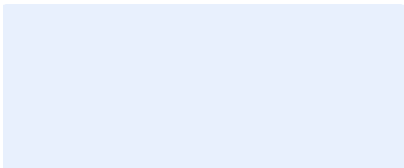
- Third party beneficiaries.** This Agreement does not and is not intended to confer any rights or remedies upon any person other than the Parties.
- Municipal advisor rule.** GHD's services do not include serving as a "municipal advisor" or advising Client or any other entity in any manner regarding municipal financial products or municipal securities.
- Reliance.** GHD's Work Product shall not be relied upon, and Client shall not allow GHD's Work Product to be relied upon, by any third party entity or person without GHD's prior written consent, which shall be granted only if such third party requests and is granted the right to rely prior to the commencement of the services and such third party has (i) executed GHD's standard form reliance agreement and (ii) paid any fees specified in the Work Authorization. Client will indemnify and hold harmless GHD against any claim by, or liability to, a third party arising from reliance on the Work Product in violation of this Section.

- (d) **Waiver.** No failure or delay by either Party in exercising any right, power, or privilege hereunder will operate as a waiver thereof, nor will any single or partial exercise of any such right, power, or privilege preclude any other or further exercise thereof.
- (e) **Successors and assignment.** Neither Party may assign, sublet, or transfer any rights under or interest (including, but without limitation, monies that are due or may become due) in this Agreement without the written consent of the other Party. The obligations of the Parties under this Agreement will not terminate upon any attempted assignment that violates this Agreement. Any assignment or attempted assignment violating this Agreement is void. Notwithstanding the preceding provisions of this Section, Client hereby agrees that this Agreement may be assigned to another entity within the GHD group of companies that is directly or indirectly wholly owned by GHD Group Limited (a "Related Entity"). Any such Related Entity shall assume all GHD's liabilities, duties, and obligations in, to, and under this Agreement, which assignment may be effected without any prior notice or action on the part of GHD provided that GHD shall give notice of such assignment to Client as soon as reasonably practicable. Client agrees to execute and deliver any documents as may be reasonably requested to evidence consent to such assignment.
- (f) **Conflict of Interest.** GHD and its Related Entities are engaged by a wide variety of clients, some of whom may be competitors, suppliers, or customers of Client, or other parties with conflicting legal and/or business interests to Client, including, without limitation, in relation to the services provided to Client by GHD. In accordance with applicable professional standards, and except as set out below, GHD will not use any confidential information regarding Client in connection with its engagements with other clients and will establish safeguards to manage conflicts, which may include, in GHD's reasonable discretion, the use of separate personnel and data access controls. Client further agrees that GHD may, in its sole discretion, disclose the fact or general nature of its engagement for Client to (i) internally to Related Entities in order to check against potential conflicts of interest, and (ii) to the extent reasonably required in order to obtain the consent of another entity or individual for GHD to act for such entity or individual, or for Client, in connection with this Agreement or any future engagement.
- (h) **Severability and survival.** The Parties agree that, in the event one or more of the provisions or a portion thereof of this Agreement should be declared void or unenforceable, the remaining provisions shall not be affected and shall continue in full force and effect. The Parties also agree that the obligations and representations which by their nature are intended to survive the termination of this Agreement, including those pertaining to indemnification, limitations of liability, and intellectual property, shall survive the termination of this Agreement.
- (i) **Governing law.** This Agreement, and any Work Authorization hereunder, shall be governed by the laws of the State or Province in which the project site is located.
- (j) **No Construction or adverse inference.** The Parties have been provided an opportunity to negotiate the terms of this Agreement. The terms and conditions contained therein shall not be construed in favor of or against any Party.
- (k) **Applicable to Canadian Clients: Language Preference.** It is the express wish of the Parties that this Agreement and all related documents, including notices and other communications, be drawn up in the English language only. Il est la volonté expresse des parties que cette Entente et tous les documents s'y rattachant, incluant les avis et les autres communications, soient rédigés et signés en anglais seulement.
- (l) **Authority to sign.** Each of the persons signing below on behalf of any Party hereby represents and warrants that they are signing with full and complete authority to bind the Party on whose behalf they are signing to every term of this Agreement. This Agreement may be executed in counterparts, each of which will be deemed an original and which together will constitute one and the same instrument.
- (m) **Affiliates.** GHD and Client acknowledge that GHD and Client may respectively operate through their subsidiaries and/or affiliated companies. In the event the services to be performed are offered by a GHD subsidiary or affiliate and/or on behalf of a Client subsidiary or affiliate, all references in this Agreement to GHD and Client, as applicable, shall be deemed to also include such subsidiary or affiliate and this Agreement will be deemed to be a two-party agreement between GHD affiliate on the one hand, and the applicable Client affiliate on the other hand. Each Party will cause its affiliates to comply with its obligations under this Agreement.
- (n) **Entire agreement.** This Agreement, including all attached Exhibits, and any Work Authorization issued hereunder, constitutes the complete and final agreement between GHD and Client regarding the subject matter hereof. This Agreement supersedes all prior or contemporaneous communications, representations, undertakings, or understandings of the Parties, whether oral or written, relating to the Services and subject matter of this Agreement, except to the extent that such prior communications have

explicitly been incorporated into a Work Authorization. Any conflicting or additional standard or preprinted terms and conditions of Client are not applicable and will have no force and effect, even if such terms and conditions are attached to or included in a Work Authorization, unless such terms and conditions are specifically referenced and agreed to by both Parties as representing an Amendment of this Agreement. Modifications of this Agreement shall not be binding unless made in writing and signed by an authorized representative of each Party.

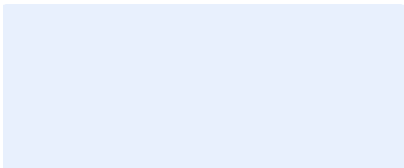
In witness whereof, GHD and Client have caused this Agreement to be executed by their duly authorized representatives as of the Effective Date.

GHD
GHD
Consulting
Services Inc.



Robert P. Lannon Jr., PE
Project Director

Client



Name:
Title:



A: Work Authorization

Work Authorization No. [Enter identifying number or project number]

The Scope of Work described in this Work Authorization is governed by the terms and conditions of that certain Master Services Agreement ("Agreement") dated [Enter day] day of [Enter month] [Enter year], between [Select

Scope of Work	The scope of services to be provided by GHD, in connection with this Work Authorization, is as follows:
Services Description	[Enter the details of the Scope of Work, or attach documents with such details to this Work Authorization]
GHD Subcontractor(s)	[Enter details. If none, enter "n/a"]
Fee Description including markups	[Enter the price or pricing scheme upon which GHD shall be paid, or attach such pricing to this Work Authorization]
Materials/premises to be provided by Client	[Enter details. If none, enter "n/a"]
Other information relevant to the Services	[Enter details. If none, enter "n/a"]
Key dates	
Commencement date	Select date
Milestones, deadlines, timelines	[Enter details]
End date	Select date
Designated Representatives	During the term of this Work Authorization, matters or issues arising shall, as applicable, be directed to:
GHD Representative(s)	[Enter Name of Client Representative]
Client Representative(s)	[Enter Name of Client Representative]
Additional Terms and Conditions	
Special Conditions	[Insert terms and attach Special Conditions documents. If none, enter "n/a"]

item] ("GHD") and [Enter client name] ("Client").

In witness whereof, GHD and Client have caused this Work Authorization to be executed by their duly authorized representatives as of the Effective Date.

GHD

[Select item]

Print name
Print title

Client

Print name
Print title

Town Board of the Town of Hamburg
January 5, 2026 Meeting

4.35. Human Resource/Labor Employment Counsel Services

RESOLVED, the Hamburg Town Board authorizes the Town Supervisor to sign the retainer agreement for professional services with Barclay Damon LLP, effective January 1, 2026, with Jim Domagalski as lead Labor Employment Counsel as needed at a rate not to exceed \$350 an hour for the partner and not to exceed \$235 for the associate with a cap of \$50,000 for 2026.

ATTACHMENTS:

[2025 Barclay Damon - retainer \(1\).pdf](#)

Standard Terms of Engagement for Legal Services
("Standard Terms")

Introduction

This Standard Terms of Engagement for Legal Services contains the standard terms of our engagement as your lawyers. Unless modified in writing by mutual agreement, these terms will be an integral part of the letter (the "Letter") to which this Standard Terms of Engagement is attached (collectively, the "Engagement Letter"). Therefore, we ask that you review this document carefully and contact us promptly if you have any questions.

1. **Parties.** This Standard Terms states the terms under which Barclay Damon LLP (we or "BD") shall provide and the client identified in the Letter ("Client") shall pay for legal services. If Client is a corporation, partnership, or limited liability company, BD represents only that entity and does not represent its parent company, subsidiaries, affiliates, shareholders, officers, directors, partners, members, managers, or employees. If Client is an individual, BD represents only that individual and not that individual's spouse or other family members, any entities in which the individual owns an interest nor any other owners of such entities.

2. **Scope of Services ("Matter").** BD shall provide legal services to Client in connection with the Matter described in the Letter. Legal services not required for the Matter as described therein will not be provided unless Client requests such services and BD agrees, in writing, to provide them.

3. **Primary Attorney.** James P. Domagalski will be the attorney at BD who has primary responsibility for work on the Matter (the "Primary Attorney") and may be reached at the following contact information: telephone (716) 566-1510, facsimile (716) 566-4003, e-mail jdomagalski@barclaydamon.com. I expect that Counsel Sarah O'Brien may also work on this Matter. Sarah may be reached at the following contact information: telephone (716) 566-1585, facsimile (716) 566-4011, e-mail sobrien@barclaydamon.com. The Primary Attorney may use other BD attorneys and non-attorney staff (such as paralegals) to do work on the Matter. Client has the right, exercisable at any time, to require a change in the Primary Attorney and other attorneys and staff working on the Matter. BD also reserves the right to make changes to such personnel at any time.

4. **Client Confidentiality.** BD will protect client confidences and secrets as required by law. Please use special care when communicating with BD via electronic mail or by cellular telephone because such methods of communication are not always secure and could lead to the inadvertent waiver of attorney-client privilege.

5. **Preservation of Evidence.** For litigated matters, you are required by law to preserve any evidence that may be relevant to the claim. This includes business records, correspondence, e-mail or other messages, photographs or video, or other physical evidence. You must take steps immediately to identify and locate any material and make sure that it is not discarded or deleted. You should err on the side of including material. If this claim involves a business and it has a practice of discarding material after a certain period of time, you must stop

that process as it relates to any material relating to this claim. Further, any individual in the organization who may have any such material should be advised of this requirement of preservation. When we meet, we will discuss how to deal with this issue going forward.

6. **Insurance Coverage.** For those matters in which we are retained to defend you, with regard to a claim, potential claim, and/or in a lawsuit, we cannot determine whether there is available insurance to cover the cost of your defense or indemnification without a complete disclosure of all available information. Please ask your attorney about possible insurance coverage as well as an explanation about any correspondence that you may receive from an insurer about possible coverage. In any event, in order to protect your rights, we urge you to immediately contact your insurance agent and/or broker and request that all your potential insurers be placed on notice of this matter.

7. **Conflicts of Interest.**

(a) **Client's "Affiliates".** In this engagement, BD represents only the person or entity that is identified as the "Client" in the Letter. "Client" does not include any "affiliates" of Client (*i.e.*, if Client is a corporation, limited liability company, or partnership, "affiliate" means any parent, subsidiary, employee, officer, director, shareholder, member or partner of the corporation, limited liability company, or partnership; or, if Client is a trade association, "affiliate" includes any member of the trade association). Accordingly, for conflict of interest purposes, Client agrees that BD may represent another client with interests adverse to any such affiliate, without obtaining Client's consent. Client further agrees that Client will not seek to disqualify BD from representing another client in a matter where such client is adverse to Client's affiliate. Upon BD's request, Client will use best efforts to arrange it so that none of Client's affiliates will seek to disqualify BD from representing another client in any such matter.

(b) **Other Clients Adverse to "Client".** BD is a large law firm which represents many clients in a variety of matters. It is possible that in the future, BD may be asked by one of those clients to represent it in a matter where Client is an adverse party or has an adverse interest. If such a future matter is substantially unrelated to the Matter in this engagement and if Client has not given BD any confidential information that is materially relevant to such a future matter, then Client agrees prospectively (1) to waive any conflict of interest in connection with BD representing another client in such a future matter even though it may be against Client or an interest of Client; and (2) not to seek to disqualify BD from representing another client in any such future matter.

8. **Fees.** The fees BD will charge for its services will be based on the amount of time spent by its attorneys and paralegals on the Matter. Time is charged in units of tenths of an hour. The fee will be the time spent by attorneys and paralegals multiplied by their hourly billing rate in effect when the work is done. The hourly billing rates are subject to change at the beginning of each calendar year. As we have discussed and agreed, the following billing rates will be applied to this Matter:

Partners:	<u>\$350.00</u>
Associates:	<u>\$235.00</u>
Paralegals:	<u>\$120.00</u>

Upon request, BD will provide Client with the hourly billing rate for each person working or expected to work on the Matter.

9. **Expenses.** In addition to the fees described above, BD will charge Client for expenses it incurs that are related to the Matter. Examples of such expenses are filing fees, expert witness fees, travel expenses, mileage, transcripts, judgments and lien searches, computerized legal research and the like. Expenses may either be incurred/paid by BD and billed to Client, the bill for the expense may be submitted to Client for payment directly to the billing party, or BD may assist Client in setting up a billing relationship between the third party vendor and Client so Client can pay the charges directly.

10. **Fee Estimates and No Guarantee of Outcome.** We may provide Client with an estimate or a proposed budget for the fees and expenses that are expected to be incurred for this engagement. Although we make every effort to be accurate in providing estimates and budgets, Client agrees that these projections and budgets are estimates only and that circumstances beyond our control may result in fees and expenses being larger than projected. Similarly, although we may be asked to comment on or predict the expected outcome of the matter, we are unable to guarantee any result for this engagement. Client agrees that such projections are just that, predictions.

11. **Important Notice Regarding Transmission of Funds Via Wire.** Cyber-crime related to falsified wire instructions is becoming increasingly sophisticated, with widely reported instances of counterfeit emails sending replacement wire instructions to cause the misdirection of funds. These emails are convincing in appearance and, if followed, can result in the permanent loss of all funds sent via wire to the account listed in the email. Before **any** funds are wired to our firm, you must always independently confirm the wiring instructions in person or via a telephone call to a trusted and verified phone number (which may not be the number contained in an email). Please be especially wary of any email that purports to change wiring instructions as this is a common indicator of a compromised email account.

12. **Retainer.** We will not require any advance payment at this time, but reserve the right to request one before undertaking any major litigation on behalf of Client

13. **Billing and Payment.** BD's normal practice is to send Client a monthly bill for fees and expenses for the prior month, although that practice may vary. Payment is due on receipt of the bill. In the event of a fee dispute, Client may have the right to seek arbitration; we will provide Client with the necessary information regarding arbitration in the event of a fee dispute, or upon Client's request.

14. **Records Retention.** We will endeavor to return original documents and records to you at the termination of the engagement. Records are kept for at least seven years. Please inquire of your attorney as to the specific time period that records of your engagement will be retained. Following the expiration of the retention period, records are destroyed by confidential means.

15. **Attorney-Client Relationship.** We are very proud of our client relationships, and occasionally identify clients to others who ask about our client base, or in institutional materials. Unless you object in writing, we assume that you agree that we may state that we represent you in such matters as we deem appropriate, although of course we would not publish or disseminate any confidential information.

16. **Termination.**

(a) **By Client.** Client may terminate this engagement at any time for any reason by notifying BD in writing. Client shall be responsible for outstanding invoices, for unbilled fees and expenses incurred before termination, and for fees and expenses in connection with an orderly transition of the Matter.

(b) **By BD.** BD may terminate this engagement at any time for any reason, including Client's failure to pay BD's fees and expenses, provided, however, that BD's right to terminate is subject to the applicable rules of professional conduct and the rules of any court having jurisdiction of the Matter.

(c) **On Completion of the Matter.** BD's representation of Client on this Matter shall terminate automatically when the Matter is complete. The relationship of attorney-client between BD and Client thereafter shall continue only if Client has engaged BD on other matters or once again engages BD on this Matter.

17. **Entire Agreement.** This Engagement Letter constitutes the entire agreement between BD and Client as to the Matter and may be changed only by a written document, signed by both parties.

18. **Governing Law.** Any dispute arising under this Engagement Letter shall be governed by the laws of the State of New York. Client consents to the personal and subject matter jurisdiction of the Supreme Court of the State of New York in and for the County of Erie to resolve any such disputes.

19. **Additional Services.** BD is a full-service law firm with a wide array of expertise as described in the enclosed list of our Practice Group and Practice Area Structure. Please feel free to contact us about additional services offered by BD.

Town Board of the Town of Hamburg
January 5, 2026 Meeting

4.36. EECG Consulting Services

RESOLVED, the Hamburg Town Board authorizes the Town Supervisor to sign the Letter of Agreement with EECG Consulting, LLC, for the calendar year 2026 for professional services including but not limited to grants consulting, strategic planning, project management, grants management and grant writing.

ATTACHMENTS:

[EECG CONTRACT FY2026 Town of Hamburg \(1\).pdf](#)



EECG Consulting, LLC

FY2026 Consulting Services Town of Hamburg, New York

Prepared By:
EECG Consulting, LLC

Submitted to:
Town of Hamburg, New York

Mark Melewski
Managing Director

EECG Consulting, LLC
5651 Main Street, Suite 8-133
Williamsville, New York 14221
Tel: (716) 228-8447
Email: mark_melewski@eecgllc.com
www.eecgllc.com

Letter of Agreement

January 2026

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A. Cover Letter



EECG Consulting, LLC

January 5, 2026

Hamburg Town Board
Town of Hamburg
6100 South Park Avenue
Hamburg, New York 14075

Dear Hamburg Town Board:

I, Mark Melewski, Managing Director, EECG Consulting, LLC, would like to state my interest in providing consulting services to the Town of Hamburg, New York for FY2026. The letter of agreement is identified in the subsequent pages. If you have any questions or if you require any additional information please contact me directly at (716) 228-8447. Thank you again.

Best Regards,

Mark Melewski

Mark Melewski
Managing Director
EECG Consulting, LLC



B. Letter of Agreement

The letter of agreement for consulting services to be provided to the Town of Hamburg, New York for FY2026 including overview, deliverables, and compensation is identified below.

LETTER OF AGREEMENT

January 5, 2026

Hamburg Town Board
Town of Hamburg
6100 South Park Avenue
Hamburg, New York 14075

Dear Hamburg Town Board:

The following constitutes our agreement for consulting services to be provided by Mr. Mark Melewski, Managing Director, EECG Consulting, LLC, Consultant, to and for the Town of Hamburg, New York, Client.

Consulting services will be performed on the following schedule:

Consultant agrees that, commencing with the effective date of this agreement and terminating on 12/31/2026, he will, consistent with his other obligations, render to Client such consulting services as Client may request. The consulting services provided will include but are not limited to: strategic planning, project development, grants management, project management, project formulation, consultation, final project submission, grant writing, contracts, and preparation of supporting attachments and/ or documents. Consultant shall not be required at any time to render services that would conflict with any obligations of Consultant undertaken prior to the request for such services by Client.

Fees and expenses agreed upon and schedule for payments are as follows:

Compensation for the consulting services identified above will be paid to EECG Consulting, LLC, by the Town of Hamburg:

- Invoices will be submitted by EECG Consulting, LLC to the Town of Hamburg on a regular basis for services provided
- Consulting services will be provided by EECG Consulting, LLC to the Town of Hamburg at a fee of \$80 per hour
- Any consulting services requested by the Town of Hamburg outside of the scope of services identified in this agreement will be provided by EECG Consulting LLC at a fee of \$80 per hour and the request for such services shall be made either by the Town Supervisor or pursuant to a resolution by the Hamburg Town Board



- Any and all purchases/ expenses for project related materials and/ or supplies approved by the Town of Hamburg will be submitted to the Town of Hamburg for Full Reimbursement
- All invoices shall include a brief description of the services rendered, the date upon which they were rendered, the amount of time expended in rendering those services, and such invoices shall be payable upon thirty (30) days of the invoice date

This agreement may be terminated by Client or Consultant at any time on thirty (30) days advance written notice.

This agreement represents the entire agreement between us and shall not be subject to any waiver, modification, or discharge except in writing signed by both of us. No representations or conditions are made by either party except as expressly contained in this agreement. This agreement shall be interpreted in accordance with the laws of the State of New York.

Signatures:

X Mark Melewski
Mark Melewski, Managing Director, EECG Consulting, LLC

1/5/2026
Date

X _____
Authorized Representative, Town of Hamburg, New York

Date

Printed Name

Title



C. Contact Information

Mark Melewski, MPP
Managing Director
EECG Consulting, LLC
5651 Main Street, Suite 8-133
Williamsville, New York 14221
Tel: (716) 228-8447
Email: mark_melewski@eecgllc.com
www.eecgllc.com



Town Board of the Town of Hamburg
January 5, 2026 Meeting

4.37. Drescher Malecki LLP

RESOLVED, the Hamburg Town Board authorizes the Town Supervisor to sign the Letter of Engagement with Drescher Malecki LLP for calendar year 2026 for professional services including but not limited to policy and procedure review, internal audits, budget monitoring, information updates, capital projects overview, and accounting system evaluation and support.

ATTACHMENTS:

[Hamburg 2026 EL \(1\).pdf](#)

DRESCHER & MALECKI LLP

2721 Transit Road, Suite 111
Elma, New York 14059
Telephone: 716.565.2299
Fax: 716.389.5178



January 1, 2026

Honorable Elizabeth Farrell Lorentz, Supervisor
Town of Hamburg
S6100 South Park Avenue
Hamburg, New York 14075

Dear Supervisor Farrell Lorentz:

Drescher & Malecki LLP ("D&M", "we", "us" or "our") is pleased to provide the Town of Hamburg, New York (the "Town" or "you") with the professional services described below. This letter, and the attached Terms and Conditions Addendum and any other attachments incorporated herein (collectively, "Agreement"), confirms our understanding of the terms and objectives of our "accounting services" engagement and the nature and limitations of the services we will provide during the Town's fiscal year ending December 31, 2026. This engagement between the Town and our firm will be governed by the terms of this Agreement.

Accounting Services. We will assist with various accounting services and projects of the Town by providing staffing during the 2026 calendar year. Services may include, but are not limited to, those items listed in Exhibit A. Additionally, D&M will be available for technical questions and issues that arise throughout the course of business.

When applicable, we will conduct our engagement in accordance with Statements on Standards for Accounting and Review Services (SSARs) promulgated by the Accounting and Review Services Committee of the AICPA and comply with the AICPA's Code of Professional Conduct, including the ethical principles of integrity, objectivity, professional competence, and due care.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion nor provide any assurance on financial information within our work product.

Our engagement cannot be relied upon to identify or disclose any financial information misstatements relating to our work product, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations.

Nichole M. Ruf is the engagement director for the accounting services specified in this letter. Her responsibilities include supervising D&M's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign any relevant reports. In performing our services, D&M will comply with the AICPA's Code of Professional Conduct, which includes the ethical principles applicable to the services we have agreed to perform.

Town's Responsibility. The Town is responsible for the accuracy and completeness of records, documents, explanations, and other information, including significant judgements, you provide to us for the engagement. The Town will provide us with trial balances and other supporting data needed to perform our procedures. The Town is responsible for adopting sound accounting policies to maintain an

adequate and efficient accounting system to allow for the safeguarding of assets, the proper authorization transactions, retention of adequate supporting documentation for those transactions and the design of a system of effective internal controls.

The Town is responsible to prevent and detect fraud and to ensure that the Town complies with the laws and regulations applicable to its activities. By your signature below, you also acknowledge that the Town is responsible for all management decisions and responsibilities and for designating Elizabeth Farrell Lorentz, Supervisor, whom you believe has suitable skills, knowledge, and experience to oversee our preparation of the Town's financial information. You are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services.

Confidentiality. During the course of this engagement we may have access to proprietary information of the Town, including, without limitations, oral and written information and material concerning or pertaining to personnel information, plans and/or projects. We acknowledge that such information, regardless of its form, is confidential and proprietary to the Town, and that we shall not use, copy, or disclose the information in whole or in part in any manner or to any person or entity without the express prior written consent of a duly authorized officer of the Town.

Indemnity. To the extent we are acting on behalf of the Town and at the direction of management, the Town agrees to indemnify us for any damages that may result from our good faith actions.

Fees. For projects detailed withing Exhibit C, we will bill based on the related fees. For additional projects, the Town will only be billed for actual time worked. We will bill based on the hours of service provided at the following discounted hourly rates during 2026: partners/directors \$275; senior managers \$200; managers \$175; supervisory staff \$150; and, staff \$125.

* * * * *

Sincerely,

Drescher & Malecki LLP

Accepted and approved by the Town of Hamburg, New York:

Hon. Elizabeth Farrell Lorentz, Supervisor
Town of Hamburg, New York

January 1, 2026

Drescher & Malecki LLP is available to provide the following accounting services upon request:

1. Provide the Supervisor with anticipated on-site times
2. Communicate to the Town Board significant issues or concerns as necessary
3. Attend Town Board work sessions and board meetings as requested
4. Be available for technical questions and issues that arise throughout the course of business
5. Provide emergency support staff upon short notice, generally within 24-48 hours
6. Assist with drafting finance-related resolutions
7. Provide the Town with monthly detailed invoices to outline the specific duties performed
8. Advise the Supervisor and Town Board in fiscal matters
9. Assist with responses to any questions or requests initiated by the New York State Office of the State Comptroller and other regulatory agencies
10. Provide guidance pertaining to maintenance of the Town's general ledger
11. Meet with department managers
12. Coordinate the external audit (as necessary)
13. Policies and procedures:
 - a) Read the current Town processes and prepare narratives/flowcharts of the key accounting processes including accounts payable, payroll, cash receipts, journal entry processing, bank reconciliation performance, budgetary transfers and amendments, issuance and payment of debt, etc. and provide recommendations.
 - b) Meet with management to identify areas of improvement and opportunity
 - c) Work with the Town to initiate a finance department policies and procedures manual
 - d) Provide the Town with recommended accounting practices alternatives
14. Assist in the preparation of bank account reconciliations
 - a) Monitor cash balances
 - b) Investment, as appropriate
15. General ledger functions:
 - a) Propose manual journal entries when identified, including cash receipts
 - b) Propose and assist in the preparation of budget amendments/transfers
 - c) Compare the Town's purchasing function and bid processing for compliance to the New York State Office of State Comptroller rules and regulations
 - d) Compare and reconcile interfund loans and transfers
 - e) Ascertain that the trial balance reflects appropriate month-end balances
 - f) Propose non-routine/complex entries when identified
 - g) Propose year-end closing procedures
 - h) Assist in processing payroll and related functions
 - i) Review vouchers and enter abstracted vouchers into the general ledger
 - j) Prepare monthly financial reports for Town Board approval
16. Capital projects:
 - a) Assist in the accounting of capital projects, including maintenance of encumbrances, retainage amounts and construction-in-progress
17. Capital assets:
 - a) Ascertain Town staff developed and maintained a complete inventory of capital assets including the maintenance of the additions, deletions and reclassification of capital assets, and the related depreciation expense
 - b) Provide sample policies for capital asset maintenance/replacement of capital assets
 - c) Identify amounts of funding needed in the multi-year capital plan as well as annual budget needs routine maintenance repair and replacement of capital assets

18. Debt:
 - a) Assist with the accounting for the issuance and payment of bonds, bond anticipation notes and leases
 - b) Provide the Town's Fiscal Advisors various accounting information and statistics
19. Budget monitoring:
 - a) Compare actual revenues and expenditures to the adopted budget
 - b) Present actual to budget performance comparison periodically to the Town Board
 - c) Meet with department managers as appropriate to analyze operational and financial data and compare to departmental objectives and needs
 - d) Propose budget amendments and transfers to the Town Board
 - e) Draft budget transfer resolutions as requested
20. Budget assistance:
 - a) Consultation and meetings
 - b) Budget preparation
 - c) Budget proof and review
 - d) Tax cap submission assistance
 - e) Fund balance projections
21. Final budget and tax rates:
 - a) Final proof and printing
 - b) Preparation and review
 - c) Submission
22. Health insurance:
 - a) Oversee accounting for active employees and retirees health insurance including the processing of claims, payment of premiums and billing of retirees
23. Annual independent audit (as necessary):
 - a) Compile information for the annual audit
 - b) Assist in providing auditors with reports and schedules
 - c) Assist with responses to any questions or requests from the auditor
 - d) Follow up on prior years' management letter comments issued by the auditors
24. NYS Annual Financial Report (AFR)
25. Other items:
 - a) Monitor the use of, and adjustment to, the Town's fund balances
 - b) Assist with preparation of demographic statistics related to the Town's other postemployment benefits
 - c) Assist the Town with implementation of Governmental Accounting Standards Board (GASB) statements
 - d) Estimate potential cost impacts of decisions relating to union contract negotiations
 - e) Provide guidance, including relevant financial information and suggestions, to the Town Board in their decisions

Terms and Conditions Addendum**Overview**

This addendum to the engagement letter describes our standard terms and conditions ("Terms and Conditions") related to our provision of services to you. This addendum and the accompanying engagement letter comprise your agreement with us ("Agreement"). If there is any inconsistency between the engagement letter and this Terms and Conditions Addendum, the engagement letter will prevail to the extent of the inconsistency.

For the purposes of this Terms and Conditions Addendum, any reference to "we," "us," or "our" is a reference to Drescher & Malecki LLP, and any reference to "you," or "your" is a reference to the party or parties that have engaged us to provide services. References to "Agreement" mean the engagement letter or other written document describing the scope of services, any other attachments incorporated therein, and this Terms and Conditions Addendum.

Billing and Payment Terms

We will bill you for our professional fees and out-of-pocket costs monthly as work progresses. Payment is due within 30 days of the date on the billing statement.

Electronic Data Communication and Storage

In the interest of facilitating our services to you, we may send data over the Internet, or store electronic data via computer software applications hosted remotely on the Internet or clouds. Your confidential electronic data may be transmitted or stored using these methods. We may use third party service providers to store or transmit this data, such as providers of tax return preparation software. In using these data communication and storage methods, our firm employs measures designed to maintain data security. We use reasonable efforts to keep such communications and data access secure in accordance with our obligations under applicable laws, regulations, and professional standards. We require our third party vendors to do the same.

You recognize and accept that we have no control over the unauthorized interception or breach of any communications or data once it has been sent or has been subject to unauthorized access, notwithstanding all reasonable security measures employed by us or our third party vendors. You consent to our use of these electronic devices and applications and submission of confidential client information to third party service providers during this engagement.

Third Party Service Providers or Subcontractors

In the interest of enhancing our availability to meet your professional service needs while maintaining service quality and timeliness, we may use a third party service provider to assist us in the provision of services to you which may include receipt of your confidential information. This provider has established procedures and controls designed to protect client confidentiality and maintain data security. As the paid provider of professional services, our firm remains responsible for exercising reasonable care in providing such services, and our work product will be subjected to our firm's customary quality control procedures. By accepting the terms and conditions of our engagement, you are providing your consent and allow us to disclose your confidential information to a third party service provider, if such disclosure is necessary to deliver professional service or provide support services to our firm.

Terms and Conditions Addendum**Records Management***Record Retention and Ownership*

We will return all your original records and documents provided to us at the conclusion of the engagement. Your records are the primary records for your operations and comprise the backup and support for your work product. Our copies of your records and documents are not a substitute for your own records and do not mitigate your record retention obligations under any applicable laws or regulations.

Workpapers and other documents created by us are our property and will remain in our control. Copies are not to be distributed without our prior written consent. Our workpapers will be maintained by us in accordance with our firm's record retention policy and any applicable legal and regulatory requirements.

Our firm destroys workpaper files after a period of seven (7) years. Catastrophic events or physical deterioration may result in damage to or destruction of our firm's records, causing the records to be unavailable before the expiration of the retention period as stated in our record retention policy.

Working Paper Access Requests by Regulators and Others

State, federal and foreign regulators may request access to or copies of certain workpapers pursuant to applicable legal or regulatory requirements. Requests may also come in the form of peer review, ethics investigations or in the sale of the accounting practice. If requested, access to such workpapers will be provided under the supervision of firm personnel. Regulators may request copies of selected workpapers to distribute the copies or information contained therein to others, including other governmental agencies.

If we receive a request for copies of selected workpapers, provided that we are not prohibited from doing so by law or regulation, we agree to inform you of such request as soon as practicable. You may, within the time permitted for our firm to respond to any request, initiate such legal action as you deem appropriate at your own expense to limit the disclosure of information. If you take no action within the time permitted for us to respond, or if your action does not result in a judicial order protecting us from supplying requested information, we may construe your inaction or failure as consent to comply with the request.

Summons or Subpoenas

All information you provide to us in connection with this engagement will be maintained by us on a strictly confidential basis. If we receive a summons or subpoena which our legal counsel determines requires us to produce documents from this engagement or testify about this engagement and we are not prohibited from doing so by law or regulation, we agree to inform you of such summons or subpoena as soon as practical.

You may, within the time permitted for our firm to respond to any request, initiate such legal action as you deem appropriate at your sole expense to attempt to limit discovery. If you take no action within the time permitted for us to respond, or if your action does not result in a judicial order protecting us from supplying requested information, we may construe your inaction or failure as consent to comply with the request. If we are not a party to the proceeding in which the information is sought, you agree to reimburse us for our professional time and expenses, as well as the fees and expenses of our legal counsel, incurred in responding to such requests. This paragraph will survive termination of this Agreement.

Terms and Conditions Addendum**Disclaimer of Legal and Investment Advice**

Our services under this Agreement do not constitute legal or investment advice. We recommend that you retain legal counsel and investment advisors to provide such advice.

Limitations on Oral and Email Communications

We may discuss with you our views regarding the treatment of certain items or decisions you may face. We may also provide you with information in an email. Any advice or information delivered orally or in an email (rather than through a memorandum delivered as an email attachment) will be based upon limited research and a limited discussion and analysis of the underlying facts. Additional research or a more complete review of the facts may affect our analysis and conclusions.

Due to these limitations and the related risks, it may or may not be appropriate to proceed with any decision solely on the basis of any oral or email communication. You accept all responsibility, except to the extent caused by the gross negligence or willful misconduct of Drescher & Malecki LLP, for any loss, cost or expense resulting from your decision (i) not to have us perform the research and analysis necessary to reach a more definitive conclusion and (ii) to instead rely on an oral or email communication. The limitation in this paragraph will not apply to an item of written advice that is a deliverable of a separate engagement. If you wish to engage us to provide formal advice on a matter on which we have communicated orally or by email, we will confirm this in a separate engagement letter.

Management Responsibilities

While Drescher & Malecki LLP can provide assistance and recommendations, you are responsible for management decisions and functions, and for designating an individual with suitable skill, knowledge or experience to oversee any services Drescher & Malecki LLP provides. You are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services. You are ultimately responsible for establishing and maintaining internal controls, including monitoring ongoing activities.

Conflicts of Interest

If we, in our sole discretion, believe a conflict has arisen affecting our ability to deliver services to you in accordance with either the ethical standards of our firm or the ethical standards of our profession, we may be required to suspend or terminate our services without issuing our work product.

Alternative Dispute Resolution

If a dispute arises out of or relates to this engagement letter including the scope of services engagement contained herein, or the breach thereof, and if the dispute cannot be settled through negotiation, the parties agree first to try to settle the dispute by mediation administered by the American Arbitration Association (“AAA”) under the Professional Accounting and Related Services Dispute Resolution Rules before resorting to arbitration, litigation, or some other dispute resolution procedure. The mediator will be selected by agreement of the parties. If the parties cannot agree on a mediator, a mediator shall be designated by the AAA. Any mediator so designated must be acceptable to all parties. The mediation will be conducted in New York State. The mediation will be treated as a settlement discussion and, therefore, will be confidential. The mediator may not testify for either party in any later proceeding related to the dispute. No recording or transcript shall be made of the mediation proceedings. The costs

Terms and Conditions Addendum

of any mediation proceedings shall be shared equally by all parties. Any costs for legal representation shall be borne by the hiring party.

Loss Limitation and Indemnification

Drescher & Malecki LLP's liability for all claims, damages, and costs arising from this engagement is limited to three times the total amount of fees paid by you to Drescher & Malecki LLP for services rendered under this agreement.

You agree to indemnify, defend, and hold harmless Drescher & Malecki LLP and any of its partners, principals, shareholders, officers, directors, members, employees, agents or assigns with respect to any and all claims arising from this engagement, regardless of the nature of the claim, and including the negligence of any party, excepting claims arising from the gross negligence or intentional acts of the firm.

Designation of Venue and Jurisdiction

In the event of a dispute, you and we agree that the courts of the state of New York, County of Erie, shall have jurisdiction, and we agree to submit all disputes to the courts of the state of New York, County of Erie or the U.S. District Court for the Western District of New York, which is the proper and most convenient venue for resolution. We also agree that the law of the state of New York shall govern all such disputes.

Proprietary Information

You acknowledge that proprietary information, documents, materials, management techniques and other intellectual property we use are a material source of the services we perform and were developed prior to our association with you. Any new forms, software, documents or intellectual property we develop during this engagement for your use shall belong to us, and you shall have the limited right to use them solely within your business. All reports, templates, manuals, forms, checklists, questionnaires, letters, agreements and other documents which we make available to you are confidential and proprietary to us. Neither you, nor any of your agents, will copy, electronically store, reproduce or make available to anyone other than your personnel, any such documents. This engagement letter will apply to all materials whether in digital or "hard copy" format.

Statute of Limitations

You agree that any claim arising out of this Agreement shall be commenced within one (1) year of the delivery of the work product to you, regardless of any longer period of time for commencing such claim as may be set by law. A claim is understood to be a demand for money or services, the service of a suit, or the institution of arbitration proceedings against Drescher & Malecki LLP.

Termination and Withdrawal

We reserve the right to withdraw from the engagement without completing services for any reason, including, but not limited to, your failure to comply with the terms of this engagement letter or as we determine professional standards require.

Terms and Conditions Addendum**Assumption**

All parties acknowledge and agree that the terms and conditions of this agreement will inure to any successor accounting firm by way of a merger or acquisition. As such, all rights and obligations under this engagement letter shall survive and be in force to the fullest extent permitted by law or regulation.

Severability

If any portion of this agreement is deemed invalid or unenforceable, said finding shall not operate to invalidate the remainder of the terms set forth in this engagement letter.

Entire Agreement

This engagement letter, including the Terms and Conditions Addendum and any other attachments, encompasses the entire agreement of the parties and supersedes all previous understandings and agreements between the parties, whether oral or written. Any modification to the terms of this engagement letter must be made in writing and signed by both parties.

* * * * *

DMLLP Proposed Cost Structure

<u>Task</u>	<u>Estimated Amount</u>
Budget assistance:	\$ 9,600
Budget preparation	
Budget proof and review	
Presentation preparation	
Consultation and meetings	
Tax cap submission assistance	
Fund balance projections	
Final budget/tax rates:	\$ 2,600
Final proof and printing	
Preparation and review	
Submissions to Erie County	
Follow-up questions with County	

Town Board of the Town of Hamburg
January 5, 2026 Meeting

4.38. Allied CPAs, PC

RESOLVED, the Hamburg Town Board authorizes the Town Supervisor to sign the Letter of Engagement for professional external auditing services with Allied CPAs, PC for the calendar year 2026.

ATTACHMENTS:

[Engagement Letter - Court AUP - 2025 \(1\).pdf](#)

[Engagement Letter - Tax AUP - 2025 \(1\).pdf](#)

[Engagement Letter - Clerk AUP - 2025 \(1\).pdf](#)

[Engagement Letter - Audit-Single audit - 2025 \(1\).pdf](#)



**Engagement Letter
Agreed Upon Procedures - Justice Court**

December 18, 2025

Town of Hamburg
6100 South Park Avenue
Hamburg, NY 14075

We are pleased to confirm our understanding of the terms of our engagement and the nature and limitations of the services we are to provide for Town of Hamburg's Justice Court.

We will apply the agreed-upon procedures listed in the attached schedule that were specified and agreed to by the Town of Hamburg (the Town) on the Town of Hamburg Justice Court (the Court) records for the year ended December 31, 2025. Our engagement to apply agreed-upon procedures will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures performed or to be performed is solely the responsibility of those parties specified in the report and we will require an acknowledgment in writing of that responsibility. Consequently, we make no representation regarding the sufficiency of the procedures described in the attached schedule either for the purpose for which the agreed-upon procedures report has been requested or for any other purpose.

Because the agreed-upon procedures listed in the attached schedule do not constitute an examination or review, we will not express an opinion or conclusion on the Court. In addition, we have no obligation to perform any procedures beyond those listed in the attached schedule.

We plan to begin our procedures in approximately February 24, 2026.

We will issue a written report upon completion of our engagement that lists the procedures performed and our findings. Our report will be addressed to Town Board. If we encounter restrictions in performing our procedures, we will discuss the matter with you. If we determine the restrictions are appropriate we will disclose the restrictions in our report. Our report will contain a paragraph indicating that had we performed additional procedures, other matters might have come to our attention that would have been reported to you. Our report is not expected to be restricted to the use of specified parties.

There may exist circumstances that, in our professional judgment, will require we withdraw from the engagement. Such circumstances include the following:

- You refuse to provide written agreement to the procedures and acknowledge that they are appropriate for the intended purpose of the engagement.
- You fail to provide requested written representations, or we conclude that there is sufficient doubt about the competence, integrity, ethical values, or diligence of those providing the written representations, or we conclude that the written representations provided are otherwise not reliable.
- We determine that the description of the procedures performed or the corresponding findings are misleading in the circumstances of the engagement.
-

An agreed-upon procedures engagement is not designed to detect instances of fraud or noncompliance with laws or regulations; however, should any such matters come to our attention, we will communicate them in accordance with professional standards and applicable law. In addition, if, in connection with this engagement, matters come to our attention that contradict the Court, we will communicate such matters to you.

BUFFALO

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ROCHESTER

90 Linden Oaks, Suite 100
Rochester, NY 14625
P: (585) 410-6733

Town of Hamburg Justice Court
Engagement Letter
For the Year Ended December 31, 2025

You are responsible for the Court and that it is in accordance with New York State Laws; and for selecting the criteria and procedures and determining that such criteria and procedures are appropriate for your purposes. You are also responsible for, and agree to provide us with, a written assertion about the Court. In addition, you are responsible for providing us with (1) access to all information of which you are aware that is relevant to the performance of the agreed-upon procedures on the subject matter, (2) additional information that we may request for the purpose of performing the agreed-upon procedures, and (3) unrestricted access to persons within the entity from whom we determine it necessary to obtain evidence relating to performing those procedures.

At the conclusion of our engagement, we will require certain written representations in the form of a representation letter from management that, among other things, will confirm management's responsibility for the Court in accordance with New York State Laws.

Jason Mayausky is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

We estimate that our fees for these services will be \$2,500. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

You agree to hold us harmless and to release, indemnify, and defend us from any liability or costs, including attorney's fees, resulting from knowing misrepresentations to us.

We appreciate the opportunity to assist you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us. If the need for additional procedures arises, or the procedures need to be modified, our agreement with you will need to be revised. It is customary for us to enumerate these revisions in an addendum to this letter. If additional specified parties of the report are added, we will require that they acknowledge in writing their agreement with the procedures performed or to be performed and their responsibility for the sufficiency of procedures.

Very truly yours,

Allied, CPAs, PC

RESPONSE:

This letter correctly sets forth the understanding of the Town of Hamburg and the Town of Hamburg Justice Court.

By: _____

Title: _____



Agreed Upon Procedures – Justice Court Records

- Review the following Justice Court Records:
 - Cash receipts
 - Cash disbursements
 - Bank reconciliations
- Complete Appendix 10 – Annual Checklist for Review of Justice Court Records
- Review and reconcile reports sent to Town and State agencies
- Verify all record keeping requirements promulgated by the Office of Court Administrations are adhered to. The record keeping requirements are as follows:
 1. Maintain individual case files containing all papers and other documents pertaining to each case.
 2. Maintain an index of all cases.
 3. Maintain a cashbook, which chronologically itemizes all receipts and disbursements.
 4. Maintain official bank accounts in accordance with 22NYCRR §214.9.
 5. Issue acceptable receipt forms for all moneys collected.
 6. Deposit all moneys received to official bank accounts within 72 hours of collection.
 7. Make all disbursements by check signed by the Justice except for acceptable petty cash transactions.
 8. Submit monthly reports and remittances to the Justice Court Fund within 10 days after end of month collected in accordance with the State Finance Law §99-a.

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**Engagement Letter
Agreed Upon Procedures – Tax Collector**

December 18, 2025

Town of Hamburg
6100 South Park Avenue
Hamburg, NY 14075

We are pleased to confirm our understanding of the terms of our engagement and the nature and limitations of the services we are to provide for the Town of Hamburg Tax Collector.

We will apply the procedures described in the attachment to this letter to Town of Hamburg Town Collector. By signing this engagement letter, you agree to those procedures and acknowledge that the procedures to be performed are appropriate for the intended purpose of the engagement, which is to determine the accuracy of the Town Collector's records. We understand this engagement is not required pursuant to law, regulation, or contract. Our engagement to apply agreed-upon procedures will be conducted in accordance with attestation standards established by the AICPA. Those standards require that we obtain your written agreement to the procedures to be applied and your acknowledgment that those procedures are appropriate for the intended purpose of the engagement, as described in this letter. A refusal to provide such agreement and acknowledgment will result in our withdrawal from the engagement. No other parties will be requested to agree to the procedures and acknowledge that the procedures performed are appropriate for their purposes. We make no representation that the procedures we will perform are appropriate for the intended purpose of the engagement or for any other purpose.

Because the agreed-upon procedures do not constitute an examination or review, we will not express an opinion or conclusion on Town of Hamburg's Collector records. In addition, we have no obligation to perform any procedures beyond those to which you agree.

We plan to begin our procedures on approximately March 19, 2026 and, unless unforeseeable problems are encountered, the engagement should be completed by April 30, 2026.

We will issue a written report upon completion of our engagement that lists the procedures performed and our findings. Our report will be addressed to the Town Board of the Town of Hamburg. If we encounter restrictions in performing our procedures, we will discuss the matter with you. If we determine the restrictions are appropriate we will disclose the restrictions in our report. Our report will contain a paragraph indicating that had we performed additional procedures, other matters might have come to our attention that would have been reported to you. Our report is not expected to be restricted to the use of specified parties.

There may exist circumstances that, in our professional judgment, will require we withdraw from the engagement. Such circumstances include the following:

- You refuse to provide written agreement to the procedures and acknowledge that they are appropriate for the intended purpose of the engagement.
- You fail to provide requested written representations, or we conclude that there is sufficient doubt about the competence, integrity, ethical values, or diligence of those providing the written representations, or we conclude that the written representations provided are otherwise not reliable.
- We determine that the description of the procedures performed or the corresponding findings are misleading in the circumstances of the engagement.
- We determine that restrictions on the performance of procedures are not appropriate.

BUFFALO

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An agreed-upon procedures engagement is not designed to detect instances of fraud or noncompliance with laws or regulations; however, should any such matters come to our attention, we will communicate them in accordance with professional standards and applicable law. In addition, if, in connection with this engagement, matters come to our attention that contradict the Town Collector, we will communicate such matters to you.

You are responsible for Town Collector's records. In addition, you are responsible for providing us with (1) access to all information of which you or the appropriate party are aware that is relevant to the performance of the agreed-upon procedures on the subject matter, (2) additional information that we may request from the appropriate party for the purpose of performing the agreed-upon procedures, and (3) unrestricted access to persons within the entity from whom we determine it necessary to obtain evidence relating to performing those procedures.

At the conclusion of our engagement, we will require certain written representations in the form of a representation letter from management that, among other things, will confirm management's responsibility for Town of Hamburg Collector records in accordance with New York State's General Record Keeping Requirements.

Jason Mayausky, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

We estimate that our fees for these services will be \$1,250. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

You agree to hold us harmless and to release, indemnify, and defend us from any liability or costs, including attorney's fees, resulting from knowing misrepresentations to us.

We appreciate the opportunity to assist you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us. If the need for additional procedures arises, or the procedures need to be modified, our agreement with you will need to be revised. It is customary for us to enumerate these revisions in an addendum to this letter. If additional specified parties of the report are added, we may require that they acknowledge in writing their agreement with the procedures performed, or to be performed, and their acknowledgment that the procedures are appropriate for their purposes.

Very truly yours,

Allied, CPAs, PC

RESPONSE:

This letter correctly sets forth the understanding of the Town of Hamburg and the Town of Hamburg Town Collector.

By: _____

Title: _____



Agreed Upon Procedures – Tax Collector

- Review the following records:
 - Cash receipts
 - Cash disbursements
 - Bank reconciliations
- Complete Appendix E – General Recordkeeping Requirements for Tax Collecting Officers
- Review deposits and trace to bank statements
- Summarize deposits and trace to collection summary and County abstract of settlement
- Summarize disbursements and trace totals to Town budget and County abstract
- Perform proof of cash for 2025 and tie to bank statements
- Review other items on County abstract of settlement and trace to supporting documentation
- Review and reconcile reports sent to the Town of Hamburg and Erie County

BUFFALO

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**Engagement Letter
Agreed Upon Procedures – Town Clerk**

December 18, 2025

Town of Hamburg
6100 South Park Avenue
Hamburg, NY 14075

We are pleased to confirm our understanding of the terms of our engagement and the nature and limitations of the services we are to provide for Town of Hamburg Town Clerk.

We will apply the procedures described in the attachment to this letter to Town of Hamburg Town Clerk. By signing this engagement letter, you agree to those procedures and acknowledge that the procedures to be performed are appropriate for the intended purpose of the engagement, which is to determine the accuracy of the Town clerk's records. We understand this engagement is not required pursuant to law, regulation, or contract. Our engagement to apply agreed-upon procedures will be conducted in accordance with attestation standards established by the AICPA. Those standards require that we obtain your written agreement to the procedures to be applied and your acknowledgment that those procedures are appropriate for the intended purpose of the engagement, as described in this letter. A refusal to provide such agreement and acknowledgment will result in our withdrawal from the engagement. No other parties will be requested to agree to the procedures and acknowledge that the procedures performed are appropriate for their purposes. We make no representation that the procedures we will perform are appropriate for the intended purpose of the engagement or for any other purpose.

Because the agreed-upon procedures do not constitute an examination or review, we will not express an opinion or conclusion on Town of Hamburg's clerk records. In addition, we have no obligation to perform any procedures beyond those to which you agree.

We plan to begin our procedures on approximately March 19, 2026 and, unless unforeseeable problems are encountered, the engagement should be completed by April 30, 2026.

We will issue a written report upon completion of our engagement that lists the procedures performed and our findings. Our report will be addressed to the Town Board of the Town of Hamburg. If we encounter restrictions in performing our procedures, we will discuss the matter with you. If we determine the restrictions are appropriate we will disclose the restrictions in our report. Our report will contain a paragraph indicating that had we performed additional procedures, other matters might have come to our attention that would have been reported to you. Our report is not expected to be restricted to the use of specified parties.

There may exist circumstances that, in our professional judgment, will require we withdraw from the engagement. Such circumstances include the following:

- You refuse to provide written agreement to the procedures and acknowledge that they are appropriate for the intended purpose of the engagement.
- You fail to provide requested written representations, or we conclude that there is sufficient doubt about the competence, integrity, ethical values, or diligence of those providing the written representations, or we conclude that the written representations provided are otherwise not reliable.
- We determine that the description of the procedures performed or the corresponding findings are misleading in the circumstances of the engagement.
- We determine that restrictions on the performance of procedures are not appropriate.

BUFFALO

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PERRY

199 S. Main Street, PO Box 1
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P: (585) 237-3887

ROCHESTER

90 Linden Oaks, Suite 100
Rochester, NY 14625
P: (585) 410-6733

An agreed-upon procedures engagement is not designed to detect instances of fraud or noncompliance with laws or regulations; however, should any such matters come to our attention, we will communicate them in accordance with professional standards and applicable law. In addition, if, in connection with this engagement, matters come to our attention that contradict the Town Clerk, we will communicate such matters to you.

You are responsible for Town clerk's records. In addition, you are responsible for providing us with (1) access to all information of which you or the appropriate party are aware that is relevant to the performance of the agreed-upon procedures on the subject matter, (2) additional information that we may request from the appropriate party for the purpose of performing the agreed-upon procedures, and (3) unrestricted access to persons within the entity from whom we determine it necessary to obtain evidence relating to performing those procedures.

At the conclusion of our engagement, we will require certain written representations in the form of a representation letter from management that, among other things, will confirm management's responsibility for Town of Hamburg clerk records in accordance with New York State's General Record Keeping Requirements.

Jason Mayausky, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

We estimate that our fees for these services will be \$1,250. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

You agree to hold us harmless and to release, indemnify, and defend us from any liability or costs, including attorney's fees, resulting from knowing misrepresentations to us.

We appreciate the opportunity to assist you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us. If the need for additional procedures arises, or the procedures need to be modified, our agreement with you will need to be revised. It is customary for us to enumerate these revisions in an addendum to this letter. If additional specified parties of the report are added, we may require that they acknowledge in writing their agreement with the procedures performed, or to be performed, and their acknowledgment that the procedures are appropriate for their purposes.

Very truly yours,

Allied. CPAs. PC

RESPONSE:

This letter correctly sets forth the understanding of the Town of Hamburg and the Town of Hamburg Town Clerk.

By: _____

Title: _____



Agreed Upon Procedures – Town Clerk

- Review the following records:
 - Cash receipts
 - Cash disbursements
 - Bank reconciliations
- Complete Appendix D – General Recordkeeping Requirements for Town Clerks
- Review Town Clerk monthly reports and reconcile to monthly deposits from bank statements
- Review check disbursements and reconcile to Town Clerk monthly reports
- Review fees and compare to established rates
- Perform proof of cash for the year ended December 31, 2025
- Review and reconcile reports sent to Town and State agencies

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ENGAGEMENT LETTER

December 18, 2025

Mrs. Cathy Rybczynski, Town Supervisor
and Honorable Town Board Members
Town of Hamburg
6100 South Park Avenue
Hamburg, NY 14075

We are pleased to confirm our understanding of the services we are to provide the Town of Hamburg for the year ended December 31, 2024.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of Town of Hamburg as of and for the year ended December 31, 2024. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Town of Hamburg's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Town of Hamburg's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budget vs. actual comparison schedules for the General Fund, Part-Town Fund, and Highway Fund.
- 3) Schedule of the Town's Proportionate Share of the Net Pension Liability (GASB 68).
- 4) Schedule of the Town's Contributions to the NYSLRS Pension Plan (GASB 68).
- 5) Schedule of changes in the Town's Total Pension Liability for LOSAP (GASB 73).
- 6) Schedule of changes in the Town's Total OPEB Liability (GASB 75).

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Audit Scope and Objectives (cont.)

We have also been engaged to report on supplementary information other than RSI that accompanies the Town of Hamburg's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

- 1) Schedule of expenditures of federal awards.
- 2) Combining and individual balance sheets and statements of revenue, expenditures, and changes in fund balance and schedules for non-major governmental funds.
- 3) Combining and individual balance sheets and statements of revenue, expenditures, and changes in fund balance for special districts in the special revenue funds.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit (cont.)

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We have identified the following significant risks of material misstatement as part of our audit planning:

- Improper revenue recognition
- Management override of controls
- Lack of segregation of duties

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Town of Hamburg's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of Town of Hamburg's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on Town of Hamburg's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Responsibilities of Management for the Financial Statements and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

Responsibilities of Management for the Financial Statements and Single Audit (cont.)

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review on May 30, 2025.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to [include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon]. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of the Town of Hamburg in conformity with U.S. generally accepted accounting principles based on information provided by you. We will also assist in preparing the depreciation schedules for the Town's fixed assets. These non-audit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services defined in the subsequent paragraphs. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

We will prepare and file the Town of Hamburg's Annual Financial Report (AFR), after receiving management approval, as required by the New York State Comptroller's Office. The information necessary to complete the Town of Hamburg's AFR is received during our financial statement audit and remains the responsibility of management for its accuracy, completeness, and timely filing.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated additional fees, if any. We may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the Town of Hamburg; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Allied CPAs, P.C. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to regulators or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for the purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Allied CPAs, P.C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

Engagement Administration, Fees, and Other (Cont.)

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the regulators. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Jason Mayausky, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit in March of 2024.

Our fee for services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$31,000 for the financial statement audit. We expect to incur additional expenses related to the Single Audit totaling \$3,000. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 90 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Reporting

We will issue a written report upon completion of our Single Audit. Our report will be addressed to the Town Board of the Town of Hamburg. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Town of Hamburg
Engagement Letter
For the Year Ended December 31, 2024

We appreciate the opportunity to be of service to the Town of Hamburg and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Allied CPAs, PC

RESPONSE:

This letter correctly sets forth the understanding of the Town of Hamburg.

Signature: _____

Title: _____

Town Board of the Town of Hamburg
January 5, 2026 Meeting

4.39. Wendel

RESOLVED, the Hamburg Town Board authorizes the Town Supervisor to sign the Letter of Engagement for professional planning services with Wendel Companies for the calendar year 2026.

ATTACHMENTS:

[2026 Town-Municipal Agreement Draft revised \(1\).docx](#)

[2026_CPIC Implementation proposal \(1\).docx](#)

2026 TOWN/MUNICIPAL AGREEMENT

THIS AGREEMENT made this 1st day of January 2026 by and between the Town of Hamburg, a municipal corporation hereinafter referred to as the Town or OWNER, and Wendel WD Architecture, Engineering, Surveying & Landscape Architecture, P.C., hereinafter referred to as the Planner or WENDEL.

W I T N E S S E T H

WHEREAS, the Town desires to have annual planning services performed for it to meet its day to day requirements and

WHEREAS, WENDEL has offered to perform the services hereinafter set forth.

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, the Town and Planner do hereby agree as follows:

1. During the term of this Agreement, the Planner agrees to furnish the following planning services for the Town:
 - a. Be represented by the designated qualified person (Josh Rogers) at two (2) Planning Board meetings per month (for 12 months) and twenty-four (24) Town Board meetings as requested (assumed 48 total meetings for budgeting purposes). This includes preparation for these Planning Board meetings (review of plans and preparation of memos) and preparation for the Town Board meeting and a Town Board report on a monthly basis. Drew Reilly will provide assistance with this work and attend meetings if Mr. Rogers is not available. If requested to attend more than allotted Board meetings in a year, Wendel, in accordance with section 3 of this contract, will notify the Town and receive authorization of the Town Supervisor prior to performing these extra services.
 - b. WENDEL will provide representation at the Town Hall (8 extra hours per week beyond those for the meetings described above), in general, on Mondays and Wednesdays. The general duties to be performed during this time shall be as follows:
 - 1.) Management of Planning Department Activities.
 - 2.) Management of Development Applications.
 - 3.) Meetings with Public and Development Applicants, when needed (on days at the Town Hall).
 - 4.) Consultation/Meetings with Departments, Committees and Town Board Members.
 - 5.) Wendel may provide up to 4 hours of training to members of the Planning Board, Conservation Advisory Board, and Zoning Board of Appeals.

- c. Receive questions from the Town, its departments, boards, commissions, agents, and employees, relative to general municipal planning services which require response at times other than scheduled representation at the Town Hall (Telephone calls, text messages, and emails). This service provides access to the other professionals at Wendel. Any assignments from these calls, outside of our Retained services work, will be considered extra services and require authorizations. Based on 2025 activities and the need for additional input from Wendel, Wendel's work will include, on average, about 8 extra hours per week (for budgeting purposes).
 - d. Provide the Town with recommendations and examples for organizing and updating Town procedures and record keeping. Review Town regulations during the year and make recommendations for improvements.
 - e. Provide consultation for SEQR proceedings for Unlisted and Type 1 actions not requiring an Environmental Impact Statement, as defined by said proceedings.
 - f. Attend information meetings of Federal, State and County agencies designated by the Planner and alert the Town to events and/or decisions that may affect the Town.
2. The Town agrees to pay the Planner for services listed as items "1.a-f" at a rate of \$132,000.00 per annum, payable in monthly installments of \$11,000.00, first payment to commence at the end of the first month of service and upon submission of an appropriate voucher, therefore, WENDEL services will begin on January 1, 2026. (This fee may be renegotiated and adjusted if any circumstances change).
3. The following services (3.a-e) are not included in this contract fee amount and Wendel shall obtain prior authorization of the Town Supervisor or Town Board prior to performing any of these services. Fees for these services will be determined at that time, when the specific scope can be identified, and a proposal (with a cost estimate) is accepted by the Town Board. Billing for these "extra services" shall be in the format of date, type of services performed, individual performing the work, amount of time spent/date, and the fee amount. Work performed by Drew Reilly for these "extra services" will be billed at the negotiated rate of \$260 per hour and for Josh Rogers at a rate of \$110 per hour.
- a. Provide consultation for SEQR proceedings for actions requiring an EIS, as defined by said proceeding. Costs for EIS consultation may be charged to the applicant per the SEQR Law. For reimbursement, the Town should seek the assistance of their Town Attorney. Regardless of reimbursement, the costs incurred by WENDEL (authorized by the Town) will be paid to WENDEL with or without reimbursement by the applicant.
 - b. Preparation of aid/grant applications or supplements to applications prepared by others.
 - c. Additional Town Board special meetings (wherein, attendance by Wendel is required by the Town Supervisor). In this regard professional services shall be billed on an hourly basis.

- d. Representation at legal proceedings and assistance to Town Legal Representatives.
 - e. Law, Code and Ordinance updates (Code Review Committee Services). The Town has budgeted \$20,000.00 for this activity in 2026. Large Code assignments for the implementation actions of the new Comprehensive Plan will be done under a separate agreement. This work will be billed on a time and expense basis. It is assumed for budgeting purposes that the Code Review Committee will meet twelve (12) times in 2026.
4. This Agreement shall become effective as of the 1st day of January 2026 and terminate the 31st day of December 2026. Either party can terminate this Agreement upon 30 days written notice to the other.
 5. It is understood and agreed that all records, data and maps shall become the property of the Town but that the Planner may keep such records at his place of business to facilitate the performance of the services to be rendered hereunder. The Planner shall deliver such records to the Town as it may request and upon payment of current amounts due under this Agreement.
 6. This Agreement is subject to the attached Professional Services Terms and Conditions as listed on “Attachment A” enclosed and made part of this Agreement. In the event of any conflict between the terms and conditions in the Agreement and “Attachment A”, the Professional Services Terms and Conditions in the Agreement will control.
 7. This Contract does not anticipate any design services. If such are needed, a separate Contract will be drafted.
 8. The Planner, and its individual representatives, acting in good faith in the discharge of his or her duties, shall not thereby render himself for herself or the firm liable and is, to the maximum extent permitted by law, relieved from all liability for any damage that may accrue to persons or property by reason of any act or omission in the discharge of his or her duties. Any suit brought against WENDEL because of the acts or omissions performed by him or her in the enforcement of any provisions of the codes, laws, standards, statutes, and/or regulations shall be defended by the TOWN until final termination of the proceedings. WENDEL shall be entitled to all defenses and municipal immunities that are, or would be, available to the TOWN if the same services were provided by the TOWN employees.
 9. Hold Harmless: Indemnity: If a claim is made against WENDEL or WENDEL’s representative that he or she failed to or improperly enforced any code, law, regulation, standard or statute of the Town of Hamburg or any other government entity, the Town of Hamburg agrees to and will defend and indemnify WENDEL or its representatives against such claim or action.

In such action or claim, the parties agree that WENDEL shall be entitled to assert any defense or immunity available to the TOWN.

10. Wendel shall meet the Town's insurance requirements as listed on the attached Addendum.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed the day and year first above written.

By: _____

Town of Hamburg
Supervisor Elizabeth Farrell Lorentz

Wendel WD Architecture, Engineering, Surveying & Landscape Architecture, P.C.

By: _____

Jesse Wendell, PE
Vice President of Engineering

COMPREHENSIVE PLAN IMPLEMENTATION 2026

Town of Hamburg

Elizabeth Farrell Lorentz, Supervisor

January 1, 2026



SUBJECT: COMPREHENSIVE PLAN IMPLEMENTATION

Dear Supervisor Farrell Lorentz and Honorable Town Board:

The Town adopted the new 2022 Comprehensive Plan for the Town of Hamburg in January of 2023. The new Plan included many recommendations and action items that will help the Town achieve its Vision. Wendel began assisting the Town with some major rezoning actions in 2023 to help begin this implementation, and you formed a Comprehensive Plan Implementation Committee (CPIC). This committee helps to oversee the implementation of the Plan and receive from and provide input to the Town Board.

The Town Board in 2023 reached out to and authorized Wendel to assist with the implementation committee, which was then continued into 2024 and 2025. The committee, with help from Wendel, began to further outline and prioritize the actions to be accomplished in 2026 and “set the table” for actions in 2026. These actions included zoning code revisions, zoning map revisions, additional studies, coordination with other agencies, groups and organizations, and formation/assistance to sub-committees. The committee also looked at completing some of the other priority actions for 2025 and issued a report to the Town Board for the 2026 budgeting process. The Town has asked us again to assist the CPIC with their work in 2026 and a meeting will be scheduled for the first quarter of 2026.

The following proposal includes Wendel’s estimated scope and fee for this work for 2026.

A. SCOPE OF WORK

Wendel proposes the following scope of work for the Implementation of the Comprehensive Plan.

1. Meetings with CPIC

- a. The Wendel team will meet with the committee three (3) times during 2026 to ensure that the committee is well-aligned and understands their tasks moving forward. For these meetings, Wendel will prepare agendas, facilitate, and provide meeting minutes and assignments. Wendel may also need to follow-up with the committee chair and Town Board liaison between meetings and respond to questions raised.
- b. As stated above, Wendel will hold a 2026 kickoff meeting with the implementation committee. At this meeting we will discuss the approach to this year’s implementation actions, committee responsibilities and goals, and potential sub-committees’ assignments. We will review the 2025 priority action items, identify those that can proceed now and how they will proceed, and identify additional items for the year. Assignments will be given at this meeting. At future committee meetings, we will assist the committee in reviewing and recommending actions completed by sub-committees and others.

2. Meetings with sub-committees or other groups throughout Town (assume 4) including but not limited to:
 - a. HIDA/Business
 - b. Recreation
 - c. CAB and Ag committee
 - d. Village of Blasdell, Village of Hamburg
3. Wendel will also be involved with other Zoning Code assignments throughout 2026 (separate proposal for “non-CFA” code work)
4. Agricultural protection plan (If the Town applies for a grant and receives it, work on the plan would fall under a separate proposal)
5. With the sub-committees established, they will be responsible for organizing their meetings and tasks. Wendel will act in a supporting role to each sub-committee.
6. Wendel will assist with the yearly report during the last quarter of 2026, and work with the committee to establish goals for 2027. We will also help with setting up “systems” for the Town to help manage this project. Throughout the year, Wendel will work with the Town Board liaison to keep the Town Board up to date on the work being completed through the CPIC.
7. Wendel may also be assigned specific assignments, and not knowing the specific scope required, we are including a fee allotment to address these issues.

B. CONTRACT FEE:

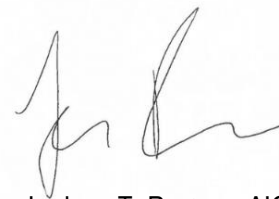
We trust the above scope of work meets the Town of Hamburg’s requirements. We are proposing to perform the scope of work presented above (excluding those under a separate project) at our hourly rates at a cost not to exceed \$20,524.58 (this is to be carried over from the 2025 budget that was not spent).

This work will be completed under the Terms and Conditions of our Term Agreement dated January 1st, 2026.

Respectfully Submitted,



Andrew C. Reilly
Director of Planning & Environmental Services



Joshua T. Rogers, AICP
Planner II/Resource Manager

Should Wendel’s proposal be accepted, Wendel WD Architecture, Engineering, Surveying & Landscape Architecture P.C., a New York State licensed architecture and engineering firm that is part of a consolidated group of Wendel Companies, will contract to undertake the work. Our letterhead and plans will still prominently say “Wendel” and we will refer to ourselves as Wendel throughout the project.

By signing below, Wendel WD Architecture, Engineering, Surveying and Landscape Architecture, P.C. (Wendel) is authorized to proceed with the services described herein.

ACCEPTANCE / AUTHORIZATION:

Accepted this _____ day of _____, 20_____

Print Name: _____

Signature: _____

Title: _____

RETURN TO:

Wendel

ATTN: Andrew Reilly

375 Essjay Road, Suite 200

Williamsville, NY 14221

Town Board of the Town of Hamburg
January 5, 2026 Meeting

4.40. Planning Board

RESOLVED, the Hamburg Town Board appoints Planning Board member Cynthia Gronachan as Planning Board Chair for a one (1) year term commencing January 1, 2026, and ending December 31, 2026 and Richard Zajac as Planning Board member for a term commencing January 1, 2026 and ending December 31, 2032, and

BE IT FURTHER RESOLVED, the Hamburg Town Board appoints Joseph Gogan as Planning Board Attorney for a one (1) year term commencing January 1, 2026 and ending December 31, 2026.

Town Board of the Town of Hamburg
January 5, 2026 Meeting

4.41. Zoning Board of Appeals

RESOLVED, the Hamburg Town Board appoints Zoning Board of Appeals member Ric Dimpfl as Zoning Board of Appeals Chair for a one (1) year term commencing January 1, 2026 and ending December 31, 2026, and

BE IT FURTHER RESOLVED, the Hamburg Town Board appoints Joseph Gogan as Zoning Board of Appeals Attorney for a one (1) year term commencing January 1, 2026 and ending December 31, 2026

Town Board of the Town of Hamburg
January 5, 2026 Meeting

4.42. Ethics Board

RESOLVED the Town Board appoints Mary Anne Dunne to the Ethics Committee for a five (5) year term commencing January 1, 2026 and ending December 31, 2030.

Town Board of the Town of Hamburg
January 5, 2026 Meeting

4.43. Traffic Safety Advisory Board and Coordinator

RESOLVED, the Hamburg Town Board appoint the following to the TRAFFIC SAFETY ADVISORY BOARD for a term of one (1) year commencing January 1, 2026, and ending December 31, 2026:

Traffic Safety Coordinator: Matt Giacomini- Chair, Michael Bennett, Lindsey Dunne, Eugene Paolini, Bob Krone, John McKendry, Pat Ryan, Sam Blaszczyk, Chad Witkowski, and Andrew Hochwarter, and

BE IT FURTHER RESOLVED, the Hamburg Town Board approves the following appointments for a one (1) year term commencing January 1, 2026 and ending December 31, 2026: Traffic Safety Coordinator: Matt Giacomini and Assistant Traffic Safety Coordinator: Lindsay Dunne.

BE IT FURTHER RESOLVED, the Hamburg Town Board authorizes the Town Supervisor to sign section 8 of the PO-17 for the Assistant Traffic Safety Coordinator position.

Town Board of the Town of Hamburg
January 5, 2026 Meeting

4.44. Health & Safety Committee

RESOLVED, the Hamburg Town Board appoint the following to the Health and Safety Committee for a one (1) year term commencing January 1, 2026 and ending December 31, 2026: Michael Bennett-Chairperson, Town Supervisor Lorentz, Highway Superintendent Edward Hughes, Tom Sullivan-Deputy Highway Superintendent, Scott Vuich -Blue Collar CSEA, Tim Regan-White Collar-CSEA, John Baker, Captain-Command Officers, Jon Wright- PBA, Patrick Ryan, B&G, Jill Gorman-King, Director of Youth, Recreation & Senior Services, Interim YRSS Martin Denecke, Mark Bernas, IAFF, AJ Gallagher Insurance Agency Rep, Town Attorney or representative. Finance Director Pat Shea, and Tara Rinaldi.

RESOLVED, the Town Board approves the appointment of Michael Bennett as Health & Safety Coordinator for a one (1) year term commencing January 1, 2026 and ending December 31, 2026.

Town Board of the Town of Hamburg
January 5, 2026 Meeting

4.45. Health Insurance Committee

BE IT RESOLVED the Hamburg Town Board appoints the following to the Health Insurance Committee: Supervisor Lorentz, Deputy Supervisor Kozub, White Collar CSEA Tim Regan, Blue Collar CSEA Scott Vuich, John Baker, Captain, Command Officers Union, Jon Wright, PBA, Mark Bernas, IAFF, Legal Dept/HR designee, Finance Director Pat Shea, and Health Insurance representatives.

Town Board of the Town of Hamburg
January 5, 2026 Meeting

4.46. Hamburg Moves

BE IT RESOLVED the Hamburg Town Board appoints the following to the Hamburg Moves committee for January 1, 2026 to December 31, 2026: Brooke DeLucia, Tom Nemmer, Barb Reese, Shannon Zdrojewski, Haley Patrone, and Dan Rosati.

Town Board of the Town of Hamburg
January 5, 2026 Meeting

4.47. Hamburg Trails

BE IT RESOLVED the Hamburg Town Board appoints the following to the Hamburg Trails committee for January 1, 2026, to December 31, 2026: Kathryn Walsh, Dan Rosati, Lynn Meslinsky, and Laura Greene.

Town Board of the Town of Hamburg
January 5, 2026 Meeting

4.48. HIDA

RESOLVED, the Hamburg Town Board appoints Andrew Palmer as an at-large member to the Hamburg Industrial Development Agency effective immediately.

Town Board of the Town of Hamburg
January 5, 2026 Meeting

4.49. Conservation Advisory Board

RESOLVED, the Hamburg Town Board appoints the following to the Conservation Advisory Board for a two (2) year period commencing January 1, 2026 and ending December 31, 2027: Gardy Low, Leona Rockwood, Kim Preshoff, Amy Blundell, Garrett Greiser, and Shannon Muldowney.

Town Board of the Town of Hamburg
January 5, 2026 Meeting

4.50. Recreation Advisory Board

RESOLVED, the Hamburg Town Board appoints the following to the Recreation Advisory Board for a three-year term commencing January 1, 2026 and ending December 31, 2028: Tom Best Jr., Jeanine Hillman, and Killian Zajac, and

BE IT FURTHER RESOLVED, the Hamburg Town Board appoints the following to the Recreation Advisory Board for a one (1) year term commencing January 1, 2026 and ending December 31, 2026: Dan Chiachia, Anne DiMatteo, and John McFall.

Town Board of the Town of Hamburg
January 5, 2026 Meeting

4.51. Senior Age-Friendly Community Committee

RESOLVED, the Hamburg Town Board appoints the following to the Senior Age-Friendly Community for a one (1) year term commencing January 1, 2026, and ending December 31, 2026: Todd Ehret, Matthew Heidt, Joanna Dobbs, Cindy Hain-Manko, Andrea Maxick, Jennifer Gunia, Stephania Baxter, Amy McKnight, Bill Barto, Karen Rogers and Patricia Michalek.

Town Board of the Town of Hamburg
January 5, 2026 Meeting

4.52. Youth Advisory Board

RESOLVED, the Hamburg Town Board appoints the following to the Youth Advisory Board for a one (1) year term commencing January 1, 2026, and ending December 31, 2026: Joanne Balazs, Brian Bartelo, Kara Brese, Christie Gleason, Ellen Henry, Amy Kane, Evan Sampson, and Killian Zajac

Town Board of the Town of Hamburg
January 5, 2026 Meeting

4.53. Healthy Alliance

RESOLVED, the Hamburg Town Board appoints the following to the Hamburg Healthy Alliance for a one (1) year term commencing January 1, 2026 and ending December 31, 2026: Thomas Adams, Beth Anzalone, Becky Barnell, Donna Brauncheidel, Abigail Blaser, Justin Chemogorec, John Crangle, Toni Czerwinski, Alexa Dayka, Nicole Dayka, Mary Beth Dreyer, Colleen Duggan, Christen Foley, Haley Glassman , Jillian Gorman-King, Mae Helga, Andrew Hockworter, Colleen Kumiega, Andrew Lahrs, Dennis Lalka, Madeline Lavelle, Grace McDonald, Nancy McTurk, Tricia Miller, Stacey Neri, Erin Par, Victoria Payne, Kimberly Peck, Laura Sabia, Dawn Sagerman, Jennifer Smail, Tom Smardz, and Dawn Springer.

Town Board of the Town of Hamburg
January 5, 2026 Meeting

4.54. HC Equity and Inclusion

RESOLVED, the Hamburg Town Board appoints the following to the Hamburg Coalition for Equity and Inclusion for a one (1) year term commencing January 1, 2026, and ending December 31, 2026: Max Donatelli, Joyce Donatelli, Jackie Hoak, June Vanremmen, Christina Uwimbabazi, Marjorie Chapman, Dave Chapman, and Jun Wang-Tiedemann.

Town Board of the Town of Hamburg
January 5, 2026 Meeting

4.55. Hamburg Vision

RESOLVED, the Hamburg Town Board appoints the following to the Hamburg Vision Committee for a one (1) year term commencing January 1, 2026 and ending December 31, 2026: John Livsey, Jill Gorman-King, Nicole Ruberto, Martin Denecke, Laura Hahn, Ed Rutkowski, Paul Peck, Supervisor Lorentz, and Councilmember Dixon.

Town Board of the Town of Hamburg
January 5, 2026 Meeting

4.56. Shoreline Revitalization Committee

RESOLVED, the Hamburg Town Board appoints the following to the Shoreline Revitalization Committee for a one (1) year term commencing January 1, 2026, and ending December 31, 2026: Joseph Kilian, Hank Kleinfelder, Chairs, Mark Melewski-Consultant, William Clark, Elizabeth O'Donnell, Margaret Van Arsdale, Cynthia Brockman, Lynda Zglinicki, Denise Caggiano, Ron Klimowicz, Patty Watson, Bob Elardo, Gloria Engler, Lyn Braun, William Mayer, Kim Ryan, Carrie Meyer, Laura Hahn, Lynn Rudnicki, Leona Rockwood, Sam Insalaco, Donna Gonser, Paul Engler, Francine Geyer, Nicole Falkiewicz, Tom Bender, Mike Kromke, Dave Woefling and Fire Chief President or designee.

Town Board of the Town of Hamburg
January 5, 2026 Meeting

4.57. LWRP Committee

RESOLVED, the Hamburg Town Board appoint the following to the LWRP committee for a one (1) year term commencing January 1, 2026 and ending December 31, 2026: Fire Chief President or designee, Supervisor Lorentz, Laura Hahn, Hank Kleinfelder, Dave Woefling, Carrie Meyer, Kim Ryan, Donna Gonser, Leona Rockwood, Lynn Rudnicki, William Clark, Josh Rogers- Consultant and Mark Melewski-Consultant.

Town Board of the Town of Hamburg
January 5, 2026 Meeting

4.58. Veterans

RESOLVED, the Hamburg Town Board appoints the following to the Veterans Committee for a one (1) year term commencing January 1, 2026 and ending December 31, 2026: NY State Rep., E.C. Vets Rep., George Kennedy, Dan Kozub, Maria Kozub, Dennis Chapman, Joseph Suto, Lynn Matheis, Ken Paglei, Gary Mosier, Brent Doyle, Patricia George, Diana Patton, Felice Krycia, and Jerzy Galaska.

Town Board of the Town of Hamburg
January 5, 2026 Meeting

4.59. Town Technology Committee

RESOLVED, the Hamburg Town Board appoints the following to the IT Committee for a one (1) year term commencing January 1, 2026 and ending December 31, 2026 to assess the current and future technology and security needs of all town facilities and departments: Jennifer Robertson, Supervisor Lorentz, Patrick Shea, Ed Hughes, Sean Crotty, Todd Ehret, Jill Gorman-King, and Jeffrey Pulinski

Town Board of the Town of Hamburg
January 5, 2026 Meeting

4.60. Police Chaplain

BE IT RESOLVED, the Hamburg Town Board appoints Deacon Robb Ciezki as Police Chaplain to a one (1) year term effective January 1, 2026 and ending December 31, 2026.

Town Board of the Town of Hamburg
January 5, 2026 Meeting

4.61. Hamburg Public Library Board of Trustees

WHEREAS, the Hamburg Town Board was notified that Holly Schreiber, Ph.D. is not seeking reappointment to the Hamburg Public Library Board of Trustees and her term is ending December 31, 2026,

NOW THEREFORE BE IT RESOLVED, the Hamburg Town Board approves the recommendation of the Hamburg Public Library Board of Trustees and appoints Heather Jackson to the Hamburg Public Library Board of Trustees for a five (5) year term beginning January 1, 2026 and ending December 31, 2030, and

BE IT FURTHER RESOLVED, the Hamburg Town Board thanks Holly for her service to the community while a Hamburg Public Library Trustee

Town Board of the Town of Hamburg
January 5, 2026 Meeting

4.62. Bingo Inspectors

RESOLVED, the Hamburg Town Board appoints Ric Dimpfl and Reanna Krautsack as Bingo Inspectors for a one (1) year period commencing January 1, 2026 and ending December 31, 2026

Town Board of the Town of Hamburg
January 5, 2026 Meeting

4.63. Board Liaison Dept/Committees

RESOLVED, the Hamburg Town Board recognizes the Town Supervisor's designation of Town Board member assignments as department and committee liaison as listed.

Town Board of the Town of Hamburg
January 5, 2026 Meeting

4.64. PAF-Town Board

RESOLVED, the Town Board approves the attached PAF from the Town Board Department

ATTACHMENTS:

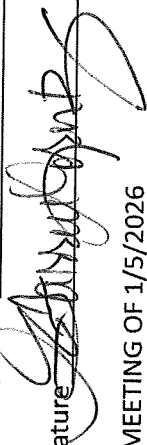
[DOC010226.pdf](#)

TOWN OF HAMBURG - PERSONNEL ACTION FORM

Date of Request: 12/31/2025

Department: Town Board

Department Head Signature

Supervisor Signature 

Date: 1/5/26

TOWN BOARD MEETING OF 1/5/2026

PAGE 1 of

I request that a Town Board Resolution be adopted approving the following personnel action:

#	Emp #	Emp Name	N or R	Position	Start date	Full time		PT/Sea/temp		Term date
						hrly rate		hrly rate		
1	4863	James Tatar		Clerk						12/31/2025
2	5154	Kristin Gilmour		Clerk						12/31/2025
3	5418	Ortiz, Richard	N	Clerk (624 Hrs)	1/5/2026			\$18.00		
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Town Board of the Town of Hamburg
January 5, 2026 Meeting

4.65. Recreation Fees

WHEREAS, Recreation Department staff and the Recreation Advisory Board (RAB) annually review all charges and fees for programs, leagues, rentals, classes, etc. administered and operated by the department, and

WHEREAS, proposed increases of fees/charges to some of the programs offered is warranted to reflect cost increases and other determining factors,

NOW THEREFORE BE IT RESOLVED, the Hamburg Town Board approves the 2026 Recreation Fee Schedule.

Town Board of the Town of Hamburg
January 5, 2026 Meeting

4.66. Emergency Medical Service and Ambulance Service Fee Schedule

WHEREAS, General Municipal Law sections 209-b and 122-b, and as otherwise provided by law (the “Law”) provides that the authorities having control of a fire department, fire company or ambulance company that have authorized such fire department, fire company or ambulance company to provide emergency and general ambulance service, including emergency medical service as defined in section three thousand one of the Public Health Law may fix a schedule of fees or charges to be paid by persons requesting such service or services; and

WHEREAS, the Board of the Town of Hamburg (“Board”) after due deliberation, finds it in the best interest of the Town of Hamburg to authorize the amendment of fees and charges for emergency medical services and ambulance services Armor VFC, Big Tree VFC / EMS, Hamburg VFD, Lake Shore VFC, Lake View VFC, Newton Abbott VFC, Scranton VFC, Woodlawn VFC, and Hamburg Volunteer Ambulance Company, dba Town of Hamburg EMS through the Town of Hamburg as authorized by Law and these Resolutions;

NOW THEREFORE, RESOLVED, that the Town of Hamburg hereby authorizes the amendment of fees and charges for emergency medical services and ambulance services by Armor VFC, Big Tree VFC / EMS, Hamburg VFD, Lake Shore VFC, Lake View VFC, Newton Abbott VFC, Scranton VFC, Woodlawn VFC, and Hamburg Volunteer Ambulance Company, dba Town of Hamburg EMS through the Town of Hamburg as authorized by Law and as provided for by these Resolutions;

RESOLVED, that except as otherwise provided herein, these resolutions shall take effect immediately

ATTACHMENTS:

[EMS fee scheudle amendment Town 2026 \(1\).docx](#)

TOWN OF HAMBURG

**RESOLUTION TO AMEND FEES AND CHARGES FOR
EMERGENCY MEDICAL SERVICES AND AMBULANCE SERVICE**

RESOLUTION NO. _____

WHEREAS, General Municipal Law sections 209-b and 122-b, and as otherwise provided by law (the “Law”) provides that the authorities having control of a fire department, fire company or ambulance company that have authorized such fire department, fire company or ambulance company to provide emergency and general ambulance service, including emergency medical service as defined in section three thousand one of the Public Health Law may fix a schedule of fees or charges to be paid by persons requesting such service or services; and

WHEREAS, the Board of the Town of Hamburg (“Board”) after due deliberation, finds it in the best interest of the Town of Hamburg to authorize the amendment of fees and charges for emergency medical services and ambulance services Armor VFC, Big Tree VFC / EMS, Hamburg VFD, Lake Shore VFC, Lake View VFC, Newton Abbott VFC, Scranton VFC, Woodlawn VFC, and Hamburg Volunteer Ambulance Company, dba Town of Hamburg EMS through the Town of Hamburg as authorized by Law and these Resolutions;

NOW THEREFORE, it is hereby

RESOLVED, that the Town of Hamburg hereby authorizes the amendment of fees and charges for emergency medical services and ambulance services by Armor VFC, Big Tree VFC / EMS, Hamburg VFD, Lake Shore VFC, Lake View VFC, Newton Abbott VFC, Scranton VFC, Woodlawn VFC, and Hamburg Volunteer Ambulance Company, dba Town of Hamburg EMS through the Town of Hamburg as authorized by Law and as provided for by these Resolutions;

RESOLVED, that except as otherwise provided herein, these resolutions shall take effect immediately.

Councilmember _____ moved, Councilmember _____ seconded, and the Town Board voted as follows:

	Aye	Nay
Supervisor Farrell Lorentz	_____	_____
Councilmember Bogulski	_____	_____
Councilmember Dixon	_____	_____
Councilmember Kozub	_____	_____
Councilmember Ortiz	_____	_____

The foregoing resolutions were thereupon declared duly adopted.

Dated: January 5, 2026

2026 Town of Hamburg Schedule of Fees and Charges

BLS Transport	Basic Life Support Basic EMT level provided	\$1600
ALS 1 Transport	Advance Life Support Treatment above basic EMT level	\$2100
ALS 2 Transport	3 or more drugs administered, or one of 7 procedures done to patients*	\$2600
BLS Intercept	BLS – level on board another agency's transporting ambulance	\$700
ALS Intercept	ALS – level on board another agency's transporting ambulance	\$1100
Treat and Release	BLS – level treatment or assessment to a patient who refuses transport	\$500
Mileage	Loaded Mileage	\$45 per mile

*The 7 procedures are as follows: Defibrillation, Cardioversion, External Pacemaker, Intraosseous infusion, Airway Device Intubation, Chest Decompression, and Surgical Airway

**Town Board of the Town of Hamburg
January 5, 2026 Meeting**

4.67. Budget Amendment-Highway Department

WHEREAS, The Highway Dept. has received funds from residents for installation of drainage pipe that has exceeded the amount budgeted for 2025 by \$2,040.00.

THEREFORE, BE IT RESOLVED, that the Town Board approve that the funds exceeding the budgeted amount will be deposited into Revenue Account DB.2770.7 and transferred to DB.5110.474.

BE IT FURTHER RESOLVED, that the Expense Account DB.5110.474 be increased by \$2,040.00.

Town Board of the Town of Hamburg
January 5, 2026 Meeting

4.68. HUD Grant 2026

WHEREAS, during September and October 2025, the Department of Community Development held four public hearings to solicit funding requests from the public in anticipation of receiving funds from the federal CDBG and HOME programs in the 2026 program year.

NOW, THEREFORE BE IT, RESOLVED that the Hamburg Town Board authorizes the Town of Hamburg Supervisor and Timothy Regan as designated signatories to sign any and all documents/certifications required for submitting the Town of Hamburg's: Draft, Final, and, amended, if required, Action Plan for any and all funding received from the United States Department of Housing and Urban Development (HUD) for the 2026 Program Year (4/1/26 - 31/27).

**Town Board of the Town of Hamburg
January 5, 2026 Meeting**

4.69. Approve PAF-Legal Department

RESOLVED the Hamburg Town Board approve the attached PAF for the Legal Department.

ATTACHMENTS:

[Personnel Action Form](#)

TOWN OF HAMBURG - PERSONNEL ACTION FORM

Date of Request: 12/22/2025

Department: Legal

Department Head Signature

Supervisor Signature

Date:

12/11/25

TOWN BOARD MEETING OF 8/4/2025

PAGE 1 of

I request that a Town Board Resolution be adopted approving the following personnel action:

#	Emp #	Emp Name	N or R	Position	Start date	Full time		PT/Sea/temp		Term date
						hrly rate		hrly rate		
1	321	Cynthia Conlon	R	Senior Paralegal / Seasonal						1/5/2026
2	321	Cynthia Conlon	R	Senior Paralegal / Part-time	1/6/2026					
3										
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**Town Board of the Town of Hamburg
January 5, 2026 Meeting**

4.70. Code Enforcement School

Whereas, The State of New York requires continuing education for Code Enforcement Officers within the Building Inspection Department, and

Whereas, The Niagara Frontier Building Officials Association is holding a conference on January 26-28, 2026 located at the Buffalo/Niagara Marriott 1340 Millersport Highway Amherst, NY, and

Be It Resolved, : That the Town Board authorize travel requests for Code Enforcement Officers Paul Ryerse, Jeffrey Skrzypek, Travis Berube, Jeremy Falbo, and Scott Courteau to attend the NFBOA Conference training on Monday, January 26 to Wednesday January 28, 2025.

BE IT FURTHER REOLVED: that the Town Board approved the training request for the Code Enforcement Officers at an annual cost of \$375.00 per attendee. The total cost to the Town for the three-day seminar will be \$1875.00. Use of a Town vehicle will be required.

Funds available in Account#

A.3620.0492 – Safety inspection – Training and Seminars

**Town Board of the Town of Hamburg
January 5, 2026 Meeting**

4.71. Appointment of Plumbing Examiner

WHEREAS, All plumbing and site utility work conducted in the Town of Hamburg shall be performed only by duly licensed plumbers; and A licensed master plumber, journeyman plumber or site utility contractor employing plumbers shall be present at all times when work is being performed on any premises within the Town of Hamburg,

WHEREAS, Chapter 76-27 of the Town code authorizes the Town Board to designate a Town Plumbing License Examiner for providing testing, review of applications, collecting fees, administering, proctoring, and scoring of tests results. The examinations are to be held in the months June and December;

THEREFORE BE IT RESOLVED, that Alan Herberger, 121 Pin Oak Drive, Williamsville NY 14221, be designated as the Town of Hamburg Plumbing License Examiner for 2026.

Town Board of the Town of Hamburg
January 5, 2026 Meeting

4.72. Salary & Wage

RESOLVED, the Hamburg Town Board approves the 2026 Salary and Wage Schedule as submitted, subject to amendments made during the course of the year based on changing circumstances as determined by the Supervisor/Finance & Personnel Director.

ATTACHMENTS:

[Salary and Wage 2026 \(1\).pdf](#)

TOWN OF HAMBURG 2026 SALARY & WAGE SCHEDULE *Denotes wages pending ratification of White Collar Contract					
Department	Full Time/Part Time	LAST / FIRST NAME	Position Title	2026	
A1010 TOWN BOARD	Elected	Kozub, Daniel	Council Member		\$ 20,888.40
	Elected	Bogulski, Frank	Council Member		\$ 20,888.40
	Elected	Dixon, Lynne	Council Member		\$ 20,888.40
	Elected	Ortiz, Nicholas	Council Member		\$ 20,888.40
	Part Time	TBD	Clerk (624hrs)	\$ 18.00	\$ 11,232.00
	Part Time	Mahoney, Robert	Clerk (312 hrs)	\$ 18.00	\$ 5,616.00
	Part Time	Reynolds, Diane	Clerk (312 hrs)	\$ 18.00	\$ 5,616.00
Department	Full	LAST / FIRST NAME	Position Title		
A1110 JUSTICE COURT	Elected	Rooth, III, Walter	Town Justice		\$ 64,550.70
	Elected	Morgan, Carl	Town Justice		\$ 64,550.70
	Full Time	Lavelle, Brigid	Clerk of the Justice Court	\$ 39.09	\$ 81,616.79
	Full Time	Morris, Jackie	Clerk to Town Justice	\$ 30.19	\$ 63,035.26
	Full Time	Gould, Heather	Clerk to Town Justice	\$ 30.19	\$ 63,035.26
	Full Time	Zdon, Lisa	Senior Clerk Typist	\$ 25.31	\$ 52,847.28 *
	Part Time	McCarthy, John	Court Officer (250 hrs)	\$ 26.27	\$ 6,566.25
	Part Time	Burlow, Michael	Court Officer (250 hrs)	\$ 26.27	\$ 6,566.25
	Part Time	Costello, Vincent	Court Officer (250 hrs)	\$ 26.27	\$ 6,566.25
	Part Time	Baltes, Mark	Court Officer (250 hrs)	\$ 26.27	\$ 6,566.25
	Part Time	Janus, Stanley	Court Officer (250 hrs)	\$ 26.27	\$ 6,566.25
	Part Time	Kuppel, Philip	Court Officer (250 hrs)	\$ 26.27	\$ 6,566.25
	Part Time	O'Connell, Daniel	Court Officer (250 hrs)	\$ 26.27	\$ 6,566.25
	Part Time	Gawley, Greg	Court Officer (250 hrs)	\$ 26.27	\$ 6,566.25
Department	Full	LAST / FIRST NAME	Position Title		
A1220 SUPERVISOR	Full Time	Farrell-Lorentz, Elizabeth	Supervisor		\$ 87,546.94
	Full Time	Best, Sherri	Secretary To Supervisor	\$ 37.64	\$ 78,584.39
	Part Time	Hahn, Laura	Bookkeeper to Supervisor	\$ 22.00	\$ 22,968.00
	Part Time	TBD	Bookkeeper to Supervisor	\$ 22.00	\$ 22,968.00
Department	Full	LAST / FIRST NAME	Position Title		
A1310 FINANCE	Full Time	Shea, Patrick	Director of Finance		\$ 95,199.40
	Full Time	Sessanna, Kimberly	Assistant Accountant	\$ 32.41	\$ 67,680.64
	Full Time	Reed, Alexis	Junior Accountant	\$ 23.73	\$ 49,550.75
	Full Time	TBD	Account Clerk (Split between Finance/Personnel)	\$ 22.00	\$ 22,968.00
Department	Full	LAST / FIRST NAME	Position Title		
A1340 BUDGET OFFICER	Stipend	Farrell-Lorentz, Elizabeth	Budget Director		\$ 7,500.00
Department	Full	LAST / FIRST NAME	Position Title		
A1355 ASSESSING	Full Time	Mercer, Kim	Assessor		\$ 97,855.15
	Full Time	Cartonia, Samanntha	Assessment Clerk	\$ 25.86	\$ 53,995.68 *
	Full Time	Wojcik, Laurie	Assessment Clerk	\$ 25.86	\$ 53,995.68 *
	Full Time	Scott, Stephanie	Assessment Clerk	\$ 25.86	\$ 53,995.68 *
	Part time	Wierzbicki, Margaret	Assessment Board of Review	\$ 30.23	\$ 510.00
	Part time	Kaney, Michael	Assessment Board of Review	\$ 30.23	\$ 510.00
	Part time	Hutchison Jr, Robert	Assessment Board of Review	\$ 30.23	\$ 510.00
	Part time	Wielinski, Brian	Assessment Board of Review	\$ 37.71	\$ 510.00
Department	Full	LAST / FIRST NAME	Position Title		
A1410 TOWN CLERK	Full Time	Nitsche, Natalie	Town Clerk		\$ 83,586.00
	Full Time	Slisz, Jill	Deputy Clerk I	\$ 30.09	\$ 62,820.19
	Full Time	Pietrzak, Wendy	Deputy Clerk II	\$ 30.09	\$ 62,820.19
	Full Time	Mosack, Marissa	Clerk Typist	\$ 24.56	\$ 51,281.28 *
	Part Time	Morford, Rosina	Clerk P/T	\$ 20.00	\$ 28,580.00
	Stipend	TBD	Bingo Inspector		\$ 3,359.82
	Stipend	TBD	Bingo Inspector		\$ 3,359.82
	Stipend	TBD	Tax Receiver		\$ 2,000.00
	Stipend	TBD	Deputy Tax Receiver		\$ 2,000.00
	Stipend	TBD	FOIL Processing		\$ 2,000.00
	Stipend	TBD	Deputy FOIL Processor		\$ 2,000.00
	Part Time	Olivieri, Gail	Clerk	\$ 20.00	\$ 15,760.00
	Part Time	Urbanczyk, Jessica	Clerk	\$ 20.00	\$ 19,760.00
Department	Full	LAST / FIRST NAME	Position Title		
A1420 TOWN ATTORNEY	Part Time	TBD	Town Attorney		\$ 80,828.47
	Part Time	TBD	Deputy Town Attorney		\$ 30,000.00
	Part Time	TBD	Deputy Town Attorney		\$ 12,000.00
	Part Time	TBD	Town Prosecutor		\$ 30,000.00
	Part Time	Conlon, Cynthia	Sr. Paralegal	\$ 40.63	\$ 45,000.00
Department	Full	LAST / FIRST NAME	Position Title		
B1420 TOWN ATTORNEY	Part Time	TBD	Zoning Board of Appeals-Attorney		\$ 3,026.22
	Part Time	TBD	Planning Board, Attorney		\$ 10,000.00
Department	Full	LAST / FIRST NAME	Position Title		
A1430 PERSONNEL	Full Time	Rinaldi, Tara	Senior Personnel Clerk	\$ 35.94	\$ 75,035.83
	Full Time	Dubreville, Paula	Payroll Clerk	\$ 28.76	\$ 60,045.87
	Part Time	Mackiewicz, Lily	Clerk P/T	\$ 20.00	\$ 20,880.00
	Stipend	Shea, Patrick	Stipend		\$ 5,000.00
Department	Full	LAST / FIRST NAME	Position Title		
A1440 ENGINEERING	Full Time	Kiener, Jane	Sr. Clerk Typist	\$ 28.14	\$ 58,756.32 *
	Full Time	Haag, Robert Jr	Principal Eng. Asst	\$ 36.63	\$ 76,483.44 *
	Full Time	Grad, Hunter	Principal Eng. Asst	\$ 40.69	\$ 84,960.72 *
Department	Full	LAST / FIRST NAME	Position Title		

A1670 CENTRAL MAIL	Part Time	Zell, William	Clerk P/T	\$ 18.00	\$ 17,784.00
Department	Full	LAST / FIRST NAME	Position Title		
A1690 INFORMATION TECHNOLOGY	Full Time	Robertson, Jennifer	System Support Specialist		\$ 86,426.56
	Full Time	Pulinski, Jeffrey	Microcomputer Technical Support Specialist	\$ 31.37	\$ 65,502.04
	Part Time	Voge, Sean	Computer Operator P/T	\$ 25.00	\$ 30,000.00
			Stipends		\$ 12,660.72
Department	Full	LAST / FIRST NAME	Position Title		
A3020 PUBLIC SAFETY DISPATCH	Full Time	Crotty, Sean	Sr. Public Safety Dispatcher	\$ 47.95	\$ 100,112.29
	Full Time	Chiappone, Jack Jr	Public Safety Dispatcher	\$ 40.59	\$ 88,653.58
	Full Time	Bernas, Mark	Public Safety Dispatcher	\$ 40.59	\$ 88,653.58
	Full Time	Brodnicki, Kyle	Public Safety Dispatcher	\$ 40.59	\$ 88,653.58
	Full Time	Bienias, Anthony	Public Safety Dispatcher	\$ 40.59	\$ 88,653.58
	Full Time	Pikul, Nicholas	Public Safety Dispatcher	\$ 40.59	\$ 88,653.58
	Full Time	Jurek, Matthew	Public Safety Dispatcher	\$ 40.59	\$ 88,653.58
	Full Time	Pede, Jordan	Public Safety Dispatcher	\$ 40.59	\$ 88,653.58
	Full Time	Moses, Brendan	Public Safety Dispatcher	\$38.56/\$40.59	\$ 87,804.08
	Full Time	Moses, Connor	Public Safety Dispatcher	\$38.56/\$40.59	\$ 86,797.20
	Full Time	Kramer, Kenneth	Public Safety Dispatcher	\$36.53/\$38.56	\$ 80,885.84
	Full Time	Schmidt, Christopher	Public Safety Dispatcher	\$36.53/\$38.56	\$ 80,885.84
	Full Time	Schnorr, Daniel	Public Safety Dispatcher	\$38.56/\$40.59	\$ 86,078.58
	Full Time	Hoff, Timothy	Public Safety Dispatcher	\$34.50/\$36.50	\$ 76,848.00
	Full Time	Cole, Michael	Public Safety Dispatcher	\$30.45/\$32.48	\$ 70,510.02
	Full Time	Martin, Adam	Public Safety Dispatcher	\$30.45/\$32.48	\$ 66,697.68
	Full Time	Johnson, Morgan	Public Safety Dispatcher	\$28.42/\$30.45	\$ 66,137.40
Department	Full	LAST / FIRST NAME	Position Title		
B3120 POLICE	Full Time	Acanfora, Evan	Police Officer	\$44.98/\$48.09	\$ 96,630.16
	Full Time	Adamowich, Michael	Police Officer	\$44.98/\$48.09	\$ 99,864.56
	Full Time	Baker, John	Captain	\$ 68.83	\$ 143,717.04
	Full Time	Blette, William	Police Officer	\$ 51.71	\$ 107,967.56
	Full Time	Bluman Jr, John	Police Officer	\$48.09/\$51.71	\$ 107,912.56
	Full Time	Borowski, Nicholas	Detective	\$ 55.38	\$ 115,633.44
	Full Time	Bullard, Jeffrey	Detective	\$ 55.38	\$ 115,633.44
	Full Time	Butera, Christopher	Detective	\$ 55.38	\$ 115,633.44
	Full Time	Caber, Theresa	Police Clerk	\$ 24.56	\$ 51,281.28 *
	Full Time	Calabrese, Marybeth	Police Officer	\$41.37/\$44.98	\$ 89,527.20
	Full Time	Catovic, Nedim	Police Officer	\$ 51.71	\$ 107,967.56
	Full Time	Colling, Timothy	Detective	\$ 55.38	\$ 115,633.44
	Full Time	Crawford, Timothy	Detective Sergeant	\$ 55.90	\$ 116,719.20
	Full Time	Cronmiller, Daniel	Lieutenant	\$ 62.51	\$ 130,520.88
	Full Time	Cross, Jonathan	Lieutenant	\$ 62.51	\$ 130,520.88
	Full Time	Devinney, Jeffrey	Police Officer	\$ 51.71	\$ 107,970.48
	Full Time	Dhand, Paul	Police Officer	\$ 51.71	\$ 107,970.48
	Full Time	Dienes, Peter	Chief		\$ 167,631.60
	Full Time	Dreyer, Ryan	Police Officer	\$ 51.71	\$ 107,970.48
	Full Time	Driscoll, Kurtiss	Police Officer	\$31.01/\$34.64	\$ 68,756.40
	Full Time	Eagan, Joshua	Lieutenant	\$ 62.51	\$ 130,520.88
	Full Time	Ebert, Kelsi	Police Officer	\$44.98/\$48.09	\$ 97,376.56
	Full Time	Ehret, Todd	Captain	\$ 68.83	\$ 143,717.04
	Full Time	Faso, Nicholas	Police Officer	\$ 51.71	\$ 107,970.48
	Full Time	Fusco, Madelynne	Police Officer	\$31.01/\$34.64	\$ 68,756.40
	Full Time	Gallardo, Daniel	Police Officer	\$ 51.71	\$ 107,970.48
	Full Time	Gier, Teresa	Adm. Asst. to the Chief	\$ 34.84	\$ 72,745.92
	Full Time	Gregoire, Sean	Lieutenant	\$56.26/\$59.38	\$ 123,012.00
	Full Time	Hileman, Garrett	Police Officer	\$37.75/\$41.37	\$ 82,181.36
	Full Time	Hochworter, Andrew	Police Officer	\$ 51.71	\$ 107,970.48
	Full Time	Horrigan, Dennis	Police Officer	\$ 51.71	\$ 107,970.48
	Full Time	Jasinski, David	Detective	\$ 55.38	\$ 115,633.44
	Full Time	Karnath, S	Police Officer	\$37.75/\$41.37	\$ 82,181.36
	Full Time	Karp, Nathan	Police Officer	\$34.64/\$37.75	\$ 75,388.56
	Full Time	Kibler, Robert	Police Officer	\$48.09/\$51.71	\$ 107,912.56
	Full Time	Kowalski, Cori	Police Officer	\$ 51.71	\$ 107,970.48
	Full Time	Lahrs, Andrew	Police Officer	\$ 51.71	\$ 107,970.48
	Full Time	Lakeman, Victoria	Police Officer	\$31.01/\$34.64	\$ 68,756.40
	Full Time	Larosa, Joseph	Lieutenant	\$59.38/\$62.51	\$ 127,140.48
	Full Time	Mccabe, Bret	Detective	\$ 55.38	\$ 115,633.44
	Full Time	Meckley, Samuel	Police Officer	\$48.09/\$51.71	\$ 102,844.56
	Full Time	Mencer, Andrew	Police Officer	\$44.98/\$48.09	\$ 96,008.16
	Full Time	Merlino, Russell	Police Officer	\$ 51.71	\$ 107,970.48
	Full Time	Milley, Steven	Police Officer	\$44.98/\$48.09	\$ 99,864.56
	Full Time	Minich, Shaun	Police Officer	\$41.37/\$44.98	\$ 89,528.48
	Full Time	Monaco, Alex	Police Officer	\$37.75/\$41.37	\$ 82,181.36
	Full Time	Monaco, Jonathan	Captain	\$ 68.83	\$ 143,717.04
	Full Time	Murphy, Patrick	Lieutenant	\$59.38/\$62.51	\$ 127,140.48
	Full Time	Nappo, Jason	Detective	\$ 55.38	\$ 115,633.44
	Full Time	Paas, Robert	Lieutenant	\$ 62.51	\$ 130,520.88
	Full Time	Palmer, Nicholas	Police Officer	\$ 51.71	\$ 107,970.48
	Full Time	Randall, Peter	Police Officer	\$48.09/\$51.71	\$ 107,912.56
	Full Time	Rechin, Andrew	Police Officer	\$34.64/\$37.75	\$ 75,392.50
	Full Time	Rickard, Michelle	Police Officer	\$ 51.71	\$ 107,970.48
	Full Time	Ross, Brett	Police Officer	\$44.98/\$48.09	\$ 96,630.16
	Full Time	Sauberan, Corey	Police Officer	\$ 51.71	\$ 107,970.48
	Full Time	Sausner, Mindy	Police Officer	\$ 51.71	\$ 107,970.48

	Full Time	Scharlock, Hannah	Sr. Police Clerk	\$ 28.14	\$ 58,756.32 *
	Full Time	Sherry, Matthew	Detective	\$ 55.38	\$ 115,633.44
	Full Time	Stowell, William	Detective	\$ 55.38	\$ 115,633.44
	Full Time	Sullivan, Kevin	Police Officer	\$ 51.71	\$ 107,970.48
	Full Time	Sulski, Andrew	Police Officer	\$ 51.71	\$ 107,970.48
	Full Time	Taylor, Joshua	Police Officer	\$ 51.71	\$ 107,970.48
	Full Time	Ugale, Nicholas	Captain	\$ 68.83	\$ 143,717.04
	Full Time	Venditti III, Anthony	Police Officer	\$ 51.71	\$ 107,970.48
	Full Time	VACANT	Police Officer	\$ 31.01	\$ 64,745.96
	Full Time	Weyrough, Scott	Lieutenant	\$ 62.51	\$ 130,520.88
	Full Time	Widman, Howard	Detective Sergeant	\$ 55.90	\$ 116,719.20
	Full Time	Wilson, Eric	Police Officer	\$ 51.71	\$ 107,970.48
	Full Time	Wright, Jonathan	Detective	\$ 55.38	\$ 115,633.44
	Part Time	Capasso, Gail	Police Clerk PT	\$ 22.77	\$ 22,500.02
	Department	Full	LAST / FIRST NAME	Position Title	
A3225 DOMESTIC VIOLENCE	Full Time	Whisner, Abby	Domestic Violence Advocate	\$ 25.00	\$ 52,200.00 *
	Department	Full	LAST / FIRST NAME	Position Title	
A3510 DOG CONTROL	Full Time	Stobert, Richard	Dog Control Officer	\$ 22.57	\$ 47,126.16 *
	Department	Full	LAST / FIRST NAME	Position Title	
A3620 CODE ENFORCEMENT	Full Time	Rich, Marissa	Senior Clerk Typist	\$ 25.31	\$ 52,847.28 *
	Full Time	Ryerse Jr, Paul	Assistant Code Enf. Officer	\$ 38.72	\$ 80,847.36 *
	Full Time	Skrzypek, Jeffrey	Supervising Code Enforcement Officer	\$ 40.72	\$ 85,023.36 *
	Full Time	Dusza, Steven	Assistant Code Enf. Officer	\$ 38.72	\$ 80,847.36 *
	Full Time	Vella, Michael	Assistant Code Enf. Officer	\$ 38.72	\$ 80,847.36 *
	Full Time	Courteau, Scott	Assistant Code Enf. Officer	\$ 38.72	\$ 80,847.36 *
	Full Time	Travis Berube	Assistant Code Enf. Officer	\$ 38.72	\$ 80,847.36 *
	Full Time	David Rice	Assistant Code Enf. Officer	\$ 34.88	\$ 72,829.44 *
	Full Time	Falbo, Jeremy	Assistant Supervising Mechanic-Electric	\$ 34.88	\$ 72,829.44 *
	Department	Full	LAST / FIRST NAME	Position Title	
A3630 TRAFFIC SAFETY	Part time	TBD	Traffic Safety Coordinator		\$ 11,338.79
	Part time	TBD	Assistant Traffic Safety Coordinator		\$ 2,101.20
	Department	Full	LAST / FIRST NAME	Position Title	
A4020 REGISTRAR OF VITAL STATISTICS	Stipend	TBD	Registrar of Vital Statistics		\$ 2,000.00
	Stipend	TBD	Deputy Registrar of Vital Statistics		\$ 2,000.00
	Department	Full	LAST / FIRST NAME	Position Title	
A5010 SUPERINTENDENT OF HIGHWAYS	Elected	Hughes, Edward	Highway Superintendent		\$ 88,366.19
	Full Time	Pierce, Cynthia	Sr. Account Clerk	\$ 35.19	\$ 73,476.72 *
	Stipend	TBD	Deputy Stipend		\$ 7,000.00
	Department	Full	LAST / FIRST NAME	Position Title	
DB5110 HIGHWAY	Full Time	Smith, Daren	Working Crew Chief	\$ 40.29	\$ 84,125.52
	Full Time	Henry, James	Laborer	\$ 36.54	\$ 76,295.52
	Full Time	Sullivan Jr, Thomas	Working Crew Chief	\$ 40.29	\$ 84,125.52
	Full Time	Reed, Michael	Motor Equipment Operator	\$ 37.46	\$ 78,216.48
	Full Time	Klimowicz, James	Laborer	\$ 36.54	\$ 76,295.52
	Full Time	Schweikert, Carl	Laborer	\$ 36.54	\$ 76,295.52
	Full Time	Ziobro, Scott	Auto Mechanic	\$ 40.09	\$ 83,707.92
	Full Time	Craig, Jason	Motor Equipment Operator	\$ 37.46	\$ 78,216.48
	Full Time	Jackson, Michael	Motor Equipment Operator	\$ 37.46	\$ 78,216.48
	Full Time	Fanning, Jacob	Motor Equipment Operator	\$ 37.46	\$ 78,216.48
	Full Time	Bevelock, Daniel	Heavy Motor Equipment Operator	\$ 38.37	\$ 80,116.56
	Full Time	Sauer, Paul	Heavy Motor Equipment Operator	\$ 38.37	\$ 80,116.56
	Full Time	Podkulski, Matthew	Auto Mechanic's Helper	\$ 38.40	\$ 80,179.20
	Full Time	Raiman, Collin	Motor Equipment Operator	\$ 37.46	\$ 78,216.48
	Full Time	Rogers, Linda	Laborer	\$ 36.54	\$ 76,295.52
	Full Time	Ronayne, John	Motor Equipment Operator	\$ 37.46	\$ 78,216.48
	Full Time	Bergmann, Joseph	Motor Equipment Operator	\$ 37.46	\$ 78,216.48
	Full Time	Schnorr, William	Motor Equipment Operator	\$ 37.46	\$ 78,216.48
	Full Time	Stone, Nicholas	Laborer	\$ 36.54	\$ 76,295.52
	Full Time	Collard, Seth	Heavy Motor Equipment Operator	\$ 38.37	\$ 80,116.56
	Full Time	Rychlik, David	Motor Equipment Operator	\$ 37.46	\$ 78,216.48
	Full Time	Nowak, Kyle	Laborer	\$ 36.54	\$ 76,295.52
	Full Time	Krull, Michael	Motor Equipment Operator	\$ 37.46	\$ 78,216.48
	Full Time	Fadale, Thomas	Motor Equipment Operator	\$ 37.46	\$ 78,216.48
	Full Time	Manning, Dwayne	Laborer	\$ 32.88	\$ 68,653.44
	Full Time	Baker, Jerrett	Motor Equipment Operator	\$ 37.46	\$ 78,216.48
	Full Time	Baron, Robert	Motor Equipment Operator	\$ 37.46	\$ 78,216.48
	Full Time	Flis, Richard	Laborer	\$ 29.23	\$ 61,032.24
	Full Time	Rigley, John	Laborer	\$ 29.23	\$ 61,032.24
	Full Time	Hefner, Robert	Laborer	\$ 29.23	\$ 61,032.24
	Full Time	Insalaco, Nicholas	Laborer	\$ 29.23	\$ 61,032.24
	Full Time	Bevelock, Dylan	Laborer	\$ 29.23	\$ 61,032.24
	Department	Full	LAST / FIRST NAME	Position Title	
A6772 PROGRAMS FOR THE AGING	Full Time	Collins, Marc	Senior Recreation Supervisor	\$ 33.50	\$ 69,948.00
	Department	Full	LAST / FIRST NAME	Position Title	
A7020 RECREATION ADMINISTRATION	Full Time	Brown, Amy	Account Clerk Typist	\$ 28.14	\$ 58,756.32 *
	Full Time	King, Jillian	Director of Recreation, Senior Services & Youth		\$ 100,291.50
	Full Time	Pundt, Hilary	Senior Recreation Supervisor	\$ 33.50	\$ 69,948.00
	Full Time	Zdrojewski, Shannon	Clerk Typist	\$ 24.56	\$ 51,281.28 *
	Full Time	Zoda, John	Program Coordinator Senior Services	\$ 28.70	\$ 59,925.60 *
	Full Time	Guziec, Meghan	Program Coordinator Senior Services	\$ 31.89	\$ 66,586.32 *
	Full Time	Ott, Megan	Recreation Specialist	\$ 23.51	\$ 49,088.88 *
	Department	Full	LAST / FIRST NAME	Position Title	

A7140 BUILDINGS & GROUNDS	Stipend	TBD	Deputy Stipend		\$ 7,000.00
	Full Time	Ryan, Patrick	Working Crew Chief	\$ 40.29	\$ 84,125.52
	Stipend	Hughes, Edward	Stipend		\$ 6,000.00
	Full Time	Zahm Jr, Charles	Maintenance Worker	\$ 39.28	\$ 82,016.64
	Full Time	Sortisio, Christopher	Working Crew Chief	\$ 40.29	\$ 84,125.52
	Full Time	Negroni, Mark	Auto Mechanic	\$ 40.09	\$ 83,707.92
	Full Time	Krautsack, Reanna	Skilled Laborer	\$ 38.06	\$ 79,469.28
	Full Time	Bennett, Michael	Maintenance Worker	\$ 39.28	\$ 82,016.64
	Full Time	Nuwer, Daniel	Mechanic Helper	\$ 38.40	\$ 80,179.20
	Full Time	Obad, Louis	Maintenance Worker	\$ 39.28	\$ 82,016.64
	Full Time	Pawlowski, Rodney	Skilled Laborer	\$ 38.06	\$ 79,469.28
	Full Time	McLaughlin, Sean	Skilled Laborer	\$ 38.06	\$ 79,469.28
	Full Time	Best, Frederick	Auto Mechanic Helper	\$ 38.40	\$ 80,179.20
	Full Time	Chmielowiec II, Thomas	Maintenance Worker	\$ 39.28	\$ 82,016.64
	Full Time	Giacomini, Matthew	Heavy Motor Equipment Operator	\$ 38.37	\$ 80,116.56
	Full Time	Stewart, Brian	Heavy Motor Equipment Operator	\$ 38.37	\$ 80,116.56
	Full Time	Butera, Valerie	Senior Account Clerk	\$ 35.19	\$ 73,476.72 *
	Full Time	Farrell, Joshua	Heavy Motor Equipment Operator	\$ 38.37	\$ 80,116.56
	Full Time	Jewett, John	Skilled Laborer	\$ 38.06	\$ 79,469.28
	Full Time	Jewett, Ryann	Laboer	\$ 32.88	\$ 68,653.44
	Full Time	Quinn, Logan	Crew Leader	\$ 38.15	\$ 79,657.20
	Full Time	Kukoleca, Charles	Laborer	\$29.23/\$32.86	\$ 62,455.20
	Full Time	Sortisio, Jacob	Laborer	\$ 29.23	\$ 61,032.24
	Full Time	Mccormick, John	Light Equipment Operator	\$ 37.46	\$ 33,264.54
	Full Time	Kolb, Christopher	Light Equipment Operator	\$ 37.46	\$ 33,264.54
	Full Time	Scinta, Michael	Light Equipment Operator	\$ 37.46	\$ 33,264.54
	Full Time	Curtis, Nicholas	Skilled Laborer	\$ 38.06	\$ 79,469.28
	Full Time	Boswell, Ceejay	Light Equipment Operator	\$ 37.46	\$ 33,264.54
	Full Time	Sullivan, Patrick	Working Crew Chief	\$ 40.29	\$ 84,125.52
	Full Time	Walters, Derek	Laborer	\$ 29.23	\$ 61,032.24
	Full Time	Krull, Amber	Laborer/Cleaner	\$ 19.30	\$ 40,298.40 *
	Part Time	TBD	Health & Safety Coordinator		\$ 5,599.97
Department	Full	LAST / FIRST NAME	Position Title		
A7181 TOWN PARK (MAINTENANCE)	Full Time	Fiorello, Louis	Maintenance Worker	\$ 39.27	\$ 82,003.90
Department	Full	LAST / FIRST NAME	Position Title		
7183 A 7183 GOLF COURSE	Full Time	Vuich, Scott	Asst Greenskeeper	\$ 38.07	\$ 79,487.65
	Full Time	Brand, James	Asst Greenskeeper	\$ 38.07	\$ 79,487.65
	Full Time	VACANT	Greenskeeper	\$ 40.09	\$ 83,707.92
Department	Full	LAST / FIRST NAME	Position Title		
7185 A 7185 ICE ARENA	Full Time	Mccormick, John	Light Equipment Operator	\$ 37.46	\$ 44,952.08
	Full Time	Kolb, Christopher	Light Equipment Operator	\$ 37.46	\$ 44,952.08
	Full Time	Scinta, Michael	Light Equipment Operator	\$ 37.46	\$ 44,952.08
	Full Time	Boswell, Ceejay	Light Equipment Operator	\$ 37.46	\$ 44,952.08
Department	Full	LAST / FIRST NAME	Position Title		
7510 A 7510 HISTORIAN	Part Time	TBD	Historian		\$ 7,463.71
Department	Full	LAST / FIRST NAME	Position Title		
8010 B 8010 ZONING BOARD	Part Time	Adrian, Jeffrey	Zoning Board of Appeals		\$ 3,675.81
	Part Time	Kuebler, John	Zoning Board of Appeals		\$ 3,675.81
	Part Time	Dimpfl Jr, Richard	Zoning Board of Appeals		\$ 3,675.81
	Stipend	TBD	Zoning Board of Appeals-Chairperson		\$ 841.13
	Part Time	Falkiewicz, Nicole	Zoning Board of Appeals		\$ 3,675.81
	Part Time	Hahn, Laura	Zoning Board of Appeals		\$ 3,675.81
	Part Time	Yoder, Mark	Zoning Board of Appeals		\$ 3,675.81
	Part Time	Chapman, Dennis	Zoning Board of Appeals		\$ 3,675.81
Department	Full	LAST / FIRST NAME	Position Title		
8020 B 8020 PLANNING BOARD	Part Time	Clark, William	Planning Board		\$ 4,500.92
	Part Time	Gronachan, Cynthia	Planning Board		\$ 4,500.92
	Stipend	TBD	Planning Board-Chairperson		\$ 649.08
	Part Time	Geraci, Augustus	Planning Board		\$ 4,500.92
	Part Time	Mccormick, Kaitlin	Planning Board		\$ 4,500.92
	Part Time	Stewart, Brian	Planning Board		\$ 4,500.92
	Part Time	McGhee-Chmura, Kate	Planning Board		\$ 4,500.92
	Part Time	Ryan, Kimberly	Planning Board		\$ 4,500.92
Department	Full	LAST / FIRST NAME	Position Title		
8110 S01 8110 WOODLAWN	Part Time	Kolb, Carol	Appointed		\$ 5,500.00
	Part Time	Kresconko, Christopher	Appointed		\$ 16,000.00
Department	Full	LAST / FIRST NAME	Position Title		
8686 A 8686 COMMUNITY DEVELOPMENT	Full Time	Regan, Timothy	Assistant Director of Community Development	\$ 42.24	\$ 88,197.12 *
	Full Time	Reynolds-Hubert, Brigit	Senior Clerk	\$ 24.56	\$ 51,281.28 *
Department	Full	LAST / FIRST NAME	Position Title		
8760 EMERGENCY MANAGEMENT	Stipend	Crotty, Sean	Appointed		\$ 3,000.00

Town Board of the Town of Hamburg
January 5, 2026 Meeting

4.73. Part Time Salary & Wage

RESOLVED, the Hamburg Town Board approves the listing of part-time and seasonal workers as set forth in the 2026 Salary and Wage Schedule submitted subject to amendments to be made during the course of the year based on changing circumstances as determined by the Supervisor/Finance & Personnel Director.

ATTACHMENTS:

[Part Time Carryover - Supervisor.xlsx \(1\).pdf](#)

TOWN OF HAMBURG
PART-TIME CARRYOVER
2026

Last Name	First Name	Default Position	Default Department	2026 Pay
Braman	Sandra	Cleaner	Buildings and Grounds	\$16.00
Sanabria	Sandra	Cleaner	Buildings and Grounds	\$16.00
Kalieta	Benjamin	Clerk P/T	Buildings and Grounds	\$16.00
Cerrillo	Michael	Part Time Laborer	Buildings and Grounds	\$16.00
Hoelscher	Sean	Part Time Laborer	Buildings and Grounds	\$16.00
Insalaco	Benjamin	Part Time Laborer	Buildings and Grounds	\$16.00
Johnston	Jeffrey	Part Time Laborer	Buildings and Grounds	\$16.00
Kiera	Jordan	Part Time Laborer	Buildings and Grounds	\$16.00
Klubek	Haley	Part Time Laborer	Buildings and Grounds	\$16.00
Lakso	Bruce	Part Time Laborer	Buildings and Grounds	\$16.00
Piwko	Benjamin	Part Time Laborer	Buildings and Grounds	\$16.00
Roberts	Brycen	Part Time Laborer	Buildings and Grounds	\$16.00
Rogers	Thomas	Part Time Laborer	Buildings and Grounds	\$16.00
Ryan	Matthew	Part Time Laborer	Buildings and Grounds	\$16.00
Tanner	Ethan	Part Time Laborer	Buildings and Grounds	\$16.00
Calandra	Nicholas	Part Time Laborer	Highway	\$17.00
McGuire	Mark	Part Time Laborer	Highway	\$17.00
Roth	Jeffrey	Part Time Laborer	Highway	\$17.00
Schwab	Jacob	Part Time Laborer	Highway	\$17.00
Walczyk	Alex	Part Time Laborer	Highway	\$17.00
Hosie	Jeffrey	Part Time Laborer	Highway	\$20.00
Demske	Jacquelyn	Crossing Guard	Police	\$16.00
Schott	Susan	Crossing Guard	Police	\$16.00
Danler	Jennifer	Police Matron	Police	\$25.00
Harris	Mary	Police Matron	Police	\$25.00
Kraft	Donna	Police Matron	Police	\$25.00
Lemke	Catherine	Police Matron	Police	\$25.00
Mcmillan	Cheri	Police Matron	Police	\$25.00
Morlock	Kathleen	Police Matron	Police	\$25.00
Pajak	Monica	Police Matron	Police	\$25.00
Rovnak	Shannon	Police Matron	Police	\$25.00
Comerate	Phillip	Recreation Attendant	Rec-Golf Operations (Rec)	\$16.00
Haefner	Patrick	Recreation Attendant	Rec-Golf Operations (Rec)	\$16.00
Kuznicki	Thomas	Recreation Attendant	Rec-Golf Operations (Rec)	\$16.00
Pope	Daniel	Recreation Attendant	Rec-Golf Operations (Rec)	\$16.00
Webber	William	Recreation Attendant	Rec-Golf Operations (Rec)	\$16.50
Alleca	Tamirat	Recreation Attendant	Rec-Ice Arena Operations (Rec)	\$16.00
Baker	Andrew	Recreation Attendant	Rec-Ice Arena Operations (Rec)	\$16.00
Biellak	Paul	Recreation Attendant	Rec-Ice Arena Operations (Rec)	\$18.50
Brooks	Peter	Recreation Attendant	Rec-Ice Arena Operations (Rec)	\$16.00
Brown	Piper	Recreation Attendant	Rec-Ice Arena Operations (Rec)	\$18.50
Buffum	Abigail	Recreation Attendant	Rec-Ice Arena Operations (Rec)	\$16.00
Carpenter	Daniel	Recreation Attendant	Rec-Ice Arena Operations (Rec)	\$16.00

Collins	Emilie	Recreation Attendant	Rec-Ice Arena Operations (Rec)	\$16.00
Collins	Ryan	Recreation Attendant	Rec-Ice Arena Operations (Rec)	\$17.00
Ehret	Jenna	Recreation Attendant	Rec-Ice Arena Operations (Rec)	\$16.00
Evertt	Haley	Recreation Attendant	Rec-Ice Arena Operations (Rec)	\$16.00
Frascella	Claire	Recreation Attendant	Rec-Ice Arena Operations (Rec)	\$16.00
Golembiewski	Jason	Recreation Attendant	Rec-Ice Arena Operations (Rec)	\$16.00
Gorman	James	Recreation Attendant	Rec-Ice Arena Operations (Rec)	\$16.00
Hazard	Nathan	Recreation Attendant	Rec-Ice Arena Operations (Rec)	\$18.50
Herman	Garrett	Recreation Attendant	Rec-Ice Arena Operations (Rec)	\$16.00
Joslin	Mark	Recreation Attendant	Rec-Ice Arena Operations (Rec)	\$16.00
Joslin	Mark	Recreation Attendant	Rec-Ice Arena Operations (Rec)	\$16.00
Kennedy	Matthew	Recreation Attendant	Rec-Ice Arena Operations (Rec)	\$17.00
Kumiega	Trever	Recreation Attendant	Rec-Ice Arena Operations (Rec)	\$16.00
Kumiega	Mark	Recreation Attendant	Rec-Ice Arena Operations (Rec)	\$16.00
Lease	Warren	Recreation Attendant	Rec-Ice Arena Operations (Rec)	\$17.00
Maher	John	Recreation Attendant	Rec-Ice Arena Operations (Rec)	\$16.00
Monnin	Riley	Recreation Attendant	Rec-Ice Arena Operations (Rec)	\$17.00
O'Brien	Ryleigh	Recreation Attendant	Rec-Ice Arena Operations (Rec)	\$16.00
O'Brien	Elizabeth	Recreation Attendant	Rec-Ice Arena Operations (Rec)	\$16.50
O'Brien	Kathryn	Recreation Attendant	Rec-Ice Arena Operations (Rec)	\$16.50
Otremba	Steve	Recreation Attendant	Rec-Ice Arena Operations (Rec)	\$19.50
Pasquarella	Michael	Recreation Attendant	Rec-Ice Arena Operations (Rec)	\$16.50
Przybysz	Megan	Recreation Attendant	Rec-Ice Arena Operations (Rec)	\$16.00
Przybysz	Emily	Recreation Attendant	Rec-Ice Arena Operations (Rec)	\$16.00
Rautenstrauch	Garrett	Recreation Attendant	Rec-Ice Arena Operations (Rec)	\$16.50
Reese	Cole	Recreation Attendant	Rec-Ice Arena Operations (Rec)	\$16.00
Santoro	George	Recreation Attendant	Rec-Ice Arena Operations (Rec)	\$16.00
Scherer	Andrew	Recreation Attendant	Rec-Ice Arena Operations (Rec)	\$16.00
Selvaggio	Brooklyn	Recreation Attendant	Rec-Ice Arena Operations (Rec)	\$16.00
Shea	Christopher	Recreation Attendant	Rec-Ice Arena Operations (Rec)	\$16.50
Siebert	James	Recreation Attendant	Rec-Ice Arena Operations (Rec)	\$16.00
Sullivan	Mikayla	Recreation Attendant	Rec-Ice Arena Operations (Rec)	\$16.00
Wahl	Robert	Recreation Attendant	Rec-Ice Arena Operations (Rec)	\$16.00
Wyman	Declan	Recreation Attendant	Rec-Ice Arena Operations (Rec)	\$17.00
Zdrojewski	Thomas	Recreation Attendant	Rec-Ice Arena Operations (Rec)	\$17.00
Barton	Virginia	Recreation Attendant	Rec-Programs for the Aging	\$16.50
Brown	Joy	Recreation Attendant	Rec-Programs for the Aging	\$17.00
Day	Kress	Van Driver	Rec-Programs for the Aging	\$16.00
Doody	Joseph	Van Driver	Rec-Programs for the Aging	\$17.25
Flanigan	James	Van Driver	Rec-Programs for the Aging	\$17.00
Gallardo	Ramon	Van Driver	Rec-Programs for the Aging	\$18.00
Galley	Gail	Recreation Attendant	Rec-Programs for the Aging	\$17.00
Gasiewicz	Stanley	Van Driver	Rec-Programs for the Aging	\$16.00
Gooch	Patrick	Van Driver	Rec-Programs for the Aging	\$17.00
Hilaire	Rachel	Recreation Attendant	Rec-Programs for the Aging	\$17.00
Hillman	Jeanine	Recreation Attendant	Rec-Programs for the Aging	\$16.50
Jedynak	Richard	Van Driver	Rec-Programs for the Aging	\$17.25

Kane	Charlene	Recreation Attendant	Rec-Programs for the Aging	\$16.00
Kitchen	Laurel	Recreation Attendant	Rec-Programs for the Aging	\$16.00
Kruszka	Joan	Recreation Attendant	Rec-Programs for the Aging	\$18.00
Lake	Karen	Recreation Attendant	Rec-Programs for the Aging	\$17.00
Lantzy	Raymond	Van Driver	Rec-Programs for the Aging	\$17.75
Lauria	Theresa	Recreation Attendant	Rec-Programs for the Aging	\$17.50
Lizak	Thomas	Van Driver	Rec-Programs for the Aging	\$16.75
Manganello	Jack	Recreation Attendant	Rec-Programs for the Aging	\$17.25
Montileone	Linda	Recreation Attendant	Rec-Programs for the Aging	\$16.50
Mueller	David	Van Driver	Rec-Programs for the Aging	\$17.00
Nelson	Gay	Recreation Attendant	Rec-Programs for the Aging	\$16.75
Parker	Nancy	Recreation Attendant	Rec-Programs for the Aging	\$17.25
Pratico	Lawrence	Van Driver	Rec-Programs for the Aging	\$17.00
Ring	Francis	Van Driver	Rec-Programs for the Aging	\$17.25
Rost	Pamela	Recreation Attendant	Rec-Programs for the Aging	\$18.25
Sabett	Barbara	Clerk Typist P/T	Rec-Programs for the Aging	\$16.00
Sambora	David	Van Driver	Rec-Programs for the Aging	\$17.00
Saunders	Joyce	Recreation Attendant	Rec-Programs for the Aging	\$17.75
Skoney	Dennis	Van Driver	Rec-Programs for the Aging	\$16.75
Smith	Mindy	Recreation Attendant	Rec-Programs for the Aging	\$17.00
Stelley	Michele	Recreation Attendant	Rec-Programs for the Aging	\$16.50
Tanner	Joanne	Recreation Attendant	Rec-Programs for the Aging	\$16.00
Wattie	Alan	Van Driver	Rec-Programs for the Aging	\$17.00
Wenzel	Traci	Recreation Attendant	Rec-Programs for the Aging	\$16.50
Werely	John	Van Driver	Rec-Programs for the Aging	\$16.00
White	Mary Ann	Recreation Attendant	Rec-Programs for the Aging	\$16.50
Whitney	Kim	Van Driver	Rec-Programs for the Aging	\$16.50
Wojtaszczyk	Darlene	Recreation Attendant	Rec-Programs for the Aging	\$17.25
Antonio	Paige	Lifeguard	Rec-Town Park Operations (Rec)	\$17.50
Balaya	Sophia	Lifeguard	Rec-Town Park Operations (Rec)	\$17.00
Birmingham	James	Recreation Attendant	Rec-Town Park Operations (Rec)	\$17.25
Cilano	Samuel	Recreation Attendant	Rec-Town Park Operations (Rec)	\$16.00
Coen	Mitchell	Lifeguard	Rec-Town Park Operations (Rec)	\$17.50
Davis	Brody	Lifeguard	Rec-Town Park Operations (Rec)	\$17.50
Dee	Hailey	Lifeguard	Rec-Town Park Operations (Rec)	\$17.00
DeMeo	Isabella	Lifeguard	Rec-Town Park Operations (Rec)	\$18.50
Emmerling	Scott	Lifeguard	Rec-Town Park Operations (Rec)	\$19.50
Fitzgerald	Matigan	Lifeguard	Rec-Town Park Operations (Rec)	\$17.00
Gullo	Salvatore	Lifeguard	Rec-Town Park Operations (Rec)	\$18.00
Lombardo	Kristin	Recreation Attendant	Rec-Town Park Operations (Rec)	\$16.00
Macdonald	Marissa	Lifeguard	Rec-Town Park Operations (Rec)	\$18.50
Massey	Morgan	Recreation Attendant	Rec-Town Park Operations (Rec)	\$16.00
McDonnell	Madelyn	Recreation Attendant	Rec-Town Park Operations (Rec)	\$16.00
Meade	Juliana	Lifeguard	Rec-Town Park Operations (Rec)	\$17.50
Nelson	Paul	Recreation Attendant	Rec-Town Park Operations (Rec)	\$16.00
Patronik	Lucas	Lifeguard	Rec-Town Park Operations (Rec)	\$18.00
Radomski	Charles	Lifeguard	Rec-Town Park Operations (Rec)	\$18.00

Radomski	Jackson	Lifeguard	Rec-Town Park Operations (Rec)	\$18.00
Regan	Maggie	Lifeguard	Rec-Town Park Operations (Rec)	\$18.00
Regan	Abby	Lifeguard	Rec-Town Park Operations (Rec)	\$18.00
Tothero	Madeleine	Lifeguard	Rec-Town Park Operations (Rec)	\$17.00
Vitko	Kaden	Lifeguard	Rec-Town Park Operations (Rec)	\$18.00
Wicka	Paul	Recreation Attendant	Rec-Town Park Operations (Rec)	\$17.00
Barry	Jake	Recreation Attendant	Rec-Youth Programs (Recreation)	\$16.00
Benstead	Nicholas	Recreation Attendant	Rec-Youth Programs (Recreation)	\$16.00
Best	Sydney	Recreation Attendant	Rec-Youth Programs (Recreation)	\$16.00
Best	Sara	Recreation Attendant	Rec-Youth Programs (Recreation)	\$16.00
Bonetto	Ryan	Recreation Attendant	Rec-Youth Programs (Recreation)	\$18.00
Brooks	Danielle	Recreation Attendant	Rec-Youth Programs (Recreation)	\$16.00
Bunn	Olivia	Recreation Attendant	Rec-Youth Programs (Recreation)	\$17.00
Cappara	Rachel	Recreation Attendant	Rec-Youth Programs (Recreation)	\$18.50
Cole	Grace	Recreation Attendant	Rec-Youth Programs (Recreation)	\$16.00
Cook	Madalyn	Recreation Attendant	Rec-Youth Programs (Recreation)	\$16.00
Davis	Colton	Recreation Attendant	Rec-Youth Programs (Recreation)	\$17.00
Dayka	Carson	Recreation Attendant	Rec-Youth Programs (Recreation)	\$18.50
Denecke	Martin	Recreation Attendant	Rec-Youth Programs (Recreation)	\$17.00
DiPronio	Christopher	Recreation Attendant	Rec-Youth Programs (Recreation)	\$17.50
Farry	Georgia	Recreation Attendant	Rec-Youth Programs (Recreation)	\$17.00
Francavilla	Colby	Recreation Attendant	Rec-Youth Programs (Recreation)	\$16.00
Gorlewski	Livia	Recreation Attendant	Rec-Youth Programs (Recreation)	\$16.00
Gorman	Olivia	Recreation Attendant	Rec-Youth Programs (Recreation)	\$16.00
Hall	Korri	Recreation Attendant	Rec-Youth Programs (Recreation)	\$19.50
Heine	Dylan	Recreation Attendant	Rec-Youth Programs (Recreation)	\$16.00
Hobbs	Reagan	Recreation Attendant	Rec-Youth Programs (Recreation)	\$17.50
Joslin	Melanie	Recreation Attendant	Rec-Youth Programs (Recreation)	\$16.00
Mansfield	William	Recreation Attendant	Rec-Youth Programs (Recreation)	\$16.00
Phillips	Asa	Recreation Attendant	Rec-Youth Programs (Recreation)	\$17.00
Plarr	Macgregor	Recreation Attendant	Rec-Youth Programs (Recreation)	\$16.00
Przybysz	Rachel	Recreation Attendant	Rec-Youth Programs (Recreation)	\$16.00
Ryan	Malia	Recreation Attendant	Rec-Youth Programs (Recreation)	\$16.00
Smardz	Emilee	Recreation Attendant	Rec-Youth Programs (Recreation)	\$18.50
Staffone	Janene	Recreation Attendant	Rec-Youth Programs (Recreation)	\$17.50
Steger	Joseph	Recreation Attendant	Rec-Youth Programs (Recreation)	\$19.50
Valtin	Mary	Recreation Attendant	Rec-Youth Programs (Recreation)	\$16.00
Walker	Samone	Recreation Attendant	Rec-Youth Programs (Recreation)	\$16.50
Waters	Olivia	Recreation Attendant	Rec-Youth Programs (Recreation)	\$16.00
Watkins	Sam	Recreation Attendant	Rec-Youth Programs (Recreation)	\$16.00
Watkins	Paul	Recreation Attendant	Rec-Youth Programs (Recreation)	\$18.00
Wiencek	David	Recreation Attendant	Rec-Youth Programs (Recreation)	\$17.00
Ortiz	Patricia	Clerk P/T	Superintendent of Highways	\$17.50
Braun	Sharon	Clerk P/T	Town Clerk	\$17.00
Hultquist	Mary	Clerk P/T	Town Clerk	\$17.00
Magierski	Alice	Clerk P/T	Town Clerk	\$17.00