

Organizational Meeting January 12th, 2021

Minutes of the Virtual Organizational Meeting held by the LaFayette Town Board on January 12, 2021 at 5:30 p.m. via Zoom.

Present: Daniel Fitzpatrick, Supervisor
Steve Zajac, Councilor
Melanie Palmer, Councilor
William McConnell, Councilor
Carole Dwyer, Councilor

Recording Secretary: Jackie Bush Roorda, Town Clerk
Attorney: Jeff Brown
Budget Officer: Tom Chartrand
Code Enforcement: Ralph Lamson
Information Officer: Sue Marzo
Highway Dept. John Greeley & Steve Robson

Others Present:

Dave Prince, Kristin Colburn, Brad Bush, Mike Stiner, Steve Pitoniak, Jeanie Gleisner, Don Moody, Rick Stout and Several Other Residents...

1. Supervisor Fitzpatrick called the Organizational Meeting to order at 5:30 p.m.
2. The Town Clerk Jackie Bush Roorda took the Roll – All Present
3. Pledge to the U.S. Flag led by Councilor McConnell
4. Supervisor Fitzpatrick announced that there is no need for the Oath of Office to be administered and there are no individuals to be sworn in and the Town Board remains the same as in 2020.
5. Adoption of the Rules of Procedure for Organizational Meeting & Town Board Meetings

R-1-21 Councilor Palmer moved and Zajac seconded the motion to adopt Rules of Procedure for Organizational Meeting & Town Board Meetings.
Motion carried, 5 – 0.

Daniel Fitzpatrick	Supervisor	Voted	Yes
Steve Zajac	Councilor	Voted	Yes
Melanie Palmer	Councilor	Voted	Yes
Carole Dwyer	Councilor	Voted	Yes
William McConnell	Councilor	Voted	Yes

6. Town Board appointments/approvals (2021 unless otherwise stated).

R-2-20 Councilor Dwyer moved and McConnell seconded as a single motion to approve items 7, A - Q of the following appointments.

Motion Carried, 5 – 0.

Daniel Fitzpatrick	Supervisor	Voted	Yes
Steve Zajac	Councilor	Voted	Yes
Melanie Palmer	Councilor	Voted	Yes
Carole Dwyer	Councilor	Voted	Yes
William McConnell	Councilor	Voted	Yes

- A. Town Attorney: **Jeff Brown (Appointed through 12/31/2021)**
- B. Town Engineers: **General & SPDES: Mark Chambers & Jeff Palin C & S Companies; Town Water Engineers: Barton and Logudice**
- C. Dog Control.
- **Officer: Ken Johnson**
 - **Deputy: Laura Holt**
- D. Assessment Grievance Board of Review.
- **Chair: Jim Keefe (Term: 10/1/19 – 9/30/24)**
 - **Member: Richard Stach Term: 10/1/20 – 9/30/24)**
 - **New Member: Margaret Durant (10/1/16 – 9/30/2021)**
* Replacing & Finishing out the term of Greg Titus who recently resigned.
- E. Board of Ethics.
- **Chair: David Sandwick**
 - **Member: Eva Palmer**
- F. Code Enforcement (Building Inspection & Zoning).
- **Officer: Ralph Lamson**
 - **Deputy: Nick Kirby**
- G. Collector of Taxes.
- **Officer: Katherine Rienhardt (Elected Term: 1/1/20 – 12/31/21)**
 - **Deputy: Jackie Bush Roorda**
- H. Constable: **Matt Mallory**
- I. Compliance Officer: **Attorney Jeff Brown**
- J. Highway Superintendent: John Greeley (Retires Jan. 22, 2021)
- Deputy Superintendent: **Steve Robson to be appointed Jan. 22, 2021**
 - New Deputy Superintendent: **To be appointed January 22, 2021 by Robson**
- K. Historian: **Rick Stout**
Historian Emeritus: **J. Roy Dodge**
- L. Information Officer: **Sue Marzo**

& Information Technology Officer: Gerry Brown/CNY Technology Consultants

M. Justice Court

- **Court Clerk: Carlene LaRonde.**
- **Deputy Clerk: Katey Romancik**
- **Deputy Clerk: JoAnne Smith**

N. Facilities Schedulers

- **Jackie Bush Roorda**
- **Kristin Shute Colburn**

O. Planning Board.

- **Chair: Brad Bush (Term: 1/1/17 – 12/31/21)**
- **Member: Rick Markoff (New Term: 1/1/21 – 12/31/25)**
- **Secretary: Sue Marzo/Jackie Bush Roorda**

P. Town Clerk.

- **Town Clerk: Jackie Bush Roorda (Elected Term: 1/1/20 – 12/31/23)**
- **Deputy Town Clerk: Kristin Shute Colburn**

Q. Zoning Board of Appeals.

- **Chair: Christine Keenan (Term: 1/1/17 – 12/31/21)**
- **Member: Anita Minerd (New Term: 1/1/21 – 12/31/25)**
- **Secretary: Sue Marzo/Jackie Bush Roorda**

7. Town Supervisor Appointments.

- **Deputy Supervisor: Steve Zajac (1/1/21 – 12/31/21)**
- **Bookkeeper to the Supervisor: Thomas Chartrand (1/1/21 – 12/31/21)**

R- 3-21 Councilor McConnell moved and Palmer seconded to approve Town Supervisor appointments of Steve Zajac as Deputy Supervisor and Thomas Chartrand as Bookkeeper to the Supervisor. Motion Carried, 5 – 0.

Daniel Fitzpatrick	Supervisor	Voted	Yes
Steve Zajac	Councilor	Voted	Yes
Melanie Palmer	Councilor	Voted	Yes
Carole Dwyer	Councilor	Voted	Yes
William McConnell	Councilor	Voted	Yes

8. Town Committees.

A. Agriculture.

- **Chair: Town Councilor Melanie Palmer**
- **Member: Town Councilor William McConnell**
- **Member: Floyd Fisher**

B. Communications & Technology

- Information Officer, Sue Marzo
 - Information Technology, Gerald Brown, CNY Technology Consultants, LLC
 - Town Clerk Jackie Bush Roorda
 - Deputy Town Clerk Kristin Shute Colburn
- C. Community Development.
- Chair: Town Supervisor Daniel Fitzpatrick
 - Member: Town Councilor William McConnell
- D. Emergency Response.
- Chair: Town Supervisor Daniel Fitzpatrick
 - Member: Town Councilor Steve Zajac
 - Member: Highway Supt. Steve Robson
- E. Employee Policies & Benefits
- Chair: Town Supervisor Daniel Fitzpatrick
 - Member: Town Clerk Jackie Bush Roorda
 - Member: Personnel Consultant Kathy Barany
- F. Highway.
- Chair: Town Councilor Steve Zajac
 - Member: Mike LaCava
 - Member: Summer Palmer
 - Member: Scott Shute
 - Member: Mark Chambers
 - Member: Highway Superintendent Steve Robson
 - Member: to be filled by newly appointed Deputy Highway Superintendent
- G. Recreation & Youth
- Chair: Supervisor, Daniel Fitzpatrick
 - Member: Town Councilor, Steve Zajac
 - Member: Dave Prince
- H. LaFayette Public Library
- Trustee: Wendy Moltion
- I. Safety & Facilities Maintenance Committee
- Safety Chair: Steve Zajac
 - Safety Co-Chair: Town Councilor Carole Dwyer
 - Facilities Chair: Town Councilor Steve Zajac
 - Facilities Co-Chair: Highway Superintendent Steve Robson
- J. Service Awards.
- Chair: Town Councilor Melanie Palmer
 - Member: Town Supervisor Daniel Fitzpatrick
 - Member: LaFayette Fire Department Larry Paige
 - Member: LaFayette Fire Department John Harper

K. SOTS & OCRRA Liaison.

- Chair: Town Supervisor Daniel Fitzpatrick
- Member: Town Councilor Melanie Palmer

L. SPDES (State Pollutant Discharge Elimination System)

- Chair and Stormwater Management Officer (SMO) Ralph Lamson, CEO
- Member & Assistant SMO Town Councilors Melanie Palmer/Steve Zajac
- Member: Environmental & Conservation Advisory Board Jeannie Gleisner
- Member: Zoning Board of Appeals Chair Christine Keenan
- Member: Town SPDES Engineer Mark Parrish.

M. Liaisons to LaFayette Fire Department

- Chair: Town Supervisor Daniel Fitzpatrick
- Member: Town Councilor Steve Zajac
- Member: Ken Gardner

N. Liaisons to local school districts:

- LaFayette: Supervisor Daniel Fitzpatrick
- Jamesville Dewitt: Councilor William McConnell

R- 4-21 Councilor McConnell moved and Palmer seconded to approve the above Town Committee appointments, Numbered 9A – 9N as one motion. Motion Carried, 5 – 0.

Daniel Fitzpatrick	Supervisor	Voted	Yes
Steve Zajac	Councilor	Voted	Yes
Melanie Palmer	Councilor	Voted	Yes
Carole Dwyer	Councilor	Voted	Yes
William McConnell	Councilor	Voted	Yes

9. The Motion to approve for the Town Clerk to execute filings.

10. The motion for approval and appointment of Town Clerk Jackie Bush Roorda as a Marriage Officer for the Town of LaFayette pursuant to Section 11 of the Domestic Relations Law, effective immediately through January 12, 2022.

11. The resolution fixing salaries and payment schedules of all elected and appointed officers in accordance with the 2021 Town Budget.

- Town Clerk, Deputy I \$17.20/hr.
- Town Clerk, Deputy II \$12.50/hr.
- Justice Court Deputy Clerk I \$15.90/hr.
- Justice Court Deputy Clerk II \$15.90/hr.
- Physical Plant, Deputy 1 TBD.
- Park Labor Crew Leader \$16.00/hr.
- Park Laborer \$12.50/hr.
- Recreation Maintenance \$16.00/hr.

- Planning Board and Zoning Board of Appeals members & alternate members \$250.00/year
- Planning Board and Zoning Board of Appeals, Chairs. \$500.00/year
- Grievance Board of Review, members \$100.00/year
- Grievance Board of Review, Chair \$150.00/year

12. The resolution setting the general monthly payroll for December 2021 to December 16, 2021.

13. Authorization for the Town to pay, in advance of audit of claims in accordance with Section 118[2] of the New York Town Law, for public utility services, postage, freight and express charges, all such claims to be presented at the next regular meeting of the Town Board for audit.

14. The Resolution setting reasonable amount for specified officers and employees for mileage compensation (current 2021 IRS rate is \$0.56/mile).

15. The motion to authorize the contract with the SPCA and set seizure/impoundment fees for dogs: \$150.00 and Emergency Veterinary Services with LaFayette Veterinary Clinic at a maximum of \$250.00.

R- 5-21 Councilor McConnell moved and Palmer seconded to approve the above numbers 9 – 15 as set forth as one motion. Motion Carried, 5 – 0.

Daniel Fitzpatrick	Supervisor	Voted	Yes
Steve Zajac	Councilor	Voted	Yes
Melanie Palmer	Councilor	Voted	Yes
Carole Dwyer	Councilor	Voted	Yes
William McConnell	Councilor	Voted	Yes

16. To set the regular Town Board meetings. The LaFayette Town Board will meet at 6:30 P.M. (vouchers at 6:00 P.M) on the 2nd Tuesday of each month throughout 2021, at the Town Hall, Town Commons Office Building. Planning Board will meet the third Tuesday of the month at 7:00 P.M. (if there is an agenda) and the Zoning Board of Appeals will meet the fourth Tuesday of the month at 7:00 P.M. (if there is an agenda) through January 2022.

17. 2021 Town Holiday Schedule

- Federal Holidays (10): New Year’s Day, Friday, January 1st, Martin Luther King Jr. Day – Monday January 18th (observed); Washington’s Birthday/ President’s Day – Monday February 15th; Memorial Day – Monday, May 31st; Independence Day – Friday July 5th (observed); Labor Day – Monday September 6th ; Columbus Day – Monday, October 11th; Veteran’s Day- Thursday –, November 11th; Thanksgiving – Thursday, November 25th; Christmas Holiday (observed) –Friday, December 24th, New Year’s Day – Friday, December 31st

- Town (floating) holidays (3) carried over from prior Town holiday policies for Lincoln’s Birthday, Good Friday and Election Day.

18. The motion to designate Official Newspaper as The Post-Standard/Syracuse Media Group.

19. The motion to designate N.B.T. Bank and NYCLASS as the Town’s Official Banks.

20. The motion to establish Petty Cash funds as follows:

- Tax Collector. \$100.00.
- Town Clerk. \$100.00.
- Justice Clerk. \$100.00.

21. The motion to accept the 2021 Town Procurement Policy.

22. The motion to establish Standard Work Hours per Day for part-time employees for NYS retirement purposes – 6 hours.

23. The Motion to accept the NYS Discrimination and Harassment Policy.

24. The Motion that the Board reviewed and approved the Investment Policy.

25. The Motion that the Board reviewed and approved the official undertaking (guaranty) that the Town of LaFayette has a blanket employee dishonesty policy as required for Towns and Villages.

26. The motion to authorize the Supervisor to make an application to the youth program.

R-6-21 Councilor Palmer moved and Zajac seconded he motion to accept the items numbered 16 through 26 as presented, as one motion.
Motion carried. 5 - 0

Supervisor Fitzpatrick	Voted	Yes
Councilor Zajac	Voted	Yes
Councilor Palmer	Voted	Yes
Councilor McConnell	Voted	Yes
Councilor Dwyer	Voted	Yes

27. Questions & comments from the residents. None were voiced.

28. Suggestions for improvement and positive contributions. Jeanie Gleisner asked the Board to consider 2 new members for the Environmental Conservation Committee. Supervisor Fitzpatrick advised that Committee is in the process of being restructured.

29. Motion to adjourn the 2021 Organizational Meeting.

R-7-21 Councilor Zajac moved and McConnell seconded the motion to adjourn the 2021 Town of LaFayette Organizational Meeting. Motion Carried 5 – 0.

Supervisor Fitzpatrick	Voted	Yes
Councilor Zajac	Voted	Yes

Councilor Palmer	Voted	Yes
Councilor McConnell	Voted	Yes
Councilor Dwyer	Voted	Yes

The 2021 LaFayette Town Board Organizational Meeting adjourned at 5:40 p.m.

Respectfully submitted,

Jacqueline Bush Roorda
LaFayette Town Clerk