

January 10th, 2023 LaFayette Town Board Organizational Meeting Minutes

Minutes of the 2023 Organizational Town Board Meeting held by the LaFayette Town Board on January 10th, 2023 at 6:00 p.m. at LaFayette Town Hall and live on Facebook.

Present: William McConnell, Supervisor
Steve Zajac, Councilor
Melanie Palmer, Councilor
Jerry Marzo, Councilor
Carole Dwyer, Councilor

Recording Secretary: Jackie Bush Roorda, Town Clerk

Attorney: Jeff Brown
Budget Officer: Tom Chartrand / Marty Knapp

Others Present: Dave Prince, Parks & Rec
Ralph Lamson, Bldg. & Code Enforcement
Kristin Colburn, Deputy Town Clerk
Jessica Rice, Library Director
And other residents

1. Supervisor McConnell called the meeting to order at 6:00 PM
2. The Town Clerk, Jackie Roorda took the Roll; All present except Councilor Dwyer Absent
3. The Pledge of Allegiance was led by Supervisor William McConnell.
4. Returning Elected Officials

William McConnell, Supervisor
Steve Zajac, Councilor
Melanie Palmer, Town Councilor
Jerry Marzo, Town Councilor
Carole Dwyer, Town Councilor
Jackie Bush Roorda, Town Clerk
Katherine Reinhardt, Tax Collector
Steve Robson, Highway Superintendent

5. Terms of Town Board Members

Supervisor:	William McConnell	(1/1/22 - 12/31/23)
Councilor:	Steve Zajac	(1/1/20 - 12/31/23)
Councilor:	Melanie Palmer	(1/1/22 - 12/31/25)
Councilor:	Carole Dwyer	(1/1/22 - 12/31/25)
Councilor:	Jerry Marzo	(1/1/22 - 12/31/23)

6. Adoption of the Rules of Procedure for Organizational Meeting & Town Board Meetings

R-1-23 Councilor Palmer moved and Marzo seconded the motion to adopt Rules of Procedure for Organizational Meeting & Town Board Meetings. Motion carried, 5 - 0.

William McConnell	Supervisor	Voted	Yes
Steve Zajac	Councilor	Voted	Yes
Melanie Palmer	Councilor	Voted	Yes
Jerry Marzo	Councilor	Voted	Yes
Carole Dwyer	Councilor	Voted	Yes

7. Town Board Appointments/approvals (2023 unless otherwise stated)
Town Attorney: Jeff Brown (Appointed through 2023)

A. Town Engineer - General: **C & S Companies (Mark Chambers and Jeff Palin & Associates)** Water: **Barton & Loguidice**

B. Dog Control.

- Officer: **Ken Johnson**
- Deputy: **Laura Holt**

C. Assessment Grievance Board of Review.

- Chair: **Jim Keefe (Term 10/1/19 - 9/30/24)**
- Member: **Mackenzie McElhannon (10/2/22 -9/30/27)**

D. Board of Ethics.

- Chair: **David Sandwick**
- Member: **R. Shawn Reyburn**

E. Code Enforcement (Building Inspection & Zoning)

- Officer: **Ralph Lamson.**
- Deputy: **Nick Kirby**

F. Collector of Taxes.

- **Kitty Rienhardt. (Term: 1/1/22 - 12/31/23)**
- Deputy: **Town Clerk Jackie Bush Roorda**

G. LaFayette Advisory Conservation Commission

- Chair: **Mark Distler**
- Member: **Doug Anderson**
- Member: **Carole Dwyer**
- Member: **Larkin Podsiedlik**
- Member: **Amy Roe**
- Member: **Marcus Schaub**

- Member: **Keith Terrell**
- Member: **Kelly Wypych**
- Member: **Craig Archer**
- Member: (Student) **Isabella Shenandoah-Kurtz**
- Member: (Student) **Payton Kremers**

H. Highway Superintendent: **Steve Robson**
Deputy: **Don Skinner**

J. Historian: **Rick Stout**
Historian Emeritus: **J. Roy Dodge**

K. Information Officer: **Sue Marzo**
Information Tech **Officer: CNY Technology Consultants LLC - Gerry Brown**

L. Justice Court.

- Court Clerk: **Carleen LaRonde**
- Deputy Clerk: **Katie Romancik**
- Deputy Clerk: **JoAnne Smith**

M. Facilities Schedulers: LaFayette Community Center/Stafford Park Pavilions 1 & 2

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

N. Planning Board (5 Year Terms)

- Chair: **Brad Bush (Term: 1/11/22 - 12/31/26)**
- Member: **Heath Kotula (Term: 1/1/23 -12/31/27)**
- Secretary: **Jackie Bush Roorda /Sue Marzo**

O. Town Clerk. Jackie Bush Roorda **(Term: 1/1/20 - 12/31/23)**

- Deputy: **Kristin Shute Colburn.**
- Deputy II: **TBD**

P. Zoning Board of Appeals (5 year Terms)

- Chair: **Chris Keenan (Term: 1/11/22 - 12/31/26)**
- Member: **Michael Stiner (Term: 1/1/23 - 12/31/ 27)**
- Secretary: **Jackie Bush Roorda / Sue Marzo.**

R-2-23 Councilor Palmer moved and Marzo seconded as a single motion to approve items 7, A - P of the above appointments. Motion carried 5 - 0

William McConnell	Supervisor	Voted	Yes
Steve Zajac	Councilor	Voted	Yes
Melanie Palmer	Councilor	Voted	Yes

**Jerry Marzo
Carole Dwyer**

**Councilor
Councilor**

**Voted
Voted**

**Yes
Yes**

8. Town Supervisor Appointments.

- Deputy Supervisor: **Mark Distler**
- Bookkeeper to the Supervisor: **Marty Knapp**

R- 3-23 Councilor Marzo moved and Palmer seconded the motion to approve Mark Distler as Deputy Supervisor and Marty Knapp as Bookkeeper to the Supervisor. Motion Carried, 5 - 0.

**William McConnell
Steve Zajac
Melanie Palmer
Jerry Marzo
Carole Dwyer**

**Supervisor
Councilor
Councilor
Councilor**

**Voted
Voted
Voted
Voted**

**Yes
Yes
Yes
Yes**

9. Town Committees.

A. Agriculture.

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

B. Communications & Technology.

- Information Officer **Sue Marzo**
- Information Tech.: **CNY Technology Consultants LLC - Jerry Brown**
- Town Clerk: **Jackie Bush Roorda**
- Deputy Town Clerk: **Kristin Shute Colburn**

C. Community Development.

- Chair: **Bill McConnell**
- Member: **Carole Dwyer**

D. Emergency Response

- Chair: **Bill McConnell**
- Member: **Steve Zajac**
- Member: **Steve Robson**

E. Employee Policies & Benefits.

- Chair: **Bill McConnell**
- Member: **Attorney Jeff Brown**
- Member: **Bookkeeper Marty Knapp**

F. Recreation & Youth Committee

- Chair: **Bill McConnell**
- Member: **Steve Zajac**

G. LaFayette Public Library:

- President: **Daphne Reyburn (Term 1/1/19 -12/31/23)**

H. Safety & Facility Maintenance Committee

- Safety Chair: **Jerry Marzo**
- Town Facilities & Buildings: Chair: **Jerry Marzo**
- Town Buildings Handyman: **Steve Zajac**
- Parks Safety: **Dave Prince**
- Highway Dept. PESH/Safety: **Luke Greczyn & Paul Durocher**

I. Service Awards.

- Chair: **Melanie Palmer**
- Member: **Bill McConnell**

J. Comprehensive Plan Implementation Committee (CPIC)

- Chair: **Kelly Wypych**
- Member: **Mark Distler**
- Member: **Melanie Palmer**
- Member: **Jeannie Gleisner**
- Member: **Doug Anderson**

K. Cemetery Committee:

- Chair: **Melanie Palmer**
- Member: **Rick Stout**

L. 200 Year Celebration Committee

- Chair: **Bill McConnell**
- Member: **Rick Stout**

M. SOTS & OCRRA Liaison.

- Chair: **Bill McConnell**
- Member: **Melanie Palmer**

N. SPDES (State Pollutant Discharge Elimination System).

- Chair & Stormwater Management Officer (SMO): **Ralph Lamson**
- Member and Assistant SMO: **Melanie Palmer**
- Engineer Member: **Mark Chambers, C & S Companies**

O. Liaisons to LaFayette Fire Departments.

- **Chair: Bill McConnell**

P. Liaisons to local school districts.

- LaFayette & Jamesville-DeWitt: **Carole Dwyer**

R-4-22 Councilor Dwyer moved and Marzo seconded as a single motion to approve items 9 A - P of the above appointments.

Motion carried 5 - 0

William McConnell	Supervisor	Voted	Yes
Steve Zajac	Councilor	Voted	Yes
Melanie Palmer	Councilor	Voted	Yes
Jerry Marzo	Councilor	Voted	Yes
Carole Dwyer	Councilor	Voted	Yes

10. Approval and instruction for Town Clerk to execute filings.

11. 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 10, 2024.

12. Resolution fixing salaries and payment schedules of all elected and appointed officers in accordance with the 2023 Town Budget.

Town Clerk, Deputy II	\$18.00/hour
Park Labor Crew Leader	\$19.00/hour
Park Laborer	\$15.60/hour
Recreation Clerk I	\$18.70/hour
Planning Board and Zoning Board of Appeals, members & alternate members	\$250.00/year Stipend
Planning Board and Zoning Board of Appeals, Chairs	\$500.00/year Stipend
Grievance Board of Review, members	\$100.00/year Stipend
Grievance Board of Review, Chair	\$150.00/year Stipend

13. Resolution setting the general monthly payroll for Dec. 2022 to Dec. 14, 2023.

14. Resolution setting reasonable amount for specified officers and employees for mileage compensation at **2023 IRS rate is \$0.655/mile.**

15. Set regular Town Board meetings. The LaFayette Town Board will meet at 6:30 P.M. on the 2nd Tuesday of the month throughout 2023, at the Town Hall, Town Commons Office Building.

R-5-23 Councilor Marzo moved and Palmer seconded as a single motion to accept items 10-15 as presented as one motion. Motion carried 5 - 0

William McConnell	Supervisor	Voted	Yes
Steve Zajac	Councilor	Voted	Yes
Melanie Palmer	Councilor	Voted	Yes

**Jerry Marzo
Carole Dwyer**

**Councilor
Councilor**

**Voted
Voted**

**Yes
Yes**

16. Annual Sherriff's Contract 2023 for Community & Court Services

17. 2023 Town Holiday Schedule / Federal Holidays:

- Martin Luther King, Jr. Day - Monday, January 16th (observed)
 - Washington's Birthday/President's Day - Monday, February 20th (Observed)
 - Memorial Day - Monday, May 29th
 - Independence Day -Tuesday, July 4th
 - Labor Day - Monday, September 4th
 - Columbus Day - Monday, October 9th
 - Veterans Day - Friday, November 10th (Observed)
 - Thanksgiving Day - Thursday, November 23rd
 - Christmas Holiday-Monday, December 25th;
 - New Year's Day - Monday, January 1st
- Town floating holidays (4): carried over from prior town holiday policies for Lincoln's Birthday, Good Friday, Juneteenth and Election Day, subject to approval of Highway Superintendent for Highway Dept. Employees

18. Designate Official Newspaper. Post Standard/Advanced Media New York.

19. Designate Official Banks: N.B.T. Bank, M&T Bank & NYCLASS

20. Establish Petty Cash funds:

•Tax Collector: \$100.00 •Town Clerk: \$100.00 •Justice Clerk: \$100.00

21. Resolution adopting the 2023 Procurement Policy

22. Establish Standard Work Hours per Day for NYS retirement purposes - 6 hours.

23. Accept NYS Discrimination and Harassment Policy *

24. Accept Town 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. Authorize the Supervisor to make an application to the youth program

R-6-23 Councilor Marzo moved and Palmer seconded as a single motion to accept items 16-26 as presented as one motion. Motion carried 5 - 0

**William McConnell
Steve Zajac**

**Supervisor
Councilor**

**Voted
Voted**

**Yes
Yes**

