

January 9th, 2024 LaFayette Town Board Organizational Meeting Minutes

Organizational Town Board Meeting held by the LaFayette Town Board on January 9th, 2024 at 6:00 p.m. at LaFayette Town Hall and live on Facebook.

Present: William McConnell, Town Supervisor
Melanie Palmer, Town Councilor
Jerry Marzo, Town Councilor
Carole Dwyer, Town Councilor
Nate Loughlin, Town Councilor

Recording Secretary: Kristin Shute Colburn, Town Clerk

Budget Officer: Marty Knapp

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

1. Supervisor McConnell called the meeting to order at 5:55 PM. He introduced a special group of kids, the Arrow of Light group from Troop 100 who were here to observe. He announced that they will be moving up to the BSA Troop in March of 2024. He also thanked Town Clerk Kristin Shute Colburn & Deputy Town Clerk Tonya Farewell for putting all the refreshments together for tonight's meeting.
2. The Town Clerk, Kristin Shute Colburn took the Roll; All present.
3. The Pledge of Allegiance was led by newly elected Town Councilor Nate Loughlin, 5 of his 6 his children and wife, Stephanie
4. Newly Elected Officials were sworn in by Town Justice Adrian Shute

William McConnell, Supervisor
Jerry Marzo, Town Councilor
Nate Loughlin, Town Councilor
Kristin Shute Colburn, Town Clerk
Katherine Reinhardt, Tax Collector
Steve Robson, Highway Superintendent
Maureen Perrin, Town Justice (38 years)

5. Terms of Town Board Members

Town Supervisor:	William McConnell (1/1/23 - 12/31/24)
Town Councilor:	Melanie Palmer (1/1/22 - 12/31/25)

Town Councilor: Carole Dwyer (1/1/22 - 12/31/25)
 Town Councilor: Jerry Marzo (1/1/23 - 12/31/24)
 Town Councilor: Nate Loughlin (1/1/24 - 12/31/27)

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

R-1-24 Supervisor McConnell moved and Councilor Marzo seconded the motion to adopt Rules of Procedure for Organizational Meeting & Town Board Meetings. Motion carried, 5 - 0.

William McConnell	Supervisor	Voted	Yes
Melanie Palmer	Councilor	Voted	Yes
Jerry Marzo	Councilor	Voted	Yes
Carole Dwyer	Councilor	Voted	Yes
Nate Loughlin	Councilor	Votes	Yes

7. Town Board Appointments/approvals (2024 unless otherwise stated)
 Town Attorney: Jeff Brown (Appointed through 2025)

A. Town Engineer - General: **C & S Companies (Mark Chambers and Steve Mearon & 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)**

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: 1/1/24 - 12/31/25)**
- Deputy: **Town Clerk Kristin Shute Colburn**

G. LaFayette Advisory Conservation Commission

- Chair: **Mark Distler**
- Member: **Doug Anderson**
- Member: **Carole Dwyer**
- Member: **Gregg Shinneman**

- Member: **Amy Roe**
- Member: **Julie Liebmann**
- Member: **Keith Terrell**
- Member: **Kelly Wypych**
- Member: **Craig Archer**
- Member: **Darcy Sachs**
- 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

- **Kristin Shute Colburn**
- **Tonya Farewell**

N. Planning Board (5 Year Terms)

- Chair: **Brad Bush (Term: 1/11/22 - 12/31/26)**
- Secretary: **Kristin Shute Colburn /Sue Marzo**

O. Town Clerk. **Kristin Shute Colburn (Term: 1/1/24 - 12/31/27)**

- Deputy: **Tonya Farewell.**
- Deputy II: **Jackie Roorda**

P. Zoning Board of Appeals (5 year Terms)

- Chair: **Chris Keenan (Term: 1/11/22 - 12/31/26)**
- Secretary: **Kristin Shute Colburn /Sue Marzo.**

R-2-24 Councilor Marzo moved and Councilor Dwyer seconded as a single motion to approve items 7, A - P of the above appointments. Motion carried 5 - 0

William McConnell	Supervisor	Voted	Yes
Melanie Palmer	Councilor	Voted	Yes
Jerry Marzo	Councilor	Voted	Yes

Carole Dwyer	Councilor	Voted	Yes
Nate Loughlin	Councilor	Votes	Yes

8. Town Supervisor Appointments.

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

R- 3-24 Councilor Loughlin moved and Councilor Marzo seconded the motion to approve Mark Distler as Deputy Supervisor and Marty Knapp as Bookkeeper to the Supervisor. Motion Carried, 5 - 0.

William McConnell	Supervisor	Voted	Yes
Melanie Palmer	Councilor	Voted	Yes
Jerry Marzo	Councilor	Voted	Yes
Carole Dwyer	Councilor	Voted	Yes
Nate Loughlin	Councilor	Votes	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: **Kristin Shute Colburn**
- Deputy Town Clerk: **Tonya Farewell**

C. Community Development.

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

D. Emergency Response

- Chair: **Bill McConnell**
- **Town of LaFayette Safety Officer**
- **Member: Steve Robson**
- **LaFayette Fire Department**

E. Employee Policies & Benefits.

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

- F. Recreation & Youth Committee
 - Chair: **Nate Loughlin**
 - Member: **Bill McConnell**

- G. LaFayette Public Library:
 - President:TBD)

- H. Safety & Facility Maintenance Committee
 - Safety Chair: **Jerry Marzo**
 - Town Facilities & Buildings: Chair: **Steve Pitoniak**
 - Town Buildings Facilities: **Ashlie Carrier**
 - Parks Safety: **Dave Prince**
 - Highway Dept. PESH/Safety: **Tom Kurtz& Don Skinner**

- 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: **C & S Companies**

- O. Liaisons to LaFayette Fire Departments.
 - **Chair: Bill McConnell**

- P. Liaisons to local school districts.

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

R-4-24 Councilor Dwyer moved and Councilor Loughlin seconded as a single motion to approve items 9 A - P of the above appointments. Motion carried 5 - 0

William McConnell	Supervisor	Voted	Yes
Melanie Palmer	Councilor	Voted	Yes
Jerry Marzo	Councilor	Voted	Yes
Carole Dwyer	Councilor	Voted	Yes
Nate Loughlin	Councilor	Votes	Yes

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

11. Approval and appointment of Town Clerk, Kristin Shute Colburn as a Marriage Officer for the Town of LaFayette pursuant to Section 11 of the Domestic Relations Law, effective immediately through January 14, 2024.

12. Resolution fixing salaries and payment schedules of all elected and appointed officers in accordance with the 2024 Town Budget.

Town Clerk, Deputy II	\$18.00/hour
Park Labor Crew Leader	\$20.00/hour
Park Laborer	\$20.00/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, 2024.

14. Resolution setting reasonable amount for specified officers and employees for mileage compensation at **2024 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 2024, at the Town Hall, Town Commons Office Building.

R-5-24 Councilor Dwyer moved and Councilor 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
Melanie Palmer	Councilor	Voted	Yes
Jerry Marzo	Councilor	Voted	Yes
Carole Dwyer	Councilor	Voted	Yes
Nate Loughlin	Councilor	Votes	Yes

16. Annual Sherriff's Contract 2024 for Community & Court Services

17. 2024 Town Holiday Schedule / Federal Holidays:

- Martin Luther King, Jr. Day – Monday, January 15th (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 2024 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-6-24 **Councilor Palmer moved and Councilor Loughlin seconded as a single motion to accept items 16-26 as presented as one motion. Motion carried 5 - 0**

William McConnell	Supervisor	Voted	Yes
Melanie Palmer	Councilor	Voted	Yes
Jerry Marzo	Councilor	Voted	Yes
Carole Dwyer	Councilor	Voted	Yes
Nate Loughlin	Councilor	Votes	Yes

27. Questions & comments from the residents - Greg Shinneman advised that he & his wife Dale would like to contribute to some of these committees if it is alright. Supervisor McConnell & the rest of the Town Board welcomed the offer. Attorney Jeff Brown informed that it is a outstanding idea and from legal stand point there are no issues.

28. Suggestions for improvement and positive contributions.

29. Motion to adjourn.

R-7-24 **Councilor Dwyer moved and Councilor Marzo seconded the motion to adjourn. Motion carried 5 - 0**

William McConnell	Supervisor	Voted	Yes
Melanie Palmer	Councilor	Voted	Yes
Jerry Marzo	Councilor	Voted	Yes
Carole Dwyer	Councilor	Voted	Yes
Nate Loughlin	Councilor	Votes	Yes

The 2024 Organizational Meeting adjourned at 6:17 p.m.

Respectfully submitted,

Kristin Shute Colburn
Town Clerk