

February 9th, 2021 LaFayette Town Board Meeting Minutes

Minutes of the Virtual Town Board Meeting held by the LaFayette Town Board on February 9th, 2021 at 6:30 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

Others Present: Steve Robson, Highway Superintendent
Dave Prince, Library, LCC, Parks
Ralph Lamson, Bldg. & Code Enforcement
Kristin Colburn, Deputy Town Clerk
and other residents

1. Supervisor Fitzpatrick called the meeting to order at 6:30 PM
2. The Town Clerk, Jackie Roorda took the Roll. All present.
3. Town Board Minutes of January 12th, Organizational and Regular Town Board Meetings and the January 26th Special Town Board Meeting.

R-34-2021 Councilor McConnell moved and Palmer seconded the motion to accept the January 12th, Organizational and Regular Town Board Meetings and the January 26th Special Town Board Meeting Minutes as submitted by Town Clerk Jackie Roorda. 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

4. COMMUNICATIONS

A. Update on Cardiff Water District – Supervisor Fitzpatrick advised that he didn't have anything new to report on this. Attorney Jeff Brown advised that Tully got back to Honeywell and proposed to remove the indemnification provision and they are waiting to hear back from Honeywell. Also, there is a draft of the agreement for the Town circulating at OCWA.

B. Pandemic Operations Plan 2021 – Discussion took place and Councilor Dwyer suggested that on page 13 we list some local hotels for suitable housing. Councilor Palmer noticed that the address listed for Staples was incorrect. Attorney Brown will amend the plan to add Dwyer’s suggestion and correct the Staples address.

R-35-2021 Councilor Dwyer moved and Palmer seconded the motion authorizing Supervisor Fitzpatrick to sign the 2021 Public Employer Health Emergency Plan with the above changes for the Town of LaFayette with regard to the pandemic which caused COVID-19 severe acute respiratory syndrome. 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

C. Onondaga County Board of Elections agreement for a 5 -year term to use LaFayette Town Hall as a polling location.

R-36-2021 Councilor Palmer moved and McConnell seconded the motion authorizing Supervisor Fitzpatrick to sign the Polling Place Agreement granting Onondaga County permission to use and occupy a portion of the Town Hall to be used for elections held between 2021 and 2025. 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

D. Quote for an additional Video Intercom and door release.

Town Clerk Jackie Roorda and Deputy Town Clerk Colburn explained the necessity for the additional Video Intercom in the Town Hall. Budget Officer Tom Chartrand advised that it meets the procurement policy. His only concern is that we have only budgeted \$3,000 for equipment but can take the \$750 out of the Clerk’s equipment line to offset that amount. Clerk Roorda voiced a concern if a computer or another piece of equipment breaks and needs to be replace how that would be handled? Chartrand advised we would need to move money from the contingency line.

R-37-2021 Councilor McConnell moved and Dwyer seconded the motion to approve and authorize Supervisor Fitzpatrick to sign the agreement with Eastern Security Services to install an additional video intercom and door release at the cost of \$2,468.00. 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

E. List of scrap items

- a. 2 Highway Droid Cell Phones (1 Destroyed & 1 Un-chargeable) & Chargers
- b. Wired Keyboard
- c. DEC Printer (from previous DEC System)

R-38-2021 Councilor Dwyer moved and Palmer seconded the motion to designating the e-waste items listed as scrap and authorize the disposal of them. 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

F. Grimshaw Student Council request to place Little Libraries around Town – Town Clerk Jackie Roorda advised that Jen McDonald and Grimshaw Student Council advised that they have received a grant to distribute little libraries throughout the school district and had a list of 5 spots they hope to place them. The Town Board had a brief discussion and agreed it will be fine, however the school will need to seek permission from the owners of the properties prior to placing them on their properties.

R-39-2021 Councilor McConnell moved and Dwyer seconded the motion to approve Grimshaw Student Council’s request to place Little Embedded Library boxes in five locations within the Town of LaFayette, so long as they get approval from the property owners as well. 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	Ye

5. REPORTS

A. Departmental

1. Town Supervisor Report

a. Budget Officer Tom Chartrand submitted the December, 2020 and January, 2021 Monthly Financial Report, and advised of the following; Justice Court fines picked up and we are at 60%; Franchise Fee is only at 45% of what was budgeted which hurt us a bit; The Mortgage Tax came in at 151% so were up about \$31K; AIM (State Revenue Sharing) came in at 100% of what we budgeted. He advised that he will have a lot more detail next month when we get through the bills and post them to the accounts.

2. Highway Superintendent – written report by Steve Robson

Highway Superintendent: Highway Superintendent Steve Robson advised the Town Board he appointed Don Skinner as Deputy Highway Superintendent, effective, January 28, 2021. Don has been with the Highway Department for over 17 years and has proven to be a valuable asset to the highway crew.

Equipment: All plows are active ready

Roads: The Highway Department plowed 22 times since last TB meeting. Everyone in the Highway Department continues to do their best to be compliant with all COVID-19 protocols.

3. Town Clerk

- a. Jackie Roorda advised that January 2021 Town Clerk report was in the Board's meeting packet for their review.
- b. Roorda advised that four Town Board members audited and signed off on the 2020 Town Clerk records and as a formality, the Town Board needs to make a resolution reflecting this was completed

R-40-2020 Councilor Palmer moved and Councilor Zajac seconded the motion that a positive audit was completed by four of the Town Board members of the 2020 Town Clerk's records as required by law. Motion carried 4 -0, with 1 abstain.

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

c. Roorda reported to the Town Board that she received a Notice Form providing 30-day advanced Notice to a Local Municipality with regard to a liquor license application from JK Morgan, LLC; John Morgan & Kate Morgan who are in the process of buying the LaFayette Inn at 2419 US Route 11. The purpose of this is to give the Town Board an opportunity to express an opinion for or against the granting of such license, as a formality.

4. Building and Zoning Code Enforcement - Ralph Lamson's January Report for all building permits was provided to the Board.

5. Justice Court

a. January 2021 Justices Reports.

Judge Perrin had 86 cases and turned over \$9,235.00 to the Town of LaFayette for January, 2021.

Judge Shute had 71 cases and turned over \$5,601.00 to the Town of LaFayette for January, 2021

b. November & December Justices Shute and Perrin audits/review of records reports and the 2020 Annual Review/Audit were included for the Board's review.

6. Library Director December 2020 Board of Trustee Minutes & Directors Report included in packet for review.

Dave Prince advised that Arise recommended another grab bar be installed in the restroom, which has been completed. He questioned if the library should submit a voucher for reimbursement. Per Tom Chartrand, since the bar is physically attached to the building, the library will be reimbursed for the cost.

7. LCC - Prince advised that the old AED's that were deemed as surplus were returned and the rebate check should be mailed to the Town.

8. NEW BUSINESS –

Supervisor Fitzpatrick advised that this will be his last meeting as Town Supervisor as he has accepted an employment opportunity out of State. His resignation will be effective February 28, 2021. He went on to thank everyone on the Town Board, Sue Marzo, Highway Superintendent Steve Robson, Tom Chartrand (in Tom we Trust), Attorney Jeff Brown, Dave Prince, Ralph Lamson and Town Clerk Jackie Bush Roorda and Kristin Colburn, Deputy Town Clerk for everyone's hard work and support during his three years as Town Supervisor. Supervisor Fitzpatrick added that being Supervisor in the Town of LaFayette has been an honor of a lifetime.

Many congratulated Supervisor Fitzpatrick on his new position and all thanked him for his leadership and commented that he will be dearly missed.

R-41-2021 Councilor Dwyer moved and Palmer seconded the motion regretfully accepting the resignation Supervisor Daniel Fitzpatrick, effective February 28, 2021. 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

Supervisor Fitzpatrick advised that his impending resignation will leave the Supervisor position vacant and the Town Board will need to meet to appoint a replacement.

R-42-2021 Councilor Zajac moved and Dwyer seconded the motion to schedule a special meeting via Zoom on March 1st, 2021 at 5:00PM for the purpose of appointing an interim Supervisor, effective March 1st, 2021. Motion carried 4-1- 0.

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

9. OPEN COMMUNICATION FROM THE PUBLIC – nothing voiced from Public

10. Motion to audit and pay bills. - Bookkeeper to the Supervisor, Tom Chartrand told the Town Board members that he will be dropping off the vouchers at the Town Hall for their signature.

General Fund	17149-17197	\$ 594,971.04
Highway Fund	17179-17196	\$ 38,441.15
Special District	17190-17194	\$ 340,040.96

R-43-2021 Councilor McConnell moved and Palmer seconded the motion to audit and pay the above listed bills. 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

11. Motion to adjourn.

R-44-2021 Councilor McConnell moved Palmer and seconded the motion to adjourn. 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

The Town Board Meeting was adjourned at 6:54 p.m.

Respectfully submitted,

Jacqueline G. Roorda
Town Clerk

