

Organizational Meeting January 10th, 2017

Minutes of the Organizational Meeting held by the LaFayette Town Board on January 10, 2017 at 6:00 p.m. in the Meeting Room of the LaFayette Commons Office Building at 2577 Route 11 in the Town of LaFayette

Present: Andrew Ohstrom, Supervisor
Doug Daniel, Councilor
Steve Zajac, Councilor
Melanie Palmer, Councilor
Kerry Evans, Councilor

Recording Secretary: Jackie Bush Roorda, Town Clerk
Attorney: Kevin Gilligan
Budget Officer: Tom Chartrand
Code Enforcement: Ralph Lamson & Nick Kirby

Others Present: Kristin, Jay & Ian Colburn
Ron & Nancy Bush
Jim, Mackenzie, Ellie & Beauden McElhannon
Rich Roorda, Raegyn & Griffin Garbutt
Kitty Rienhardt
Mark Chambers
Jeff Palin
David & Oliver Knapp
Greg Scammell
Mary Doster
Anne & Jim Nakas
Shawn & Mary Adam
Marie & Burt Hoyt
Marilyn Smith
Anita Minerd
Jeanie Gleisner
Dennis Earle
Rick Markoff
Scott Kushner
Jim & Pat Keefe
Tom Rezsnyak
Shelby Ohstrom
David & Robin Sandwick
Adrian, Christine, Morgan, Mason & Amy Shute
Lynn Lewandowski

1. Supervisor Ohstrom called the Organizational Meeting to order at 6:00 p.m.
2. The Town Clerk Jackie Bush Roorda took the Roll. All present.

3. Pledge to the U.S. Flag led by Councilor Zajac.
4. Oath of Office was administered by Town Justice Adrian Shute.

Councilor

Kerry Evans

Supervisor Ohstrom congratulated Kerry and advised that in 2016 Kerry was appointed to this position to fill a vacancy, therefore needed to be elected to fulfill the position which term ends in 2019. Ohstrom commented that Kerry brings a lot of knowledge and experience to the Town Board.

5. Announcement of Town Board Members

Supervisor:	Andrew Ohstrom
Councilor:	Doug Daniel
Councilor:	Steve Zajac
Councilor:	Melanie Palmer
Councilor:	Kerry Evans

6. Supervisor Ohstrom moved and Palmer seconded the motion to adopt Rules of Procedure for Organizational Meeting & Town Board Meetings. Motion passed unanimously.
7. Town Board appointments/approvals (2017 unless otherwise stated).

Supervisor Ohstrom moved and Daniel seconded the motion to approve the following appointments:

- A. Town Attorney: **Costello, Cooney & Fearon, PLLC. Kevin Gilligan, John Langey, & Associates**
- B. Town Engineer: **C & S Companies, Mark Chambers, Jeff Palin & Associates. SPDES: O'Brien & Gere Engineers**
- C. Assessor: Shawn Adam: 10/01/2013-09/30/2019
- D. Dog Control.
 - Officer: Ken Johnson
 - Deputy: Michael Johnson
- E. Assessment Grievance Board of Review.
 - Chair: Pete Paul, 10/01/14-09/30/19
 - Member: Richard Stach, 10/01/15-09/30/20
 - Member: James Keefe, 10/01/14-09/30/19
 - Member: Bettye Knapp, 10/01/13-09/30/18
 - Member: **Greg Titus, (New Term/Reappointment) 10/01/16-09/30/21**

F. Board of Ethics.

- Chair: David Sandwick
- Member: Eva Palmer
- Member: **Rainer Brock (New Appointment)**

G. Code Enforcement (Building Inspection & Zoning).

- Officer: Ralph Lamson
- Deputy: Nick Kirby

H. Collector of Taxes.

- Deputy: Jackie Bush Roorda

I. Constable: Harrison Homer

J. Environmental & Conservation Advisory Board.

- Chair: Jeannie Gleisner
- Member: Dennis Earle
- Member: Dr. Eileen Gilligan
- Member: Mark Distler
- Member: Barbara Ferro

K. Highway Superintendent Deputy: Steve Robson

L. Historian Emeritus: J. Roy Dodge
Historian: Greg Titus

M. Information Officer: Sue Marzo

& Information Technology Officer: **Gerald Brown / CNY Technology Consultants**

N. Justice Court.

- Court Clerk: Carlene LaRonde.
- Deputy Clerk: Debbie Phinney
- Deputy Clerk: Katie Romancik

O. Facilities Schedulers

- Jackie Bush Roorda
- Kristin Shute Colburn

P. Planning Board.

- Chair: Jim Nakas.
- Member: **Brad Bush New Term (01/01/17 – 12/31/21)**
- Member: Barb Lasky
- Member: Rick Markoff
- Member: Shawn Adam
- Secretary: Sue Marzo

Q. Town Clerk.

- Deputy Town Clerk: Kristin Shute Colburn
- Deputy Town Clerk: Carole Scofield

R. Zoning Board of Appeals.

- Chair: **Christine Keenan New Term (01/12/17 – 12/31/21)**
- Member: Jerry Marzo
- Member: James Nash
- Member: Karl Field
- Member: Anita Minerd
- Secretary: Sue Marzo

8. Town Supervisor Appointments.

- Deputy Supervisor: Doug Daniel
- Bookkeeper to the Supervisor: Thomas Chartrand Accounting.
- Historian: Greg Titus.

9. LaFayette Public Library appointments:

- Trustee: **Michelle Combs (New Board Trustee)**

Voting on the above motions was as follows:

Supervisor Ohstrom	Voted	Yes
Councilor Daniel	Voted	Yes
Councilor Zajac	Voted	Yes
Councilor Palmer	Voted	Yes
Councilor Evans	Voted	Yes

Motion passed unanimously.

10. Town Committees.

Supervisor Ohstrom moved and Daniel seconded the motion to approve the following Town Committee appointments:

A. Agriculture.

- Chair: Town Councilor Melanie Palmer
- Member: 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 Colburn

C. Economic Development.

- Chair: Town Supervisor Andrew Ohstrom
- Member: William McConnell

D. Emergency Response.

- Chair: Town Supervisor Andrew Ohstrom
- Member: Town Councilor Doug Daniel
- Member: John Greeley
- Consultant:

E. Employee Policies & Benefits

- Chair: Town Supervisor Andrew Ohstrom
- Member: Mary Doster
- Member: Town Clerk Jackie Bush Roorda

F. Highway.

- Chair: Town Councilor Steve Zajac
- Member: Pete Paul, Resident
- Member: Highway Superintendent John Greeley
- Member: Former Town Supervisor Summer Palmer
- Member: Deputy Highway Superintendent Steve Robson
- Member: Scott Shute, Local Business Owner
- Member: Leon Cook, Former Highway Superintendent

G. Recreation & Youth

- Chair: Andrew Ohstrom
- Member: Town Councilor Kerry Evans
- Member: Dave Prince

H. Safety & Facilities Maintenance Committee

- Safety Chair: Safety Officer Tom Rezsnyak.
- Safety Co-Chair: Town Councilor Doug Daniel
- Facilities Chair: Town Councilor Steve Zajac
- Facilities Co-Chair: Highway Superintendent John Greeley
- Handyman: Fred Groth (Independent Contractor)

I. Service Awards.

- Chair: Town Councilor Melanie Palmer
- Member: Town Supervisor Andrew Ohstrom
- Member: LaFayette Fire Department Larry Paige.
- Member: LaFayette Fire Department John Harper.

J. SOTS & OCRRA Liaison.

- Chair: Town Supervisor Andrew Ohstrom
- Member: Town Councilor Melanie Palmer

K. SPDES (State Pollutant discharge Elimination System).

- Chair and SPDES Management Officer: Town Councilor Doug Daniel
- Member and Assistant SPDES Management Officer: Town Councilor Melanie Palmer
- Member: Environmental & Conservation Advisory Board Jeannie Gleisner
- Member: Code Enforcement Officer Ralph Lamson
- Member: Planning Board Chair Jim Nakas
- Member: Zoning Board of Appeals Chair Christine Keenan
- Member: Town SPDES Engineer Mark Parrish.
- Member: Town Attorney Kevin Gilligan.

Voting on the above motion was as follows:

Supervisor Ohstrom	Voted	Yes
Councilor Daniel	Voted	Yes
Councilor Zajac	Voted	Yes
Councilor Palmer	Voted	Yes
Councilor Evans	Voted	Yes

Motion passed unanimously.

11. Councilor Palmer moved and Zajac seconded the motion to appoint the following Liaisons to local school districts:

- LaFayette: Supervisor Andrew Ohstrom
- Jamesville Dewitt: Town Councilor Kerry Evans

Motion passed unanimously.

12. Supervisor Ohstrom moved and Evans seconded the approval and instruction for Town Clerk to execute filings. Motion passed unanimously.

13. Supervisor Ohstrom moved and Palmer seconded the motion for approval and appointment of Town Clerk Jackie Bush Roorda and David Knapp as a Marriage Officers for the Town of LaFayette pursuant to Section 11 of the Domestic Relations Law, effective immediately through January 10, 2018. Motion passed unanimously.

14. Supervisor Ohstrom moved and Palmer seconded the Resolution fixing salaries and payment schedules of all elected and appointed officers in accordance with the 2017 Town Budget.

- Town Clerk, Deputy I \$15.40/hr.
- Town Clerk, Deputy II \$11.73/hr.
- Justice Court Deputy Clerk I \$13.85/hr.
- Justice Court Deputy Clerk II \$13.85/hr.
- Physical Plant, Deputy 1 \$11:50/hr.
- Park Labor Crew Leader \$12.35/hr.
- Park Laborer \$10.50/hr.
- Recreation Maintenance \$11.50/hr.

- Tax Collector, Deputy \$11.50/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

Voting on the above motion was as follows:

Supervisor Ohstrom	Voted	Yes
Councilor Daniel	Voted	Yes
Councilor Zajac	Voted	Yes
Councilor Palmer	Voted	Yes
Councilor Evans	Voted	Yes

Motion passed unanimously.

15. Supervisor Ohstrom moved and Zajac seconded the resolution setting the general monthly payroll for December 2017 to December 14, 2017.

16. Supervisor Ohstrom moved and Evans seconded the Resolution setting reasonable amount for specified officers and employees for mileage compensation (current 2017 IRS rate is \$0.535/mile). Motion passed unanimously.

17. Supervisor Ohstrom moved and Zajac seconded the motion to authorize the contract with the SPCA and set seizure/impoundment fees for dogs: \$150 and Emergency Veterinary Services with LaFayette Veterinary Clinic at a maximum of \$250.00.

Motion passed unanimously.

18. Supervisor Ohstrom moved and Palmer seconded the motion to set regular Town Board meetings. The LaFayette Town Board will meet at 6:00 PM to do Vouchers and Meeting will begin at 7:00 P.M. on the 2nd Tuesday of the month; throughout 2017, at the Town Hall, Town Commons Office Building. Voting on the above motion was as follows:

Supervisor Ohstrom	Voted	Yes
Councilor Zajac	Voted	Yes
Councilor Daniel	Voted	Yes
Councilman Palmer	Voted	Yes
Councilman Evans	Voted	Yes

Motion passed unanimously.

19. Supervisor Ohstrom moved and Palmer seconded the motion to set the Town holiday schedule as follows:

- Federal holidays (10): 01/02/16 Monday (New Year’s Day) 01/16/17 Monday (Martin Luther King, Jr. Day), 02/20/17 Monday (Washington’s Birthday/President’s Day), 05/29/17 Monday (Memorial Day), 07/04/17 Tuesday, (Independence Day), 09/04/17

Monday (Labor Day), 10/09/17 Monday (Columbus Day), 11/10/17 Friday (Veterans Day), 11/23/17 Thursday (Thanksgiving Day) and 12/25/17 Monday (Christmas Day)

- Town holidays/floating holidays (3): Lincoln’s Birthday, Good Friday (4/14/17) and Election Day (11/07/17 Tuesday).

Voting on the above motion was as follows:

Supervisor Ohstrom	Voted	Yes
Councilor Daniel	Voted	Yes
Councilor Zajac	Voted	Yes
Councilor Palmer	Voted	Yes
Councilor Evans	Voted	Yes

Motion passed unanimously.

20. Supervisor Ohstrom moved and Evans seconded the motion to designate Official Newspaper as The Post-Standard/Syracuse Media Group. Motion passed unanimously.

21. Supervisor Ohstrom moved and Zajac seconded the motion to designate Official Bank as N.B.T. Bank. Motion passed unanimously.

22. Supervisor Ohstrom moved and Palmer seconded the motion to establish Petty Cash funds as follows:

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

Motion passed unanimously.

23. Supervisor Ohstrom moved and Daniel seconded the motion to accept the Town Procurement Policy. Motion passed unanimously.

24. Supervisor Ohstrom moved and Daniel seconded the motion to establish Standard Work Hours per Day for NYS retirement purposes – 6 hours. Motion passed unanimously.

25. Supervisor Ohstrom moved and Daniel seconded the Motion that the Board reviewed and approved the Investment Policy. Motion passed unanimously.

26. Supervisor Ohstrom moved and Daniel seconded the motion to authorize the Supervisor to make an application to the youth program. Motion passed unanimously.

Supervisor Ohstrom thanked Bill Naughton of Dublin Investigation for donating the hamburgers and hotdogs and weathering the extreme cold, snow and wind to cook them outside on the grill. He advised that Mr. Naughton is a retired sheriff who now has a Private Investigation Business in Town. Supervisor Ohstrom thanked Jackie Roorda and Kristin Colburn for organizing, shopping, set up and the numerous other parts of the meeting they took care of. Ohstrom also thanked all those in attendance for braving the awful weather and driving conditions to attend the meeting and advised that the Town Board appreciates their attendance.

27. Questions & comments from the residents. There were none.

28. Councilor Palmer moved and Daniel seconded the motion to adjourn. Motion passed unanimously.

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

Respectfully submitted,

Jacqueline Bush Roorda
Town Clerk