

August 11th, 2020 LaFayette Town Board Meeting Minutes

Minutes of the Regular Town Board Meeting held by the LaFayette Town Board on August 11, 2020 at 6:30 p.m. in the Meeting Room of the LaFayette Commons Office Building at 2577 Route 11 in the Town of LaFayette.

Present Daniel Fitzpatrick, Supervisor
Steve Zajac, Councilor
William McConnell, Councilor
Melanie Palmer, Councilor
Carole Dwyer, Councilor
Jackie Bush Roorda, Town Clerk

Attorney Jeff Brown
Budget Officer Tom Chartrand
John Greeley & Steve Robson, Highway Dept.
Dave Knapp, Onondaga County Legislature Chair
Bruce Donahue, Resident

1. Supervisor Fitzpatrick called the meeting to order at 6:30 PM and welcomed all in attendance. Councilor Zajac led the Pledge of Allegiance.
2. The Town Clerk, Jackie Roorda took the Roll. All Town Board Members were present.
3. Town Board Meeting of July 14th, 2020 Regular Meeting Minutes.

R-68-2020 Councilor Dwyer moved and Palmer seconded the motion to accept the June 9, 2020 regular 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. Postage Meter lease expiration and new lease agreement
Town Clerk Jackie Roorda advised that the lease on the postage meter expires in September. After a brief discussion regarding the terms of the lease for the new postage meter it was decided that the lease should be limited to a 39-month period.

R-69-2020 Councilor McConnell moved and Palmer seconded the motion to approve the 39-month renewal of the lease agreement with Ed & Ed Office Equipment for the new postage meter in the Town Clerk's office and

authorizes Supervisor Fitzpatrick to sign the agreement
 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

B. Proposals for upgrade of security system in the Town Hall.

Supervisor Fitzpatrick advised that at the July Town Board meeting a proposal from Eastern/Sonitrol Security System was reviewed for an upgrade of the Town Hall building security system to include a front door camera and intercom, etc. Supervisor Fitzpatrick explained that he wanted the Board to review this for future security for the Town Court, Town Clerk, Assessor, Tax Department, Supervisor and Code office. He further advised that we now have three quotes for security cameras and intercoms to accommodate our needs. This will be necessary in order to get the court reopened. Discussions ensued regarding Eastern security service with whom we already have security monitoring. They were the lowest quote of \$5,778.00, with a service fee of \$40.00 a month; ADT Commercial quote \$11,065.24, with a monitoring fee of \$62.09; and Doyle Security was \$7,950, with a \$75 per month monitoring fee. The Board decided to go with Eastern as they are already familiar with the Town Hall and the added equipment will coincide with the present equipment installed in the building. They also came in with the lowest quote. Councilor McConnell commented that this would be protection for the entire Town Hall staff. Tom Chartrand added that there is a possibility for JCAP grant money to assist with the cost.

Supervisor Fitzpatrick added that this needs to get done quickly in order to get the Town Court reopened.

R-70-2020 Councilor McConnell moved and Zajac seconded the motion accepting the lowest Security System quote from Eastern Security Service and authorized Supervisor Fitzpatrick to sign the agreement with Eastern. 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. Adopt LGS-1 retention and disposition schedule for New York State local government MU-1 schedule for use by cities, towns, villages, and fire districts. Supervisor Fitzpatrick asked Town Clerk Jackie Roorda if she could explain what this was all about. Roorda explained that the MU-1 schedule from the year 2003 has been updated and needs Town Board approval by resolution to accept the updated MU-1 schedule that takes effect on January 1st, 2021. She further explained this schedule basically provides

the guidelines for Town records for the number of years records need to be retained, and or purged.

R-71-2020 Councilor Palmer moved and Dwyer seconded the resolution below:

RESOLVED, by the Town Board of the Town of LaFayette that the Retention and Disposition Schedule for New York Local Government Records (LGS-1) issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A:

- (a) Only those records will be disposed of that are described in Retention and Disposition Schedule for New York Government Records (LGS-1), after they have met the minimum retention periods described there;
- (b) Only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond establish legal minimum periods.

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

Motion carried 5 – 0.

6. REPORTS

A. Departmental

1. Town Supervisor Report

- a. Budget Officer Tom Chartrand submitted the Monthly Financial Report, and gave a brief verbal report for the month of July, 2020. He reported that spending is still low, so we are in good shape. Our interest on NYCLASS is down to 0.12 %, however that is still better than what interest we were getting at NBT. The first mortgage tax came in at 78% of the budget, Highway spending is at 43% revenue at 99% library is at 53% revenue 99%. Tom also advised that a transfer of appropriations is necessary to cover the cost of the tennis court project at Stafford Park

b. Transfer of appropriations.

R-72-2020 Councilor McConnell moved and Dwyer seconded the motion to approve the transfers as listed below. 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

GENERAL FUND

To:

A7110.2	Parks	Equipment	<u>\$25,700.00</u>
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TOTAL	<u>\$25,700.00</u>
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From:

A1990.4	Contingent	Contractual	<u>\$25,700.00</u>
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TOTAL	<u>\$25,700.00</u>
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Budget Officer Tom Chartrand reminded the Board that he will be sending out his budgeting worksheets on the week of August 25th and to please have them back by the week of September 14th. The first budget workshop is scheduled for September 22nd at 5:00 pm.

2. Highway Superintendent – Highway Superintendent John Greeley advised the following.

Roads: Surface treating of Town roads 2020 is completed.

- Mowing ops continue.
- Mulch grinding is scheduled for the week of August 17th, 2020(all brush that was picked up will be ground into mulch for 2021)

Equipment: All trucks and equipment are active ready.

- 1962 Yellow Tractor was sold on Auctions Int. for a total of \$ 1625.00.

Town Clean-up Days: The Highway Dept. held the annual Clean-up days on August 1st thru the 8th. Over 50,000 pounds of “E” waste was collected. Air conditioners and fridges were received at a record pace. Over a \$1000.00 were received for tires. Over 60 tons of furniture, mattresses and general household trash was also received.

Superintendent Greeley thanked his staff for their hard work and safety practices during these difficult times.

3. Town Clerk – Advised that her July report is in the packet for the Board’s review. She also reported that Tim Bice, who lives on Newell Hill Road, called to report approximately 20 tires have been dumped on the side of Newell Hill; once over the weekend and again that morning. Deputy Hwy. Superintendent Steve Robson spoke advising that he was made aware of this and law enforcement officials have been notified to investigate.

Town Clerk Roorda said that the shredding and medication disposal August 8 event went really well. Numerous residents wanted to be sure to thank the Town Board for supporting this event that is free to the public.

Town Clerk Roorda advised the new DEC program still has glitches to be fixed before hunting licenses go up for sale on August 10th. She also advised that there is no Planning Board or Zoning Board of Appeals meetings this month. This is a nice break for those boards as they been meeting pretty much every month. Other than that, things are running as normal as possible, despite COVID-19.

4. Building and Zoning Code Enforcement – Code Enforcement Officer Ralph Lamson submitted a written report for the July building permits report.

5. Justice Court

Justice Report Records were included for review by the members of the Town Board

A. Judge Shute had turned over \$6,420.00 (67 cases) to the Town of LaFayette for July, 2020;

B. Judge Perrin had turned over \$8,681.00 (99 cases) to the Town of LaFayette for July, 2020

6. Parks, Library & LCC: David Prince submitted the below written report

Parks

- Mowing and other parks maintenance continues
- Stafford Park bathrooms are open and continue to be cleaned daily per CDC guidelines.
 - o Notice posted informing park users of bathroom cleaning protocols and reminding them to continue to practice personal hygiene regarding use of park facilities (playgrounds, bathrooms).

Library

- Physical library is open – patrons are granted access to use computers or browse for books by appointment only. Social distancing practices are in place for computers, etc. Curbside service will continue to be offered as an option.
- Seeking Town Board's assistance with proposal to acquire and manage Roy Dodge's historical collection.
 - o Proposal attached
 - o Example of a Deed of Gift Agreement (Syracuse University)

Community Council

- LCC spring and summer programs – baseball/softball/tee-ball and lacrosse – are in progress following state's guidelines for youth sports and recreation activities. Programs have been running smoothly and are enthusiastically appreciated by participants and parents.

- LCC Winter programs (volleyball and grades 2-4 basketball) that were interrupted in March will likely resume in October after the soccer program and before the grades 5&6 basketball program
- Adult Coed softball league associated with LCC is proceeding nicely
- Other adult LCC programs (senior exercise and yoga) remain on hold for the time being
- The Toro groomer has a blown engine – running on only one cylinder. Recommendation by technician is to repower the unit, i.e., replace the engine. Cost for engine and labor approximately \$2,000.

7. New Business. No new business was discussed.

8. OPEN COMMUNICATION FROM THE PUBLIC – Bruce Donahue spoke regarding his concerns with the proposed updated zoning code, the map and lines distinguishing Agricultural vs. Residential, Conservation Subdivisions and questioning if these boundaries are fixed or can they be changed, control over developments, etc. Supervisor Fitzpatrick and Attorney Brown advised that his questions and concerns require the input of Code Enforcer Ralph Lamson. Attorney Brown also reiterated that the updates to the Zoning Code were done by an entire committee, addressing Town development and the Comprehensive Plan was taken into consideration during the process of updating. He also advised that it will take General Code several more months to prepare all Town laws for the final codification which will give the Town Board time to fully evaluate his concerns.

Bruce also complimented the LaFayette Highway crew for the wonderful job they do with the dump days, saying he had missed a few years of it and they do a great job.

9. Motion to audit and pay bills.

General Fund	16332-16373	\$32,002.25
Highway Fund	16374-16390	\$71,321.49
Special District	16401-16402	\$47,107.19
Trust & Agency	16403-16404	\$ 2,203.50

R-73-2020 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

10. Motion to adjourn.

R-74-2020 Councilor McConnell moved and Dwyer 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 7:12 p.m.

Respectfully submitted,

Jacqueline G. Roorda
Town Clerk