Organizational Meeting January 9th, 2018

Minutes of the Organizational Meeting held by the LaFayette Town Board on January 9, 2018 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: Daniel Fitzpatrick, Supervisor

Steve Zajac, Councilor

Melanie Palmer, Councilor

Carole Dwyer, Councilor

Recording Secretary: Jackie Bush Roorda, Town Clerk

Attorney: Kevin Gilligan

Budget Officer: Tom Chartrand

Code Enforcement: Nick Kirby

Others Present: Kristin, Jay & Ian Colburn Steven & Kathleen Pitoniak

Ron & Nancy Bush Hank Chapman

Dave & Janine Baker Matt Doran

Rich Roorda Greg Titus

Kitty Rienhardt Mike Stiner

Mark Chambers Herb & Rosemary Brodt

Jeff Palin Martin Ossenburg

David Knapp Jerry Brown

Greg Scammell Frank Warner

Anne & Jim Nakas Linda Stogstill

Shawn & Mary Adam Doug Daniel

Jeffrey Murray Pete Paul

Dana & Connie Chapman Mark & Melissa Sheremeta

Scott Kushner Lynn Lewandowski

Mary Rose & Jacob Schnur Jim & Pat Keefe

Jeanie Gleisner David & Robin Sandwick

Dennis Earle Christine Keenan

Tony Pizzuto

Adrian, Christine, Morgan, Mason

& Amy Shute

1. Supervisor Fitzpatrick called the Organizational Meeting to order at 6:00 p.m.
2. The Town Clerk Jackie Bush Roorda took the Roll**.**
3. Pledge to the U.S. Flag led by Supervisor Fitzpatrick.
4. Oath of Office was administered by Syracuse Court of Claims Justice Diane Fitzpatrick.

**Councilor Melanie Palmer**

**Councilor Carole Dwyer**

**Justice Adrian Shute**

**Tax Collector Katherine Rienhardt**

**Supervisor Daniel Fitzpatrick**

5. Appointment of new Town Board Member to fill a vacancy was made by Supervisor Fitzpatrick, appointing Michael Johnson as Town Councilor.

6. Oath of Office was administered by Syracuse Court of Claims Justice Diane Fitzpatrick.

**Councilor Michael Johnson**

7. Announcement of Town Board Members

Supervisor: Daniel Fitzpatrick

Councilor: Steve Zajac

Councilor: Melanie Palmer

Councilor: Carole Dwyer

Councilor: Michael Johnson

8. Supervisor Fitzpatrick moved and Zajac seconded the motion to adopt Rules of Procedure for Organizational Meeting & Town Board Meetings. Motion passed unanimously, 5 – 0.

9. Town Board appointments/approvals (2018 unless otherwise stated).

Supervisor Fitzpatrick moved and Zajac seconded the motion to approve the following appointments. Motion passed unanimously, 5 – 0.

1. Town Attorney: **Costello, Cooney & Fearon, PLLC. Kevin Gilligan, John Langey, & Associates**
2. Town Engineer: **C & S Companies, Mark Chambers, Jeff Palin & Associates.**

**SPDES: O’Brien & Gere Engineers**

Supervisor Fitzpatrick moved and Dwyer seconded the motion to approve the following appointments: Motion passed unanimously, 5 – 0.

1. Dog Control.

* Officer: **Ken Johnson**
* Deputy: (vacant)

Supervisor Fitzpatrick announced that Michael Johnson submitted his letter of resignation as Deputy Dog Control Officer an advised that there will be an official posting for that position as soon as possible. Also, asked if anyone knows of someone interested to please advise.

1. Assessment Grievance Board of Review.

* Chair: Jim Keefe, 10/01/14-09/30/19
* Member: Richard Stach, 10/01/15-09/30/20
* Member: Pete Paul, 10/01/14-09/30/19
* Member: (vacant), **(New Term/Appointment) 10/01/17-09/30/22**
* Member: Greg Titus, 10/01/16-09/30/21

E. Board of Ethics.

* Chair: **David Sandwick**
* Member: Eva Palmer
* Member: Rainer Brock

Supervisor Fitzpatrick moved and Zajac seconded the motion to approve the following appointments: Motion passed unanimously, 5 – 0.

F. Code Enforcement (Building Inspection & Zoning).

* Officer: Ralph Lamson
* Deputy: Nick Kirby

G. Collector of Taxes.

* Deputy: Jackie Bush Roorda

Supervisor Fitzpatrick moved and Dwyer seconded the motion to approve the following appointments: Motion passed unanimously, 5 – 0.

H. Constable: Harrison Homer

Supervisor Fitzpatrick moved and Zajac seconded the motion to approve the following appointments: Motion passed unanimously, 5 – 0.

I. Environmental & Conservation Advisory Board.

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

Supervisor Fitzpatrick moved and Dwyer seconded the motion to approve the following appointments: Motion passed unanimously, 5 – 0.

J. Highway Superintendent

Deputy Superintendent: Steve Robson

K. Historian Emeritus: J. Roy Dodge

Historian: Greg Titus

L. Information Officer: Sue Marzo

& Information Technology Officer: Gerald Brown / CNY Technology Consultants

M. Justice Court.

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

Supervisor Fitzpatrick moved and Johnson seconded the motion to approve the following appointments: Motion passed unanimously, 5 – 0.

N. Facilities Schedulers

* Jackie Bush Roorda
* Kristin Shute Colburn

Supervisor Fitzpatrick moved and Dwyer seconded the motion to approve the following appointments: Motion passed unanimously, 5 – 0.

O. Planning Board.

* **Chair: Jim Nakas**
* Member: Brad Bush (01/01/17 – 12/31/21)
* Member: Barb Lasky
* Member: Rick Markoff
* Member: **Jerry Marzo New Term/Appointment (01/01/18 -12/31/22)**
* Secretary: Sue Marzo/Jackie Bush Roorda

Supervisor Fitzpatrick moved and Zajac seconded the motion to approve the following appointments: Motion passed unanimously, 5 – 0.

P. Town Clerk.

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

Q. Zoning Board of Appeals.

* Chair: **Christine Keenan** (01/12/17 – 12/31/21)
* **Member: Michael Stiner New Appointment (01/01/2018 – 12/31/22)**
* Member: James Nash
* Member: Karl Field
* Member: Anita Minerd
* Secretary: Sue Marzo/Jackie Bush Roorda

Supervisor Fitzpatrick moved and Dwyer seconded the motion to approve the following appointments: Motion passed unanimously. 5 – 0.

10. Town Supervisor Appointments.

* Deputy Supervisor: Steve Zajac
* Bookkeeper to the Supervisor: Thomas Chartrand Accounting.
* Historian: Greg Titus.

Voting on the above motion as follows:

Supervisor Fitzpatrick Voted Yes

Councilor Zajac Voted Yes

Councilor Palmer Voted Yes

Councilor Dwyer Voted Yes

Councilor Johnson Voted Yes

Motion passed unanimously. 5 – 0.

11. Town Committees.

Supervisor Fitzpatrick moved and Johnson seconded the motion to approve the following Town Committee appointments:

1. Agriculture.

* Chair: Town Councilor Melanie Palmer
* Member: William McConnell
* Member: Floyd Fisher

1. Communications & Technology

* Information Officer, Sue Marzo
* Information Technology, Gerald Brown, CNY Technology Consultants, LLC
* Town Clerk Jackie Bush Roorda
* Deputy Town Clerk Kristin Colburn

1. Economic Development.

* Chair: Town Supervisor Daniel Fitzpatrick
* Member: William McConnell

1. Emergency Response.

* Chair: Town Councilor Michael Johnson
* Member: Town Councilor Steve Zajac
* Member: John Greeley
* Consultant: TBA

1. Employee Policies & Benefits

* Chair: Town Supervisor Daniel Fitzpatrick
* Member: Mary Doster
* Member: Town Clerk Jackie Bush Roorda

1. Highway.

* Chair: Town Councilor Steve Zajac
* Member: Pete Paul, Resident
* Member: Summer Palmer
* Member: Scott Shute
* Member: Mark Chambers

1. Recreation & Youth

* Chair: Daniel Fitzpatrick
* Member: Town Councilor Kerry Evans
* Member: Dave Prince

1. Safety & Facilities Maintenance Committee

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

1. Service Awards.

* Chair: Town Councilor Melanie Palmer
* Member: Town Supervisor Michael Johnson
* Member: LaFayette Fire Department Larry Paige
* Member: LaFayette Fire Department John Harper

1. SOTS & OCRRA Liaison.

* Chair: Town Supervisor Daniel Fitzpatrick
* Member: Town Councilor Melanie Palmer

1. SPDES (State Pollutant discharge Elimination System)

* Chair and Stormwater Management Officer (SMO) Ralph Lamson, CEO
* Member & Assistant SMO Town Councilors Melanie Palmer/Steve Zajac
* 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 Fitzpatrick Voted Yes

Councilor Zajac Voted Yes

Councilor Palmer Voted Yes

Councilor Dwyer Voted Yes

Councilor Johnson Voted Yes

Motion passed unanimously. 5 - 0

12. Supervisor Fitzpatrick moved and Zajac seconded the motion to appoint the following Liaisons to local school districts:

* LaFayette: Town Councilor Carole Dwyer
* Jamesville Dewitt: Supervisor Fitzpatrick

Motion passed unanimously. 5 - 0

13. Special Recognition

**Leon Cook** (Deceased) Supervisor Fitzpatrick advised that Leon was an incredible Town servant and man, serving over 30 years, 26 of them as Highway Superintendent.

**Steven Beggs**, Fitzpatrick advised that he served on the Zoning Board of Appeals since 1976, most of those years as Chairman and thanked him for his service.

**Bettye Knapp**, Supervisor Fitzpatrick advised that due to an illness, unfortunately Bettye was not able to attend, stating the she was a kindergarten teacher to generations of residents, a community volunteer in many ways and served on the Assessment Grievance Board of Reviews since 1982. He asked County Legislator David Knapp to come forward to accept the Certificate of Appreciation and roses on behalf of his mother, who was unable to attend. Dave Knapp thanked the Town Board for recognizing his mother and advised that she will be thrilled and honored to receive this recognition and roses.

14. Supervisor Fitzpatrick moved and Zajac seconded the approval and instruction for Town Clerk to execute filings. Motion passed unanimously. 5 - 0

15. Supervisor Fitzpatrick moved and Johnson 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, 2019. Motion passed unanimously. 5 - 0

16. Supervisor Fitzpatrick moved and Dwyer 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 $15.85/hr.
* Town Clerk, Deputy II $12.00/hr.
* Justice Court Deputy Clerk I $15.00/hr.
* Justice Court Deputy Clerk II $15.00/hr.
* Physical Plant, Deputy 1 $15.00/hr.
* Park Labor Crew Leader $13.00/hr.
* Park Laborer $11.45/hr.
* Recreation Maintenance $13.00/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 Fitzpatrick Voted Yes

Councilor Zajac Voted Yes

Councilor Palmer Voted Yes

Councilor Dwyer Voted Yes

Councilor Johnson Voted Yes

Motion passed unanimously.

17. Supervisor Fitzpatrick moved and Zajac seconded the resolution setting the general monthly payroll for December 2017 to December 20, 2018. Motion passed unanimously. 5 - 0

18. Supervisor Fitzpatrick moved and Johnson seconded the authorization for the Town to pay, in advance of audit of claims in accordance with Section 118[2] of the New York Town Law, for public utility services, postage, freight and express charges, all such claims to be presented at the next regular meeting of the Town Board for audit. Motion passed unanimously. 5 - 0

19. Supervisor Fitzpatrick moved and Dwyer seconded the Resolution setting reasonable amount for specified officers and employees for mileage compensation (current 2018 IRS rate is $0.545/mile). Motion passed unanimously. 5 – 0

20. Supervisor Fitzpatrick 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. 5 - 0

21. Supervisor Fitzpatrick moved Dwyer seconded to set the regular Town Board meetings. The LaFayette Town Board will meet at 7:00 P.M. (vouchers at 6:00 P.M) on the 2nd Tuesday of each month through January 2019, at the Town Hall, Town Commons Office Building. Planning Board will meet the third Tuesday of the month at 7:00 P.M. (if there is an agenda) and the Zoning Board of Appeals will meet the fourth Tuesday of the month at 7:00 P.M. (if there is an agenda) through January 2019. Motion passed unanimously. 5 - 0

22. 2018 Town Holiday Schedule

● Federal Holidays (10): New Year’s Day, Monday, January 1st, Martin Luther King Jr. Day – Monday January 15th (observed); Washington’s Birthday/ President’s Day – Monday February 19th; Memorial Day – Monday, May 28th; Independence Day – Wednesday July 4th; :Labor Day – Monday September 3rd ; Columbus Day – Monday, October 8th; Veteran’s Day – (observed) Monday, November 2th; Thanksgiving – Thursday, November 22nd; Christmas Holiday (observed) – Tuesday, December 25th.

● Town (floating) holidays (3) carried over from prior town holiday policies for Lincoln’s Birthday, Good Friday and Election Day.

Voting on the above motion was as follows:

Supervisor Fitzpatrick Voted Yes

Councilor Zajac Voted Yes

Councilor Palmer Voted Yes

Councilor Dwyer Voted Yes

Councilor Johnson Voted Yes

Motion passed unanimously. 5 - 0

23. Supervisor Fitzpatrick moved and Johnson seconded the motion to designate Official Newspaper as The Post-Standard/Syracuse Media Group. Motion passed unanimously. 5 - 0

24. Supervisor Fitzpatrick moved and Dwyer seconded the motion to designate Official Bank as N.B.T. Bank. Motion passed unanimously. 5 - 0

25. Supervisor Fitzpatrick moved and Johnson 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. 5 - 0

26. Supervisor Fitzpatrick moved and Zajac seconded the motion to accept the Town Procurement Policy. Motion passed unanimously. 5 - 0

27. Supervisor Fitzpatrick moved and Zajac seconded the motion to establish Standard Work Hours per Day for part-time employees for NYS retirement purposes – 6 hours. Motion passed unanimously. 5 - 0

28. Supervisor Fitzpatrick moved and Johnson seconded the Motion that the Board reviewed and approved the Investment Policy. Motion passed unanimously. 5 - 0

29. Supervisor Fitzpatrick moved and Dwyer seconded Resolution/Confirmation that the statutory undertaking (guaranty) that the Town of LaFayette has a blanket employee dishonesty policy as required for Towns and Villages.

RESOLVED, to approve the blanket insurance policy covering crime and employee theft for all employees of the Town as required by Section 25 of the New York Town Law; and it is further RESOLVED, that the Town Justices and their staff are covered under said blanket undertaking, as required by New York Public Officers Law, Section 11(2).

Voting on the above motion was as follows:

Supervisor Fitzpatrick Voted Yes

Councilor Zajac Voted Yes

Councilor Palmer Voted Yes

Councilor Dwyer Voted Yes

Councilor Johnson Voted Yes

Motion passed unanimously. 5 - 0

30. Supervisor Fitzpatrick moved and Johnson seconded the motion to authorize the Supervisor to make an application to the youth program. Motion passed unanimously. 5 – 0

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

32. Supervisor Fitzpatrick moved and Dwyer seconded the motion to adjourn. Motion passed unanimously. 5 – 0

The Special Organizational Meeting adjourned at 6:37 p.m.

Respectfully submitted,

Jacqueline Bush Roorda

Town Clerk