**Organizational Meeting January 7th, 2020**

Minutes of the Organizational Meeting held by the LaFayette Town Board on January 7, 2020 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

 William McConnell, Councilor

 Carole Dwyer, Councilor

 Recording Secretary: Jackie Bush Roorda, Town Clerk

 Attorney: Jeff Brown

 Budget Officer: Tom Chartrand

 Code Enforcement: Ralph Lamson

 Others Present: David Knapp, Onondaga County Legislative Chair

 Fred Hill Steven & Kathleen Pitoniak

 Dave & Janine Baker Ron & Nancy Bush Rich Roorda Lily McElhannon

 Kitty Rienhardt Mike Stiner

 Herb & Rosemary Brodt John & Merikay Harper Scott Kushner Christine Keenan Kristin, Jay & Ian Colburn Simone Gonyea (ONS)

 John & Kathy Greeley Trisha Fogarty (ONS)

 Jim & Pat Keefe Greg Titus

 Jim, Mackenzie & Beauden McElhannon

 Bill & Diane Fitzpatrick Sarah Fitzpatrick

 Maureen Perrin Tony Patane

 Joe Campbell Herman Bieling

 Alexandra Nero Robert Byrne

 Sean & Austin Doolittle Michael LaCava

 Jim Nakas Brad & Sandy Bush

 Trish Fitzpatrick And Several Other Residents…

1. Supervisor Fitzpatrick 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 Supervisor Fitzpatrick.

4. Supervisor Fitzpatrick introduced Councilor McConnell to present two special awards, first to Tom Rezsnyak for his 20 years of service as our Safety Inspector. Unfortunately, Tom was absent due to health issues. Councilor McConnell then presented Jim Nakas his award and thanked him for 33 years of service as Planning Board Member & Chair. He was wished him well with his retirement. Jim thanked the Board for their acknowledgement and encouraged residents to get involved in the Town and consider being a member of one of the Boards, advising that without residents’ involvement the Town, its Boards cannot function to serve the LaFayette residents.

Bill then invited Brad Bush, current Chair of the Planning Board Chair to speak on Jim’s behalf. Brad also thanked Jim for his numerous years of service and his leadership, commenting that he has been a great role model and wished him well in his retirement.

 Supervisor Fitzpatrick then presented Deputy Town Clerk, Kristin Shute Colburn and Town Clerk, Jackie Bush Roorda with awards for their years for service. He thanked them for all they do for the Town and their hard work putting together this meeting.

5. Oath of Office was administered by New York State Court of Claims Justice Diane Fitzpatrick.

Councilor Steve Zajac

 Councilor William McConnell, Jr

 Town Clerk Jackie Bush Roorda

 Tax Collector Katherine Reinhardt

 Town Justice Maureen Perrin

 Highway Superintendent John Greeley

 Town Supervisor Daniel Fitzpatrick

 Announcement of Town Board Members

 Supervisor: Daniel Fitzpatrick (1/1/20 – 12/31/2021)

 Councilor: Steve Zajac (1/1/20 – 12/31/2023)

 Councilor: Melanie Palmer (1/1/18 - 12/31/2021)

 Councilor: Carole Dwyer (1/1/18 – 12/31/2021)

 Councilor: William McConnell (1/1/20 – 12/31/2023)

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

**R-1-20** Councilor McConnell moved and Palmer seconded the motion to adopt Rules of Procedure for Organizational Meeting & Town Board Meetings.

 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

7. Town Board appointments/approvals (2020 unless otherwise stated).

**R-2-20** Councilor Dwyer moved and McConnell seconded as a single motion to approve items 7, A - Q of the following appointments. 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

1. Town Attorney**: Jeff Brown**
2. Town Engineers**: Mark Chambers & Jeff Palin C & S Companies**

 **SPDES: Mark Parish -O’Brien & Gere Engineers**

1. Dog Control.
* **Officer: Ken Johnson**
* **Deputy: Laura Holt**

 D. Assessment Grievance Board of Review.

* **Chair: Jim Keefe (Term: 10/1/19 – 9/30/24)**
* Member: Richard Stach Term: 10/1/15 – 9/30/20)
* Member: Greg Titus (Term: 10/1/16 – 9/30/21)
* Member: Mackenzie McElhannon (Term: 10/1/17 – 9/30/22)
* Member: Lisa Kurtz (Term: 10/1/18 – 9/30/23)

E**.** Board of Ethics.

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

F. Code Enforcement (Building Inspection & Zoning).

* **Officer: Ralph Lamson**
* **Deputy: Nick Kirby**

 G. Collector of Taxes.

* Officer: Katherine Rienhardt (Term: 1/1/20 – 12/31/21)
* **Deputy: Jackie Bush Roorda**

 H. **Constable: Harrison Homer**

 I. Environmental & Conservation Advisory Board/LaFayette Advisory Conservation Commission

* **Chair: Jeannie Gleisner**
* Member: Dennis Earle
* Member: Mark Distler
* Member: Barbara Ferro

 J. Highway Superintendent

* Superintendent: John Greeley (Term: 1/1/20 – 12/31/23)
* **Deputy Superintendent: Steve Robson**

 K. **Historian Emeritus: J. Roy Dodge**

 **Historian: Greg Titus**

 L**.** Information Officer: **Sue Marzo**

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

 M. Justice Court

* **Court Clerk: Carlene LaRonde.**
* **Deputy Clerk: Katey Romancik**
* **Deputy Clerk: JoAnne Smith**

 N. Facilities Schedulers

* **Jackie Bush Roorda**
* **Kristin Shute Colburn**

 O. Planning Board.

* **Chair: Brad Bush (Term: 1/1/17 – 12/31/21)**
* **Member: Michael LaCava (Term: 1/1/20 – 12/31/24)**
* **Member: Barb Lasky (Term: 1/1/20 – 12/31/24)**
* Member: Rick Markoff (Term: 1/1/16 -12/31/20)
* Member: Jerry Marzo (Term: 1/1/18 – 12/31/22)
* Secretary: Sue Marzo/Jackie Bush Roorda

 P. Town Clerk.

* Town Clerk: Jackie Bush Roorda (Term: 1/1/20 – 12/31/23)
* **Deputy Town Clerk: Kristin Shute Colburn**

 Q. Zoning Board of Appeals.

* **Chair: Christine Keenan (Term: 1/1/17 – 12/31/21)**
* **Member: Michael Vilardi (Term: 1/1/20 – 12/31/24)**
* Member: Michael Stiner (Term: 1/1/18 -12/31/22)
* Member: James Nash (Term: 1/1/19 – 12/31/23)
* Member: Anita Minerd (Term: 1/1/16 – 12/31/20)
* Secretary: Sue Marzo/Jackie Bush Roorda

8. Town Supervisor Appointments.

* **Deputy Supervisor: Steve Zajac**
* **Bookkeeper to the Supervisor: Thomas Chartrand**

**R- 3-20** Councilor McConnell moved and Palmer seconded to approve the above Town Supervisor appointments. 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

9. Town Committees.

* Agriculture.
* Chair: Town Councilor Melanie Palmer
* Member: Town Councilor William McConnell
* Member: Floyd Fisher
* Communications & Technology
* Information Officer, Sue Marzo
* Information Technology, Gerald Brown, CNY Technology Consultants, LLC
* Town Clerk Jackie Bush Roorda
* Deputy Town Clerk Kristin Shute Colburn
* Community Development.
* Chair: Town Supervisor Daniel Fitzpatrick
* Member: Town Councilor William McConnell
* Emergency Response.
* Chair: Town Supervisor Daniel Fitzpatrick
* Member: Town Councilor Steve Zajac
* Member: Highway Supt. John Greeley
* Employee Policies & Benefits
* Chair: Town Supervisor Daniel Fitzpatrick
* Member: Town Clerk Jackie Bush Roorda
* Member: Personnel Consultant Kathy Barany
* Highway.
* Chair: Town Councilor Steve Zajac
* Member: Mike LaCava
* Member: Summer Palmer
* Member: Scott Shute
* Member: Mark Chambers
* Member: Highway Superintendent John Greeley
* Member: Deputy Highway Superintendent Steve Robson
* Recreation & Youth
* Chair: Supervisor, Daniel Fitzpatrick
* Member: Town Councilor, Steve Zajac
* Member: Dave Prince
* LaFayette Public Library
* Trustee: Donna Knapp
* Trustee: Michael Force
* Safety & Facilities Maintenance Committee
* Safety Chair: TBD.
* Safety Co-Chair: Town Councilor Carole Dwyer
* Facilities Chair: Town Councilor Steve Zajac
* Facilities Co-Chair: Highway Superintendent John Greeley
* Service Awards.
* Chair: Town Councilor Melanie Palmer
* Member: Town Supervisor Daniel Fitzpatrick
* Member: LaFayette Fire Department Larry Paige
* Member: LaFayette Fire Department John Harper
* SOTS & OCRRA Liaison.
* Chair: Town Supervisor Daniel Fitzpatrick
* Member: Town Councilor Melanie Palmer
* 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: Zoning Board of Appeals Chair Christine Keenan
* Member: Town SPDES Engineer Mark Parrish.

L. Liaisons to LaFayette Fire Department

 Chair: Town Supervisor Daniel Fitzpatrick

 Member: Town Councilor Steve Zajac

 Member: Ken Gardner

 M. Liaisons to local school districts:

* LaFayette: Supervisor Daniel Fitzpatrick
* Jamesville Dewitt: Councilor William McConnell

10. The Motion to approve for the Town Clerk to execute filings.

11. The motion for approval and appointment of Town Clerk Jackie Bush Roorda and David Knapp as Marriage Officers for the Town of LaFayette pursuant to Section 11 of the Domestic Relations Law, effective immediately through January 12, 2021.

12. The resolution fixing salaries and payment schedules of all elected and appointed officers in accordance with the 2020 Town Budget.

* Town Clerk, Deputy I $17.20/hr.
* Town Clerk, Deputy II $12.00/hr.
* Justice Court Deputy Clerk I $15.90/hr.
* Justice Court Deputy Clerk II $15.90/hr.
* Physical Plant, Deputy 1 $15.00/hr.
* Park Labor Crew Leader $16.00/hr.
* Park Laborer $12.50/hr.
* Recreation Maintenance $16.00/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

13. The resolution setting the general monthly payroll for December 2020 to December 17, 2020.

14. The Resolution setting reasonable amount for specified officers and employees for mileage compensation (current 2020 IRS rate is $0.575/mile).

15. 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.

16. To set the regular Town Board meetings. The LaFayette Town Board will meet at 6:30 P.M. (vouchers at 6:00 P.M) on the 2nd Tuesday of each month throughout 2020, 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 2021.

17. 2020 Town Holiday Schedule

 ● Federal Holidays (10): New Year’s Day, Wednesday, January 1st, Martin Luther King Jr. Day – Monday January 20th (observed); Washington’s Birthday/ President’s Day – Monday February 17th; Memorial Day – Monday, May 25th; Independence Day – Friday July 3rd; Labor Day – Monday September 7th ; Columbus Day – Monday, October 12th; Veteran’s Day – (observed) Monday, November 11th; Thanksgiving – Thursday, November 26th; Christmas Holiday (observed) –Friday, December 25th.

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

18. The motion to designate Official Newspaper as The Post-Standard/Syracuse Media Group.

**R-4-20** Councilor Palmer moved and McConnell seconded the motion to approve items numbered Items 9 through 18 as presented. 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

19. The motion to designate N.B.T. Bank and NYCLASS as the Town’s Official Banks.

20. The motion to establish Petty Cash funds as follows:

* Tax Collector. $100.00.
* Town Clerk. $100.00.
* Justice Clerk. $100.00.

21. The motion to accept the Town Procurement Policy.

22. The motion to establish Standard Work Hours per Day for part-time employees for NYS retirement purposes – 6 hours.

23. The Motion to accept the NYS Discrimination and Harassment Policy

24. The Motion that the Board reviewed and approved the Investment Policy.

**R-5-20** Councilor McConnell move and Palmer seconded he motion to accept the items numbered 19 through 24 as presented.

 Motion carried. 5 - 0

 Supervisor Fitzpatrick Voted Yes

 Councilor Zajac Voted Yes

 Councilor Palmer Voted Yes

 Councilor McConnell Voted Yes

 Councilor Dwyer Voted Yes

25. Questions & comments from the residents. None were voiced

**R-6-19** Supervisor Fitzpatrick moved and Palmer seconded the motion to adjourn.

 Motion Carried 5 – 0

 Supervisor Fitzpatrick Voted Yes

 Councilor Zajac Voted Yes

 Councilor Palmer Voted Yes

 Councilor McConnell Voted Yes

 Councilor Dwyer Voted Yes

The Special Organizational Meeting adjourned at 6:11 p.m.

Respectfully submitted,

Jacqueline Bush Roorda

Town Clerk