**Organizational Meeting January 8th, 2019**

Minutes of the Organizational Meeting held by the LaFayette Town Board on January 8, 2019 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

 Absent: Carole Dwyer, Councilor

 Recording Secretary: Jackie Bush Roorda, Town Clerk

 Attorney: John Langey

 Budget Officer: Tom Chartrand

 Code Enforcement: Ralph Lamson

 Others Present: David Knapp, Onondaga County Legislator

 Christine Ramie

 Fred Hill Steven & Kathleen Pitoniak

 Dave & Jenine Baker Ron & Nancy Bush

 Anita Minerd Ray & Nancy Young

 Rich Roorda Jerry & Susan Garritillo

 Kitty Rienhardt Mike Stiner

 Mark Chambers Herb & Rosemary Brodt

 Jeff Palin Johanna Kohler

 David Knapp Melissa Yenny

 Greg Scammell John & Merikay Harper

 Scott Kushner Don & Kathy Moody

 Mary Rose & Jacob Schnur Kate Romancik

 Jeanie Gleisner David & Robin Sandwick

 Dennis Earle Christine Keenan

 Kristin, Jay & Ian Colburn JoAnne Smith

 Eileen Gilligan Adrian, Christine, Mason

 Simone Gonyea & Amie Shute

 Nancy White Allan Sustare

1. Supervisor Fitzpatrick called the Organizational Meeting to order at 6:00 p.m.
2. The Town Clerk Jackie Bush Roorda took the Roll**.** Councilor Dwyer Absent.
3. Pledge to the U.S. Flag led by Supervisor Fitzpatrick.

 Supervisor Fitzpatrick summarized his first year saying that despite some bumps in the road, lessons have been learned and all in all he feels it’s been a pretty good year. He looking forward to his second year as Supervisor and working for the best interest for the residents and tax payers. He further commented that he is excited to work with the Town Board and feels there are exciting things going on with our new County Executor. He advised that County Legislator Dave Knapp is in attendance and LaFayette is fortunate that he assists with many good things for the Town.

 Supervisor Fitzpatrick thanked everyone for coming out to the 2019 Organizational Meeting. He also thanked Greg Scammel, past Supervisor for many years and John Harper, President of the LaFayette Fire Department, stating that they both have done an incredible amount of things for this. Town.

 He then announced that next on the agenda is the Oath of Office and he is excited to let everyone know that “Mac is Back”, referring to William McConnell who previously served as Town Councilor and Supervisor of LaFayette. Bill’s experiences will be great in guiding the Town Board in the right direction.

1. Oath of Office was administered by Syracuse Court of Claims Justice Adrian Shute.

Councilor William McConnell

5. Announcement of Town Board Members

 Supervisor: Daniel Fitzpatrick (1/1/18 – 12/31/2019)

 Councilor: Steve Zajac (1/1/16 – 12/31/2019)

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

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

 Councilor: William McConnell (1/1/19 – 12/31/2019)

R-1-19 6. Councilor McConnell moved and Zajac seconded the motion to adopt Rules of Procedure for Organizational Meeting & Town Board Meetings. Motion passed unanimously, 4 – 0.

7. Town Board appointments/approvals (2019 unless otherwise stated).

R-2-19 Councilor McConnell moved and Palmer seconded as a single motion to approve items 7 through 10 of the following appointments. Motion passed unanimously, 4 – 0.

1. Town Attorney: TBD (to be determine)
2. Town Engineer: C & S Companies, Mark Chambers, Jeff Palin & Associates.

 SPDES: O’Brien & Gere Engineers

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

 D. Assessment Grievance Board of Review.

* Chair: Jim Keefe
* Member: Richard Stach
* Member: Greg Titus
* Member: McKenzie McElhannon
* Member: (vacant), New Term 10/01/19-09/30/23

E. Board of Ethics.

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

F. Code Enforcement (Building Inspection & Zoning).

* Officer: Ralph Lamson
* Deputy: Nick Kirby

 G. Collector of Taxes.

* Officer: Katherine Rienhardt
* Deputy: Jackie Bush Roorda

 H. Constable: Harrison Homer

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

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

 J. Highway Superintendent

* Superintendent: John Greeley
* 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: Katey Romancik
* Deputy Clerk: JoAnne Smith

 N. Facilities Schedulers

* Jackie Bush Roorda
* Kristin Shute Colburn

 O. Planning Board.

* Chair: Jim Nakas (01/01/2019 – 12/31/2023)
* Member: Brad Bush
* Member: Barb Lasky
* Member: Rick Markoff
* Member: Jerry Marzo
* Secretary: Sue Marzo/Jackie Bush Roorda

 P. Town Clerk.

* Town Clerk: Jackie Bush Roorda
* Deputy Town Clerk: Kristin Shute Colburn
* Deputy Town Clerk: Carole Scofield

 Q. Zoning Board of Appeals.

* Chair: Christine Keenan
* Member: Michael Stiner
* Member: James Nash (01/01/2019 – 12/31/2023)
* Member: Karl Field
* Member: Anita Minerd
* Secretary: Sue Marzo/Jackie Bush Roorda

8. Town Supervisor Appointments.

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

 Voting on the above motion as follows: Approved 4 – 0

 Supervisor Fitzpatrick Voted Yes

 Councilor Zajac Voted Yes

 Councilor Palmer Voted Yes

 Councilor McConnell Voted Yes

9. Town Committees.

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 Shute Colburn
1. Economic Development.
* Chair: Town Supervisor Daniel Fitzpatrick
* Member: William McConnell
1. Emergency Response.
* Chair: Town Supervisor Daniel Fitzpatrick
* Member: Town Councilor Steve Zajac
* Member: John Greeley
* Consultant: TBA
1. Employee Policies & Benefits
* Chair: Town Supervisor Daniel Fitzpatrick
* Member: Personnel Consultant Kathy Barany
* Member: Town Clerk Jackie Bush Roorda
1. Highway.
* Chair: Town Councilor Steve Zajac
* Member: Mike LaCava, Resident
* Member: Summer Palmer
* Member: Scott Shute
* Member: Mark Chambers
1. Recreation & Youth
* Chair: Daniel Fitzpatrick
* Member: Town Councilor William McConnell
* Member: Dave Prince
1. Safety & Facilities Maintenance Committee
* Safety Chair: Safety Officer Tom Rezsnyak.
* Safety Co-Chair: Town Councilor Carole Dwyer
* 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 Daniel Fitzpatrick
* 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: Planning Board Chair Jim Nakas
* Member: Zoning Board of Appeals Chair Christine Keenan
* Member: Town SPDES Engineer Mark Parrish.
* Member: Town Attorney To Be Determined

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: Town Councilor William McConnell
* Jamesville Dewitt: Supervisor Fitzpatrick

Voting on the above motion was as follows:

 Supervisor Fitzpatrick Voted Yes

 Councilor Zajac Voted Yes

 Councilor Palmer Voted Yes

 Councilor McConnell Voted Yes

10. Special Recognition - Supervisor Fitzpatrick advised that he and the Town Board would like to reflect of three major contributors to the Town of LaFayette.

 Bettye Knapp, deceased: Supervisor Fitzpatrick advised that she was his kindergarten teacher and taught many generations of residents. She was also a community volunteer in many ways and served on the Assessment Grievance Board of Reviews for a total of 36 years, since 1982. She contributed great amount of time to the Town and was second to none.

 Pete Paul, deceased: Supervisor Fitzpatrick advised that Pete was an incredible Town servant and man, serving over 27 years in many different areas such as the Planning Board, Assessment Grievance Board of Reviews and on the Highway Committee. A real solid guy.

 Mary Doster, deceased: Fitzpatrick commented that Mary was a matriarch to the Town. She too was involved in many different roles such as Assessor, Deputy Town Clerk and a member of the Employee Policies & Benefits committee.

Supervisor Fitzpatrick added that the Town lost 3 valuable and respected community members, all three still involved with the Town until their passing in 2018 and the Town is appreciative of their numerous years of service.

R-3-19 11. Supervisor Fitzpatrick moved and Zajac seconded the approval and instruction for the Town Clerk to execute filings. Motion passed unanimously. 4 - 0

R-4-19 12. Supervisor Fitzpatrick moved and Zajac 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. 4 – 0

R-5-19 13. Supervisor Fitzpatrick moved and Zajac seconded the following motions and resolutions numbered Items 14 through 28 as one.

14. The resolution fixing salaries and payment schedules of all elected and appointed officers in accordance with the 2019 Town Budget.

* Town Clerk, Deputy I $16.35/hr.
* Town Clerk, Deputy II $12.36/hr.
* Justice Court Deputy Clerk I $15.45/hr.
* Justice Court Deputy Clerk II $15.45/hr.
* Physical Plant, Deputy 1 $15.00/hr.
* Park Labor Crew Leader $15.00/hr.
* Park Laborer $12.00/hr.
* Recreation Maintenance $15.00/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

15. The resolution setting the general monthly payroll for December 2019 to December 19, 2019.

16. 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.

17. The Resolution setting reasonable amount for specified officers and employees for mileage compensation (current 2018 IRS rate is $0.58/mile).

18. 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.

19. 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 2020.

20. 2019 Town Holiday Schedule

 ● Federal Holidays (10): New Year’s Day, Monday, January 1st, Martin Luther King Jr. Day – Monday January 21st (observed); Washington’s Birthday/ President’s Day – Monday February 18th; Memorial Day – Monday, May 27th; Independence Day – Thursday July 4th; Labor Day – Monday September 2nd; Columbus Day – Monday, October 14th; Veteran’s Day – (observed) Monday, November 11th; Thanksgiving – Thursday, November 28th; Christmas Holiday (observed) – Wednesday, December 25th.

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

21. The motion to designate Official Newspaper as The Post-Standard/Syracuse Media Group. Motion passed unanimously. 4 - 0

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

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

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

24. The motion to accept the Town Procurement Policy.

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

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

Voting on the above items numbered 14 through 26 motion was as follows:

 Supervisor Fitzpatrick Voted Yes

 Councilor Zajac Voted Yes

 Councilor Palmer Voted Yes

 Councilor McConnell Voted Yes

 Motion passed unanimously. 4 - 0

27. Supervisor Fitzpatrick moved and McConnell seconded the 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). Motion passed unanimously 4 – 0.

28. Councilor McConnell moved and Palmer seconded the motion to authorize the Supervisor to make an application to the youth program.

Voting on the above items numbered 14 through 26 motion was as follows:

 Supervisor Fitzpatrick Voted Yes

 Councilor Zajac Voted Yes

 Councilor Palmer Voted Yes

 Councilor McConnell Voted Yes

 Motion passed unanimously. 4 - 0

29. Questions & comments from the residents.

County Legislator Dave Knapp commented of the positive contribution the LaFayette Optimist Club continues to do every year in many ways, One in particular is every year putting up the Christmas lights and decorations in the Town which includes setting up the manger scene. Knapp advised that Town Engineer Mark Chambers rebuilt the manger and the wood to rebuild was donated by Town Engineer Jeff Palin and his father, at no cost to the Town or the Optimist Club.

Supervisor Fitzpatrick thanked the Optimist Club, Mark Chambers and Jeff Palin. He also thanked County Legislator Dave Knapp for all he does for the Town of LaFayette.

R-6-19 30. Councilor Palmer moved and McConnell seconded the motion to adjourn. Motion passed unanimously. 4 – 0

The Special Organizational Meeting adjourned at 6:14 p.m.

Respectfully submitted,

Jacqueline Bush Roorda

Town Clerk