

## January 11<sup>th</sup>, 2022 LaFayette Town Board Organizational Meeting Minutes

Minutes of the 2022 Organizational Town Board Meeting held by the LaFayette Town Board on January 11<sup>th</sup>, 2022 at 6:00 p.m. at LaFayette Town Hall and live on Facebook.

Present: William McConnell, Supervisor  
Steve Zajac, Councilor  
Melanie Palmer, Councilor  
Jerry Marzo, Councilor

Absent: Carole Dwyer, Councilor

Recording Secretary: Jackie Bush Roorda, Town Clerk

Attorney: Jeff Brown  
Budget Officer: Tom Chartrand

Others Present: Dave Prince, Parks & Rec  
Ralph Lamson, Bldg. & Code Enforcement  
Kristin Colburn, Deputy Town Clerk  
Jessica Rice, Library Director  
Nichole Ponticello, Deputy Town Clerk II  
And other residents

1. Supervisor McConnell called the meeting to order at 6:00 PM
2. The Town Clerk, Jackie Roorda took the Roll; All present except Councilor Dwyer Absent
3. The Pledge of Allegiance was led by Town Clerk, Jackie Bush Roorda.
4. Newly elected officials Oath of Office was administered by Town Justice Adrian Shute

Supervisor	William McConnell
Councilor	Melanie Palmer
Councilor	Jerry Marzo
Tax Collector	Katherine Reinhardt
Highway Superintendent	Steve Robson
Deputy Supervisor	Mark Distler (1/11/22 - 1/9/23)

### Terms of Town Board Members

Supervisor:	William McConnell	(1/1/22 - 12/31/2023)
Councilor:	Steve Zajac	(1/1/20 - 12/31/2023)
Councilor:	Melanie Palmer	(1/1/22 - 12/31/2025)
Councilor:	Carole Dwyer	(1/1/22 - 12/31/2025)

Councilor: Jerry Marzo (1/1/2022 - 12/31/2023)

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

**R-1-22 Councilor Palmer moved and Marzo seconded the motion to adopt Rules of Procedure for Organizational Meeting & Town Board Meetings. Motion carried, 4 - 0.**

<b>William McConnell</b>	<b>Supervisor</b>	<b>Voted</b>	<b>Yes</b>
<b>Steve Zajac</b>	<b>Councilor</b>	<b>Voted</b>	<b>Yes</b>
<b>Melanie Palmer</b>	<b>Councilor</b>	<b>Voted</b>	<b>Yes</b>
<b>Jerry Marzo</b>	<b>Councilor</b>	<b>Voted</b>	<b>Yes</b>

6. Town Board appointment Town Attorney: Jeff Brown (Appointed through 1/9/24)

**R-2-22 APPOINTMENT OF LAFAYETTE TOWN ATTORNEY**

**The following resolution was offered by Councilor Palmer, who moved its adoption, seconded by Councilor Marzo, to wit:**

**WHEREAS, the Town of LaFayette Town Board has created the office of Town Attorney in order to enhance the efficiency and cost effectiveness of the delivery of legal services to the Town, and**

**WHEREAS, the general responsibilities of the Town Attorney are to negotiate, prepare, approve and audit written contracts, leases, and other legal instruments; attend meetings of the Town Board, Planning Board, Zoning Board of Appeals and Assessment Grievance Board of Review; draft local laws and resolutions for consideration by the Town Board; create or extend special districts; provide legal advice and counsel to the Town Board, Planning Board, and Zoning Board of Appeals, and provide litigations services to the Town on an as-needed basis; and**

**WHEREAS, the accomplishment of the above duties involves the exercise of discretion by the Town Attorney on behalf of the Town of LaFayette.**

**NOW, THEREFORE, BE IT RESOLVED, that Jeffrey D. Brown, Esq. is hereby appointed to the position LaFayette Town Attorney to perform the above-mentioned responsibilities for a term beginning January 1, 2022 and ending January 9, 2024, at an annual salary established by the Town Board, plus any actual out of pocket expenses incurred in providing such services, and**

**BEIT FURTHER RESOLVED, that the Town Attorney is considered a public officer and as such the Town Attorney shall sign and file an oath of office with the Town Clerk.**

**The question of the foregoing resolution was put to a vote at the Town of LaFayette Town Board organizational meeting held on January 11, 2022 which resulted as follows:**

<b>William McConnell</b>	<b>Supervisor</b>	<b>Voted</b>	<b>Yes</b>
<b>Steve Zajac</b>	<b>Councilor</b>	<b>Voted</b>	<b>Yes</b>
<b>Melanie Palmer</b>	<b>Councilor</b>	<b>Voted</b>	<b>Yes</b>
<b>Jerry Marzo</b>	<b>Councilor</b>	<b>Voted</b>	<b>Yes</b>

7. Town Board Appointments/approvals

A. Town Engineer - General: **C & S Companies (Mark Chambers and Jeff Palin & Associates)** Water: **Barton & Loguidice**

B. Dog Control.

- Officer: **Ken Johnson**
- Deputy: **Laura Holt**

C. Assessment Grievance Board of Review.

- Chair: **Jim Keefe (Term 10/1/19 - 9/30/24)**
- Member: **Margaret Durant (10/1/21 - 9/30/26)**

D. Board of Ethics.

- Chair: **David Sandwick**
- Member: **R. Shawn Reyburn**

Supervisor McConnell informed the public that R. Shawn Reyburn is taking over for Eva Palmer who served on this board for numerous years.

E. Code Enforcement (Building Inspection & Zoning)

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

F. Collector of Taxes.

- **Kitty Rienhardt. (Term: 1/1/22 - 12/31/23)**
- Deputy: **Town Clerk Jackie Bush Roorda**

G. LaFayette Advisory Conservation Commission

- Chair: **Mark Distler**
- Member: **Doug Anderson**
- Member: **Carole Dwyer**
- Member: **Larkin Podsiedlik**
- Member: **Amy Roe**
- Member: **Marcus Schaub**
- Member: **Keith Terrell**
- Member: **Kelly Wypych**
- Member: **Rachel Zevin**

- Member: (Student) **Isabella Shenandoah-Kurtz**
- Member: (Student) **Claire Virnoche**

Supervisor McConnell explained that through the efforts of Mark Distler and others the LACC committee has been re-activated with the above members and thanked the committee for all their efforts.

H. Highway Superintendent: **Steve Robson**  
Deputy: **Don Skinner**

J. Historian: **Rick Stout**  
Historian Emeritus: **J. Roy Dodge**

K. Information Officer: **Sue Marzo**  
Information Tech **Officer: CNY Technology Consultants LLC - Gerry Brown**

L. Justice Court.  

- Court Clerk: **Carleen LaRonde**
- Deputy Clerk: **Katie Romancik**
- Deputy Clerk: **JoAnne Smith**

M. Facilities Schedulers: LaFayette Community Center/Stafford Park Pavilions 1 & 2  

- **Jackie Bush Roorda**
- **Kristin Shute Colburn**
- **Nicole C. Ponticello**

N. Planning Board.  

- Chair: **Brad Bush (Term: 1/11/22 - 12/31/26)**
- Alternate Member: **Mark Whitney**
- Secretary: **Jackie Bush Roorda /Sue Marzo**

O. Town Clerk. **Jackie Bush Roorda (Term: 1/1/20 - 12/31/23)**  

- Deputy: **Kristin Shute Colburn.**
- Deputy II: **Nicole Ponticello**

P. Zoning Board of Appeals.  

- Chair: **Chris Keenan (Term: 1/11/22 - 12/31/26)**
- Secretary: **Jackie Bush Roorda / Sue Marzo.**

**R-3-22 Councilor Palmer moved and Marzo seconded as a single motion to approve items 7, A - P of the above appointments. Motion carried 4 - 0**

<b>William McConnell</b>	<b>Supervisor</b>	<b>Voted</b>	<b>Yes</b>
<b>Steve Zajac</b>	<b>Councilor</b>	<b>Voted</b>	<b>Yes</b>

**Melanie Palmer**  
**Jerry Marzo**

**Councilor**  
**Councilor**

**Voted**  
**Voted**

**Yes**  
**Yes**

8. Town Supervisor Appointments.

- Deputy Supervisor: **Mark Distler**
- Bookkeeper to the Supervisor: **Thomas Chartrand**

**R-4-22 Councilor Marzo moved and Palmer seconded to approve Mark Distler as Deputy Supervisor and Thomas Chartrand as Bookkeeper to the Supervisor. Motion Carried, 4 - 0.**

**William McConnell**  
**Steve Zajac**  
**Melanie Palmer**  
**Jerry Marzo**

**Supervisor**  
**Councilor**  
**Councilor**  
**Councilor**

**Voted**  
**Voted**  
**Voted**  
**Voted**

**Yes**  
**Yes**  
**Yes**  
**Yes**

9. Town Committees.

A. Agriculture.

- Chair: **Town Councilor Melanie Palmer**
- Member: **Floyd Fisher**

B. Communications & Technology.

- Information Officer **Sue Marzo**
- Information Tech.: **CNY Technology Consultants LLC - Jerry Brown**
- Town Clerk: **Jackie Bush Roorda**
- Deputy Town Clerk: **Kristin Shute Colburn**

C. Community Development.

- Chair: **Bill McConnell**
- Member: **Carole Dwyer**

D. Emergency Response

- Chair: **Bill McConnell**
- Member: **Steve Zajac**
- Member: **Steve Robson**

E. Employee Policies & Benefits.

- Chair: **Bill McConnell**
- Member: **Attorney Jeff Brown**
- Member: **Bookkeeper Tom Chartrand**

F. Recreation & Youth Committee

- Chair: **Bill McConnell**
- Member: **Steve Zajac**

G. LaFayette Public Library:

- Librarian: **Jessica Rice**
- President: **Daphne Reyburn**

H. Safety & Facility Maintenance Committee

- Safety Chair: **Jerry Marzo**
- Town Facilities & Buildings: Chair: **Jerry Marzo**
- Town Buildings Handyman:
- Parks Safety: **Dave Prince**
- Highway Dept. PESH/Safety: **Luke Greczyn & Paul Durocher**

I. Service Awards.

- Chair: **Melanie Palmer**
- Member: **Bill McConnell**

J. Comprehensive Plan Implementation Committee (CPIC)

- Chair: **Kelly Wypych**
- Member: **Mark Distler**
- Member: **Carole Dwyer**
- Member: **Melanie Palmer**
- Member: **Jeannie Gleisner**
- Member: **Doug Anderson**

K. Cemetery Committee:

- Chair: **Melanie Palmer**
- Member: **Rick Stout**

Supervisor McConnell informed the public that this is a new committee chaired by Councilor Palmer. We have 3 active and 2-3 non-active cemeteries that the town takes care of and have issues so this committee was formed.

L. 200 Year Celebration Committee

- Chair: **Bill McConnell**
- Member: **Rick Stout**

M. SOTS & OCRRA Liaison.

- Chair: **Bill McConnell**
- Member: **Melanie Palmer**

N. SPDES (State Pollutant Discharge Elimination System).

- Chair & Stormwater Management Officer (SMO): **Ralph Lamson**
- Member and Assistant SMO: **Melanie Palmer**
- Engineer Member: **Mark Chambers, C & S Companies**

O. Liaisons to LaFayette Fire Departments.

- **Chair: Bill McConnell**

P. Liaisons to local school districts.

- LaFayette & Jamesville-DeWitt: **Carole Dwyer**

**R-5-22 Councilor Marzo moved and Palmer seconded as a single motion to approve items 9 A - P of the above appointments. Motion carried 4 - 0**

<b>William McConnell</b>	<b>Supervisor</b>	<b>Voted</b>	<b>Yes</b>
<b>Steve Zajac</b>	<b>Councilor</b>	<b>Voted</b>	<b>Yes</b>
<b>Melanie Palmer</b>	<b>Councilor</b>	<b>Voted</b>	<b>Yes</b>
<b>Jerry Marzo</b>	<b>Councilor</b>	<b>Voted</b>	<b>Yes</b>

10. Approval and instruction for Town Clerk to execute filings.

11. Approval and appointment of Town Clerk, Jackie Bush Roorda as a Marriage Officer for the Town of LaFayette pursuant to Section 11 of the Domestic Relations Law, effective immediately through January 10, 2023.

12. Resolution fixing salaries and payment schedules of all elected and appointed officers in accordance with the 2022 Town Budget.

Town Clerk, Deputy II	\$17.20/hour
Justice Court, Clerk I	\$16.50/hour
Justice Court, Deputy Clerk II	\$13.50/hour
Park Labor Crew Leader	\$18.00/hour
Park Laborer	\$15.00/hour
Recreation Clerk I	\$18.00/hour
Planning Board and Zoning Board of Appeals, members & alternate members	\$250.00/year Stipend
Planning Board and Zoning Board of Appeals, Chairs	\$500.00/year Stipend
Grievance Board of Review, members	\$100.00/year Stipend
Grievance Board of Review, Chair	\$150.00/year Stipend

13. Resolution setting the general monthly payroll for December 2022 to December 15, 2022.

14. Resolution setting reasonable amount for specified officers and employees for mileage compensation at **2022 IRS rate is \$0.58.5/mile.**

15. Authorize contract with SPCA and set seizure/impoundment fees for dogs: \$150.00 and Emergency Veterinary Services with LaFayette Veterinary Clinic at a maximum of \$250.00.

**R-6-22 Councilor Palmer moved and Marzo seconded as a single motion to approve items 10 - 15 of the above appointments. Motion carried 4 - 0**

<b>William McConnell</b>	<b>Supervisor</b>	<b>Voted</b>	<b>Yes</b>
<b>Steve Zajac</b>	<b>Councilor</b>	<b>Voted</b>	<b>Yes</b>
<b>Melanie Palmer</b>	<b>Councilor</b>	<b>Voted</b>	<b>Yes</b>
<b>Jerry Marzo</b>	<b>Councilor</b>	<b>Voted</b>	<b>Yes</b>

16. Set regular Town Board meetings. The LaFayette Town Board will meet at 6:30 P.M. on the 2<sup>nd</sup> Tuesday of the month throughout 2022, at the Town Hall, Town Commons Office Building.

17. 2022 Town Holiday Schedule:

- Federal holidays (11): New Year's Day - Saturday, January 1<sup>st</sup>; Martin Luther King, Jr. Day - Monday, January 17<sup>th</sup> (observed); Washington's Birthday/President's Day - Monday, February 15<sup>th</sup>; Memorial Day - Monday, May 30<sup>th</sup>; Independence Day - Monday, July 4<sup>th</sup> (observed); Labor Day - Monday, September 5<sup>th</sup>; Columbus Day - Monday, October 10<sup>th</sup>; Veterans Day - Friday, November 11<sup>th</sup>; - Thanksgiving Day - Thursday, November 24<sup>th</sup>; Christmas Holiday-Monday, December 26<sup>th</sup> (observed); New Year's Day - Monday, January 2<sup>nd</sup>, 2023 (observed)
- Town (floating) holidays (3): carried over from prior town holiday policies for Lincoln's Birthday, Good Friday and Election Day.
- Martin Luther King, Jr. Day (floating) subject upon approval of Highway Superintendent

18. Designate Official Newspaper. Post Standard/Advanced Media New York.

19. Designate Official Banks: N.B.T. Bank, M&T Bank & NYCLASS

20. Establish Petty Cash funds:

•Tax Collector: \$100.00 •Town Clerk: \$100.00 •Justice Clerk: \$100.00

21. Resolution adopting the 2022 Procurement Policy

22. Establish Standard Work Hours per Day for NYS retirement purposes - 6 hours.

23. Accept NYS Discrimination and Harassment Policy \*

24. Accept Town Investment Policy. \*



25. The Motion that the Board reviewed and approved the official undertaking (guaranty) that the Town of LaFayette has a blanket employee dishonesty policy as required for towns and villages

26. Authorize the Supervisor to make an application to the youth program

**R-7-22 Councilor Marzo moved and Palmer seconded as a single motion to accept items 16-26 as presented as one motion. Motion carried 4 - 0**

<b>William McConnell</b>	<b>Supervisor</b>	<b>Voted</b>	<b>Yes</b>
<b>Steve Zajac</b>	<b>Councilor</b>	<b>Voted</b>	<b>Yes</b>
<b>Melanie Palmer</b>	<b>Councilor</b>	<b>Voted</b>	<b>Yes</b>
<b>Jerry Marzo</b>	<b>Councilor</b>	<b>Voted</b>	<b>Yes</b>

27. Questions & comments from the residents.

Town Clerk Jackie Roorda wanted to recognize and welcome the newest Deputy Town Clerk II, Nichole Ponticello who will be coming in part time to learn the ropes and fill in as needed. She will definitely be an asset as she has different computer skills that she can bring to the table.

28. Suggestions for improvement and positive contributions.

29. Motion to adjourn.

**R-8-22 Councilor Palmer moved and Marzo seconded the motion to adjourn. Motion carried 4 - 0**

<b>William McConnell</b>	<b>Supervisor</b>	<b>Voted</b>	<b>Yes</b>
<b>Steve Zajac</b>	<b>Councilor</b>	<b>Voted</b>	<b>Yes</b>
<b>Melanie Palmer</b>	<b>Councilor</b>	<b>Voted</b>	<b>Yes</b>
<b>Jerry Marzo</b>	<b>Councilor</b>	<b>Voted</b>	<b>Yes</b>

The 2022 Organizational Meeting adjourned at 6:13 p.m.

Respectfully submitted,

Jacqueline Bush Roorda  
Town Clerk