

Minutes of the Organizational Meeting held by the LaFayette Town Board on January 12, 2015 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: William McConnell, Supervisor
Andrew Ohstrom, Councilman
Steve Zajac, Councilor
Doug Daniel, Councilor
Melanie Palmer, Councilor

Recording Secretary: Jacqueline G. Roorda, Town Clerk

Others Present: Kevin Gilligan, Town Attorney
Thomas Chartrand, Budget Officer
Kristin Colburn, Deputy Town Clerk
Ralph Lamson, Bldg. and Code Enforcer
Nick Kirby, Bldg. & Code Enforcement Deputy
John Greeley, Highway Superintendent
Regina Reinschmidt, Recreation Director
Mark Chambers & Jeff Palin, C&S Companies
Shawn Adam, Planning Board Member
and many other residents.

1. Supervisor McConnell called the Organizational Meeting to order at 6:00 p.m.
2. The Town Clerk took the Roll. All present.
3. Supervisor McConnell welcome everyone and thanked them for their attendance. . He then complimented Jackie Roorda, and Kristin Shute Colburn for organizing and doing all the preparation and Regina Reinschmidt and anyone else who assisted with set up. McConnell then complimented Delphine and Cindy Doupe from Good Times Café for the delicious and beautiful deserts, and Taste of Heaven for coming in on their day off to make great pizza and wings.
4. The pledge to the U.S. Flag was led by Supervisor McConnell.
5. Honorable Adrian Shute did the official swearing in of newly elected official:

Melanie Palmer, Town Councilor

6. Service Milestones - Supervisor McConnell and Councilman Ohstrom recognized 6 individuals for their many long years of serving the Public. Each was called up as a brief description of their contributions to the Town was announced and they accepted a certificate of appreciation and engraved plaques from the Town Board.

1. **Virginia Collinson**, 10 years
Library Board of Directors
2. **Dave Prince**, 10 years
Community Council/Parks/Library
3. **John Greeley**, 10 years
Highway Department
4. **Don Skinner**, 10 years
Highway Department
5. **Phyllis Olmstead**, 11 years
Library Board of Directors
6. **Joe Ambrose**, 30 years
Highway Department

7. Town Board

Supervisor:	William McConnell
Deputy Supervisor:	Andrew Ohstrom
Councilor:	Steve Zajac
Councilor:	Doug Daniel
Councilor:	Melanie Palmer

8. **Councilor Daniel moved and Ohstrom seconded the motion to adopt Rules of Procedure for Organizational Meeting & Town Board Meetings. Voting on the above motion was as follows:**

Supervisor McConnell	Voted	Yes
Councilor Ohstrom	Voted	Yes
Councilor Zajac	Voted	Yes
Councilor Daniel	Voted	Yes
Councilor Palmer	Voted	Yes

Motion passed unanimously.

9. **Supervisor McConnell moved and Ohstrom seconded the Motion to accept the following Town Board appointments/approvals and acknowledgment of members (2015 unless otherwise stated):**

A. Town Attorney: Costello, Cooney & Fearon, PLLC. Kevin Gilligan, John Langey, & Associates.

B. Town Engineer: C & S Companies. Mark Chambers and Jeff Palin & Associates and for SPDES: O'Brien & Gere Engineers.

C. Assessor.

- **Shawn Adam.**

D. Dog Control.

- **Officer: Ken Johnson.**
- **Deputy: Michael Johnson**

E. Assessment Grievance Board of Review.

- **Chair: Pete Paul**
- **Member: James Keefe**

F. Board of Ethics.

- **Chair: David Sandwick**

G. Code Enforcement (Building Inspection & Zoning).

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

H. Collector of Taxes:

- **Deputy: Jackie Bush Roorda**

I. Constable: Harrison Homer.

J. Environmental & Conservation Advisory Board.

- **Chair: Jeannie Gleisner**

K. Highway Superintendent:

- **Deputy: Steve Robson**

L. Historian Emeritus: J. Roy Dodge

Historian: Greg Titus

M. Information Officer: Sue Marzo

Information Technology Officer: Melanie Washo

N. Justice Court

- **Court Clerk: Carleen LaRonde**
- **Deputy Clerk: Debbie Phinney**
- **Deputy Clerk: Katie Romancik**

O. Physical Plant.

- **Chair: Steve Zajac**
- **Deputy: Fred Groth**
- **LaFayette Facilities Schedulers: Jackie Bush Roorda & Kristin Colburn**

P. Planning Board

- **Chair: Jim Nakas**
- **Member: Shawn Adam**
- **Secretary: Jackie Bush Roorda**
- **Deputy Secretary: Kristin Colburn**

Q. Safety Officer: Tom Rezsnyak

R. Town Clerk:

- **Deputy: Kristin Colburn**
- **Deputy: Carol Scofield**

S. Zoning Board of Appeals

- **Chair: Chris Keenan**
- **Member : James Nash**
- **Secretary: Jackie Bush Roorda**
- **Deputy Secretary: Kristin Colburn**
- **Alternate Member: Steve Beggs**

10. Councilor Ohstrom moved and Daniel seconded the Motion to accept the following Town Supervisor's appointments/approvals and acknowledgement of members (2015 unless otherwise stated):

- **Deputy Supervisor: Andrew Ohstrom**
- **Bookkeeper: Thomas Chartrand Accounting.**
- **Historian: Greg Titus.**

11. Councilor Daniel moved and Palmer seconded the motion to affirm the following LaFayette Public Library appointments:

- **Trustee: Autumn Meldrim**

Voting on the above motions was as follows:

Supervisor McConnell	Voted	Yes
Councilman Ohstrom	Voted	Yes
Councilman Zajac	Voted	Yes
Councilman Daniel	Voted	Yes
Councilwomen Palmer	Voted	Yes

Motion passed unanimously.

12. Councilor Ohstrom moved and Palmer seconded the motion to approve the following Town Committee appointments:

A. Agriculture.

- **Chair: Town Councilor Melanie Palmer**

- **Member: Town Supervisor Bill McConnell**
- **Member: Floyd Fisher**

B. Communications & Technology.

- **Information Officer: Sue Marzo**
- **Information Tech: Melanie Washo**
- **Town Clerk Jackie Bush Roorda**
- **Deputy Town Clerk Kristin Colburn**

C. Community Development.

- **Chair: Town Supervisor Bill McConnell**
- **Member: Town Councilor Andy Ohstrom**

D. Emergency Response.

- **Chair : Town Councilor Doug Daniel**
- **Town Supervisor Bill McConnell**
- **Consultant: Kelly Green**

E. Employee Policies & Benefits.

- **Town Councilor Andrew Ohstrom**
- **Town Clerk Jackie Bush Roorda**
- **Mary Doster**

F. Highway.

- **Chair: Town Councilor Steve Zajac**
- **Member: Pete Paul**
- **Member: Former Town Supervisor Summer Palmer**
- **Member: Highway Superintendent John Greeley**
- **Member: Deputy Highway Superintendent Steve Robson**

G. Physical Plant.

- **Chair: Town Councilor Steve Zajac**
- **Physical Plant Deputy: Fred Groth**

H. Recreation & Youth.

- **Co-Chair: Town Councilor Steve Zajac**
- **Co-Chair: Town Councilor Andy Ohstrom**
- **Recreation Director Regina Reinschmidt**
- **Parks & Recreation Leader Dave Prince**

I. Safety.

- **Chair: Safety Officer Tom Rezsnyak**
- **Member: Town Councilor Andy Ohstrom**
- **Member: Town Councilor Doug Daniel**
- **Member: Dep. Highway Superintendent John Greeley**

- Member: Recreation Director Regina Reinschmidt

J. Service Awards.

- Chair: Town Councilor Melanie Palmer
- Member: Town Supervisor Bill McConnell
- Member: LaFayette Fire Department John Harper
- Member: LaFayette Fire Department Larry Paige

K. SOTS & OCRRA Liaison.

- Chair: Town Councilor Andrew Ohstrom
- Member: Town Councilor Melanie Palmer

L. SPDES (State Pollutant discharge Elimination System).

- Chair and SPDES Management Officer: Town Councilor Doug
- Member & Asst. SMO Officer: Town Councilor Melanie Palmer
- Member: Envir. & Cons. Advisory Board Jeanie Gleisner
- Member: Planning Board Chair Jim Nakas
- Member: Zoning Board of Appeals Chair Chris Keenan
- Member: Town SPDES Engineer Mark Parrish
- Member: Town Attorney Kevin Gilligan

M. Liaisons to local school districts:

- Jamesville-DeWitt: Town Councilor Andrew Ohstrom
- LaFayette: Town Councilor Bill McConnell

Voting on the above motions was as follows:

Supervisor McConnell	Voted	Yes
Councilor Ohstrom	Voted	Yes
Councilor Zajac	Voted	Yes
Councilor Daniel	Voted	Yes
Councilor Palmer	Voted	Yes

Motion passed unanimously.

13. Supervisor McConnell moved and Daniel seconded the motion for approval and instructed the Town Clerk to execute the filings.

Voting on the above motions was as follows:

Supervisor McConnell	Voted	Yes
Councilor Ohstrom	Voted	Yes
Councilor Zajac	Voted	Yes
Councilor Daniel	Voted	Yes
Councilor Palmer	Voted	Yes

Motion passed unanimously.

14. . Supervisor McConnell moved and Zajac seconded the motion for approval and appointment of Town Clerk, Jackie Bush Roorda, as a Marriage Office for the Town of LaFayette pursuant to Section 11 of the Domestic Relations Law, effective immediately through January 12, 2016. Voting on the above motions was as follows:

Supervisor McConnell	Voted	Yes
Councilor Ohstrom	Voted	Yes
Councilor Zajac	Voted	Yes
Councilor Daniel	Voted	Yes
Councilor Palmer	Voted	Yes

Motion passed unanimously.

15. Supervisor McConnell moved and Palmer seconded the Resolution fixing salaries and payment schedules of all elected and appointed officers in accordance with the 2015 Town Budget.

Town Clerk, Deputy I	\$15.00/hour
Town Clerk, Deputy II	\$11.50/hour
Justice Court, Clerk I	\$ 13.50/hour
Justice Court, Deputy Clerk II	\$ 13.50/hour
Physical Plant Deputy	\$ 12.00/hour
Park Labor Crew Leader	\$ 12.00/hour
Park Laborer	\$10.00/hour
Recreation Maintenance	\$11.50/hour
Tax Collector, Deputy	\$ 11.50/hour
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 motions was as follows:

Supervisor McConnell	Voted	Yes
Councilor Ohstrom	Voted	Yes
Councilor Zajac	Voted	Yes
Councilor Daniel	Voted	Yes
Councilor Palmer	Voted	Yes

Motion passed unanimously.

16. Supervisor McConnell moved and Ohstrom seconded the Resolution setting the general monthly payroll for December 2015 to December 17, 2015.

17. Supervisor McConnell moved and Daniel seconded the Resolution setting reasonable amount for specified officers and employees for mileage compensation (current 2015 IRS rate is \$0 .57.5 per mile).

Voting on the above motions was as follows:

Supervisor McConnell	Voted	Yes
Councilor Ohstrom	Voted	Yes
Councilor Zajac	Voted	Yes
Councilor Daniel	Voted	Yes
Councilor Palmer	Voted	Yes

Motion passed unanimously.

18. Councilor Ohstrom moved and Palmer seconded the motion to authorize Supervisor McConnell to sign the contract with the SPCA and set seizure/impoundment fees for dogs at \$150 and Emergency Veterinary Services with LaFayette Veterinary Clinic at a maximum of \$250.00 per incident.

Voting on the above motions was as follows:

Supervisor McConnell	Voted	Yes
Councilor Ohstrom	Voted	Yes
Councilor Zajac	Voted	Yes
Councilor Daniel	Voted	Yes
Councilor Palmer	Voted	Yes

Motion passed unanimously.

19. Supervisor McConnell moved and Ohstrom seconded the motion to set regular Town Board meetings as follows: The LaFayette Town Board will meet at 6:30 P.M. on the 2nd Monday of the month throughout 2015, with meetings on the 4th Monday as necessary at the Town Hall, Town Commons Office Building. Town Board meetings will not be held on October 12th (Columbus Day) instead will be held October 26th, 2014.

Voting on the above motions was as follows:

Supervisor McConnell	Voted	Yes
Councilor Ohstrom	Voted	Yes
Councilor Zajac	Voted	Yes
Councilor Daniel	Voted	Yes
Councilor Palmer	Voted	Yes

Motion passed unanimously.

20. Supervisor moved and Daniel seconded the motion to set the 2015 Town holiday schedule as follows:

- Federal holidays (10): New Year's Day Thursday, January 1st; Martin Luther King, Jr. Day – Monday, January 19th (observed); Washington's Birthday/President's Day - Monday, February 16th; Memorial Day – Monday, May 25th; Independence Day Friday, July 3rd (for the 4th); Labor Day - Monday, September 7th; Columbus Day – Monday, October 12th; Veterans Day – Wednesday, November 11th; – Thanksgiving Day – Thursday, November 26th; Christmas Holiday – Friday, 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 motions was as follows:

Supervisor McConnell	Voted	Yes
Councilor Ohstrom	Voted	Yes
Councilor Zajac	Voted	Yes
Councilor Daniel	Voted	Yes
Councilor Palmer	Voted	Yes

21. Motion Supervisor McConnell moved and Palmer seconded the motion to designate the Post-Standard/Syracuse Media Group as the Town's Official Newspaper.

22. Supervisor McConnell moved and Zajac seconded the motion to Designate NBT Bank as the Town's Official Bank.

23. Supervisor McConnell moved and Daniel seconded the motion to establish Petty Cash funds as follows:

Tax Collector.	\$100.00.
Town Clerk.	\$75.00.
Justice Clerk	\$75.00.

24. Supervisor McConnell moved and Palmer seconded the motion to accept the Town Procurement Policy.

Voting on the above motions was as follows:

Supervisor McConnell	Voted	Yes
Councilor Ohstrom	Voted	Yes
Councilor Zajac	Voted	Yes
Councilor Daniel	Voted	Yes
Councilor Palmer	Voted	Yes

Motion passed unanimously.

25. Supervisor McConnell moved and Ohstrom seconded the motion to establish the Standard Work Hours per Day for NYS retirement purposes – 6 hours. Motion passed unanimously.

26. Supervisor McConnell moved and Palmer seconded the motion to accept the Town Investment Policy. Motion passed unanimously.

27. Councilor Ohstrom moved and Daniel seconded the motion to authorize the Supervisor to make an application to the youth program. Motion passed unanimously.

28. Supervisor McConnell asked if there were any questions or comments from the residents.

Resident Carole Scofield asked what the status of Byrne Dairy. Attorney Kevin Gilligan advised that the Department of Transportation in Albany has verbally approved the second entrance/exit off Route 20 however we have not received written confirmation. He is confident that there will be more concrete answers at the February meeting.

29. Councilman Ohstrom moved and Daniel seconded the motion to adjourn. Motion passed unanimously.

The Organizational Meeting adjourned at 6:25 p.m.

Respectfully submitted,

Jacqueline G. Roorda
Town Clerk