

Minutes of the Organizational Meeting held by the LaFayette Town Board on January 12, 2016 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: Andrew Ohstrom, Supervisor  
David Daniel, Councilor  
Steve Zajac, Councilor  
Melanie Palmer, Councilor  
TBA, Councilor

Recording Secretary: Jackie Bush Roorda, Town Clerk

Others Present: Leon & Beverly Cook  
David Baker  
Mary Doster  
Anne & Jim Nakas  
Shawn & Mary Adam  
Ralph Lamson  
Marie & Burt Hoyt  
Pete Paul  
Marilyn Smith  
Kelsey Moody  
Peggy Sutton  
Stephen & Sue Beggs  
Scott Kushner  
Jim & Pat Keefe  
Tom Rezsnyak  
Jane & Frank Warner  
Kevin, Eileen, Louis & Valya Gilligan  
Sheila, Ashley Shelby Ohstrom  
Tom Chartrand  
John and Kathy Greeley  
David Reed  
Devin Sardaro  
Doug & Halette Daniel  
Kerry & Steve Evans  
Adrian, Christine, Morgan, Mason & Amy Shute  
Lynn Lewandowski  
Dave & Bettye Knapp  
Kelly, Harper & Green  
Dave, Regina, Olivia & Patrick Prince  
Jackie Mathews  
JoAnne Garbutt & Heath Kotula  
Jim, Mackenzie, Ellie & Beauden McElhannon  
Alice & Elton Fairbank  
Rich Roorda

Kristin, Jay & Ian Colburn  
Mark Chambers  
Kitty Rienhardt

1. Supervisor Ohstrom 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 Ohstrom.
4. Oath of Office was administered by Town Justice Adrian Shute.

Supervisor	Andrew Ohstrom
Councilor	Doug Daniel
Councilor	Steve Zajac
Town Clerk	Jackie Bush Roorda
Tax Collector	Katherine Rienhardt
Highway Superintendent	John Greeley

5. Announcement of Town Board Members

Supervisor:	Andrew Ohstrom
Councilor:	Doug Daniel
Councilor:	Steve Zajac
Councilor:	Melanie Palmer
Councilor:	TBA

6. **Councilor Daniel moved and Palmer seconded the motion to adopt Rules of Procedure for Organizational Meeting & Town Board Meetings. Motion passed unanimously.**
7. **Appointments to vacant elected offices. Kerry Evans, Town Councilor.**

**Councilor Zajac moved and Daniel seconded the motion to appoint Kerry Evans as Town Councilor to fulfill the vacancy of newly elected Supervisor, Andrew Ohstrom. (term ends Dec.31, 2019).**

**Voting on the above motions was as follows:**

<b>Supervisor Ohstrom</b>	<b>Voted</b>	<b>Yes</b>
<b>Councilor Daniel</b>	<b>Voted</b>	<b>Yes</b>
<b>Councilor Zajac</b>	<b>Voted</b>	<b>Yes</b>
<b>Councilor Palmer</b>	<b>Voted</b>	<b>Yes</b>
<b>Councilor Evans</b>	<b>Voted</b>	<b>Yes</b>

**Motion passed unanimously.**

Oath of Office was administered by Justice Adrian Shute.

8. **Town Board appointments/approvals (2016 unless otherwise stated).**

**Councilor Palmer moved and Daniel seconded the motion to approve the following appointments:**

- A. Town Attorney: Costello, Cooney & Fearon, PLLC. Kevin Gilligan, John Langey, & Associates**
- B. Town Engineer: C & S Companies, Mark Chambers, Jeff Palin & Associates.  
SPDES: O'Brien & Gere Engineers**
- C. Assessor: Shawn Adam: 10/01/2013-09/30/2019**
- D. Dog Control.**
  - **Officer: Ken Johnson**
  - **Deputy: Michael Johnson**
- E. Assessment Grievance Board of Review.**
  - **Chair: Pete Paul, 10/01/14-09/30/19**
  - **Member: Richard Stach, (New Term/Reappointment) 10/01/15-09/30/20**
  - **Member: James Keefe, 10/01/14-09/30/19**
  - **Member: Bettye Knapp, 10/01/13-09/30/18**
  - **Member: Shawn Adam, 10/01/12-09/30/17**
  - **Member: Greg Titus, 10/01/11-09/30/16**
- F. Board of Ethics.**
  - **Chair: David Sandwick**
  - **Member: Eva Palmer**
  - **Member: (vacant)**
- 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**
  - **Member: Dennis Earle, (New Appointment) 01/01/2016-12/31/20**
  - **Member: Dr. Eileen Gilligan, 01/01/ - 12/31/**
  - **Member: Mark Distler, 1/1/ – 12/31/**
  - **Member: Barbara Ferro,**

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

**O. Facilities Schedulers**

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

**P. Planning Board.**

- **Chair: Jim Nakas.**
- **Member: Barb Lasky (1/1/16 – 12/31/20)**
- **Secretary: Jackie Bush Roorda**
- **Deputy Secretary: Kristin Shute Colburn**

**Q. Town Clerk.**

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

**R. Zoning Board of Appeals.**

- **Chair: Christine Keenan.**
- **Member: Kelly Green (01/12/16 – 12/31/20)**
- **Secretary: Jackie Bush Roorda**
- **Deputy Secretary: Kristin Shute Colburn**

**9. Town Supervisor appointments.**

- **Deputy Supervisor: Doug Daniel**
- **Bookkeeper: Thomas Chartrand Accounting.**
- **Historian: Greg Titus.**

**10. LaFayette Public Library appointments:**

- **Trustee Ruthanne Shute, 01/01/2016-12/31/2020**

**Voting on the above motions was as follows:**

<b>Supervisor Ohstrom</b>	<b>Voted</b>	<b>Yes</b>
<b>Councilor Daniel</b>	<b>Voted</b>	<b>Yes</b>
<b>Councilor Zajac</b>	<b>Voted</b>	<b>Yes</b>

<b>Councilor Palmer</b>	<b>Voted</b>	<b>Yes</b>
<b>Councilor Evans</b>	<b>Voted</b>	<b>Yes</b>

**Motion passed unanimously.**

## **11. Town Committees.**

**Councilor Palmer moved and Daniel seconded the motion to approve the following Town Committee appointments:**

### **A. Agriculture.**

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

### **B. Communications & Technology**

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

### **C. Economic Development.**

- **Chair: Town Supervisor Andrew Ohstrom**
- **Member: William McConnell**

### **D. Emergency Response.**

- **Chair: Town Supervisor Andrew Ohstrom**
- **Member: Town Councilor Doug Daniel**
- **Member: John Greeley**
- **Consultant: Kelly Green**

### **E. Employee Policies & Benefits**

- **Chair: Town Supervisor Andrew Ohstrom**
- **Member: Mary Doster**
- **Member: Town Clerk Jackie Bush Roorda**

### **F. Highway.**

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

### **G. Recreation & Youth**

- **Chair: Andrew Ohstrom**
- **Member: Town Councilor Steve Zajac**

- **Member: Dave Prince**

**H. Safety & Facilities Maintenance Committee**

- **Safety Chair: Safety Officer Tom Rezsnyak.**
- **Safety Co-Chair: Town Councilor Doug Daniel**
- **Facilities Chair: Town Councilor Steve Zajac**
- **Facilities Co-Chair: Highway Superintendent John Greeley**

**I. Service Awards.**

- **Chair: Town Councilor Melanie Palmer**
- **Member: Town Supervisor Andrew Ohstrom**
- **Member: LaFayette Fire Department Larry Paige.**
- **Member: LaFayette Fire Department John Harper.**

**J. SOTS & OCRRA Liaison.**

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

**K. SPDES (State Pollutant discharge Elimination System).**

- **Chair and SPDES Management Officer: Town Councilor Doug Daniel**
- **Member and Assistant SPDES Management Officer: Town Councilor Melanie Palmer**
- **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:**

<b>Supervisor Ohstrom</b>	<b>Voted</b>	<b>Yes</b>
<b>Councilor Daniel</b>	<b>Voted</b>	<b>Yes</b>
<b>Councilor Zajac</b>	<b>Voted</b>	<b>Yes</b>
<b>Councilor Palmer</b>	<b>Voted</b>	<b>Yes</b>
<b>Councilor Evans</b>	<b>Voted</b>	<b>Yes</b>

**Motion passed unanimously.**

**12. Councilor Palmer moved and Zajac seconded the motion to appoint the following Liaisons to local school districts:**

- **LaFayette: Supervisor Andrew Ohstrom**
- **Jamesville Dewitt: Town Councilor Kerry Evans**

**Motion passed unanimously.**

13. Councilor Daniel moved and Palmer seconded the approval and instruction for Town Clerk to execute filings. Motion passed unanimously.

14. Supervisor Ohstrom moved and Palmer seconded the motion for 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, 2017. Motion passed unanimously.

15. Councilor Palmer moved and Daniel seconded the Resolution fixing salaries and payment schedules of all elected and appointed officers in accordance with the 2016 Town Budget.

- Town Clerk, Deputy I \$15.30/hr.
- Town Clerk, Deputy II \$11.73/hr.
- Justice Court Deputy Clerk I \$13.75/hr.
- Justice Court Deputy Clerk II \$13.75/hr.
- Physical Plant, Deputy 1 \$11:30/hr.
- Park Labor Crew Leader \$12.25/hr.
- Park Laborer \$10.50/hr.
- Recreation Maintenance \$11.50/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 Ohstrom	Voted	Yes
Councilor Daniel	Voted	Yes
Councilor Zajac	Voted	Yes
Councilor Palmer	Voted	Yes
Councilor Evans	Voted	Yes

Motion passed unanimously.

16. Councilor Palmer moved and Zajac seconded the resolution setting the general monthly payroll for December 2016 to December 17, 2016.

17. Supervisor Ohstrom moved and Daniel seconded the Resolution setting reasonable amount for specified officers and employees for mileage compensation (current 2015 IRS rate is \$ .54/mile). Motion passed unanimously.

18. Councilor Palmer moved and Daniel 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.

19. Supervisor Ohstrom moved and Palmer seconded the motion to set regular Town Board meetings. The LaFayette Town Board will meet at 6:00 PM to do Vouchers and Meeting will begin at 7:00 P.M. on the 2<sup>nd</sup> Tuesday of the month; throughout 2016, at the Town Hall, Town Commons Office Building. Voting on the above motion was as follows:

Supervisor Ohstrom	Voted	Yes
Councilor Zajac	Voted	Yes
Councilor Daniel	Voted	Yes
Councilman Palmer	Voted	Yes
Councilman Evans	Voted	Yes

Motion passed unanimously.

20. Councilor Zajac moved and Palmer seconded the motion to set the Town holiday schedule as follows:

- Federal holidays (10): 01/01/16 Friday (New Year's Day) 01/18/16 Monday (Martin Luther King, Jr. Day), 02/15/16 Monday (Washington's Birthday/President's Day), 05/30/16 Monday (Memorial Day), 07/04/16 Monday, (Independence Day), 09/05/16 Monday (Labor Day), 10/10/16 Monday (Columbus Day), 11/11/16 Friday (Veterans Day), 11/24/16 Thursday (Thanksgiving Day) and 12/26/16 Monday (Christmas Day)
- Town holidays/floating holidays (3): Lincoln's Birthday ( 02/15/16 Monday), Good Friday (3/25/16 Friday) and Election Day (11/08/16 Tuesday).

Voting on the above motion was as follows:

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

Motion passed unanimously.

21. Councilor Daniel moved and Palmer seconded the motion to designate Official Newspaper as The Post-Standard/Syracuse Media Group. Motion passed unanimously.

22. Councilor Daniel moved and Palmer seconded the motion to designate Official Bank as N.B.T. Bank. Motion passed unanimously.

23. Councilor Daniel moved and Palmer 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.**

**24. Councilor Daniel moved and Palmer seconded the motion to accept the Town Procurement Policy. Motion passed unanimously.**

**25. Councilor Daniel moved and Palmer seconded the motion to establish Standard Work Hours per Day for NYS retirement purposes – 6 hours. Motion passed unanimously.**

**26. Councilor Daniel moved and Palmer seconded the Motion that the Board reviewed and approved the Investment Policy. Motion passed unanimously.**

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

**28. Questions & comments from the residents.** There were none.

Supervisor Ohstrom advised that Highway Superintendent John Greeley had a short video presentation “Walk a Mile in the Highway Superintendent’s Shoes” and invited those present to watch it.

**29. Suggestions for improvement and positive contributions.**

Supervisor Ohstrom thanked everyone on the Board, Members of the Committees and in the community for making LaFayette such an incredible place to live. Town Clerk, Jackie Roorda thanked Andy and Sheila Ohstrom for their contribution of lasagna, cavatelli with broccoli, salad and Columbus Bakery bread; thanked Cindy’s Old Tyme Café for the delicious deserts and Kristin and Jay Colburn, Ralph Lamson, Sheila, Shelby and Ashley Ohstrom for all their assistance in setting up and cleaning up for the refreshment portion of the evening. Supervisor also thanked Jackie Roorda and Kristin Colburn for organizing the Organizational Meeting.

**26. Councilor Palmer moved and Zajac seconded the motion to audit and pay bills. Motion passed unanimously.**

**27. Councilor Palmer moved and Daniel seconded the motion to adjourn. Motion passed unanimously.**

The Special Organizational Meeting adjourned at 6:41 p.m.

Respectfully submitted,

Jacqueline Bush Roorda  
Town Clerk