

February 14th, 2017 LaFayette Town Board Meeting Minutes

Minutes of the Town Board Meeting held by the LaFayette Town Board on February 14, 2017 at 7:00 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
Doug Daniel, Councilor
Melanie Palmer, Councilor
Kerry Evans, Councilor

Absent: Steve Zajac, Councilor

Recording Secretary: Jacqueline G. Roorda, Town Clerk

Others Present: Kevin Gilligan, Town Attorney
Thomas Chartrand, Budget Officer
Ralph Lamson, Bldg. & Code Enforcer
John Greeley, Hwy Superintendent
Harrison Homer, Constable
Dave Knapp, County Legislator

1. Supervisor Ohstrom called the meeting to order at 7:00 PM and welcomed all in attendance.
2. Pledge to our U.S. Flag was led by Councilor Palmer.
3. The Town Clerk, Jackie Roorda took the Roll. Four present, Councilor Zajac Absent.
4. Town Board Minutes of January 10th, 2017 Regular Meeting.

Supervisor Ohstrom moved and Palmer seconded the motion to accept the January 10th, 2017 Organizational and Regular meeting minutes as reviewed and submitted by Town Clerk, Jackie Roorda. Motion carried 4 - 0.

Andrew Ohstrom	Supervisor	Voted	Yes
Doug Daniel	Councilor	Voted	Yes
Melanie Palmer	Councilor	Voted	Yes
Kerry Evans	Councilor	Voted	Yes

5. PUBLIC HEARINGS – None
6. COMMUNICATIONS

A. Tax Rates – Resident, Scott Dapson requested to be on the agenda to discuss the Town’s tax rates, however he was not present at the meeting.

B: LaFayette Fire Department Form 990, Return of Organization Exempt Form Income Tax – Attorney Gilligan advised that this is part of the contract with the Fire Department and there is nothing specific that we have to do with this. Budget Officer, Tom Chartrand did not have a copy of it prior to the meeting, therefore will look it over for further clarification and if there is anything of importance he will bring it to the Town Board’s attention at the March Town Board meeting.

C. Letter to Dept. of Health authorizing LaFayette Ambulance Dept. Emergency Care.

Councilor Daniel moved and Evans seconded the motion authorizing Supervisor Ohstrom to sign the letter for the Certificate of Need to the Department of Health authorizing the LaFayette Ambulance Department, Inc to provide emergency medical care as defined by Article 30 of NYS Public Health Law, to the entire Town of LaFayette. Motion carried 4-0.

Andrew Ohstrom	Supervisor	Voted	Yes
Doug Daniel	Councilor	Voted	Yes
Melanie Palmer	Councilor	Voted	Yes
Kerry Evans	Councilor	Voted	Yes

D. LaFayette Veterinary Clinic 2017 Emergency Animal Services Agreement

Councilor Evans moved and Daniel seconded the motion authorizing Supervisor Ohstrom to sign the agreement between the LaFayette Veterinary Clinic, LLP and the Town of LaFayette to provide emergency veterinary services to animals brought in by the Town of LaFayette Animal Control Officers. Motion carried 4-0.

Andrew Ohstrom	Supervisor	Voted	Yes
Doug Daniel	Councilor	Voted	Yes
Melanie Palmer	Councilor	Voted	Yes
Kerry Evans	Councilor	Voted	Yes

E. LaFayette After-Prom Party Support – Per Budget Officer Tom Chartrand, the annual request for Support of the After Prom-Party to provide an alcohol and drug free alternative can easily be handled by voucher, no motion is necessary to continue to support the After-Prom Party for the same amount as in past years.

F. O’Brien & Gere Proposal for engineering services related to NYSDEC SPDES

Councilor Daniel moved and Palmer seconded the motion authorizing the Supervisor Ohstrom’s signature on the proposal submitted by O’Brien & Gere for engineering Services related to the New York State Department of Environmental

Conservation (NYSDEC) SPDES General Permit for Storm Water Discharges from Small Municipal Separate Storm Sewer Systems (MS4's) for 2017. Motion carried 4-0.

Andrew Ohstrom	Supervisor	Voted	Yes
Doug Daniel	Councilor	Voted	Yes
Melanie Palmer	Councilor	Voted	Yes
Kerry Evans	Councilor	Voted	Yes

G. Security Quote/Time Warner Panic Buttons and Cameras – Supervisor Ohstrom reported that in response to a recommendation from our Insurance carrier, we are looking into quotes for panic buttons and cameras to be located in the Town Clerk's Office and Court. A quote from Time Warner was available at the meeting, however per the Town's Procurement Policy, two more quotes need to be obtained. Town Clerk Jackie Roorda advised that Eastern Security and ADT are scheduled to do a walk through and submit their quotes within a few days.

Supervisor Ohstrom recommended moving forward to the March meeting. Attorney Gilligan advised that no down payment can be made prior to services rendered.

H. 2017 Ironman 70.3 Syracuse Event. Supervisor Ohstrom advised that Ken Hammond, Race Director is requesting a letter of support from the Town Board for the annual April 16th, 2017 Springtime 10k and June 18th, 2017, 70.3k Ironman events.

Councilor Evans moved and Palmer seconded the motion approving the Town supporting the 2017 annual April 15th Springtime 10k and June 18th 70.3k Ironman events and authorizing the Supervisor to sign a letter to the Dept. of Transportation in support of this event, pending receipt of the Insurance Certificates. Motion carried 4-0.

Andrew Ohstrom	Supervisor	Voted	Yes
Doug Daniel	Councilor	Voted	Yes
Melanie Palmer	Councilor	Voted	Yes
Kerry Evans	Councilor	Voted	Yes

7. REPORTS

A. Departmental

1. Town Supervisor

a. Budget Officer Tom Chartrand submitted the Monthly Financial Report for January 2017 and the December 2016 final report, and discussed in detail, the General Budget will be carrying forward \$105,000; the Highway end balance has quite a bit of a deficit as there was a lot of expense at the end of the year and we will have a little bit of a struggle at Budget time. The Highway Garage Project finally closed out. Both the Library and Special Water District have positive balances therefore will be in very good shape at budget time. The \$16,000 monies from the mudslide project are still present.

The Fire District increased their budget slightly; the January Supervisor's report is in excellent shape and \$27,500 needs to be transferred from Surplus 2016 into Environmental Control for 2017, per transfer sheet. Chartrand also was happy to report that Tax Collector, Kitty Rienhardt received all of the taxes for the Town and they have been electronically transferred.

b. Transfer of Appropriations

Supervisor Ohstrom moved and Palmer seconded the motion to authorize and allocate the Transfer of Appropriations as discussed and listed below. Motion granted 4 – 0.

Andrew Ohstrom	Supervisor	Voted	Yes
Doug Daniel	Councilor	Voted	Yes
Melanie Palmer	Councilor	Voted	Yes
Kerry Evans	Councilor	Voted	Yes

GENERAL FUND

To:

A1380.4	Fiscal Consultants	Contractual	2,200.00
A1410.2	Town Clerk	Equipment	100.00
A1420.4	Attorney	Contractual	100.00
A1620.2	Buildings	Equipment	1,700.00
A3310.4	Traffic Control	Contractual	100.00
A5010.4	Supt. of Highways	Contractual	200.00
A6410.4	Publicity	Contractual	1,400.00
A7310.1	Youth Program	Personal Services	700.00
A7310.2	Youth Program	Equipment	400.00
A8010.1	Zoning	Personal Services	100.00
A8010.2	Zoning	Equipment	6,700.00
A8020.1	Planning	Personal Services	100.00

TOTAL 13,800.00

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From:

A1990.4	Contingent	Contractual	12,700.00
A7310.4	Youth Program	Contractual	1,100.00

TOTAL 13,800.00

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HIGHWAY

To:

DA5130.2	Machinery	Equipment	350.00
DA5130.4	Machinery	Contractual	13,650.00
DA5142.1	Snow Removal	Personal Services	13,000.00
DA9060.8	Employees Benefits	Hospital & Medl Ins.	6,800.00

TOTAL 33,800.00

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From:

DA599	Surplus		450.00
DA5110.1	Repairs	Personal Services	750.00
DA5110.4	Repairs	Contractual	2,600.00
DA5142.4	Snow Removal	Contractual	7,800.00
DA9030.8	Employees Benefits	Social Security	1,400.00
DA9040.8	Employees Benefits	Workmans Comp	100.00
DA9050.8	Employees Benefits	Unemployment Insurance	700.00
DA9950.0	Transfer to Reserve	Intrafund Transfer	20,000.00

TOTAL 33,800.00
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LIBRARY FUND

To:			
L1620.1	Library Cleaning	Personal Services	
300.00			
L7430.4	Library Operations (Supplies)	Contractual	700.00
L7438.4	Library Operations (Dues)	Contractual	
1,000.00			
		TOTAL	<u>2,000.00</u> =====

From:			
L7411.1	Library Operations (Staff)	Personal Services	
2,000.00			
		TOTAL	<u>2,000.00</u> =====

SPECIAL WATER DISTRICT FUND

To:			
SW8341.4	Transmission & Distribution	Contractual	NE & S H 100.00
		TOTAL	<u>100.00</u> =====

From:			
SW9730.7	Debt Service Interest	Statutory Bonds	100.00
		TOTAL	<u>100.00</u> =====

Supervisor Ohstrom moved and Palmer seconded the motion to authorize and allocate the Transfer of Appropriation in the amount of \$27,500.00 from the 2016 Surplus into the Environment Control Budget for 2017 as listed below. Motion granted 4 – 0.

Andrew Ohstrom	Supervisor	Voted	Yes
Doug Daniel	Councilor	Voted	Yes
Melanie Palmer	Councilor	Voted	Yes
Kerry Evans	Councilor	Voted	Yes

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GENERAL FUND

To:	A8090.4	Environmental Control	Contractual	27,500.00
			TOTAL	<u>27,500.00</u>
From:	A599	Surplus	Unspent Appropriation 2016	27,500.00
			TOTAL	<u>27,500.00</u>

2. Highway Superintendent John Greeley’s verbal report –

Roads: Plowed snow 41 times since last meeting. One third of the salt has been used and a lot of the sand has already been used. Sand is less expensive and the state will cover the sand with the shared services agreement.

Equipment: Cleaning equipment and shop, staying busy with oil changes, lube and getting equipment ready for spring.

Greeley requested that the Board approve his attendance at two different conferences this year, the annual Association of Towns Conference in Cornell and in the fall one to be held near Buffalo. He went on to discuss the importance of his presence at these functions and the need for him to continue his education regarding issues for highway matters. Discussion included the decreased amount of \$5,000.00 in the budget this year for all conferences; amount to be allocated for Highway Superintendent would be approximately \$2,500. Supervisor Ohstrom asked Town Clerk, Jackie Roorda to speak about the Town Clerk’s Annual Conference. Roorda advised that she is requesting the Board approval for her to attend the Association of Towns Annual Conference to be held in April at a cost of \$855.00 plus travel costs. She further pointed out the numerous and important subjects and training that are addressed each year that are critical in the functioning of her Town Clerk’s duties.

Discussions regarding training and conferences necessary for the Assessor and Building and Code Officers, Planning and Zoning Board of Appeals members that are and possible other departments took place as well.

Supervisor Ohstrom moved and Palmer seconded the motion to authorize Highway Superintendent Greeley to attend the Association of Towns Conference at Cornell and the Fall Conference/Workshop in Buffalo. Roll call vote: 4 – 0.

Andrew Ohstrom	Supervisor	Voted	Yes
Doug Daniel	Councilor	Voted	Yes
Melanie Palmer	Councilor	Voted	Yes
Kerry Evans	Councilor	Voted	Yes

Supervisor Ohstrom moved and Evans seconded the motion to authorize Town Clerk Jackie Roorda to attend the Town Clerks of Towns Conference in April to be held in Rochester at a cost of \$855.00, plus travel expenses.

Roll call vote: 4 – 0.

Andrew Ohstrom	Supervisor	Voted	Yes
Doug Daniel	Councilor	Voted	Yes
Melanie Palmer	Councilor	Voted	Yes
Kerry Evans	Councilor	Voted	Yes

3. Town Clerk

a. Monthly Report and payment to Supervisor's Account was reviewed. Roorda advised that once again she processed several passport applications, many of which are from locations other than LaFayette. She feels that the convenience of her extended hours on Tuesday evening has increased the number of people coming to LaFayette for passports.

b. Supervisor Ohstrom asked Roorda to report on the replacement windows in the Town Hall by Comfort Windows. Roorda advised that in the summer Comfort Windows evaluated damaged windows and recently replaced several. When replacing them in the cold weather, additional windows displayed broken seals. Comfort will get an estimate for the additional replacement windows drawn up for the Town Board. Ohstrom will ask Steve Zajac to evaluate.

4. Building and Code Enforcement

a. Building Permit - Code Enforcement Officer, Ralph Lamson advised that the new computer and software program are all set and he and his Deputy Nick Lamson will have an educational training session on Monday to learn more about the program.

b. Lamson also advised that he will be attending a SPDES meeting on March 28th, 2017.

5. Justice Court - 111 - total cases for Judge Perrin; \$9,471.00.00 was taken in for the month of December, 2016.

114 - total cases for Judge Shute; \$10,673.00 was taken in for the month of December, 2016.

6. Library

a. Board of Trustee Minutes and Director's Report for December, reviewed.

7. Tax Receiver – Supervisor Ohstrom complimented Tax Receiver, Kitty Rienhardt and commented that she had turned over the entire amount due to the Town for 2017 taxes earlier and does an excellent job for the Town.

B. Committees

1. Agricultural Committee Councilor Palmer advised that the meeting regarding the Nutrient Management System on Markland Road is scheduled for March

8th, 2017 at 6:30PM at the Community Center. Representative from Ag & Markets, Onondaga County Soil and Water, the Engineer who designed the storage system, the Farm managers, and residents of Markland Road will be personally notified. This will be an informational and educational meeting.

Town Clerk, Jackie Roorda will prepare a Notice per Open Meetings Law for the meeting to be held at the Community Center, on March 8th, 2017 at 6:30pm regarding the proposed Manure Storage/Nutrient Management System on Markland Road to be hosted by the Ag Committee.

2. Community Development - Supervisor Ohstrom advised the in an attempt to lower the cost for the LaFayette Newsletters, the Town Board decreased the number of editions per year to quarterly. Also, Councilor Daniel received a quote from a printing company out of Binghamton which was significantly less than from our current printer. Information Officer, Sue Marzo brought in 2 more for printing the newsletter and they were significantly lower amounts as well. Sue had samples printed to compare the quality and was very satisfied with that done by Bob Carr 2.0 Printing & Mailing, who had the lowest estimate at \$1,190. Seaboard Graphics estimate was \$1,247.36 and Midstate Printing at \$2,700.

Supervisor Ohstrom moved and Evans seconded the motion to accept the lowest quote of \$1,190.00 for the printing of the LaFayette Newsletter as presented by Bob Carr 2.0 Printing & Mailing. Motion carried 4 - 0.

Andrew Ohstrom	Supervisor	Voted	Yes
Doug Daniel	Councilor	Voted	Yes
Melanie Palmer	Councilor	Voted	Yes
Kerry Evans	Councilor	Voted	Yes

3. Emergency Response – there will be online training for the AEDs available in the future.

4. Employee Policies & Benefits – Supervisor Ohstrom advised that the Employee Handbook needs to be amended to reflect the 5% employee contribution for health insurance.

Supervisor Ohstrom moved and Evans seconded the motion to amend the Employee Handbook to reflect the change of 1% to 5% employee contribution for health care insurance. Motion carried 4 - 0.

Andrew Ohstrom	Supervisor	Voted	Yes
Doug Daniel	Councilor	Voted	Yes
Melanie Palmer	Councilor	Voted	Yes
Kerry Evans	Councilor	Voted	Yes

Supervisor Ohstrom reported that they were looking into health insurance options however with the numerous changes that may be coming in the future, for now it's been advised likely to stay with OCEBA.

Ohstrom also advised that a reviewer specialist from Reagan Insurance is in the process of reviewing the Town Handbook to update to current legal standards, which is a full service benefit that Reagan Insurance offers.

5. Environmental & Conservation Advisory Board

6. Highway

7. Recreation & Youth/LCC Liaison Kerry Evans reported that they are having trouble finding parents to coach therefore will have to cut back on some of the programs offered.

8. Safety & Facility - Ohstrom reported that Tom Rezsnyak will be scheduling Safety Training Sessions in the fall with Comp Alliance and that another service offered by Reagan Insurance is online safety training session as well.

9. School District Liaisons

10. Service Awards – LOSAP Vouchers have been signed and checks will be issued later this week.

11. SOTS & OCRRA Liaison

12. Solar Committee – Councilor Daniel advised that they will have another meeting February 21, 2017. Councilor Palmer reported that they have reviewed a couple other Town's policies and are moving forward.

8. TOWN ATTORNEY/LITIGATION 7& OTHER LEGAL MATTERS

A. Lease Amendment/T-Mobile Lease Groth Road Tower – Attorney Gilligan advised that there were a couple changes that were needed to be made to the Lease agreement with T-Mobile. The good news is that the Town used to get \$1.00 per month for the lease and will now be getting half of the \$650.00, therefore increasing from \$1.00 to \$325.00 per month.

Councilor Daniel moved and Palmer seconded the motion approving of and authorizing Town Supervisor Ohstrom to enter into the revised amended lease agreement between CCT-3, as assignee of certain lease interests of Lessor and T-Mobile Northeast, LLC with the Town of LaFayette. Motion carried 4-0.

**Andrew Ohstrom
Doug Daniel**

**Supervisor
Councilor**

**Voted
Voted**

**Yes
Yes**

**Melanie Palmer
Kerry Evans**

**Councilor
Councilor**

**Voted
Voted**

**Yes
Yes**

Supervisor Ohstrom also reported that Kenneth Saverin also advised that the negotiations with Verizon are moving forward and the deal is getting closer.

9. NEW BUSINESS

A. C & S Proposal to tear down the old highway garage. Discussion regarding the Community Development Grant; 5 year plan for community development, application process, necessity for a public hearing and the need to further check with Nina & Marty Skahan from the County Executive Office, took place. Attorney Gilligan advised that if it becomes apparent that the Town will not qualify for Community Development Grant money, there is nothing further to do.

B. Ryan McMahon - County Legislator David Knapp advised that he is on the committee wherein they are looking at different Towns infrastructure and advised that the old highway garage proposal may qualify for some of these funds.

Knapp further advised that he spoke at the Onondaga Highway Meeting. There is 1.2 million dollars for Towns in the Sanitary District. The snow plow contract is in the final year and they are looking for a continuation of this program with a few minor changes.

Knapp spoke regarding the proposed Consensus advising the one good aspect is that SOTS is expanding to the Towns of Otisco and Spafford and possible other Towns. The merging of the Metropolitan Water/City Water with Onondaga County Water Authority was a good thing. Knapp commented that New York is a Home Rule State which basically gives local Towns and the County their own power. The only way to dissolve a Village would require a Referendum Vote. Knapp advised that there is a lot more to follow. He will continue support and will not compromise small towns or their tax payers taking on City Debts.

10. EXECUTIVE SESSION – Supervisor Ohstrom called for two Executive Sessions: the first to include the Town Board, Attorney, Budget Officer, Town Clerk, Code Enforcer and County Legislator and the second session to include the Town Board and Attorney, both to discuss personnel matters.

Executive Session ended with no motions made.

9. Motion to audit and pay bills.

General Fund	10429-10538	\$338,585.35
Highway Fund	10445-10459	\$ 28,159.14
Special District	10460-10476	\$467,051.10
Trust & Agency	10477-10479	\$ 142.00

Councilor Daniel moved and Palmer seconded the motion to audit and pay the above listed bills. Motion carried 4 - 0.

Andrew Ohstrom	Supervisor	Voted	Yes
Doug Daniel	Councilor	Voted	Yes
Melanie Palmer	Councilor	Voted	Yes
Kerry Evans	Councilor	Voted	Yes

10. Motion to adjourn.

Councilor Palmer moved Evans and seconded the motion to adjourn the meeting. Motion carried 4 - 0.

Andrew Ohstrom	Supervisor	Voted	Yes
Doug Daniel	Councilor	Voted	Yes
Melanie Palmer	Councilor	Voted	Yes
Kerry Evans	Councilor	Voted	Yes

The Town Board Meeting was adjourned at 9:05 p.m.

Respectfully submitted,

Jacqueline G. Roorda, Town Clerk