

**2019 LaFayette Town Board Organizational Meeting Agenda
January 8th (Tuesday), 2019, 6:00PM (refreshments at 5:00)**

Town Supervisor Daniel Fitzpatrick
Town Councilor Melanie Palmer
Town Councilor Steve Zajac
Town Councilor Carole Dwyer
Town Councilor William McConnell
Town Clerk Jackie Bush Roorda

1. Call Meeting to order.
2. Roll call & Welcome.
3. Pledge to the U.S. Flag
4. Swearing in of newly elected Town Board Member:

William McConnell Councilor

5. Town Board

Supervisor:	Daniel Fitzpatrick
Deputy Supervisor	Steve Zajac
Councilor	Melanie Palmer
Councilor	Carole Dwyer
Councilor	William McConnell

8. Adopt Rules and Procedure for Organizational Meeting & Town Board Meetings *
9. Town Board appointments/approvals (2019 unless otherwise stated).

A. Town Attorney: **TBD**

B. Town Engineers – **General: C & S Companies (Mark Chambers and Jeff Palin & Associates), SPDES: O’Brien & Gere Engineers**

C. Dog Control:

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

D. Assessment Grievance Board of Review

- Chair: **Jim Keefe**
- Member: **Lisa Kurtz**

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:

- Kitty Rienhardt
- Deputy: Jackie Bush Roorda, Town Clerk

H. Constable: Harrison Homer

I. Environmental & Conservation Advisory Board

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

J. Highway Superintendent: John Greeley

Deputy: Steve Robson

K. Historian Emeritus: J. Roy Dodge
Historian: Greg Titus

L. Information Officer: Sue Marzo
Information Technology Officer: Gerald Brown, CNY Technology Consultants, LLC

M. Justice Court

- Court Clerk: Carlene LaRonde
- Deputy Clerk: Katey Romancik
- Deputy Clerk: JoAnne Smith

N. Library

- Member: (vacancy)

O. Park Schedulers: LaFayette Community Center / Parks
Schedulers: Jackie Bush Roorda & Kristin Shute Colburn

P. Planning Board

- Chair: **Jim Nakas**

Q. Town Clerk: Jackie Bush Roorda

- Deputy: Kristin Shute Colburn
- Deputy: Carole Scofield

R. Zoning Board of Appeals

- Chair: **Christine Keenan**

10. Town Supervisor Appointments.

- Deputy Supervisor: **Steve Zajac**
- Bookkeeper to the Supervisor: **Tom Chartrand**

11. Town Committees.

A. Agriculture.

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

B. Communications & Technology

- Information Officer: Sue Marzo
- Information Tech: Gerald Brown (CNY Technology Consultants, LLC)
- Town Clerk, Jackie Bush Roorda
- Deputy Town Clerk: Kristin Shute Colburn

C. Community Development:

- Chair: Town Supervisor, Daniel Fitzpatrick
- Member: Town Councilor William McConnell

D. Emergency Response

- Chair: Town Supervisor Daniel Fitzpatrick
- Member: Town Councilor Steve Zajac
- Member: John Greeley

E. Employee Policies & Benefits

- Chair: Town Supervisor, Daniel Fitzpatrick
- Member: Personnel Consultant, Kathy Barany

- Member: Town Clerk, Jackie Bush Roorda

F. Highway Committee

- Chair, Town Councilor, Steve Zajac
- Member: Michael LaCava
- Member: Sumner Palmer
- Member: Scott Shute
- Member: Mark Chambers

G. Recreation & Youth Committee

- Chair: Town Supervisor, Daniel Fitzpatrick
- Member: Town Councilor William McConnell
- Member: Dave Prince

H. Safety & Facility Maintenance Committee

- Safety Chair: Tom Rezsnyak
- Safety Co-Chair: Carole Dwyer
- Facilities Chair: Steve Zajac
- Facilities Co-Chair: John Greeley
- Fred Groth – Handyman (Independent Contractor)

I. Service Awards

- Chair: Town Councilor, Melanie Palmer
- Member: Town Supervisor, Daniel Fitzpatrick
- Member: LaFayette Fire Department, John Harper
- Member: LaFayette Fire Department, Larry Paige

J. SOTS & OCRRA Liaison

- Chair: Town Supervisor, Daniel Fitzpatrick
- Member: Town Councilor, Melanie Palmer

K. SPDES (State Pollutant Discharge Elimination System)

- Chair & 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, Kevin Gilligan

L. LaFayette Fire Department Liaison

- Chair: Town Supervisor, Daniel Fitzpatrick
- Member: Town Councilor, Steve Zajac
- Member: Ken Gardiner

12. Liaisons to local school districts

- LaFayette: Town Councilor, William McConnell
- Jamesville-Dewitt: Town Supervisor, Daniel Fitzpatrick

13. Special Recognition

- **Bettye Knapp Deceased (36 yrs. 1982-2018) Assessment Grievance Board**
- **Pete Paul/ Deceased (27 yrs. 1981-2018) Town Board, Grievance Board and Highway Committee**
- **Mary Doster/ Deceased (41 yrs. 1977-2018) – Assessor, Deputy Town Clerk,**

14. Approval and instruction for Town Clerk to execute filings

15. Approval and appointment of Town Clerk, Jackie Bush Roorda and David Knapp as Marriage Officers for the Town of LaFayette pursuant to Section 11 of the Domestic Relations Law, effective immediately through January 10, 2020.

16. Resolution fixing salaries and payment schedules of all elected and appointed officers in accordance with the 2019 Town Budget.

Justice Court, Clerk I	\$15.45/hour
Justice Court, Clerk II	\$15.45/hour
Town Clerk, Deputy I	\$16.35/hour
Town Clerk, Deputy II	\$12.36/hour
Physical Plant Deputy	\$15.00/hour
Park Maintenance Crew Leader	\$15.00/hour
Park Laborer	\$12.00/hour
Recreation Clerk	\$15.00/hour
Tax Collector Deputy	\$11.50/hour
Planning & Zoning Board Of Appeals, Chairs	\$500.00/year stipend
Planning & Zoning Board Of Appeals Members	\$250.00/year stipend
Grievance Board of Review Chair	\$150.00/year stipend
Grievance Board of Review Members	\$100/year stipend

17. Resolution setting the general monthly payroll for December 2019 to December 19, 2019.

18. “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. “

19. Resolution setting reasonable amount for specified officers and employees for mileage compensation (**current 2019 IRS rate is \$0.58/mile**)

20. 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.

21. Set 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 2020, 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 2019.

22. 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.

23. Designate Official Newspaper, The Post-Standard/Syracuse Media Group.

24. Designate Official Banks: N.B.T. Bank and NYCLASS

25. Establish Petty Cash funds:

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

26. Accept Town Procurement Policy *

27. Establish Standard Work Hours per Day for NYS retirement purposes – 6 hours

28. Accept Town Investment Policy *

29. Resolution/Confirmation that the statutory undertaking (guaranty) that the Town of LaFayette has a blanket employee dishonesty policy as required for Towns and Villages.
Motion by: _____ Seconded by: _____

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).” (Vote.....)

30. Authorize Supervisor to make an application to the youth program
31. Questions & comments from the residents
32. Suggestions for improvement and positive contributions
33. Audit and pay bills
34. Motion to adjourn.