

February 11th, 2020 LaFayette Town Board Meeting Minutes

Minutes of the Regular Monthly Town Board Meeting held by the LaFayette Town Board on February 11, 2020 at 6:30 p.m. in the Meeting Room of the LaFayette Commons Office Building at 2577 Route 11 in the Town of LaFayette.

Present: Daniel Fitzpatrick, Supervisor
Melanie Palmer, Councilor
William McConnell, Councilor
Carole Dwyer, Councilor

Absent: Steve Zajac, Councilor

Recording Secretary: Jackie Bush Roorda, Town Clerk

Attorney: Jeff Brown
Budget Officer: Tom Chartrand

Others Present: John Greeley, Highway Superintendent
Dave Prince, Library, LCC, Parks
Ralph Lamson, Bldg. & Code Enforcement
Steve & Kathleen Pitoniak
Sean Doolittle, Don Moody
Sue & Paul Eiholzer

1. Supervisor Fitzpatrick called the meeting to order at 6:30 PM and welcomed all in attendance and the pledge to the U.S. Flag led by Councilor McConnell.
2. The Town Clerk, Jackie Roorda took the Roll. Councilor Steve Zajac absent.
3. Town Board Minutes of January 7, 2020 Regular Meeting and Organizational Meeting Minutes.

R-14-2020 Councilor Palmer moved and Dwyer seconded the motion to accept the January 7th, 2020 Regular and Organizational Meeting Minutes as submitted by Town Clerk Jackie Roorda. Motion carried 4-0.

Daniel Fitzpatrick	Supervisor	Voted	Yes
Melanie Palmer	Councilor	Voted	Yes
Carole Dwyer	Councilor	Voted	Yes
William McConnell	Councilor	Voted	Yes

4. COMMUNICATIONS

A. Mass Gathering Permit/Carol Watson/Annual Fundraiser April 4th and 5th, 2020

R-15-2020 Councilor McConnell moved and Palmer seconded the motion approving of Carol Watson Greenhouse and Landscaping, Inc. Mass Gathering/Public Assembly permit application for the fundraising event scheduled for April 4th & 5th, 2020. Motion carried 4 – 0.

Daniel Fitzpatrick	Supervisor	Voted	Yes
Melanie Palmer	Councilor	Voted	Yes
Carole Dwyer	Councilor	Voted	Yes
William McConnell	Councilor	Voted	Yes

B. Resolution Handbook Amendment

R-16-2020

RESOLUTION OF THE TOWN OF LAFAYETTE TOWN BOARD AMENDING THE EMPLOYEE HANDBOOK TO PROHIBIT REPRODUCTIVE HEALTH DISCRIMINATION AND TO ALLOW TIME OFF TO VOTE

The Town Board of the Town of LaFayette in the County of Onondaga and State of New York met in regular session at the LaFayette Town Hall, 2577 U.S. Route 11, LaFayette, New York on February 11, 2020.

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

WHEREAS, the Town Board of the Town of LaFayette approved an updated Town of LaFayette Employee Handbook on April 9, 2019, and

WHEREAS, the Employee Handbook states that the policies contained therein may be added to, deleted or changed by the Town Board as necessary, and

WHEREAS, New York State recently passed legislation prohibiting discrimination based on an employee's reproductive health decision making and allowing employees time off to vote on election day, and

WHEREAS, the Town Board hereby desires to amend the Employee Handbook to reference these two new legislative initiatives.

THEREFORE, BE IT

RESOLVED, that the Discrimination and Harassment Prevention section of the Town of LaFayette Employee Handbook is hereby amended to add a new section re: reproductive health decision making as follows:

1. Accessing an employee's personal information regarding the employee's or the employee's dependent's reproductive health decision making, including but not

limited to, the decision to use or access a particular drug, device or medical service without the employee's prior informed affirmative written consent, is prohibited.

2. Engaging in discrimination or retaliatory action against an employee with respect to compensation, terms, conditions or privileges of employment because of or on the basis of the employee's or dependent's reproductive health decision making, including but not limited to, a decision to use or access a particular drug, device or medical service, is prohibited.

3. Requiring an employee to sign a waiver or other document that denies the employee the right to make his or her own reproductive health care decisions, including but not limited to, the decision to use of a particular drug, device or medical service, is prohibited.

4. Retaliatory action is defined as discharging, suspending, demoting, or otherwise penalizing an employee for:

a. Making or threatening to make, a complaint to an employer, co-worker, or public body, that rights under New York State Labor Law Section 203-e have been violated.

b. Causing to be instituted any proceeding under or related to this section.

c. Providing information to, or testifying before, any public body conducting an investigation, hearing, or inquiry into a violation of a law, rule or regulation.

BE IT FURTHER RESOLVED, that the Time Off section of the Town of LaFayette Employee Handbook is hereby amended to add the following:

Time allowed employees to vote.

1. A registered voter may, without loss of pay for up to three hours, take off so much working time as will enable him or her to vote at any election.

2. The employee shall be allowed time off for voting only at the beginning or end of his or her working shift, as the Town may designate, unless otherwise mutually agreed.

3. If the employee requires working time off to vote the employee shall notify his or her supervisor not less than two working days before the day of the election that he or she requires time off to vote in accordance with the provisions of this section.

4. Not less than ten working days before every election, the Town shall post conspicuously for employees to see, a notice setting forth the provisions of this section. Such notice shall be kept posted until the close of the polls on Election Day.

The question of adoption of the foregoing Resolution was duly put to a vote which resulted as follows: Motion carried 4 – 0.

Daniel Fitzpatrick	Supervisor	Voted	Yes
Melanie Palmer	Councilor	Voted	Yes
Carole Dwyer	Councilor	Voted	Yes
William McConnell	Councilor	Voted	Yes

The resolution was declared adopted.

Dated: February 11, 2020
LaFayette, New York

C. Permission to waive Stafford Park rental fee for fundraiser.

R-17-2020 Councilor Dwyer moved and Palmer seconded the motion to waive the Stafford Park rental fee for the 2nd Annual Softball Tournament Scholarship fundraiser in memory of Jeff Manley on September 12th, 2020. Motion carried 4-0.

Daniel Fitzpatrick	Supervisor	Voted	Yes
Melanie Palmer	Councilor	Voted	Yes
Carole Dwyer	Councilor	Voted	Yes
William McConnell	Councilor	Voted	Yes

D. Approval for members of Planning Board & ZBA attendance and payment to the 2020 Planning Symposium.

R-18-2020 Councilor Dwyer moved and Palmer seconded the motion approving the attendance and authorizing payment for members of the Planning and Zoning Board of Appeals to attend the 2020 Onondaga Planning Symposium on March 12th. Motion carried 4 - 0.

Daniel Fitzpatrick	Supervisor	Voted	Yes
Melanie Palmer	Councilor	Voted	Yes
Carole Dwyer	Councilor	Voted	Yes
William McConnell	Councilor	Voted	Yes

E. Appointment of C & S Companies as SPEDES Engineers for the Town of LaFayette.

R-19-2020 Councilor McConnell moved and Palmer seconded the motion to appoint the C & S Companies, the Town of LaFayette General Engineers, as the State Pollutant Discharge Elimination System (SPDES) Engineers. Motion carried 4 - 0.

Daniel Fitzpatrick	Supervisor	Voted	Yes
Melanie Palmer	Councilor	Voted	Yes
Carole Dwyer	Councilor	Voted	Yes
William McConnell	Councilor	Voted	Yes

F. List of scrap items.

HP Office Jet Pro Printer 8600, Town Clerk Office
2 Grey Tables, Kitchen
Pyle Pro Microphone/ Sound System
2 – All In One Lenovo Desk Top Computers from Codes & Court

R-20-2020 Councilor McConnell moved and Palmer seconded the motion accepting and the items listed as scrap and approving the disposal of them.

Motion carried 4 - 0.

Daniel Fitzpatrick	Supervisor	Voted	Yes
Melanie Palmer	Councilor	Voted	Yes
Carole Dwyer	Councilor	Voted	Yes
William McConnell	Councilor	Voted	Yes

G. Computer quotes for replacement of Tax Collector, Assessor and DEC computers.

Supervisor Fitzpatrick advised that the computers need to be replaced since Windows 7 is no longer supported. Updates and security are no longer available, putting Town at risk for viruses, etc. Also, our Tax Collector's computer is no longer functioning, therefore she has to use her home computer to post tax payments. Town Clerk Jackie Roorda has obtained quotes from 3 different vendors for the Board's review. Per IT (Jerry Brown), the quote from Synergy was the "best bang for our buck". Discussions took place regarding comparisons of the three quotes and the Town Board decided to go with Synergy IT Solutions.

R-21-2020 Councilor Dwyer moved and McConnell seconded the motion to accepting the quote from Synergy IT Solutions to purchase 3 HP ProDesk 400 G6 Small Form Factor PC's; 3 HP Elite Display E243 – 23.8" Monitors and 3 Microsoft Office and Business Edition 2019 License for a total cost of \$3,109.05 and have IT Jerry Brown of CNY Technology Solutions set the computers up and transfer all programs. Motion carried 4 - 0.

Daniel Fitzpatrick	Supervisor	Voted	Yes
Melanie Palmer	Councilor	Voted	Yes
Carole Dwyer	Councilor	Voted	Yes
William McConnell	Councilor	Voted	Yes

5. REPORTS

A. Departmental

1. Town Supervisor Report

a. Budget Officer Tom Chartrand submitted the Monthly Financial Report, and gave a page by page scenario for the 2019 ending balances for the Departmental budgets throughout the year. Tom commented that the Town is in a much better financial position going into the New Year than it has been in many years.

b. Transfer of appropriations.

R-22-2020 Councilor McConnell moved and Palmer seconded the motion to approve the transfers as listed below. Motion carried 4 - 0.

Daniel Fitzpatrick	Supervisor	Voted	Yes
Melanie Palmer	Councilor	Voted	Yes
Carole Dwyer	Councilor	Voted	Yes
William McConnell	Councilor	Voted	Yes

GENERAL FUND

To:	A1110.2	Justices	Equipment	<u>\$2,518.00</u>
			TOTAL	<u>\$2,518.00</u>
From:	A599	Surplus	J-Cap Grant	<u>\$2,518.00</u>
			TOTAL	<u>\$2,518.00</u>

2. Highway Superintendent – written report read by John Greeley

Roads: Snow and ice ops performed 37 time since last meeting.

Equipment: Attached are 3 quotes for a 10' power angle broom attachment for the Case Loader. All quotes are OGS contract or lower. Would like to purchase broom using Equipment money. All plows are still active ready.

* Highway Superintendents “Advocacy” Day is March 11th, 2020

R-23-2020 Councilor McConnell moved and Palmer seconded the motion approving the purchase of a 2020 SWEEPSTER 120 WLA -10” Angle Broom for Case 721Gx/JRB 416 Coupler – Mixed Brushes from 5 Star Equipment, Inc. at the cost of \$14,940.00. Motion carried 4 - 0.

Daniel Fitzpatrick	Supervisor	Voted	Yes
Melanie Palmer	Councilor	Voted	Yes
Carole Dwyer	Councilor	Voted	Yes
William McConnell	Councilor	Voted	Yes

3. Town Clerk - Jackie Roorda advised that the January, 2020 report was in the Board’s meeting packet for their review.

Roorda advised that the 2019 Justice Audit report was in the Town Board Packets for the Town Board’s review/audit. We need to have a certified resolution completed for the State Unified Court System. The Audit/Review of Justice Adrian Shute and Justice Maureen Perrin were reviewed by the Members of the Town Board.

R-24-2020 Councilor Dwyer moved and Councilor McConnell seconded the motion to forward to Internal Audit Services (IA) the 2019 Audit Report as provided by David Lamson, CPA for LaFayette Town Justices Maureen Perrin and Justice Adrian Shute which have been duly examined by this Town Board,

and state that the fines therein collected have been turned over to the proper officials of the Town as required by law. Motion carried 4 -0.

Daniel Fitzpatrick	Supervisor	Voted	Yes
Melanie Palmer	Councilor	Voted	Yes
Carole Dwyer	Councilor	Voted	Yes
William McConnell	Councilor	Voted	Yes

4. Building and Zoning Code Enforcement - Ralph Lamson's Annual Report for all building permits were provided to the Board.

Mr. Lamson reported that New York State updated the Building Codes and now the Town will be responsible for buying the Code Books for approximately \$667.00. Also, Deputy Code Enforcement Officer, Nick Kirby will be attending the NYSBOC meeting in April.

5. Justice Court

a. December 2019 Justices Reports.

Judge Perrin had 60 cases and turned over \$5,680.00 to the Town of LaFayette for December, 2019.

Judge Shute had 115 cases and turned over \$9,148.00 to the Town of LaFayette for December, 2019.

b. November & December 2019 reports for Justice Adrian Shute and Justice Maureen Perrin Court Records were included for review by the members of the Town Board.

6. Library: David Prince, President, LaFayette Public Library Board of Directors
Subject: Monthly Report

Remodeling Project – started final phase of library remodeling project entailing revamping the circulation desk and foyer. Librarian and Trustees have met with library design firm for ideas.

Census – In anticipation that the census responses can be submitted on-line, the library will have a dedicated computer available for this purpose. Staff is also being trained to assist patrons with their census submissions.

Hot spots – computers with internet access (cellular) are available for loan and have been very popular.

Utility/storage room – Clean-out of the utility/storage room was completed by the Library Board of Trustees, in coordination with the Town's Highway Department, on January 11, freeing up room for repository for Town's historical materials.

Town's Historical Materials – Librarian, Scott Kushner, and Trustee, Michele Combs, met with Town Historian Roy Dodge regarding the Town's historical materials and the potential for the library to serve as a repository of these items. Mr. Dodge is reluctant to

transfer the items to the library without there being an acceptable plan in place for their storage and handling. Ms. Combs, who is a Collections Librarian for Syracuse University, will work on such plan, including the appropriate storage of the materials (shelving, containers, etc.) and a policy for access and handling, and possible grants.

Facility – Board noted recommendations made by Arise for upgrades to the library’s bathroom to comply with accessibility requirements are still pending. Also, lighting is needed (repair) for the LaFayette Commons sign in front of the building.

7. LCC Monthly Report by David Prince, Treasurer

Current Youth Programs:

Basketball - grades 5&6, boys’ and girls’ teams, wrap up this week, concluding a six-week season – one or two games played each week.

Wrestling – nine scheduled matches or tournaments scheduled, including a dual match versus OCS/Marcellus hosted January 22, and a tournament to be hosted February 14.

Upcoming Youth Programs:

The second session of winter programs will run February 29 – March 28:

Volleyball - for girls, grades 3-6

Basketball - for boys and girls, grades 2-4

Pre-season baseball workouts will be conducted Saturdays in April, indoors if necessary.

On-Going Programs:

Ski Program - chaperoned evenings, continue Fridays through to February 28th.

Adult programs - Senior Exercise, Yoga and Men’s basketball, as well as hall walking are on-going. Informal (not LCC) aerobic workout sessions are being conducted weekly at Grimshaw School.

8. Parks and Recreation - David Prince, Parks Crew Leader Monthly Report

Relatively mild winter so far:

- Clear snow from entrances to Town offices, library, and Community Center (front steps and rear ramp) and salt (obtained from state highway department) as needed.
- Continue to clear south and central (pond) sections of the walking path at Stafford Park using new John Deere mower/blower.
- Use yellow tractor with plow to clear parking lot at south section of Stafford park

R-25-2020 Councilor McConnell moved and Dwyer seconded the motion approving the purchase from Cazenovia Equipment of the Frontier FM3012 Rear

Discharge Flex-Wing Grooming Mower with Light Bar, under Contract: NY State Ag Tractors and Implements PC 140 (PG Y1 CG 22) at the cost of \$13,668.58 to be split between Parks and Rec and Highway budgets. Motion carried 4 - 0.

Daniel Fitzpatrick	Supervisor	Voted	Yes
Melanie Palmer	Councilor	Voted	Yes
Carole Dwyer	Councilor	Voted	Yes
William McConnell	Councilor	Voted	Yes

7. ATTORNEY: Jeff Brown advised that he has completed his review the Zoning Code for codification and he will be taking them to Onondaga County Planning Board this week. He also reported that this should be ready for a Public Hearing at the April Town Board meeting.

8. NEW BUSINESS

A. Supervisor Fitzpatrick introduced Matt Mallory who gave a brief presentation/proposal regarding the possibility of the Town being a constabulary Town. Matt explained there are numerous ways being a constabulary Town benefits security and that he works in four other Towns with different aspects of security for courts, such as for meetings, public gatherings, park patrol, etc., Discussions with regard to formal training, setting up budget matters, part-time constables, pensions, contacting the Dept. of State to establish a formal constabulary, the benefits to the Town, etc. took place. Future conversations most likely will take place. The Town Board thanked Matt for his knowledge and offering his services.

9. OPEN COMMUNICATION FROM THE PUBLIC

A. Supervisor Fitzpatrick asked Sean Doolittle of the LaFayette Fire Department if he had anything to report. Sean advised there were 499 total calls for 2019. The Fire Dept. held a Valentine Day Dinner and dance that approximately 100 people attended, which they were happy with. Also, they will be celebrating their 75th anniversary and combining this celebration with a recruiting drive.

B. Resident, Steve Pitoniak questioned if there is a possibility to back up the historical archives Roy Dodge has, in case of fire or other disaster and use the computers that were previously “scrapped”? Dave Prince advised that some items have been digitized and are available for viewing. But the initial plan is to catalog and archive these items appropriately. As far as backing them up digitally that is something to be looked into as there will be a probably significant cost involved with that. And using the old computers is possible, but the better plan would be to save them to a thumb drive and store them off site.

Steve Pitoniak (resident) asked Bldg. & Code Enforcement Officer Ralph Lamson if the State code books he spoke of earlier in the meeting were online. Ralph and Attorney Brown answered that the present ones are not, however older ones are.

Next Steve asked if there is any news on the Cardiff water district. Supervisor Fitzpatrick reported that C & S Companies are developing a map plan and report at this time in order to see what a water district may look like if this is turned over to the Town. The whole situation for the majority of the residents is unique and potentially costly. OCWA is most likely the only long term option and it could take up to 4 years to complete.

Pitoniak questioned if the Town is protected if Town becomes subject to ransom if the computers get hacked. Supervisor Fitzpatrick advised that the newer computers have better cyber security and are much more compatible. They have to be, for example, our Tax Collector posts over \$3,000,000 of tax money records that are protected.

10. Motion to audit and pay bills.

General Fund	15542-15589	\$609,331.12
Highway Fund	15590-15612	\$ 54,806.66
Special District	15614-15617	\$323,000.51
Trust & Agency	15618	\$ 595.00

R-26-2020 Councilor Palmer moved and Dwyer seconded the motion to audit and pay the above listed bills. Motion carried 4 - 0.

Daniel Fitzpatrick	Supervisor	Voted	Yes
Melanie Palmer	Councilor	Voted	Yes
Carole Dwyer	Councilor	Voted	Yes
William McConnell	Councilor	Voted	Yes

11. Motion to adjourn.

R-27-2020 Councilor McConnell moved and Palmer seconded the motion to adjourn. Motion carried 4-0

Daniel Fitzpatrick	Supervisor	Voted	Yes
Melanie Palmer	Councilor	Voted	Yes
Carole Dwyer	Councilor	Voted	Yes
William McConnell	Councilor	Voted	Yes

The Town Board Meeting was adjourned at 7:31 p.m.

Respectfully submitted,

Jacqueline G. Roorda
Town Clerk