

## September 22nd, 2020 LaFayette Town Board Meeting Minutes

Minutes of the Regular Town Board Meeting held by the LaFayette Town Board on September 22, 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  
                 Steve Zajac, Councilor  
                 William McConnell, Councilor  
                 Melanie Palmer, Councilor  
                 Carole Dwyer, Councilor  
                 Jackie Bush Roorda, Town Clerk

                 Attorney Jeff Brown  
                 Budget Officer Tom Chartrand  
                 John Greeley & Steve Robson, Highway Dept.  
                 David Prince, Parks; Library Board; LCC  
                 Dave Knapp, Onondaga County Legislature Chair  
                 Steve Pitoniak, Resident

1. Supervisor Fitzpatrick called the meeting to order at 6:30 PM and welcomed all in attendance. Councilor Palmer led the Pledge of Allegiance.
2. The Town Clerk, Jackie Roorda took the Roll. All Town Board Members were present.
3. Town Board Meeting of August 11th, 2020 Regular Meeting Minutes.

**R-75-2020** Councilor McConnell moved and Palmer seconded the motion to accept the August 11, 2020 regular meeting minutes as submitted by Town Clerk Jackie Roorda. Motion carried 5- 0.

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

4. Communications.

A. Amendment to the resolution approving the upgrades to the Security System with Eastern Security Systems at the Town Hall.

Town Clerk, Jackie Roorda advised the Town Board of changes to the invoice because when the quote was sent over, they inadvertently sent the quote from the Town's original system. When Budget Officer Tom Chartrand and Clerk Roorda went over the numbers Eastern was still the lowest bid so they felt it was okay to move forward with the installation but wise to amend the resolution.

**R-76-2020** Councilor Dwyer moved and Palmer seconded the motion to amend the resolution reflecting the cost of the upgraded security system to be \$8,679.00 installation with a \$40/month service fee.  
Motion carried 5- 0.

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

#### B. Codification Update

Attorney Jeff Brown advised that he spoke with General Code and they hope to have a draft to us by early November and the project complete by the end of this year.

#### C. Cyber Security Breach Notification Policy

Attorney Jeff Brown advised that this is required by State Law and that we need to have a policy in place that lays out what happens if there is ever a breach.

**R-77-2020** Councilor McConnell moved and Dwyer seconded the motion to approve the Cyber Security Policy. Motion carried 5- 0.

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

#### D. Annual Mandatory Sexual Harassment Prevention Training

Town Clerk Jackie Roorda advised the Town Board that there is an instruction sheet in their packets, with the link for the training which due to COVID-19 can be completed online. The forms need to be signed and returned to her by October 1, 2020. It is mandatory that very employee of the Town complete this training.

#### E. CNY Stormwater Staff & Education Compliance Assistance Program

No discussion took place

**R-78-2020** Councilor McConnell moved and Zajac seconded the motion to authorize Supervisor Fitzpatrick to execute the 2021 Memorandum of Agreement for the Central NY Stormwater Coalition. Motion Carried 5 - 0

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

F. Cardiff Water Update – (See open communications)

G. List of Volunteer Fire Department Volunteers to approved by the Town Board.

Councilor McConnell elaborated on this matter explaining that this is the list of volunteers to be covered under the Fire Department's version of Worker's Compensation should someone be injured on the job. The volunteers include: Jon Battelle, Catelyn Battelle, Jessica Battelle, Cheyenne Bush, Don Bush, Sue Bush, Ashlie Carrier, Jeremy Ciesla, Sharon Cleaver, Cindi Comins, Dan Comins, Josh Cudd, David DePalma, Sean Doolittle, Jay Erickson, Paul Etheridge, Uli Etheridge, Karl Field, Phil Field, Scott Gates, Debra Harper, John Harper, Merikay Harper, Jim Herron, Wyatt Houde, Darren Houde, Greg Hoxie, Eric Humphrey, Kate Jugan, Noah Mahar, Jim Moore, Matthew Nemier, Larry Paige, CJ Sawkins, Doug Scholes, RJ Shaver, Bridget Snyder, Peg Sutton, Seth Walters & Patty Young.

**R-79-2020** Councilor McConnell moved and Palmer seconded the motion to approve the above listed Fire Department Volunteers to be covered under VFBL. (Volunteer Firefighter Benefits Law). Motion Carried 5 - 0

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

## 6. REPORTS

### A. Departmental

#### 1. Town Supervisor Report

- a. Budget Officer Tom Chartrand submitted the Monthly Financial Report, and gave a brief verbal report for the month of August, 2020. He reported that spending is still low, so we are in good shape. Our interest on NYCLASS is down to 0.06%, however that is still better than what interest we were getting at NBT of 0.02%. General Spending is at 46% without SOTS, Highway spending is at 58% & revenue at 98%; Library spending is at 60% & revenue 98%. Revenue is still doing very good and we are keeping our expenditures down so overall we are looking good. Court fines are only at 30% and are not coming in very fast.

**R-80-2020** A motion was made by Councilor McConnell and seconded by Councilor Zajac to move the Tentative Budget to Preliminary. Motion carried 5 – 0

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

Budget Officer Chartrand advised that we need to schedule a Public Hearing moving the Tentative Budget to Preliminary within 2 days of Election day.

**R-81-2020** Motion made by Supervisor Fitzpatrick and seconded by Councilor McConnell to hold the Public Hearing on the Preliminary Budget along with the regular monthly Town Board meeting two days after the election, on Thursday, November 5<sup>th</sup>, 2020 at 5:00 pm. and canceling the meeting scheduled November 10<sup>th</sup>, 2020. Motion Carried 5 – 0

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

b. Transfer of appropriations. – No Transfers

2. Highway Superintendent – No report.

3. Town Clerk – Advised that her August report is in the packet for the Board's review, and that she received the 990-tax form (Return of Organization Exempt. Roorda advised that it will be available for review in her office.

4. Building and Zoning Code Enforcement – Code Enforcement Officer Ralph Lamson submitted a written report for the August building permits. Supervisor Fitzpatrick inquired about the tree house on LaFayette Road. CEO Ralph Lamson advised that the owners have submitted their plans and have been approved. He also advised that NYS Building code recently added a section regarding tiny homes that covers this matter.

5. Justice Court

Justices Monthly Reports were included in the Town Board members packets for their review.

A. Judge Shute turned over \$6,420.00 (67 cases) to the Town of LaFayette for July, 2020 and \$6,351.00 (49 cases) to the Town of LaFayette for August, 2020.

B. Judge Perrin turned over \$8,681.00 (99 cases) to the Town of LaFayette for July, 2020 and \$9,724.00 (93 cases) to the Town of LaFayette for August, 2020

6. Parks, Library & LCC: David Prince submitted the below written report

#### **Parks**

- Mowing and other parks maintenance continues
- Stafford Park bathrooms are open and continue to be cleaned daily per CDC guidelines
  - o Notice posted informing park users of bathroom cleaning protocols and reminding them to continue to practice personal hygiene regarding use of park facilities (playgrounds, bathrooms)

#### **Library**

- Physical library is open – patrons are granted access to use computers or browse for books by appointment only. Social distancing practices are in place for computers, etc. Curbside service will continue to be offered as an option.

#### **Community Council**

- LCC spring/summer programs have concluded and were a great success
- Soccer begins September 12 – unsure at this time whether games will be played against neighboring communities
- Plans are underway for LCC's Winter programs\*: volleyball and grades 2-4 basketball, which were interrupted in March, will likely resume in October after the soccer program and before the grades 5&6 basketball program
- Adult Coed softball league associated with LCC has completed its summer season and will begin its fall season September 13
- Other adult LCC programs (senior exercise and yoga) remain on hold for the time being\*.
- The Toro groomer has a blown engine – running on only one cylinder. Recommendation by technician is to repower the unit, i.e., replace the engine. Cost for engine and labor approximately \$2,000. Working on locating an appropriate replacement engine.

\*Programs dependent on whether the school can be used for classes and practices, otherwise alternate arrangements will be sought.

7. New Business. No new business was discussed.

8. OPEN COMMUNICATION FROM THE PUBLIC – Steve Pitoniak wanted clarification on the Cardiff Water District. Supervisor Fitzpatrick advised that we are waiting on the next proposal from Honeywell before we know the potential next steps, but we are probably going to move to some type of municipal water system

through OCWA. There will be funding from Honeywell to offset the cost of this. The goal we have is to keep everyone affected on some type of community water system. Supervisor Fitzpatrick said he was confident that we will reach this goal.

Steve also questioned what the Codification was going to look like. Attorney Jeff Brown advised this will combine all the town laws, not just building codes or zoning... everything will be organized into a code for easy reference.

**9. Motion to audit and pay bills.**

<b>General Fund</b>	<b>16448-16563</b>	<b>\$72,085.23</b>
<b>Highway Fund</b>	<b>16564-16585</b>	<b>\$50,207.42</b>
<b>Special District</b>	<b>16447-16589</b>	<b>\$17,034.42</b>

**R-82-2020** Councilor McConnell moved and Zajac seconded the motion to audit and pay the above listed bills. Motion carried 5 - 0.

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

**10. Motion to adjourn.**

**R-83-2020** Councilor McConnell moved and Supervisor Fitzpatrick seconded the motion to adjourn. Motion carried 5 - 0

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

The Town Board meeting was adjourned at 6:48 p.m.

Respectfully submitted,

Jacqueline G. Roorda  
Town Clerk