

**2024 LaFayette Town Board Organizational Meeting Agenda**  
**Tuesday - January 10<sup>th</sup>, 2023**  
**6:00 PM; In Person & Facebook Live**

**Town Supervisor William D. McConnell**  
**Deputy Supervisor: Mark Distler**  
**Town Councilor Melanie Palmer**  
**Town Councilor Carole Dwyer**  
**Town Councilor Jerry Marzo**  
**Town Councilor Nate Loughlin**  
**Town Clerk Kristin Shute Colburn**

1. Call meeting to order.
2. Roll call & welcome.
3. Pledge to the U. S. Flag.
4. Elected officials

**William McConnell, Supervisor**  
**Melanie Palmer, Town Councilor**  
**Jerry Marzo, Town Councilor**  
**Carole Dwyer, Town Councilor**  
**Nate Loughlin, Town Councilor**  
**Kristin Shute Colburn, Town Clerk**  
**Katherine Rienhardt, Tax Collector**  
**Steve Robson, Highway Superintendent**

5. Town Board

Supervisor: William McConnell (Term: 1/1/24 - 12/31/25)  
Councilor: Melanie Palmer (Term: 1/1/22 - 12/31/25)  
Councilor: Carole Dwyer (Term: 1/1/22 - 12/31/25)  
Councilor: Jerry Marzo (Term 1/1/24 - 12/31/27)  
Councilor: Nate Loughlin (Term: 1/1/24 - 12/31/27)  
Deputy Supervisor: Mark Distler (Term: 1/1/24-1/1/25)

6. Adopt Rules of Procedure & Conduct/Decorum for Organizational Meeting & Town Board Meetings. \*

7. Town Board appointments/approvals (2024 unless otherwise stated)

Town Attorney: Jeff Brown (Appointed through 1/9/26)

- A. Town Engineer - General: C & S Companies (Mark Chambers and Steve Mearon & Associates); Town Water: Barton & Loguidice
- B. Dog Control.
- Officer: Ken Johnson
  - Deputy: Laura Holt
- D. Assessment Grievance Board of Review.
- Chair: Jim Keefe (Term 10/1/19 - 9/30/24)

- Member: Mackenzie McElhannon (10/1/22 - 9/30/27)
- E. Board of Ethics.
- Chair: David Sandwick
  - Member: R. Shawn Reyburn
- F. Code Enforcement (Building Inspection & Zoning)
- Officer: Ralph Lamson.
  - Deputy: Nick Kirby
- G. Collector of Taxes.
- Kitty Rienhardt. (Term: 1/1/24 - 12/31/25)
  - Deputy: Town Clerk Kristin Shute Colburn
- H. Compliance Officer: Attorney Jeff Brown
- I. LaFayette Advisory Conservation Commission
- I. LaFayette Advisory Conservation Commission
    - Chair: Mark Distler
    - Member: Doug Anderson
    - Member: Carole Dwyer
    - Member: Gregg Shinneman
    - Member: Amy Roe
    - Member: Julie Liebmann
    - Member: Keith Terrell
    - Member: Kelly Wypych
    - Member: Craig Archer
    - Member: Darcy Sachs
    - Student Member: Payton Kremers
- J. Highway Superintendent: Steve Robson  
Deputy: Don Skinner
- J. Historian: Rick Stout  
Historian Emeritus: J. Roy Dodge
- K. Information Officer: Sue Marzo  
Information Tech Officer: CNY Technology Consultants LLC - Gerry Brown
- L. Justice Court.
- Court Clerk: Carleen LaRonde
  - Deputy Clerk: Katie Romancik
  - Deputy Clerk: JoAnne Smith
- M. Facilities Schedulers: LaFayette Community Center/Stafford Park Pavilions 1 & 2)
- Kristin Shute Colburn
  - Tonya Farewell
- N. Planning Board.
- Chair: Brad Bush (Term: 1/11/22 - 12/31/26)
  - Secretary: Kristin Shute Colburn /Sue Marzo

O. Town Clerk. Kristin Shute Colburn

- Deputy: Tonya Farewell.
- Deputy II: Jackie Bush Roorda

P. Zoning Board of Appeals.

- Chair: Chris Keenan (Term: 1/11/22 – 12/31/26)
- Secretary: Kristin Shute Colburn / Sue Marzo

8. Town Supervisor appointments.

- Deputy Supervisor: Mark Distler
- Bookkeeper to the Supervisor: Marty Knapp

9. Town Committees.

A. Agriculture.

- Chair: Town Councilor Melanie Palmer
- Member: Floyd Fisher

B. Communications & Technology.

- Information Officer Sue Marzo
- Information Tech.: CNY Technology Consultants LLC – Gerry Brown
- Town Clerk Kristin Shute Colburn
- Deputy Town Clerk: Tonya Farewell
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C. Community Development.

- Chair: Bill McConnell
- Member: Carole Dwyer

D. Emergency Response

- Chair: Bill McConnell
- Member:
- Member: Steve Robson

E. Employee Policies & Benefits.

- Chair: Bill McConnell
- Member: Attorney Jeff Brown
- Member: Bookkeeper Marty Knapp

F. Recreation & Youth Committee

- Chair: Bill McConnell
- Member: Nate Loughlin

G. LaFayette Public Library:

- President TBD

H. Safety & Facility Maintenance Committee

- Safety Chair: Jerry Marzo
- Town Facilities & Buildings: Chair: Jerry Marzo
- Town Buildings Facilities Manager: Ashlie Carrier
- Parks Safety: Dave Prince

- Highway Dept. PESH/Safety: Tom Kutz & Don Skinner

I. Service Awards.

- Chair: Melanie Palmer
- Member: Bill McConnell

J. Comprehensive Plan Implementation Committee (CPIC)

- Chair: Kelly Wypych
- Member: Mark Distler
- Member: Melanie Palmer
- Member: Jeannie Gleisner
- Member: Doug Anderson

K. Cemetery Committee:

- Chair: Melanie Palmer
- Member: Rick Stout

L. LaFayette" 200 Year" Celebration Committee

- Chair: Bill McConnell
- Member: Rick Stout

M. SOTS & OCRRA Liaison.

- Chair: Bill McConnell
- Member: Melanie Palmer

N. SPDES (State Pollutant Discharge Elimination System).

- Chair & Stormwater Management Officer (SMO): Ralph Lamson
- Member and Assistant SMO: Melanie Palmer
- Engineer Member: Mark Chambers, C & S Companies

O. Liaisons to LaFayette Fire Department.

- Chair: Bill McConnell

P. Liaisons to local school districts.

- LaFayette: Carole Dwyer
- Jamesville-DeWitt: Carole Dwyer

10. Approval and instruction for Town Clerk to execute filings.

11. Approval and appointment of Town Clerk, Kristin Shute Colburn as a Marriage Officer for the Town of LaFayette pursuant to Section 11 of the Domestic Relations Law, effective immediately through January 14, 2025.

12. Resolution fixing salaries and payment schedules of all elected and appointed officers in accordance with the 2024 Town Budget.

Town Clerk, Deputy II	\$18.00/hour
Park Labor Crew Leader	\$24.00/hour
Park Laborer	\$15.60/hour
Recreation Clerk I	\$18.70/hour
Planning Board and Zoning Board of	\$250.00/year

Appeals, members & alternate members	
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

13. Resolution setting the general monthly payroll for December 2024 to December 19, 2024.

14. Resolution setting reasonable amount for specified officers and employees for mileage compensation at 2024 IRS rate is \$0.67/mile.

15. Set regular Town Board meetings. The LaFayette Town Board will meet at 6:30 P.M. on the 2<sup>nd</sup> Tuesday of the month throughout 2024, at the Town Hall, Town Commons Office Building.

16. Annual Sheriff's Contract for 2024 for Community and Court Services

17. 2024 Town holiday schedule: Federal holidays:

- Martin Luther King, Jr. Day - Monday, January 16<sup>th</sup> (observed)
- Washington's Birthday/President's Day - Monday, February 19<sup>th</sup> (Observed)
- Memorial Day - Monday, May 27<sup>th</sup>
- Independence Day - Thursday, July 4<sup>th</sup>
- Labor Day - Monday, September 2<sup>nd</sup>
- Columbus Day - Monday, October 14<sup>th</sup>
- Veterans Day - Monday, November 11<sup>th</sup>
- Thanksgiving Day - Thursday, November 28<sup>th</sup>
- Christmas Holiday - Wednesday, December 25<sup>th</sup>;
- New Year's Day - Wednesday, January 1<sup>st</sup>
- Town floating holidays (4): carried over from prior town holiday policies for Lincoln's Birthday, Good Friday, Juneteenth and Election Day, subject to approval of Highway Superintendent for Highway Dept. Employees

18. Designate Official Newspaper. Post Standard/Advanced Media New York.

19. Designate Official Banks: N.B.T. Bank, M&T Bank & NYCLASS

20. Establish Petty Cash funds:

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

21. Resolution accepting the 2024 Procurement Policy

22. Establish Standard Work Hours per Day for NYS retirement purposes - 6 hours.

23. Accept NYS Discrimination and Harassment Policy \*

24. Accept Town Investment Policy. \*

25. The Motion that the Board reviewed and approved the official undertaking (guaranty) that the Town of LaFayette has a blanket employee dishonesty policy as required for Towns and Villages

26. Authorize the Supervisor to make an application to the youth program.

27. Motion to adjourn.