

**2011 LaFayette Town Board Organizational Meeting Agenda
January 10th (Monday), 2011, 6:00 PM (refreshments at 5:00)**

**Town Supervisor Adrian Shute
Town Councilor David Knapp
Town Councilor William McConnell
Town Councilor Gerry Doolittle
Town Councilor Andy Ohstrom
Town Clerk Mary Jo Kelly**

Meeting Type (Regular/Special/Public Hearing): Annual Organizational Meeting at LaFayette Commons Office Building.

1. Call meeting to order.
2. Roll call & welcome.
3. Pledge to the U. S. Flag. Morgan & Mason Shute.
4. Oath of Office. LaFayette Town Court Judge, Maureen Perrin.
 - Malcolm Knapp, Town Justice
5. Motion to accept prior meeting minutes.
 - December 13, 2010 Regular Meeting and December 16, 2010 Special Meeting Minutes.
6. Adopt Rules of Procedure for Organizational Meeting & Town Board Meetings. *
7. Appointments to vacant elected offices. None.
8. Town Board appointments/approvals (2011 unless otherwise stated).
 - A. Town Attorney: Costello, Cooney & Fearon, PLLC (Kevin Gilligan and John Langey & associates).
 - B. Town Engineer - General: Dunn & Sgromo Engineers (Greg Sgromo and John Dunkle & associates), SPDES: O'Brien & Gere Engineers.
 - C. Assessor – Shawn Adam

D. Dog Control.

- Officer: Ken Johnson
- Deputy: Dan Sawkins, Jr.

E. Assessment Grievance Board of Review.

- Chair: Pete Paul
- Member: Gregory Titus 10/1/11 – 9/30/15

F. Board of Ethics.

- Chair: Ray Schwenn.
- Member: Eva Palmer.
- Member: Sumner Palmer.

G. Code Enforcement (Building Inspection & Zoning).

- Officer: Ralph Lamson.
- Deputy: Jack Sutton.

H. Collector of Taxes.

- Kitty Reinhardt.
- Deputy: Town Clerk Mary Jo Kelly.
- Deputy: Mary Doster

I. Constable: Harrison Homer.

J. Environmental & Conservation Advisory Board.

- Chair: Dr. Rainer Brocke.
- Member: Dr. Eileen Gilligan, 01/01/09 – 12/31/13.

K. Highway Superintendent, Deputy: John Greeley.

L. Historian Emeritus: J. Roy Dodge.

M. Information Officer: Pat Keefe.

N. Justice Court.

- Court Clerk: Eva Palmer.
- Deputy Clerk: Carleen LaRonde.
- Deputy Clerk: Judy Walrath.

O. Physical Plant.

- Deputy: Phillip DeSaw.
- Deputy: Steve Robson.
- Deputy:
- LaFayette Nature Preserve & Ropes Course Manager & Scheduler: Andrew Ohstrom.
- LaFayette Community Center/Parks, Scheduler: Mary Jo Kelly.
- LaFayette Community Center, Manager: Adrian Shute

P. Planning Board.

- Chair: Jim Nakas.
- Member: Shawn Adam, 1/1/2010 – 12/31/2014
- Alternate: Bill Turner.
- Secretary: Mary Jo Kelly.
- Deputy Secretary: Peg Sutton.
- Deputy Secretary: Carleen LaRonde

Q. Safety Officer: Tom Rezsnyak.

R. Town Clerk.

- Deputy: Mary Doster.
- Deputy: Peg Sutton.
- Deputy: Carleen LaRonde.

S. Zoning Board of Appeals.

- Chair: Steve Beggs.
- Member: James Nash, 01/01/2010 – 12/31/2014.
- Alternate: Jim Butkus.
- Secretary: Mary Jo Kelly.
- Deputy Secretary: Peg Sutton.
- Deputy Secretary: Carleen LaRonde

9. Town Supervisor appointments.

- Deputy Supervisor: Dave Knapp.
- Confidential Secretary: Town Clerk Mary Jo Kelly.
- Bookkeeper: Thomas Chartrand Accounting.
- Historian: Greg Titus.

10. LaFayette Public Library.

- Trustee Margaret Hurd, 01/01/11 – 12/31/15.
- Trustee Virginia Collinson, 01/01/11 – 12/31/15.

11. Town Committees.

A. Agriculture.

- Town Clerk Mary Jo Kelly.
- Town Councilor Dave Knapp.

B. Communications & Technology.

- Information Officer Pat Keefe.
- Town Clerk Mary Jo Kelly.
- Town Supervisor Adrian Shute.

C. Community Development.

- Chair: Town Councilor Bill McConnell.
- Member: Town Councilor Andy Ohstrom

D. Emergency Response.

- Town Councilor Tom Bailey.
- Town Councilor Bill McConnell.

E. Employee Policies & Benefits.

- Town Clerk Mary Jo Kelly.
- Town Councilor Andrew Ohstrom.
- Tax Collector Mary Doster.
- FMLA Designated Representative: Andrew Ohstrom.

F. Highway.

- Chair: Deputy Supervisor Dave Knapp.

- Member: Highway Superintendent Leon Cook.
- Pete Paul
- Member: Former Town Supervisor Sumner Palmer.
- Member: Deputy Highway Superintendent John Greeley.

G. Physical Plant.

- Physical Plant Deputy Phil DeSaw.
- Physical Plant Deputy Steve Robson.
- Town Councilor Jerry Doolittle.
- Town Councilor Bill McConnell.

H. Recreation & Youth.

- Town Councilor Dave Knapp.
- Town Councilor Andrew Ohstrom
- Recreation Director Regina Reinschmidt.

I. Safety.

- Chair: Safety Officer Tom Rezsnyak.
- Member: Town Councilor Jerry Doolittle.
- Member: Deputy Highway Superintendent John Greeley.
- Member: Recreation Director Regina Reinschmidt.

J. Service Awards.

- Chair: Town Councilor Bill McConnell.
- Member: Town Councilor Dave Knapp.
- Member: LaFayette Fire Department: John Harper.
- Member: LaFayette Fire Department: Larry Paige.

K. SOTS & OCRRA Liaison.

- Chair: Town Councilor Dave Knapp.
- Member: Town Councilor Bill McConnell.

L. SPDES (State Pollutant Discharge Elimination System).

- Chair and SPDES Management Officer: Town Councilor Bill McConnell.
- Member and Assistant SPDES Management Officer: Town Councilor Jerry Doolittle.
- Member: Environmental & Conservation Advisory Board Nancy Mueller.
- Member: Planning Board Chair Jim Nakas.
- Member: Zoning Board of Appeals Chair Steve Beggs.
- Member: Town SPDES Engineer Mark Parrish.

- Member: Town Attorney Kevin Gilligan.

12. Liaisons to local school districts.

- Jamesville-DeWitt: Town Councilor Andrew Ohstrom.
- LaFayette: Town Councilors Bill McConnell and Adrian Shute.

13. Special Recognition.

- Longest serving public servants:
 - Malcolm Knapp (since 1971) - Town Justice Malcolm Knapp,
 - Bob Drumm (since 1971) - ZBA member & former Environmental & Conservation Advisory Board member,
 - Steve Beggs (since 1976) - ZBA Chair, and
 - Eva Palmer (since 1978) - Court Clerk & Ethics Board.
 - Connie Foote (Since 1983) – Library Board
- Retirements: Bill Doupe.
- Newly elected officials: none
- New employees: none

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

15. Resolution fixing salaries and payment schedules of all elected and appointed officers in accordance with the 2011 Town Budget.

Town Clerk, Deputy	\$11.00/hour
Justice Court, Deputy Clerk	\$11.50/hour
Physical Plant, Deputy1	\$11.25/hour
Physical Plant, Deputy2	\$ 8.75/hour
Tax Collector, Deputy	\$11.00/hour
Planning Board and Zoning Board of Appeals, members & alternate members	\$250.00/year
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

16. Resolution setting reasonable amount for specified officers and employees for mileage compensation (current 2011 IRS rate is \$.51/mile).

17. Authorize contract with SPCA and set seizure/impoundment fees for dogs: \$150.

18. Set regular Town Board meetings. The LaFayette Town Board will meet at 6:30 P.M. on the 2nd and 4th Mondays of the month throughout 2011, at the Town Hall, Town Commons Office Building. Town Board meetings will not be held on: (Summer Hours) May 23rd, June 20th, July 25th, August 22nd, October 10th (Columbus Day) and December 26th (Christmas holiday).

19. Town holiday schedule:

- Federal holidays (10): 1/17/11 - Monday (Martin Luther King, Jr. Day), 2/21/11 – Monday (Washington’s Birthday/President’s Day), 5/30/11 - Monday (Memorial Day), 7/4/11 - Monday (Independence Day), 9/5/11 – Monday (Labor Day), 10/10/11 – Monday (Columbus Day), 11/11/11 - Friday (Veterans Day), 11/24/11 – Thursday (Thanksgiving Day) and 12/26/11 – (Christmas Holiday) and 1/02/12 – Monday (New Year’s Holiday, 2012).
- Town (floating) holidays (3): carried over from prior town holiday policies for Lincoln’s Birthday, Good Friday and Election Day.

19. Designate Official Newspaper. The Post-Standard.

20. Designate Official Bank: HSBC Bank.

21. Establish Petty Cash funds:

- Tax Collector. \$100.00.
- Town Clerk. \$50.00.

22. Accept Town Procurement Policy. *

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

24. Accept Town Investment Policy. *

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

24. Questions & comments from the residents.

25. Suggestions for improvement and positive contributions.

26. Audit and pay bills.

27. Adjourn.