

Minutes of the Organizational Meeting held by the LaFayette Town Board on January 14, 2013, at 6:00 p.m. in the Meeting Room of the LaFayette Commons Office Building at 2577 Route 11 in the Town of LaFayette.

Present:       Adrian Shute, Supervisor  
                  William McConnell, Councilman  
                  Andrew Ohstrom, Councilman  
                  Gerry Doolittle, Councilman  
                  Steve Zajac, Councilman

Recording Secretary: Jackie Bush Roorda, Town Clerk

Others Present:     Attorney Kevin Gilligan  
                          Ralph Lamson  
                          John & Kathy Greeley  
                          Leon & Beverly Cook  
                          Kristin, Jay & Ian Colburn  
                          Eva & Arlington Palmer  
                          Carleen LaRonde  
                          Peggy Sutton  
                          Regina Reinschmidt  
                          Katherine Rienhardt  
                          Marilyn Smith  
                          David Prince  
                          David & Ollie Knapp  
                          Jane & Frank Warner  
                          Marie & Burt Hoyt  
                          David & Janine Baker  
                          Art & Chris Gabriel  
                          Greg & Sue Titus  
                          Jim & Anne Nakas  
                          JoAnne, Raegyn & Griffin Garbutt  
                          Stephen & Susan Beggs  
                          Ken & Denise Johnson  
                          Jim & Pat Keefe  
                          Richard Roorda  
                          Joe Ambrose  
                          Tim Storrier  
                          Janet & Bob Burton  
                          John & Marikay Harper  
                          Laura Horian & Lloyd Howse  
                          Scott Kushner  
                          Pat Hurd  
                          Richard Stack  
                          Barb Lasky  
                          Connie Foote

John Dunkle  
John & Doreen Verzosa  
Maureen Perrin  
Tony Patano  
Mason & Morgan Shute

1. Supervisor Shute called the Organizational Meeting to order at 6:00 p.m.
2. The Town Clerk took the Roll. All present.
3. Pledge to the U.S. Flag led by Mason Shute.
4. Service Milestones - Supervisor Shute and Councilman McConnell recognized 11 individuals for their many long years of serving the Public. Each were called up and a brief description of their contributions to the Town were spoken as they accepted the certificate of appreciation and engraved plaques from the Town Board.

1. Pat Keefe – 18 years, Information Officer, now retired
2. Tom Rezsnyak – 20 years, Safety Inspector (not present)
3. Jim Nakas – 20+ years, Planning Board
4. Janine Baker – 24 years Library
5. Art Gabriel – 25 years Highway Dept.
6. Maureen Perrin – 26 years Town Justice
7. Joe Ambrose – 27 years Highway Dept.
8. Eva Palmer – 34 years Justice Court Clerk
9. Stephen Beggs – 36 years Zoning Board
10. Robert Drumm – Zoning Board (not present)
11. Malcolm Knapp – Town Justice (accepted by son, David Knapp)

**5. Councilman McConnell moved and Ohstrom seconded the motion to adopt Rules of Procedure for Organizational Meeting & Town Board Meetings. Voting on the above motion was as follows:**

<b>Supervisor Shute</b>	<b>Voted</b>	<b>Yes</b>
<b>Councilman McConnell</b>	<b>Voted</b>	<b>Yes</b>
<b>Councilman Ohstrom</b>	<b>Voted</b>	<b>Yes</b>
<b>Councilman Doolittle</b>	<b>Voted</b>	<b>Yes</b>
<b>Councilman Zajac</b>	<b>Voted</b>	<b>Yes</b>

**Motion passed unanimously.**

**6. Appointments to vacant elected offices. None.**

**7. Councilman Doolittle moved and McConnell seconded the Motion to accept the following Town Board appointments/approvals (2013 unless otherwise stated):**

**A. Town Attorney: Costello, Cooney & Fearon, PLLC. Kevin Gilligan, John Langey, & Associates.**

**B. Town Engineer: Dunn & Sgromo Engineers. Greg Sgromo, 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.**

- **Member: Bettye Knapp**

**F. Board of Ethics.**

- **Chair: Sumner Palmer**
- **Member: Eva Palmer.**
- **Member: (vacant)**

**G. Code Enforcement (Building Inspection & Zoning).**

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

**H. Collector of Taxes:**

- **Deputy: Jackie Bush Roorda**
- **Deputy: Mary Doster**

**I. Constable: Harrison Homer.**

**J. Environmental & Conservation Advisory Board.**

- **Chair: Dr. Rainer Brocke.**
- **Member: Dr. Knowlton Foote**
- **Member Barbara Ferro**

**K. Highway Superintendent:**

- **Deputy: Steve Robson**

**L. Historian Emeritus: J. Roy Dodge**

**M. Information Officer: Lauren Horian**

**N. Justice Court**

- **Court Clerk: Eva Palmer.**
- **Deputy Clerk: Carleen LaRonde.**
- **Deputy Clerk: Noah LaRonde**

**O. Physical Plant.**

- **Chair: Town Councilman Jerry Doolittle.**
- **Deputy: Bill Sutliff.**
- **Deputy: Steve Robson.**
- **LaFayette Community Center/Parks, Scheduler: Jackie Bush Roorda**
- **LaFayette Community Center, Manager: Adrian Shute**

**P. Planning Board**

- **Member Richard Markoff: 01/01/2013-12/31/17**
- **Secretary: Jackie Bush Roorda**
- **Deputy Secretary: Peg Sutton**
- **Deputy Secretary: Carleen LaRonde**

**Q. Safety Officer: Tom Rezsnyak**

**R. Town Clerk:**

- **Deputy: Kristin Colburn**
- **Deputy: Carleen LaRonde**
- **Deputy: Carol Scofield**

**S. Zoning Board of Appeals**

- **Member : (vacant)**
- **Secretary: Jackie Bush Roorda**
- **Deputy Secretary: Carleen LaRonde**
- **Deputy Secretary: Peg Sutton**

**8. Town Supervisor appointments.**

- **Deputy Supervisor: William McConnell**
- **Bookkeeper: Thomas Chartrand Accounting.**
- **Historian: Greg Titus.**

**9. Councilor Doolittle moved and Councilor McConnell seconded the motion to affirm the following LaFayette Public Library appointments:**

- **Trustee David Prince, 01/01/12 – 12/31/2016**

**Voting on the above motion was as follows:**

<b>Supervisor Shute</b>	<b>Voted</b>	<b>Yes</b>
<b>Councilman McConnell</b>	<b>Voted</b>	<b>Yes</b>
<b>Councilman Ohstrom</b>	<b>Voted</b>	<b>Yes</b>

<b>Councilman Doolittle</b>	<b>Voted</b>	<b>Yes</b>
<b>Councilman Zajac</b>	<b>Voted</b>	<b>Yes</b>

**Motion passed unanimously.**

**10. Town Committees.**

**Councilman Doolittle moved and McConnell seconded the motion to approve the following Town Committee appointments:**

**A. Agriculture.**

- **Town Councilor William McConnell**
- **Town Councilor Steve Zajac**

**B. Communications & Technology.**

- **Information Officer Laura Horian**
- **Town Clerk Jackie Bush Roorda**
- **Town Supervisor Adrian Shute**

**C. Community Development.**

- **Chair: Town Councilor Bill McConnell**
- **Town Councilor Andy Ohstrom**

**D. Emergency Response.**

- **Chair Town Councilor Steve Zajac**
- **Town Councilor Bill McConnell**

**E. Employee Policies & Benefits.**

- **Town Councilor Andrew Ohstrom**
- **Town Clerk Jackie Bush Roorda**
- **Mary Doster**

**F. Highway.**

- **Chair: Supervisor Adrian Shute**
- **Member: Highway Superintendent John Greeley**
- **Member: Pete Paul**
- **Member: Former Town Supervisor Summer Palmer**
- **Member: Deputy Highway Superintendent Steve Robson**
- **Member: Town Councilor Jerry Doolittle**

**G. Physical Plant.**

- **Physical Plant Deputy Bill Sutliff**
- **Physical Plant Steve Robson**
- **Town Councilor Gerry Doolittle**

**H. Recreation & Youth.**

- **Town Councilor Andrew Ohstrom**
- **Town Councilor William McConnell**
- **Recreation Director Regina Reinschmidt**
- **Parks & Recreation Leader Dave Prince**

**I. Safety.**

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

**J. Service Awards.**

- **Chair: Town Councilor Bill McConnell**
- **Member: Town Councilor Steve Zajac**
- **Member: LaFayette Fire Department John Harper**
- **Member: LaFayette Fire Department Larry Paige**

**K. SOTS & OCRRA Liaison.**

- **Chair: Town Councilor Andrew Ohstrom**
- **Member: Town Councilor Bill McConnell**

**L. SPDES (State Pollutant discharge Elimination System).**

- **Chair and SPDES Management Officer: Town Councilor Jerry Doolittle**
- **Member and Asst SPDES Management Officer: Town Councilor Steve Zajac**
- **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**

**M. Liaisons to local school districts:**

- **Jamesville-DeWitt: Town Councilor Andrew Ohstrom**
- **LaFayette: Town Councilor Bill McConnell and Supervisor Adrian Shute**

**Voting on the above motion was as follows:**

<b>Supervisor Shute</b>	<b>Voted</b>	<b>Yes</b>
<b>Councilman McConnell</b>	<b>Voted</b>	<b>Yes</b>
<b>Councilman Ohstrom</b>	<b>Voted</b>	<b>Yes</b>
<b>Councilman Doolittle</b>	<b>Voted</b>	<b>Yes</b>
<b>Councilman Zajac</b>	<b>Voted</b>	<b>Yes</b>

**Motion passed unanimously.**

**11. Councilman McConnell moved and Ohstrom seconded the motion for approval and instructed the Town Clerk to execute the filings.**

**Voting on the above motion was as follows:**

<b>Supervisor Shute</b>	<b>Voted</b>	<b>Yes</b>
<b>Councilman McConnell</b>	<b>Voted</b>	<b>Yes</b>
<b>Councilman Ohstrom</b>	<b>Voted</b>	<b>Yes</b>
<b>Councilman Doolittle</b>	<b>Voted</b>	<b>Yes</b>
<b>Councilman Zajac</b>	<b>Voted</b>	<b>Yes</b>

**Motion passed unanimously.**

**12. Councilman Ohstrom moved and Zajac seconded the Resolution fixing salaries and payment schedules of all elected and appointed officers in accordance with the 2012 Town Budget.**

<b>Town Clerk, Deputy</b>	<b>\$11.00/hour</b>
<b>Justice Court, Deputy Clerk</b>	<b>\$12.75/hour</b>
<b>Justice Court, Deputy Clerk</b>	<b>\$10.20/hour</b>
<b>Physical Plant, Deputy 1 &amp; 2</b>	<b>\$11.30/hour</b>
<b>Park &amp; Rec Maintenance</b>	<b>\$11.30/hour</b>
<b>Tax Collector, Deputy</b>	<b>\$11.00/hour</b>
<b>Planning Board and Zoning Board of Appeals, members &amp; alternate members</b>	<b>\$250.00/year</b>
<b>Planning Board and Zoning Board of Appeals, Chairs</b>	<b>\$500.00/year</b>
<b>Grievance Board of Review, members</b>	<b>\$100.00/year</b>
<b>Grievance Board of Review, Chair</b>	<b>\$150.00/year</b>

**Voting on the above motion was as follows:**

<b>Supervisor Shute</b>	<b>Voted</b>	<b>Yes</b>
<b>Councilman McConnell</b>	<b>Voted</b>	<b>Yes</b>
<b>Councilman Ohstrom</b>	<b>Voted</b>	<b>Yes</b>
<b>Councilman Doolittle</b>	<b>Voted</b>	<b>Yes</b>
<b>Councilman Zajac</b>	<b>Voted</b>	<b>Yes</b>

**Motion passed unanimously.**

**14. Councilman McConnell moved and Ohstrom seconded the Resolution setting reasonable amount for specified officers and employees for mileage compensation (current 2013 IRS rate is \$ .565/mile).**

**Voting on the above motion was as follows:**

<b>Supervisor Shute</b>	<b>Voted</b>	<b>Yes</b>
<b>Councilman McConnell</b>	<b>Voted</b>	<b>Yes</b>

<b>Councilman Ohstrom</b>	<b>Voted</b>	<b>Yes</b>
<b>Councilman Doolittle</b>	<b>Voted</b>	<b>Yes</b>
<b>Councilman Zajac</b>	<b>Voted</b>	<b>Yes</b>

**Motion passed unanimously.**

**15. Councilman Zajac moved and Doolittle seconded the motion to authorize Supervisor Shute to sign the contract with the SPCA and set seizure/impoundment fees for dogs at \$150.**

**Voting on the above motion was as follows:**

<b>Supervisor Shute</b>	<b>Voted</b>	<b>Yes</b>
<b>Councilman McConnell</b>	<b>Voted</b>	<b>Yes</b>
<b>Councilman Ohstrom</b>	<b>Voted</b>	<b>Yes</b>
<b>Councilman Doolittle</b>	<b>Voted</b>	<b>Yes</b>
<b>Councilman Zajac</b>	<b>Voted</b>	<b>Yes</b>

**Motion passed unanimously.**

**16. Councilman Doolittle moved and McConnell seconded the motion to set regular Town Board meetings as follows: The LaFayette Town Board will meet at 6:30 P.M. on the 2<sup>nd</sup> Monday of the month throughout 2013, with meetings on the 4<sup>th</sup> Monday as necessary at the Town Hall, Town Commons Office Building. Town Board meetings will not be held on October 14<sup>th</sup> (Columbus Day) and November 11<sup>th</sup> (Veterans Day), they will be held October 28<sup>th</sup>, 2013 and November 25<sup>th</sup>, 2013. Voting on the above motion was as follows:**

<b>Supervisor Shute</b>	<b>Voted</b>	<b>Yes</b>
<b>Councilman McConnell</b>	<b>Voted</b>	<b>Yes</b>
<b>Councilman Ohstrom</b>	<b>Voted</b>	<b>Yes</b>
<b>Councilman Doolittle</b>	<b>Voted</b>	<b>Yes</b>
<b>Councilman Zajac</b>	<b>Voted</b>	<b>Yes</b>

**Motion passed unanimously.**

**17. Councilman Doolittle moved and McConnell seconded the motion to set the Town holiday schedule as follows:**

- Federal holidays (10): 1/21/13 - Monday (Martin Luther King, Jr. Day), 2/18/13 – Monday (Washington’s Birthday/President’s Day), 5/27/13 - Monday (Memorial Day), 7/4/13 - Thursday (Independence Day), 9/2/13 – Monday (Labor Day), 10/14/13 – Monday (Columbus Day), 11/11/13 - Monday (Veterans Day), 11/28/13 – Thursday (Thanksgiving Day) and 12/24/13 – 12/25/13 – (Christmas Holiday) and 12/31/13 -1/01/14 (New Year’s Holiday, 2014).**
- Town (floating) holidays (3): carried over from prior town holiday policies for Lincoln’s Birthday, Good Friday and Election Day. Voting on the above motion was as follows:**



Supervisor Shute	Voted	Yes
Councilman McConnell	Voted	Yes
Councilman Ohstrom	Voted	Yes
Councilman Doolittle	Voted	Yes
Councilman Zajac	Voted	Yes

Motion passed unanimously.

**18. Councilman McConnell moved and Zajac seconded the motion to make the following Designations:**

**A. Designate Official Newspaper. The Post-Standard.**

**B. Designate Official Bank: Alliance Bank.**

**C. Establish Petty Cash funds:**

- Tax Collector. \$100.00.
- Town Clerk. \$75.00.

**D. Accept Town Procurement Policy.**

**Voting on the above motion was as follows:**

Supervisor Shute	Voted	Yes
Councilman McConnell	Voted	Yes
Councilman Ohstrom	Voted	Yes
Councilman Doolittle	Voted	Yes
Councilman Zajac	Voted	Yes

Motion passed unanimously.

**19. Councilman Doolittle moved and Ohstrom seconded the motion to establish the Standard Work Hours per Day for NYS retirement purposes – 6 hours. Motion passed unanimously.**

**20. Councilman McConnell moved and Zajac seconded the motion to accept the Town Investment Policy. Motion passed unanimously.**

**21. Councilman Doolittle moved and McConnell seconded the motion to authorize the Supervisor to make an application to the youth program. Motion passed unanimously.**

22. Supervisor Shute asked if there were any questions or comments from the residents. There were none.

23. There were no suggestions for improvement and positive contributions.

**24. Councilman Doolittle moved and Zajac seconded the motion to adjourn. Motion passed unanimously.**

The Organizational Meeting adjourned at 6:15 p.m.

Respectfully submitted,

Jacqueline G. Roorda  
Town Clerk