

motion was seconded by Councilor Randall and PASSED. AYES- 4 – Kozub, Venezia, Dewitt, Randall; NAYS- 0, Abstain- 1 – Fesko.

Annual Report Filing

- Councilor Venezia made a motion to allow 60 days from January 1 of this year for the Town Supervisor to file the 2015 annual report with the office of the State Comptroller and with the Town Clerk. The report will be prepared by the accountant. The motion was seconded by Councilor Randall and PASSED. AYES- 5, NAYS- 0.

Official Town Repository

- Councilor Dewitt made a motion designating NBT Bank of Cortland as Official Town Repository and as initial repository of collected moneys by the Town Clerk and Town Justice and Tax Collector. The motion was seconded by Councilor Fesko and PASSED. AYES- 5, NAYS- 0.

Idle Funds

- Councilor Randall made a motion authorizing the Supervisor to invest idle funds into interest bearing accounts at NBT Bank of Cortland. The motion was seconded by Councilor Venezia and PASSED. AYES- 5, NAYS- 0.

RESOLUTION 2-2016

Annual Salaries

On a motion by Councilor Fesko, seconded by Councilor Venezia the following resolution was PASSED. AYES – 5 Kozub, Fesko, Venezia, Dewitt, Randall
 NAYS – 0

Resolved the following annual salaries as set in the 2016 Budget are confirmed:

Supervisor --\$ 10,150	Codes Enforcement Clerk -- \$ 6,700
Councilmen --\$ 5,800 (4 @ \$1,450.00 each)	Zoning Board Clerk -- \$12.85/hr
Justice --\$ 7,110; Justice Clerk --\$5,080	Planning Board Clerk -- \$12.85/hr
Town Clerk -- \$17,200	Transfer Station Attendant -- \$12.78/hr
Deputy Town Clerk -- \$ 3,360	Custodian -- \$2,200
Tax Collector -- \$ 5,160	Dog Control Officer -- \$1,400
Assessor -- \$27,060	Town Constable -- \$18/hr
Highway Superintendent --\$52,500	Cemetery Superintendent -- \$6,000
Code Enforcement Officer -- \$20,300	

RESOLUTION 3-2016

Highway Employee 2016 Pay Scale

On a motion by Councilor Venezia, seconded by Councilor Fesko the following resolution was PASSED. AYES – 5 Kozub, Fesko, Venezia, Dewitt, Randall
 NAYS – 0

Resolved the Town Board confirms the 2016 pay scale for Highway employees per union contract as \$19.24 per hour for regular time.

Health Insurance Contribution

- Councilor Fesko made a motion to confirm the Highway employees will contribute 3% of the health insurance premium. The motion was seconded by Councilor Dewitt and PASSED. AYES- 5, NAYS- 0.

RESOLUTION 4-2016

Postage

On a motion by Councilor Randall, seconded by Councilor Venezia the following resolution was PASSED. AYES – 5 Kozub, Fesko, Venezia, Dewitt, Randall
NAYS – 0

Resolved to authorize the Town Supervisor to purchase postage as needed for Town correspondence, payment of invoices, and postage for the Town Tax Collector.

RESOLUTION 5-2016

Telephone and Electric Bills

On a motion by Councilor Fesko, seconded by Councilor Randall the following resolution was PASSED. AYES – 5 Kozub, Fesko, Venezia, Dewitt, Randall
NAYS – 0

Resolved the Town Supervisor is authorized to pay Town telephone and electric bills as received, and in advance of claim.

RESOLUTION 6-2016

Health Insurance Bills

PASSED. AYES – 5 Kozub, Fesko, Venezia, Dewitt, Randall
NAYS – 0

Resolved the Town Supervisor is authorized to pay Health insurance bills as received and in advance of claim.

Annual Appointments

- Councilor Dewitt made a motion to appoint Howard Tanner as Code Enforcement Officer for the Town of Spafford through January 15, 2017. The motion was seconded by Councilor Randall and PASSED. AYES- 5, NAYS- 0.
- Councilor Fesko made a motion to appoint Kimberly Read as Building/Codes Clerk for the Town of Spafford through January 15, 2017. The motion was seconded by Councilor Randall and PASSED. AYES- 5, NAYS- 0.
- Councilor Venezia made a motion to appoint William Burns as Dog Control Officer for the Town of Spafford through January 15, 2017. The motion was seconded by Councilor Dewitt and PASSED. AYES- 5, NAYS- 0.
- Councilor Venezia made a motion to appoint Chad Marsh as Chair of Spafford Sub Division/Planning Board through January 15, 2017. The motion was seconded by Councilor Dewitt and PASSED. AYES- 5, NAYS- 0.
- Councilor Venezia made a motion to appoint Kimberly Read as Secretary to the Sub Division/Planning Board through January 15, 2017. The motion was seconded by Councilor Randall and PASSED. AYES- 5, NAYS- 0.
- Councilor Dewitt made a motion to appoint Christina Castle as Court Clerk through January 15, 2017. The motion was seconded by Councilor Venezia and PASSED. AYES- 5, NAYS- 0.
- Councilor Randall made a motion to appoint Highway Superintendent Eric Fordock as Transfer Station Manager through January 15, 2017. The motion was seconded by Councilor Fesko and PASSED. AYES- 5, NAYS- 0.
- Councilor Fesko made a motion to appoint James Clark as Cemetery Superintendent through January 15, 2017. The motion was seconded by Councilor Dewitt and PASSED. AYES- 5, NAYS- 0.

- Councilor Dewitt made a motion to appoint Kimberly Read as Town Hall custodian through January 15, 2017. The motion was seconded by Councilor Fesko and PASSED. AYES- 5, NAYS- 0.
- Following a brief discussion, Councilor Venezia made a motion to appoint Geoffrey Barron as Chair of Spafford Zoning Board of Appeals through January 15, 2017. The motion was seconded by Councilor Randall and PASSED. AYES- 4 – Kozub, Venezia, Dewitt, Randall; NAYS- 1 – Fesko.
- Councilor Venezia made a motion to appoint Kimberly Read as Secretary to the Zoning Board of Appeals secretary. The motion was seconded by Councilor Randall and PASSED. AYES- 5, NAYS- 0.
- The appointment of the Ethics Committee was tabled until February 11, 2016 Town Board meeting.
- Councilor Dewitt made a motion to appoint Harold John Marshall to a new term as a member of the Spafford Zoning Board of Appeals; said term to expire January 15, 2021. The motion was seconded by Councilor Venezia and PASSED. AYES- 5, NAYS- 0.
- Councilor Fesko made a motion to appoint Kate Cormack to a new term as a member of the Spafford Sub Division/Planning Board; said term to expire January 15, 2021. The motion was seconded by Councilor Dewitt and PASSED. AYES- 5, NAYS- 0.

Polling Site

- Councilor Venezia made the motion to designate the Spafford Town Hall, 1984 State Route 174 as the Polling Place for Election Districts #1 & #2. The motion was seconded by Councilor Dewitt and PASSED. AYES- 5, NAYS- 0.

Cooperative Bid for Highway Purchases

- Councilor Dewitt made the motion to authorize the purchase of heating oil, crushed stone, salt, gasoline, diesel fuel, tires and asphalt emulsion under County cooperative bid; with the use of State contracts where appropriate. The motion was seconded by Councilor Fesko and PASSED. AYES- 5, NAYS- 0.

RESOLUTION 7-2016

Small Tool Purchases

On a motion by Councilor Fesko, seconded by Councilor Venezia the following resolution was PASSED.

AYES – 5	Kozub, Fesko, Venezia, Dewitt, Randall
NAYS – 0	

Resolved the Highway Superintendent is authorized to purchase small tools up to a cost of \$500.

Mileage Rate

- Councilor Venezia made the motion to set the mileage rate for Town employees at \$0.54 and to authorize reimbursement of lunch cost for employees while attending meetings. *(The 2016 IRS rate is \$0.54 per mile.)* The motion was seconded by Councilor Fesko and PASSED. AYES- 5, NAYS- 0.

Meetings Outside Onondaga County

- Councilor Fesko made a motion to require Town Board authorization prior to attendance for reimbursement of costs associated with classes, meetings, seminars, etc. outside of Onondaga County. The motion was seconded by Councilor Venezia and PASSED. AYES- 5, NAYS- 0.

RESOLUTION 8-2016

Pay Rate for Sub Division/Planning Board Chair & Zoning Board of Appeals Chair

On a motion by Councilor Fesko, seconded by Councilor Dewitt the following resolution was PASSED. AYES – 5 Kozub, Fesko, Venezia, Dewitt, Randall
NAYS – 0

Resolved to authorize the pay rate of \$50 per Chair, per meeting attended to the Chairpersons of the Sub Division/Planning Board and the Zoning Board of Appeals.

RESOLUTION 9-2016

Pay Rate for Sub Division/Planning Board Members & Zoning Board of Appeals Members

On a motion by Councilor Fesko, seconded by Councilor Dewitt the following resolution was PASSED. AYES – 5 Kozub, Fesko, Venezia, Dewitt, Randall
NAYS – 0

Resolved to authorize the pay rate of \$25 per person, per meeting attended to the members of the Sub Division/Planning Board and the Zoning Board of Appeals.

RESOLUTION 10-2016

Pay Rate for Board of Assessment Review Members

On a motion by Councilor Randall, seconded by Councilor Dewitt the following resolution was PASSED. AYES – 5 Kozub, Fesko, Venezia, Dewitt, Randall
NAYS – 0

Resolved to authorize the pay rate of \$40 per person, per day attended for members of the Board of Assessment Review.

- Councilor Venezia made the motion to set the retirement system standard for Town of Spafford employees as a 6 hour work day. The motion was seconded by Councilor Dewitt and PASSED. AYES- 5, NAYS- 0.
- Councilor Venezia made the motion to set the fee for returned checks at \$20 per check. The motion was seconded by Councilor Randall and PASSED. AYES- 5, NAYS- 0.

RESOLUTION 11-2016

Polling Site Agreement

On a motion by Councilor Fesko, seconded by Councilor Venezia the following resolution was PASSED. AYES – 5 Kozub, Fesko, Venezia, Dewitt, Randall
NAYS – 0

Resolved the Town Clerk is authorized to sign the Agreement with Onondaga County Board of Elections for use of the Spafford Town Hall as the Polling Site for Spafford Election Districts #1 & #2.

MINUTES

A motion to accept the minutes of the December 10, 2015 Town Board meeting as submitted was made by Councilor Fesko, seconded by Councilor Venezia and PASSED. AYES- 5, NAYS- 0.

ABSTRACT #1

A bill was submitted by Matchbox Excavation for drainage work at the Borodino Grange. The work was done under an Onondaga County D.O.T. grant channeled through the Town of Spafford to Spafford Area Historical Society (SAHS).

Councilor Fesko asked if the Town procurement policy was followed. SAHS Treasurer Mary Bean responded it was; specifications were conceived, and four quotes were sought. Ms. Bean explained two

quotes were verbal and both exceeded \$25,000; one written quote was \$25,000 and the quote from Matchbox Excavation was for \$14,000. The Town Board requested documentation supporting Ms. Bean’s report.

RESOLUTION 12-2016

Drainage Work Quotes

On a motion by Councilor Fesko, seconded by Councilor Venezia the following resolution was PASSED. AYES – 5 Kozub, Fesko, Venezia, Dewitt, Randall
NAYS – 0

Resolved the payment to Matchbox Excavation for drainage work at the Borodino Grange under the Onondaga County D.O.T. grant will be authorized upon filing of procurement documentation with the Town Clerk.

RESOLUTION 13-2016

Abstract #1 – General & Highway Funds

On a motion by Councilor Venezia, seconded by Councilor Dewitt the following resolution was PASSED. AYES – 5 Kozub, Fesko, Venezia, Dewitt, Randall
NAYS – 0

Resolved payment of General Fund Abstract #1 & Highway Fund Abstract #1 is approved. (Audited abstract totals will be reflected in the February 2016 Town Board meeting minutes.)

ABSTRACT #12 – DECEMBER 10, 2015

Audited bills for Abstract #12 were as follows:

General Fund	vouchers 354 – 398	\$ 31,796.89
Highway Fund	vouchers 138 – 157	\$ 43,858.80

WORKERS’ COMPENSATION INSURANCE PREMIUM

The Workers’ Compensation Insurance premium for 2016 is \$26,334. The Town has the option of paying the premium quarterly or in one lump sum; there is no additional charge should the Board choose to pay quarterly. A motion was made by Councilor Fesko, seconded by Councilor Venezia to make quarterly payments on the Workers’ Compensation insurance premium. The motion PASSED. AYES- 5, NAYS- 0.

HIGHWAY REPORT

Highway Superintendent Eric Fordock (Supt Fordock) reported December was a quiet month. The Highway crew performed maintenance and cleaning. Supt Fordock has begun seeking information for various future road projects.

TRUCK PURCHASE

There was discussion of paying for the new truck outright versus bonding.

RESOLUTION 14-2016

Budget Transfers for Truck Purchase

On a motion by Councilor Fesko, seconded by Councilor Venezia the following resolution was PASSED. AYES – 5 Kozub, Fesko, Venezia, Dewitt, Randall
NAYS – 0

Resolved the Town Board authorizes the transfer of funds needed for the purchase of the new heavy duty dump truck under Onondaga County contract.

RESOLUTION 15-2016

Truck Purchase

On a motion by Councilor Fesko, seconded by Councilor Venezia the following resolution was PASSED. AYES – 5 Kozub, Fesko, Venezia, Dewitt, Randall
NAYS – 0

Resolved the Town Board authorizes the purchase of the new heavy duty dump truck at a cost of \$295,605 under Onondaga County contract.

CODE OFFICER’S REPORT

Mr. Tanner’s reported on the following activity for December 2015/January 2016:

- Permits Issued
 - 2437 State Route 174 – variance for signs....pending
 - 2376 Olanco Road – deck and stairs to lake
- C/O Issued:
 - 1987 Woodland Lane – new residence
 - 1847 Locust Lane – house addition
- 2015 Information:
 - A total of 77 Building permits were issued
 - Seven Building permits were for new residences
 - The 2015 Building Permit Report has been filed with NYS, as required

LIMESTONE RIDGE, LLC / DEAN CUMMINS

Mr. Tanner reported there is an unsafe structure on a property on Willowdale Road. The property is listed as belonging to Limestone Ridge, LLC/Dean Cummins. It is Mr. Tanner’s recommendation to the Town Board to pursue demolition of the structure. A motion was made by Councilor Fesko to schedule a Public Hearing for discussion of demolition to the structure on February 11, 2016 at 7 p.m. Following a brief discussion, Councilor Fesko withdrew the motion.

RESOLUTION 16-2016

Limestone Ridge, LLC / Dean Cummins

On a motion by Councilor Fesko, seconded by Councilor Venezia the following resolution was PASSED. AYES – 5 Kozub, Fesko, Venezia, Dewitt, Randall
NAYS – 0

Resolved the Town of Spafford will begin the process to demolish the damaged structure at on Willowdale Road with a Public Hearing on March 10, 2016 at the Spafford Town Hall at 7 p.m.

A motion to accept the Code Officer’s Report was made by Councilor Fesko, seconded by Councilor Venezia. The motion PASSED. AYES – 5, NAYS – 0.

TOWN CLERK’S REPORT

A motion to accept the Town Clerk’s Cash Report for December 2015 was made by Supervisor Kozub, seconded by Councilor Randall. The motion PASSED. AYES – 5, NAYS – 0.

TOWN SUPERVISOR’S STATEMENT

The Town Supervisor’s Monthly Statement for December 2015 was read by Accountant Thomas Chartrand and filed.

RESOLUTION 17-2016

December 2015 Bank Reconciliation

On a motion by Councilor Fesko, seconded by Councilor Venezia the following resolution was PASSED. AYES – 5 Kozub, Fesko, Venezia, Dewitt, Randall
NAYS – 0

Resolved to find a positive audit of the December 2015 bank statement as presented by Mr. Chartrand.

A motion to accept the Town Supervisor’s Report for December 2015 was made by Councilor Fesko, seconded by Councilor Randall. The motion PASSED. AYES – 5, NAYS – 0.

RESOLUTION 18-2016

Change Signatories on Bank Accounts

On a motion by Councilor Randall, seconded by Councilor Venezia the following resolution was PASSED. AYES – 5 Kozub, Fesko, Venezia, Dewitt, Randall
NAYS – 0

Resolved the Town Board authorizes the update of the signatories of record on the Town of Spafford accounts to reflect the current administration: Town Supervisor – Christopher Kozub; Deputy Town Supervisor – Christine Fesko.

ZONING BOARD OF APPEALS REPORT

The Zoning Board of Appeals will meet next week. There is nothing to report at this time.

SUB DIVISION/PLANNING BOARD

The application before the Sub Division/Planning Board will be scheduled for a February Public Hearing.

SAFETY TRAINING SEMINAR

CompAlliance sent notice of a Safety Training Seminar to be held at Skaneateles Fire House on January 12, 2016. All Town officers and employees are required to receive this training.

AOTSNY ANNUAL CONFERENCE

The Association of Towns of the State of New York will hold their annual meeting and training conference at the New York Marriott Marquis, New York City. The sessions are scheduled for February 14-17, 2016. This training is for town officials; reimbursement for attending requires approval from the Town Board prior to attendance.

TOWN CONSTABLE

Retaining the position of Town Constable and the required insurance coverage for such a post was discussed. No residents of the Town of Spafford have presented themselves as eligible for the appointment.

RESOLUTION 19-2016

Town Constable

On a motion by Councilor Fesko, seconded by Councilor Dewitt the following resolution was PASSED. AYES – 5 Kozub, Fesko, Venezia, Dewitt, Randall
NAYS – 0

Resolved to appoint Mr. Thomas Adessa as Town Constable for the Town of Spafford to serve as needed at a pay rate of \$18.00 per hour.

RESOLUTION 20-2016

Insurance Rider for Town Constable

On a motion by Councilor Venezia, seconded by Councilor Fesko the following resolution was PASSED. AYES – 5 Kozub, Fesko, Venezia, Dewitt, Randall
NAYS – 0

Resolved Supervisor Kozub is authorized to sign the acceptance of the insurance rider for Law Enforcement Liability with an annual premium of \$1,021.

RESOLUTION 21-2016

Dog Sheltering Contract

On a motion by Councilor Fesko, seconded by Councilor Venezia the following resolution was PASSED. AYES – 5 Kozub, Fesko, Venezia, Dewitt, Randall
NAYS – 0

Resolved Supervisor Kozub is authorized to sign the 2016 dog sheltering contract with Country Acres Pet Services.

RESOLUTION 21-2016

Animal Cruelty Services Contract

On a motion by Councilor Randall, seconded by Councilor Venezia the following resolution was PASSED. AYES – 5 Kozub, Fesko, Venezia, Dewitt, Randall
NAYS – 0

Resolved Supervisor Kozub is authorized to sign the 2016 animal cruelty services contract with Onondaga County SPCA.

PLANNING BOARD APPLICANTS

A motion to advertise for applicants to fill the vacant seat on the Sub Division/Planning Board was made by Supervisor Kozub, seconded by Councilor Venezia. The motion PASSED. AYES – 5, NAYS – 0.

ZONING ORDINANCE REVISIONS

The Public Hearing opened on December 10, 2015 for discussion of proposed revisions to the Town of Spafford Zoning Ordinance was resumed. Concerns were raised regarding lack of notice for the Hearing to resume on this date. Supervisor Kozub commented the current discussion is preliminary. The Board is seeking to determine which of the 30 suggestions from the Zoning Board of Appeals and Sub Division/Planning Board should be considered for adoption.

It was also explained that Town Law requires the finalized document be presented for discussion at a Public Hearing and once that document is prepared, public notice will be duly given including a notice on the Town’s website.

A motion to adjourn this Public Hearing to a future date was made by Councilor Fesko, seconded by Councilor Venezia. The motion PASSED. AYES – 5, NAYS – 0.

TOWN BOARD WORK SESSION

Councilor Dewitt made a motion to schedule a work session on Saturday, January 23, 2016 at 9 a.m. for Town Board review of the suggested revisions to the Zoning Ordinance. The motion was seconded by Councilor Venezia. The motion PASSED. AYES – 5, NAYS – 0.

RESOLUTION 22-2016

WeCare Waste and Recycling

On a motion by Councilor Fesko, seconded by Councilor Dewitt the following resolution was PASSED. AYES – 5 Kozub, Fesko, Venezia, Dewitt, Randall
NAYS – 0

Resolved payment of the anticipated WeCare Waste and Recycling bill for December services is authorized upon reconciliation by the Town Clerk.

AGREEMENT TO SPEND HIGHWAY FUNDS

Supt Fordock presented the Agreement to Spend Highway Funds for the Town Board’s approval. Councilor Venezia requested a list of proposed projects and estimated costs should accompany the Agreement. Supt Fordock agreed to prepare such a list for the Board’s consideration prior to signing the Agreement.

ADJOURNMENT

A motion to adjourn the meeting at 8:57 p.m. was made by Councilor Fesko, seconded by Councilor Randall. The motion was carried unanimously.

Respectfully submitted by,

Next meeting to be held
Saturday, January 23, 2016 @ 9 a.m.
@ Spafford Town Hall

Lisa M. Valletta
Town Clerk
Town of Spafford