

At 7:10 p.m. Supervisor Webb A. Stevens opened the organizational meeting of the Spafford Town Board. Councilors Bill Vinzant, Ken Lieberman, and Merrill Clark were present. Highway Superintendent Carl Wiers, Accountant Thomas Chartrand and Town Clerk Lisa Valletta were also present.

Supervisor Stevens presented the following items for approval:

- Audit Town Clerk's books for previous year
- Audit Justice books for previous year
- Continue to follow current Procurement Policy
- Continue to follow current Investment Policy
- Continue to follow current Equal Opportunity Employment Policy
- Continue to follow current Sexual Harassment Policy
- Continue to follow current Internet Usage Policy
- Location, day, and time of Town Board meetings (Spafford Town Hall, 2nd Thursday each month, 7:00 p.m. unless otherwise noted and published)
- Designate Official Town Newspaper as Skaneateles Press; Town Board authorization needed to advertise additionally in the Skaneateles & Tully Pennysaver. Additionally advertise in the Cortland Standard.
- Appoint Town Attorney – Hiscock & Barclay
- Appoint Town Accountant – Thomas Chartrand
- Appoint Deputy Town Supervisor with authority to sign checks and made deposits as needed when Town Supervisor is unavailable. – Councilmember Bill Vinzant
- Allow the Town Supervisor 60 days from January 1 of this year to file annual report with the office of the State Comptroller and with the Town Clerk. The report will be prepared by the accountant.
- Alliance Bank of Cortland as Official Town Repository and as initial repository of collected moneys from the Town Clerk. Key Bank, Marcellus office as initial repository of collected moneys from the Town Tax Collector. Partners Trust Bank as the initial repository of collected moneys from the Town Justice.
- Authorize Supervisor to invest idle funds into interest bearing accounts at Alliance Bank of Cortland
- Salaries for:

Supervisor:	\$ 5,600.00
Councilmen:	\$ 5,800.00 (4 @ \$1,450.00 each)
Justice:	\$ 4,500.00
Justice Clerk:	\$ 3,000.00
Town Clerk:	\$11,600.00
Deputy Town Clerk:	\$ 2,100.00
Tax Collector:	\$ 2,400.00
Assessor:	\$10,600.00
Highway Superintendent:	\$43,050.00
Transfer Station Supervisor:	\$ 3,150.00
Dog Control Officer:	\$ 1,040.00
Codes Enforcement Clerk:	\$ 4,700.00

**REGULAR TOWN BOARD MEETING
& PUBLIC HEARINGS**

-DRAFT-

January 11, 2007

Zoning Board Clerk:	\$ 10.00/hr
Transfer Station Attendant:	\$ 10.50/hr
Custodian:	\$ 1,120.00

- Pay scale for Highway employees (\$15.75/hr for full-time – full time being a 40 hour work week & uniforms)
- Allow Town Supervisor to purchase postage as needed for Town correspondence, payment of invoices, and postage for the Town Tax Collector
- Town Supervisor to pay Town telephone and electric bills as received, and in advance of claim.
- Town Supervisor to pay Health insurance bills as received, and in advance of claim.
- Appoint Codes Clerk/ Zoning Board of Appeals secretary Kim Read
- Appoint Transfer Station Supervisor
- Appoint Dog Control Officer - William Burns
- Appoint Town Historian - Barb Shoemaker
- Appoint Chairman of Zoning Board of Appeals - Chris White
- Appoint one Zoning Board of Appeals member - Brian Underwood
- Appoint Chairman of Sub Division/Planning Board - Steve Thayer
- Appoint Sub Division/Planning Board member - Earl Shoemaker
- Appoint Ethics Committee – Cherry Randall, Matthew O’Brien, Joyce Larrison
- Appoint Chair of Ethics Committee: Councilmember Richard Fesko
- Appoint Code Enforcement Officer – Councilmember Merrill Clark
- Appoint Court Clerk - Amanda Whitten
- Appoint caretakers for Borodino Cemetery and Spafford Cemetery and set pay rate – Borodino, Jeff Ireland; Spafford – Merrill Clark \$15/hour not to exceed \$300/year.
- Appoint Town Hall custodian and set work schedule and pay rate, (once a week \$1,120.00/yr) – Kim Read
- Designate polling places District #1(Spafford Town Hall) & District #2 (Spafford Fire House)
- Appoint Highway Superintendent to responsibility for transportation of election materials.
- Purchase of heating oil, crushed stone, salt, gasoline, diesel fuel, tires and asphalt emulsion under county cooperative bid. Also use of NYS contracts where appropriate.
- Allow Highway Superintendent to purchase small tools up to a cost of \$500.00.
- Mileage rate for Town Employees is \$0.485/mile and pay lunch cost for employees while attending meetings
- Reimbursement for additional classes, meetings, seminars, etc.; requires Town Board authorization prior to attendance.

---Pay members of Planning Board, Assessment Review Board and Zoning Board of Appeals \$25.00 per person, per meeting attended.

---Retirement System standard as a 6 hour workday

---Renew contract with Life Safety Consultants for the 2007 fiscal year in the amount of \$12,489.00.
(approved Dec. 14, 2006)

--- Set returned check fee at \$20.00 per check.

HIGHWAY EMPLOYEE BENEFITS

- Full time Highway employees, after one full year of employment, to be paid \$15.75 per hour beginning at the start of business on January 1, 2007.
- Uniforms to be provided for Highway employees.
- Full time employees and Transfer Station attendant to be paid every two weeks. Pay days to be every other Wednesday, barring unforeseen circumstances. Pay period to end at 12:00 midnight on the Friday before pay day. Overtime will start after the first 40 hours of work.
- Health insurance: To be provided by the Town for full time employees through Excellus. Also new highway employees to be covered by health insurance as of the first day of the month following employment. Also, married employees will be provided with married coverage.
- Vacation:
 - Full time employees will receive one week of vacation forty hours after one full year of service and two weeks of vacation 80 hours after two years of service. Three weeks of vacation will be granted after ten (10) years of service. No vacation to be taken during the winter months, November 1 through March 31. Vacation requests must be submitted two (2) weeks in advance for approval by the Highway Superintendent. Vacation days are based on an eight hour day/forty hour week.
- Sick leave:
 - Four (4) sick days per year, (January 1 - January 1) are allowed, starting January 1, 2007. Sick leave can accrue for 2 years and any unused time can be sold back to the Town at the employee's regular rate of pay.
- Personal Days:
 - Three (3) personal days per year are allowed, starting January 1, 2007.
- Bereavement:
 - Three (3) days of bereavement are allowed for death of a family member, specifically - mother, father, spouse, child, stepchild, sister, or brother.
- Sick day, bereavement, and personal day pay rates are based on an eight (8) hour day at the employees regular rate of pay.
- Holiday pay rates for holidays occurring between November 1 and March 31, there are six, are to be based on an eight hour day at the employees regular rate of pay.
- Holiday pay rates for holidays occurring between April 1 and October 31, there are four, are to be based on a ten (10) hour day at the employees regular rate of pay.
- Disability Insurance:
 - To be provided by the Town for all full time Highway employees.

- During the winter months, employees are required to keep the person in charge notified as to where they can be reached in case their services are needed.
- Jury Duty:
 - Town of Spafford will pay the regular hourly wage for full time employees called to serve on jury duty. Pay will be based on the regular hourly rate for a maximum of four (4) weeks. Any pay received by the employee must be turned back to the Town of Spafford Supervisor to offset the regular pay. Employees must notify their Supervisor upon receiving a summons for Jury duty. When attendance is not required for Jury duty, employee must report for work, even on partial days. Whenever Jury duty extends beyond a four (4) week period, the Town Board will make a ruling on pay procedure

- **Designated Holidays**

- The observed day is the holiday for overtime purposes.

▪ President's Day	February 19, 2007 (Monday)
▪ Memorial Day	May 28, 2007 (Monday)
• Independence Day	July 4, 2007 (Wednesday)
▪ Labor Day	September 3, 2007 (Monday)
▪ Columbus Day	October 8, 2007 (Monday)
▪ Election Day	November 6, 2007 (Tuesday, floating holiday- work this day)
▪ Veterans' Day	November 11, 2007 (Monday, the actual holiday is Sunday)
▪ Thanksgiving Day	November 22, 2007 (Thursday)
▪ Christmas Day	December 25, 2007 (Tuesday)
▪ New Year's Day	January 1, 2007 (Monday)

- *Work on November 6, 2007- use the holiday for the Friday after Thanksgiving, November 23*

- Steel-toed safety shoes will be furnished by the Town according to OSHA regulations. \$100.00 per year for full time Highway Department employees. Employees will be required to wear the steel-toed shoes any time they are working for the Town.
- Uniforms

Any disputes or interpretations of these rules will be settled by the Town Board.

RESOLUTION 1-2007

WHEREAS, the Town Board of the Town of Spafford has met on this 11th day of January, 2007 with Town Supervisor Webb A. Stevens, Councilor Bill Vinzant, Councilor Ken Lieberman, and Councilor Merrill Clark being present, thereby establishing a quorum, and

WHEREAS, the items listed at the beginning of this session for the organization of operations of the Town of Spafford are acceptable to all present,

NOW THEREFORE, on a motion made by Councilor Lieberman and seconded by Councilor Vinzant

BE IT RESOLVED, that the Town Board of the Town of Spafford has hereby adopted the aforesaid organizational agenda items for the fiscal year 2007.

Supervisor Webb A. Stevens	aye
Councilor Billy Vinzant	aye
Councilor Ken Lieberman	aye
Councilor Merrill Clark	aye
<i>Councilor Richard Fesko</i>	<i>absent</i>

I, Lisa M. Valletta, Clerk of the Town of Spafford, County of Onondaga, State of New York, do hereby certify that the foregoing was duly adopted by the Town Board of the Town of Spafford, County of Onondaga, State of New York, at their meeting held on the 12th day of January, 2006, a quorum being present.

In witness whereof, I have hereunto set my hand and affixed the seal of my office in said Town.

Dated: _____

Lisa M. Valletta, Town Clerk of the Town of Spafford

HIGHWAY SUPERINTENDENT’S REPORT

- The new pay loader has been delivered to the Town of Spafford.
- Request the 2005 John Deere pay loader be declared surplus equipment.
- The \$3,800 bill presented this evening is for treatment and spraying of the sand that will be used on the dirt roads in Town. Mr. Wiers was able to obtain an alternative treating solvent at a cost of \$.66 per gallon. The solvent used in the past is \$0.80 per gallon. Mr. Wiers will be able to apply the solvent when it is needed; instead of accepting treatment according to someone else’s schedule.

There was a discussion of the sand and the treatment thereof.

A motion to accept the Highway Superintendent’s Report was made by Councilor Vinzant, seconded by Councilor Lieberman. The motion PASSED. AYES – 4, NAYS – 0.

December 14, 2006 MINUTES

A motion to accept the minutes of the December 14, 2006 meeting as submitted by the Town Clerk was made by Councilor Vinzant, seconded by Councilor Lieberman. The motion PASSED. AYES – 4, NAYS – 0.

RESOLUTION 2-2007

Surplus Equipment

On a motion by Councilor Clark, seconded by Councilor Lieberman the following resolution was PASSED

AYES – 4	Stevens, Vinzant, Lieberman, Clark
NAYS – 0	

Resolved to declare the 2005 John Deere pay loader as surplus equipment with a value of \$90,000.

RESOLUTION 3-2007

Audit of Claims

On a motion by Councilor Lieberman, seconded by Councilor Vinzant the following resolution was
PASSED AYES – 4 Stevens, Vinzant, Lieberman, Clark
NAYS – 0

Resolved the bills on Abstract #1 be paid in the following amounts:

General Fund	#1 through # 32	\$33,591.33
Highway Fund	#1 through # 13	\$11,642.36

(Highway Fund includes Machinery & Snow bills when applicable).

RESOLUTION 4-2007

Water District Expenses

On a motion by Councilor Vinzant, seconded by Councilor Lieberman the following resolution was
PASSED AYES – 4 Stevens, Vinzant, Lieberman, Clark
NAYS – 0

Resolved upon closing of the Bond Anticipation Note agreement with Alliance Bank, the bills on Abstract #1 that are in relation to the establishment of the Spafford Area Water District are to be paid in the following amounts:

Capital Fund	#1 through # 5	\$138,393.53
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TOWN SUPERVISOR'S REPORT & STATEMENT

Town Accountant Thomas Chartrand reviewed the Town Supervisor's Receipts and Disbursements Statement for December 2006. He noted the Highway budget will be close, but will not exceed the budget.

A motion to accept the Town Supervisor's Monthly Statement as presented was made by Councilor Vinzant seconded by Councilor Clark. The motion PASSED. AYES – 4, NAYS – 0.

Town Clerk's Report

A motion to accept the Town Clerk's December Cash Report as presented was made by Councilor Lieberman, seconded by Councilor Vinzant. The motion PASSED. AYES – 4, NAYS – 0.

RESOLUTION 5-2007

Onondaga County Planning Federation

On a motion by Councilor Lieberman, seconded by Councilor Vinzant, the following resolution was
PASSED AYES – 4 Stevens, Vinzant, Lieberman, Clark
NAYS – 0

Resolved to reimburse the cost of attendance at the Onondaga County Planning Federation Municipal Training Program, as well as mileage and meals as related to attendance, for any Town of Spafford employees that attend the program.

RESOLUTION 6-2007

Equipment Purchase

On a motion by Councilor Lieberman, seconded by Councilor Clark the following resolution was
PASSED AYES – 4 Stevens, Vinzant, Lieberman, Clark
NAYS – 0

Resolved to allow the Town Clerk to purchase a wheeled cart for the public access computer in the Reading Room; cost of cart not to exceed \$500.

RESOLUTION 7-2006

Public Hearing

On a motion by Councilor Lieberman, seconded by Councilor Vinzant the following resolution was PASSED
AYES – 4 Stevens, Vinzant, Lieberman, Clark
NAYS – 0

Resolved to conduct a public hearing on February 8, 2007 at 7:00 p.m. for review and discussion of the revised local law previously identified as proposed Local Law 2006-1, now to be known as proposed Local Law 2007-1. Said proposed law is for the administration and enforcement of the New York State Uniform Fire Prevention and Building Codes.

CEMETERY

Mr. Jeff Ireland, Borodino Cemetery caretaker, reported difficulty with flowers and vases being left to deteriorate in the cemetery. Mr. Ireland requests signs be placed requesting removal of flowers and vases by October 15 of each year. A motion for Mr. Ireland to research the cost of the signs was made by Councilor Vinzant and seconded by Councilor Lieberman. The motion PASSED. AYES – 4, NAYS – 0.

TRANSFER STATION FENCE REPAIR

Supervisor Stevens requested estimates from three companies for repair work on the Transfer Station fence. The companies were Butler Fence Company Inc.(Butler), Atlas Fence Inc.(Atlas), and Arrow Fence Company Inc.(Arrow). Only Butler and Atlas provided estimates; they are as follows:

Butler	\$3,189
Atlas	\$7,924

The estimate from Atlas included a double swing gate and a cantilevered gate. The work included in the Butler estimate is not as extensive as the Atlas proposal. Each company was informed of the need for the State prevailing wage rate in the estimates.

RESOLUTION 8-2007

Transfer Station Fence Repair

On a motion by Councilor Lieberman, seconded by Councilor Vinzant the following resolution was PASSED
AYES – 4 Stevens, Vinzant, Lieberman, Clark
NAYS – 0

Resolved to hire Butler Fence Company Inc. to repair the fence at the Spafford Transfer Station as specified in the estimate they provided at a cost of \$3,189.

WILLOWDALE ROAD SPEED LIMIT

Mr. Joseph Weidner petitioned the Town Board to reapply to New York State Dept. of Transportation (NYSDOT) to lower the speed limit on a section of Willowdale Road. Mr. Weidner had spoken with Diana Graser, Technical System Operations Engineer for NYSDOT. Ms. Graser suggested that a second request for a speed study on Willowdale Road be submitted.

A motion to resubmit to NYSDOT for a speed limit study on the section of Willowdale Road between Burma Road and Stanton Road was made by Councilor Vinzant and seconded by Councilor Clark. The motion PASSED. AYES – 4, NAYS – 0.

Route 174, Skaneateles, New York, 13152.

WHEREAS, the Water District in order to construct water lines in the above referred to Water District, it is necessary to reroute traffic on Olanco Road in the Town of Spafford.

WHEREAS, the Property Owners are owners of land leading to Olanco Road.

WHEREAS, the property owners hereby grant a temporary easement for ingress and egress to the residents of Olanco Road and their guests over the following described parcel of land, See Schedule "A", for the purposes of ingress and egress. Grant of the temporary easement shall terminate upon completion of construction of facilities on Olanco Road. Said easement shall be for private vehicles only and may not be used by any construction vehicles or heavy equipment that might harm the road.

Regarding the operations and responsibilities concerning this Agreement, the Water District covenants and agrees to indemnify, defend and hold harmless the Property Owners, agents and employees from and against any and all loss or expense that may arise by reason of liability for damage, injury or death, or for invasion of personal or property rights, of every name and nature, and any other claim for damages arising at law or equity alleged to have been caused or sustained in whole or in part by or because of any omission of duty, negligence or wrongful act on the part of the Property Owners, its employees or agents.

The Water District further covenants and agrees to obtain the necessary insurance coverage to effectuate this Hold Harmless clause. Nothing contained herein, including but not limited to the expiration of any insurance policy, shall absolve the Water District from its obligation under this Hold Harmless clause.

NOW, THEREFORE, on a motion made by Councilman Vinzant and seconded by Councilman Lieberman.

BE IT RESOLVED, that the Town Board of the Town of Spafford approves the above Resolution and authorizes Town Supervisor Webb A. Stevens to sign said Agreement.

Webb Stevens	aye	Bill Vinzant	aye
Ken Lieberman	aye	Merrill Clark	aye

I, Lisa M. Valletta, Clerk of the Town of Spafford, County of Onondaga, State of New York, do hereby certify that the foregoing was duly adopted by the Town Board of the Town of Spafford, County of Onondaga, State of New York, at their regular monthly meeting held on the 11th day of January 2007, a quorum being present.

In witness whereof, I have hereunto set my hand and affixed the seal of my office.

Dated: _____

Lisa M. Valletta, Town Clerk
Town of Spafford

SCHEDULE "A"

ALL THAT TRACT OR PARCEL OF LAND, situate in the Town of Spafford, County of Onondaga and State of New York, being part of Lot 77 in said Town bounded and described as follows:

BEGINNING at the intersection of the centerline of New York State Route 174 and the North line of Lot 77 and running; thence S 83° 20' 00" E, 795.2 feet more or less to the Westerly line of Olanco Road; thence S 08° 10' 00" E along the Westerly line of Olanco Road 20 feet to a point; thence N 83° 20' 00" W parallel to the first course above described and 20 feet distant 795.2 feet more or less to the centerline of New York State Route 174; thence N 05° 20' 00" E 20 feet along the centerline of New York State Route 174 to the point and place of beginning.

SUBJECT to any easements and restrictions of record.

THERESA FRANK – NYS OFFICE OF REAL PROPERTY SERVICES

Assessor Robert Brown introduced Ms. Theresa Frank to the Town Board. Ms. Frank was in attendance to discuss assessment and equalization. Supervisor Stevens stated the meeting would now be open for public participation.

Ms. Frank provided a brochure from NYS Office of Real Property Services (ORPS) and a packet of information describing how inequity of assessment can affect taxes paid by homeowners. The packet included some local information on assessments showing recent sales in Spafford organized by school district.

Ms. Frank explained that equality in assessments is difficult to maintain in towns with lakefront properties; lakefront property values rise more quickly than other property values. She further stated that property cannot be reassessed after a sale; it is against New York State law. The following items were part of the discussion:

- Once the Town's values have been brought to 100%, the Town can perform annual "neighborhood" reassessment.
- Even though the Town of Spafford recently (2003) reassessed, the overactive housing market has driven the equalization rate down.
- State aid is available for annual maintenance of assessments. The downside of annual reassessment is the assessor will be facing the property owners every year.
- ORPS predicts the equalization rate for Spafford will drop to 61% next year. The sales have been taking place support the drop.
- It is not known if the school districts will use the 61%; it would depend on what takes place in the other towns that make up the district.

RESOLUTION 12-2007

**Increasing the Income Limitation Relative to Partial Exemption
from Real Property Taxes for Persons 65 Years of Age and Over**

WHEREAS, the Town Board of the Town of Spafford has in the past, adopted a resolution and amendments thereto granting partial exemption from real property taxation for real property owned by

certain persons with limited income, who are 65 years of age and over, pursuant to Section 467 of the New York State Real Property Tax Law; and

WHEREAS, Chapter 186 of the Laws of 2006 of the State of New York permits municipalities to increase the maximum income eligibility levels for persons sixty-five years of age and over, as follows:

EXEMPTION	INCOME LIMITS 2006	INCOME LIMITS Beginning 7/1/07	INCOME LIMITS Beginning 7/1/08	INCOME LIMITS Beginning 7/1/09
50%	\$26,000	\$27,000	\$28,000	\$29,000
45%	\$27,000	\$28,000	\$29,000	\$30,000
40%	\$28,000	\$29,000	\$30,000	\$31,000
35%	\$29,000	\$30,000	\$31,000	\$32,000
30%	\$29,900	\$30,900	\$31,900	\$32,900
25%	\$30,800	\$31,800	\$32,800	\$33,800
20%	\$31,700	\$32,700	\$33,700	\$34,700
15%	\$32,600	\$33,600	\$34,600	\$35,600
10%	\$33,500	\$34,500	\$35,500	\$36,500
5%	\$34,400	\$35,400	\$36,400	\$37,400

WHEREAS, it is the desire of this Board to increase the senior citizens property tax exemption to the maximum allowable under the law as provided for in Real Property Tax Law Section 467, as amended by Chapter 186 of the Laws of 2006;

BE IT RESOLVED that the above resolution, is hereby affirmed to increase the income limitation to the maximum allowable under Section 467 of the New York State Real Property Tax Law, as amended by Ch. 186 of the Laws of 2006.

NOW THEREFORE, let it be known that through a motion made by Councilor Vinzant and seconded by Councilor Lieberman and with unanimous approval by the Town Board of the Town of Spafford; the income limitation schedule for persons 65 years of age and over as set forth has been adopted.

NOTICE OF MEETINGS

Councilor Clark asked for clarification of Town meeting notices being placed in the *Cortland Standard*.

RESOLUTION 13-2007

Advertisement of Town Meetings

On a motion by Councilor Clark, seconded by Councilor Vinzant the following resolution was PASSED
 AYES – 4 Stevens, Vinzant, Lieberman, Clark
 NAYS – 0

Resolved to place notice of Town meetings in the Cortland Standard to further accommodate Town of Spafford residents.

Adjournment

On a motion by Councilor Vinzant, seconded by Councilor Lieberman the meeting adjourned at 8:45 p.m. subject to the Call of the Town Clerk. Carried unanimously.

Respectfully submitted by,

Lisa M. Valletta
Town Clerk
Town of Spafford

Next meeting to be held
Jan. 31, 2007 @ 7 p.m.
@ Spafford Town Hall
to discuss goals for Park & Rec Committee and any other business brought before the Board

A Public Hearing is scheduled on
Feb. 8, 2007 following the regular meeting at 7 p.m. to review proposed local law 2007-1
(*administration and enforcement of the New York State Uniform Fire Prevention and Building Codes*)

An additional Public Hearing is
Scheduled for Feb. 15, 2007 @ 7 pm
To consider the Community Development Grant application