

At 7:02 p.m. Supervisor Webb A. Stevens opened the organizational meeting of the Spafford Town Board. Councilors Rick Fesko, Ken Lieberman, Merrill Clark, and Jeff Ireland were present. Highway Superintendent Carl Wiers, Accountant Thomas Chartrand and Town Clerk Lisa Valletta were also present.

ORGANIZATIONAL AGENDA ITEMS

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; additionally advertise in the Skaneateles & Tully Pennysaver.
- 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. – Councilor Ken Lieberman
- 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:	\$ 5,770.00	Highway Superintendent:	\$45,200.00
Councilmen:	\$ 5,800.00	Transfer Station Supervisor:	\$ 3,300.00
	(4 @ \$1,450.00 each)	Dog Control Officer:	\$ 1,100.00
Justice:	\$ 4,500.00	Codes Enforcement Officer	\$12,000.00
Justice Clerk:	\$ 3,000.00	Codes Enforcement Clerk:	\$ 4,840.00
Town Clerk:	\$11,950.00	Zoning Board Clerk:	\$ 10.00/hr
Deputy Town Clerk:	\$ 2,160.00	Transfer Station Attendant:	\$ 11.00/hr
Tax Collector:	\$ 3,000.00	Custodian:	\$ 1,200.00
Assessor:	\$24,000.00		

---Pay scale for Highway employees (\$16.50/hr for full-time – full time being a 40 hour work week & uniforms)

- An employee must use all compensatory time credits within the calendar year in which they are earned or receive cash payment at the end of the calendar year at the employee's current 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 6-2008

WHEREAS, the Town Board of the Town of Spafford has met on this 3rd day of January, 2008 with Town Supervisor Webb A. Stevens, Councilor Rick Fesko, Councilor Ken Lieberman, Councilor Merrill Clark, and Councilor Jeff Ireland being present, thereby establishing a quorum, and

WHEREAS, the items listed above for the organization of operations of the Town of Spafford are acceptable to all present, and

WHEREAS, following five individual resolutions, several items remain for organization for the fiscal year 2008, and

WHEREAS, the Town Board is seeking to avoid a lapse in time between expiration of an appointed term and the organizational meeting of the Town Board,

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

BE IT RESOLVED, that the Town Board of the Town of Spafford has hereby adopted the aforesaid remaining organizational agenda items for the fiscal year 2008 and moved the expiration date for appointments from December 31st to the following January 15th.

Supervisor Webb A. Stevens	aye	Councilor Merrill Clark	aye
Councilor Rick Fesko	aye	Councilor Jeff Ireland	aye
Councilor Ken Lieberman	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 meeting held on the 3rd day of January, 2008, 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

PROPOSED LOCAL LAW 2008-1

RESOLUTION 7-2008

State Environmental Quality Review (SEQR)

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

PASSED AYES – 5 Stevens, Fesko, Lieberman, Clark, Ireland
NAYS – 0

Resolved to declare the Town of Spafford as Lead Agency for purposes of the SEQR report. Be it further resolved that proposed Local Law 2008-1 is an unlisted action under SEQRA.

RESOLUTION 8-2008

Impact Assessment

A. DOES ACTION EXCEED ANY TYPE I THRESHOLD IN 6 NYCRR, PART 617.4? If yes, coordinate the review process and use the FULL EAF.

No.

B. WILL ACTION RECEIVE COORDINATED REVIEW AS PROVIDED FOR UNLISTED ACTIONS IN 6 NYCRR, PART 617.6? If No, a negative declaration may be superseded by another involved agency.

No.

C. COULD ACTION RESULT IN **ANY** ADVERSE EFFECTS ASSOCIATED WITH THE FOLLOWING: (Answers may be handwritten, if legible)

C1. Existing air quality, surface or groundwater quality or quantity, noise levels, existing traffic pattern, solid waste production or disposal, potential for erosion, drainage or flooding problems? Explain briefly:

No.

C2. Aesthetic, agricultural, archaeological, historic, or other natural or cultural resources; or community or neighborhood character? Explain briefly:

No.

C3. Vegetation or fauna, fish, shellfish or wildlife species, significant habitats, or threatened or endangered species? Explain briefly:

No.

C4. A community's existing plans or goals as officially adopted, or a change in use or intensity of use of land or other natural resources? Explain briefly:

No.

C5. Growth, subsequent development, or related activities likely to be induced by the proposed action? Explain briefly:

No.

C6. Long term, short term, cumulative, or other effects not identified in C1-C5? Explain briefly:

No.

C7. Other impacts (including changes in use of either quantity or type of energy)? Explain briefly:

No.

D. WILL THE PROJECT HAVE AN IMPACT ON THE ENVIRONMENTAL CHARACTERISTICS THAT CAUSED THE ESTABLISHMENT OF A CRITICALENVIRONMENTAL AREA (CEA)? Yes No If Yes, explain briefly:

No.

E. IS THERE, OR IS THERE LIKELY TO BE, CONTROVERSY RELATED TO POTENTIAL ADVERSE ENVIRONMENTAL IMPACTS? Yes No If Yes, explain briefly:

No.

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

PASSED AYES – 5 Stevens, Fesko, Lieberman, Clark, Ireland
NAYS – 0

Resolved the Town Board of the Town of Spafford has determined, based on a review of the EAF and the criteria contained in 6 NYCRR Section 617.7, the proposed Local Law will not result in any significant adverse environmental impacts and therefore a negative declaration should be issued.

RESOLUTION 9-2008

IN THE MATTER Of Local Law 2008-1

A Local Law Amending Local Law 2007-2 of the Town of Spafford in Order to Require the Submission to the Building Department of an Additional Survey Following the Construction of a Foundation for any Structure that Requires a Building Permit

The following resolution was moved, seconded and adopted:

WHEREAS, a Local Law has been introduced before the Board, to wit: Local Law No. 2008-1, the content of which is set forth below; and

WHEREAS, the Town Board of the Town of Spafford, County of Onondaga, State of New York, held a Public Hearing on the matter of the adoption of the aforesaid Local Law, and that such Public Hearing was held at the Town Hall of the Town of Spafford, located at 1984 Route 174 in Skaneateles, County of Onondaga, State of New York, on the 8th day of November, 2007, at 7:00 p.m., and all persons in interest and citizens desiring to be heard had an opportunity to be heard;

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of the Town of Spafford hereby enacts Local Law No. 2008-1, the content of which is as follows:

Town of Spafford Local Law 2008-1:

A Local Law Amending Local Law 2007-2 in Order to Require the Submission to the Building Department of an Additional Survey Following the Construction of a Foundation for any Structure that Requires a Building Permit

Section 1. Local Law 2007-2 of the Town of Spafford shall be amended as follows:

Section 4. Building Permits

(h) Work to be in accordance with construction documents. All work shall be performed in accordance with the construction documents which were submitted with and accepted as part of the application for the Building Permit. The Building Permit shall contain such a directive. The Permit Holder shall immediately notify the Code Enforcement Office of any change occurring during the course of the work. The Building Permit shall contain such a directive. If the Code Enforcement Office determines that such change warrants a new or amended Building Permit, such change shall not be made until and unless a new or amended Building Permit reflecting such change is issued. In order to ensure that the construction of all footings and foundations is performed in accordance with the accepted construction documents, the Permit Holder shall be required to submit to the Code Enforcement Office an as-built survey depicting the precise location of such footings and foundations, as well as the distances between such footings and foundations and any existing or proposed building or structure and all lot lines. The Permit Holder is required to submit such survey to the Code Enforcement Office within fifteen (15) days following the completion of construction of such footings and foundations, and no further construction-related work shall be permitted under the Building Permit until the Code Enforcement Office issues a written approval to the Permit Holder authorizing further work in accordance with the Building Permit. The Code Enforcement Office may waive the requirement for an as-built survey, but such waiver must be in writing and provided to the Permit Holder.

Section 2.

This local law shall take effect immediately upon filing in the office of the New York State Secretary of State.

NOW, THEREFORE, BE IT

RESOLVED AND ORDERED, that said Local Law shall be in full force and effect as provided by law upon the filing of this Local Law with the Secretary of State.

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 3rd day of January, 2008, 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

LOCAL ATTORNEY

Town of Spafford resident James O’Connell has expressed an interest in acting as Town Attorney for any tax certiorari cases that may arise from the town-wide property revaluation. Mr. O’Connell indicated that any of these cases that are within the Skaneateles school district would be charged at 50% of his usual rate; all other cases would be at his usual fee. There was a discussion of Mr. O’Connell’s offer. A motion to offer Town Attorneys Hiscock & Barclay an opportunity to match Mr. O’Connell’s offer was made by Councilor Fesko, seconded by Councilor Lieberman. The motion PASSED. AYES – 5, NAYS – 0.

HOME ACCESS FOR SOLE ASSESSOR

Sole Assessor Kim Stone-Gridley has requested authorization from the Town Board for accessing the Onondaga County Internet Program for Assessors from her home computer. A motion to authorize Ms. Stone-Gridley home access for the stated program was made by Councilor Fesko, seconded by Councilor Ireland. The motion PASSED. AYES – 5, NAYS – 0.

CODE ENFORCEMENT OFFICER

A motion for the Town Board of the Town of Spafford to accept responsibility for the actions and decisions of Code Enforcement Officers and Building Inspectors prior to Mr. Kim Fairchild’s employment was made by Councilor Fesko, seconded by Councilor Lieberman. The motion PASSED. AYES – 5, NAYS – 0. The Town Clerk will prepare and present a letter to Mr. Fairchild describing this motion.

OFFICE AREA CARPET

Three estimates were received for replacement of the office area carpet:

Baker’s Carpet House	- 20 oz carpet	\$1,861
Balian’s	- 26 oz carpet	\$3,450
LakeCountry Construction	- 100 sq ft tile	\$1,275
	1,584 sq ft carpet	\$2,075
	removal of old	\$ 360
	if required, concrete patching	\$ 380

The Board discussed the variations in each of the estimates as well as the lack of stated prevailing wage rates.

A motion to reject the estimates due to the different materials involved and to request new estimates from each bidder was made by Councilor Fesko, seconded by Councilor Ireland. The motion PASSED. AYES – 5, NAYS – 0. The new bids are to be received by January 10, 2008 and to include the following specifications:

Bid #1. Under prevailing wage rates, removal and disposal of old carpeting and replace with:

- The part time Highway employee who worked during Highway Superintendent Wiers medical leave will be paid by voucher.
- The roller at 1865 East Lake Road belongs to the Town of Spafford. Councilor Ireland requested it be put inside the Highway barn during the winter.

Adjournment

On a motion by Councilor Lieberman, seconded by Councilor Fesko the meeting adjourned at 8:34 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. 24, 2008 @ 7 p.m.
@ Spafford Town Hall
to award SOAWD Contract #1 & Contract #3 only