

At 7:00 p.m. Supervisor Stevens called to order the 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, Code Enforcement Officer Kim Fairchild and Town Clerk Lisa Valletta were also present. The Pledge of Allegiance was recited.

2009 ORGANIZATIONAL ITEMS

Supervisor Stevens listed the following 2009 organizational items for approval:

- Audit Town Clerk's books for previous year
- Audit Justice books for previous year
- Continue to follow current policies: Procurement; Investment; Equal Opportunity Employment; Sexual Harassment; and Internet Usage.
- Location, day, and time of Town Board meetings (Spafford Town Hall, 2nd Thursday each month, 7 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.
- Appoint Town Attorney
- Appoint Town Accountant
- Appoint Deputy Town Supervisor with authority to sign checks and made deposits as needed when Town Supervisor is unavailable. –
- 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 and 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:	\$ 7,770
Councilmen:	\$ 5,800 (4 @ \$1,450.00 each)
Justice:	\$ 4,500
Justice Clerk:	\$ 3,000
Town Clerk:	\$15,000
Deputy Town Clerk:	\$ 2,400
Tax Collector:	\$ 3,000
Assessor:	\$24,500
Highway Superintendent:	\$46,100
Transfer Station Manager:	\$ 3,370
Dog Control Officer:	\$ 1,300
Code Enforcement Officer	\$20,000
Codes Enforcement Clerk:	\$ 6,000
Zoning Board Clerk:	\$ 10.00/hr
Transfer Station Attendant:	\$ 11.25/hr
Custodian:	\$ 1,200.00
- Pay scale for Highway employees
- Highway employees to contribute \_\_\_% of health insurance premium.

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---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.

---Annual appointments: Codes Clerk/ Zoning Board of Appeals secretary *Kim Read*

Transfer Station Manager

Dog Control Officer *Bill Burns*

Town Historian *Barb Shoemaker*

Chair of Zoning Board of Appeals *Chris White*

Chair of Sub Division/Planning Board *Steve Thayer*

Ethics Committee *Joyce Larrison, Matt O'Brien, Cherry Randall*

Chair of Ethics Committee: Councilmember *Rick Fesko*

Court Clerk *Amanda Foster*

Code Enforcement Officer *Kim Fairchild*

Caretakers for Borodino Cemetery and Spafford Cemetery and set pay rate

T/Hall custodian; set schedule; pay rate, (once a week \$1,200.00/yr) *Kim Read*

---Appoint Zoning Board of Appeals member *Kathy Adams term thru January 15, 2014*

---Appoint Sub Division/Planning Board member *Les Morton term thru January 15, 2014*

---Designate polling places District #1(Spafford Town Hall) & District #2 (Spafford Fire House)

---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, (\$0.52), pay lunch cost for employees while attending meetings

--- Town Board authorization prior to attendance for reimbursement for additional classes, meetings, seminars, etc. within a specified radius.

---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

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

Supervisor Stevens also read the following 2009 Highway employee benefits for approval:

- Full time Highway employees, after one full year of employment, to be paid \$16.85 per hour beginning at the start of business on January 1, 2009.
- 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: 97% of premiums to be paid by the Town for full time employees through Excellus. Remaining 3% to be paid by employees. 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, 2009. 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, 2009.
- 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 a 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.
- With pre authorization from the Town of Spafford Highway Superintendent, Town Highway employees will have the option of receiving "compensatory time" in lieu of paid overtime. When a Town Highway employee chooses to receive compensatory time, the employee will be credited with the equivalent of one and one half hours per hour of authorized time worked over forty hours in a given week.
  - A Town Highway employee may accumulate up to 24 hours in compensatory time credits. In the event an employee accrues more than 24 hours in compensatory time credits, the employee must either use the excess compensatory time credits or take paid overtime.
  - 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.

- New Year's Day      January 1, 2009 (Thursday)
- President's Day      February 16, 2009 (Monday)
- Memorial Day      May 25, 2009 (Monday)
- Independence Day      July 4, 2009 (falls on a Saturday –  
Friday will be vacation day)
- Labor Day      September 7, 2009 (Monday)
- Columbus Day      October 12, 2009 (Monday)
- Election Day      November 3, 2009 (Tuesday, floating holiday- work this day)
- Veterans' Day      November 11, 2009 (Wednesday)
- Thanksgiving Day      November 26, 2009 (Thursday)
- Christmas Day      December 25, 2009 (Friday)

*Work on November 3, 2009 - use the holiday for the Friday after Thanksgiving, November 26*

- 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. Copies of these rules shall be posted in the Highway Department and signed by each employee.

**RESOLUTION 1-2009**

**WHEREAS**, the Town Board of the Town of Spafford has met on this 8<sup>th</sup> day of January, 2009 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 for the fiscal year 2009 are acceptable to all present, and

**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 organizational agenda items for the fiscal year 2009.

Supervisor Webb A. Stevens	aye
Councilor Rick Fesko	aye
Councilor Ken Lieberman	aye
Councilor Merrill Clark	aye
Councilor Jeff Ireland	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 3<sup>rd</sup> 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

**HIGHWAY SUPERINTENDENT’S REPORT**

- Still waiting for the second quote on the chimney work.
- Moon Hill Road culvert at the bottom of the hill is collapsing. Highway Superintendent Wiers considers this culvert to be a higher priority than the culvert on Spafford Landing Road. He does not have a cost estimate yet.

There was a brief discussion of the Moon Hill Road culvert. Mr. Wiers will place traffic cones/barrels along the road to restrict vehicles from driving on the weakened road edge.

Councilor Clark advised Mr. Wiers that he was able to close the gates at the Transfer Station, despite the snow; therefore, the gates should be kept closed and locked when the Transfer Station is not in use.

A motion to accept the Highway Superintendent’s Report was made by Councilor Ireland, seconded by Councilor Lieberman. The motion PASSED. AYES – 5, NAYS – 0.

**MINUTES**

A motion to accept the minutes of the December 11, 2008 Town Board meetings as submitted was made by Councilor Fesko, seconded by Councilor Clark. The motion PASSED. AYES – 5, NAYS – 0.

**RESOLUTION 2-2009**

**Audit of Claims**

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

General Fund #1 through #36 \$ 66,819.29

Highway Fund #1 through # 7 \$ 7,239.18

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

**RESOLUTION 3-2009**

**Water District Expenses**

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 subject to approval by the Town Board of Marcellus and the Town Board of Otisco the bills in relation to the establishment of the Spafford Area Water District are to be paid in the following amounts:

Capital Fund #1 through #4 \$ 45,319.48

**TOWN SUPERVISOR'S MONTHLY REPORT**

Accountant Thomas Chartrand reviewed the December 2008 Town Supervisor's Report. For 2008 the Justice Court collected \$4,600 more in fines than anticipated; the Mortgage Tax resulted in \$37,700 more than anticipated.

The first payment of \$32,000 to EFC is due on January 18, 2008. Mr. Chartrand explained it may be possible for next year, and future years, to move the due date later into the fiscal year if an additional payment can be made later in 2009. There was a discussion of the timeliness of accessing the tax monies.

**TOWN SUPERVISOR'S MONTHLY REPORT & STATEMENT**

A motion to accept the Town Supervisor's Monthly Reports & Statement as presented was made by Councilor Lieberman seconded by Councilor Fesko. The motion PASSED. AYES – 5, NAYS – 0.

**TOWN CLERK'S REPORT**

A motion to accept the Town Clerk's Cash Report as presented was made by Councilor Clark, seconded by Councilor Lieberman. The motion PASSED. AYES – 5, NAYS – 0.

**CODE ENFORCEMENT OFFICER'S REPORT**

Mr. Fairchild commented on his first year with the Town of Spafford and offered appreciation to Mrs. Read and Mrs. Valletta for their assistance in the transition to an improved Codes/Building Department. He then reviewed his activity report for the Board.

Mr. Fairchild explained New York State will no longer fund the mandated training required for Code Enforcement Officers. He asked if the Town of Spafford could share the cost of his training with the Town of Scott; 50% of the cost is \$175.

**RESOLUTION 4-2009**

**Code Enforcement Officer Training**

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

PASSED

AYES – 5 – Stevens, Fesko, Lieberman, Clark, Ireland

NAYS – 0

Resolved the Town of Spafford will pay 50% of the cost (\$175) for the State Code Enforcement Officer training course for Mr. Fairchild.

**RESOLUTION 5-2009**

**Southern Onondaga Area Water District**

On a motion by Councilor Lieberman, seconded by Councilor Clark the following resolution was  
PASSED AYES – 5 – Stevens, Fesko, Lieberman, Clark, Ireland  
NAYS – 0

Resolved to authorize Supervisor Stevens to sign acceptance of Change Order #3 for North Country Contractors work on the Southern Onondaga Area Water District.

**TOWN JUSTICE GRANT MONIES**

Town Justice Schinaman spoke to the Board regarding plans for use of the monies received under the 2007 and 2008 Justice grants. Justice Schinaman explained a “courtroom security” audit would be conducted in the near future. It was agreed that recommendations resulting from the audit would be incorporated in the plans for the grant funds. The Board supports Justice Schinaman’s intent to request the audit instead of waiting for the State to initiate it.

**LANNING ROAD/GILBERTI**

Mr. William Gilberti has been allowed direct access to the Town of Spafford insurance company to discuss his claim of damage from storm run-off from the Town road.

**GRADEALL PURCHASE**

The Town of Barker has accepted the terms of purchase for their 1997 GradeAll. Two vouchers were prepared; one for the down payment, and the second for the balance.

**RESOLUTION 6-2009**

**GradeAll Payment**

On a motion by Councilor Clark, seconded by Councilor Fesko the following resolution was  
PASSED AYES – 5 – Stevens, Fesko, Lieberman, Clark, Ireland  
NAYS – 0

Resolved to authorize payment of Highway voucher #8 for \$10,000 – deposit for purchase of GradeAll; and Highway voucher #9 for \$25,000 – balance due for purchase of GradeAll. Balance payment to be made in February 2009.

**NYSEG**

NYSEG requested the Town of Spafford voice a preference for type of bulbs to use when the street light bulbs need to be replaced. Following a discussion, the Board selected the least expensive option.

**RESOLUTION 7-2009**

**Public Hearing for Proposed Local Law 2009-1**

On a motion by Councilor Ireland, seconded by Councilor Fesko the following resolution was  
PASSED AYES – 5 – Stevens, Fesko, Lieberman, Clark, Ireland  
NAYS – 0

WHEREAS, a Local Law has been introduced before the Board to wit: Local Law No. 2009-1, the content of which is as follows:

**Town of Spafford Local Law 2009-1** (proposed)

**A Local Law Amending Article X, Administration of the Town of Spafford Zoning Ordinance**

Section 1.

Article X, Section 3 of the Town of Spafford Zoning Ordinance is hereby amended by revising the second paragraph to read as follows:

- B. Any violation of this Ordinance shall constitute an offense, punishable by a fine of up to \$250.00, or imprisonment for a period of up to six (6) months, or both. Each day for which such violation occurs shall constitute a separate offense. In addition, the Town may pursue such other remedies as provided by law to abate any violation.

NOW THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Spafford, County of Onondaga, State of New York, shall hold a Public Hearing on said proposed Local Law 2009-1, and that such Hearing shall be held at Town Hall of the Town of Spafford, located at 1984 Route 147, Skaneateles, New York, on February 12, 2009, at 7:00 p.m.; and be it further

RESOLVED, that the Town Clerk give notice of such Public Hearing by the publication of a notice in at least one newspaper circulated in the Town, specifying the time when and the place where such Public Hearing will be held, and in general terms, describing the proposed Local Law. Such notice shall be published once at least five (5) days prior to the Public Hearing.

**RESOLUTION 10-2009**

**Casella Waste Services**

On a motion by Councilor Fesko, seconded by Councilor Lieberman the following resolution was PASSED  
AYES – 5 – Stevens, Fesko, Lieberman, Clark, Ireland  
NAYS – 0

Resolved to authorize payment to Casella Waste Services for December 2008 service at the Spafford Transfer Station once the billing is determined accurate by the Town Clerk.

**COPY MACHINE**

The Town Clerk reported the copy machine is in need of replacement. It is 10 years old and replacement parts have not been available for over one year. It's most recent repair included a roller from a different model. Two prices were obtained for a new machine. The first inquiry to Toshiba resulted in a lease offer: \$200 per month for 60 months for a Toshiba e-Studio 353 digital copier, (35 pages per minute(ppm)). After discussing the proposal with Supervisor Stevens; the Town Clerk obtained purchase information from Toshiba and from Upstate Office Equipment; both companies have units on State Contract. The cost for purchase of the Toshiba unit is \$8,200 and does not include a service contract. Upstate Office Equipment offers a comparable machine, Kyocera KM-3040 multi-function copier, (30ppm) at a cost of \$4,189. A second machine was also offered by Upstate Office Equipment: a Kyocera KM-4050 (40ppm) at a cost of \$5,698. All units are on State contract. The Town of Spafford currently

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has a service contract with Upstate Office Equipment for the existing copier: \$0.018 per page covers the cost of repairs (parts & labor) and toner.

**RESOLUTION 11-2009**

**Copier Purchase**

On a motion by Councilor Ireland, seconded by Councilor Lieberman the following resolution was  
PASSED AYES – 5 – Stevens, Fesko, Lieberman, Clark, Ireland  
NAYS – 0

Resolved to authorize the purchase of the Kyocera KM-3040 copy machine at the cost of \$4,189.

**ADJOURNMENT**

On a motion by Councilor Ireland seconded by Councilor Lieberman the meeting adjourned at 8:12 p.m. The motion was carried unanimously.

Respectfully submitted by,

Next meeting to be held  
February 12, 2009 @ 7 p.m.  
@ Spafford Town Hall

Lisa M. Valletta  
Town Clerk  
Town of Spafford