

**TOWN BOARD MEETING  
& 2010 ORGANIZATIONAL MEETING**

**-DRAFT-**

**January 7, 2010**

The Town Board of the Town of Spafford assembled at the Spafford Town Hall, 1984 Route 174, Skaneateles, New York with Supervisor Webb A. Stevens presiding and the following Board members present: Councilor Rick Fesko and Councilor Merrill Clark. Councilor Jeff Ireland and Councilor Ken Lieberman were absent.

The following Town Officers were present: Town Clerk Lisa Valletta, Highway Superintendent Carl Wiers, Accountant Thomas Chartrand, and Code Enforcement Officer Kim Fairchild. Supervisor Stevens called the meeting to order at 7:00 p.m. The Pledge of Allegiance was recited.

**2010 ORGANIZATIONAL ITEMS**

Supervisor Stevens listed the following 2010 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:	\$ 2,750
Tax Collector:	\$ 3,000
Assessor:	\$25,000
Highway Superintendent:	\$47,000
Transfer Station Manager:	\$ 3,440
Dog Control Officer:	\$ 1,300
Code Enforcement Officer	\$20,000
Codes Enforcement Clerk:	\$ 6,120
Zoning Board Clerk:	\$ 10.00/hr
Transfer Station Attendant:	\$ 11.50/hr
Custodian:	\$ 2,000

- Pay scale for Highway employees \$17.20/hour for full-time employees
- Highway employees to contribute 3% of health insurance premium.
- 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 -- Carl Wiers
- 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

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Court Clerk -- Amanda Foster  
Code Enforcement Officer -- Kim Fairchild  
T/Hall custodian Kim Read re appointment requested  
Caretakers for Borodino Cemetery and Spafford Cemetery and pay rate not to exceed \$300/year  
Borodino - Gordon Ireland Spafford - Rose Clark

- Appoint Zoning Board of Appeals member -- Mark Fohs term thru January 15, 2015
- Appoint Sub Division/Planning Board member -- tabled for February meeting
- 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.\_\_\_\_), 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.

**RESOLUTION 1-2010**

**WHEREAS**, the Town Board of the Town of Spafford has met on this 7<sup>th</sup> day of January, 2010 with Town Supervisor Webb A. Stevens, Councilor Rick Fesko, and Councilor Merrill Clark 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 2010 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 2010.

Supervisor Webb A. Stevens	aye
Councilor Rick Fesko	aye
Councilor 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 meeting held on the 7<sup>th</sup> day of January, 2010, 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 20 ton airjack is not working. Mr. Wiers is looking to purchase a new one. Grainger Industrial Supply offers one for \$979; NAPA has one for \$1,000; and Ace Hydraulic's price is \$995.

- The overhead doors will be installed in early February . Mr. Wiers would like to have the old doors installed on the cold storage building, replacing the sliding doors. He received one estimate of \$4,575 for resizing and installing the doors on the other building.
- Adrian Roberts called Councilor Fesko; water is going under the culvert, not through.

RESOLUTION 2-2010

Purchase of 20 ton Air Jack

On a motion by Councilor Fesko, seconded by Councilor Clark the following resolution was PASSED AYES – 3 – Stevens, Fesko, Clark  
NAYS – 0

Resolved Mr. Wiers is authorized to purchase one 20 ton air jack from Grainger Industrial Supply.

A motion to accept the Highway Superintendent's Report was made by Councilor Fesko, seconded by Councilor Clark. The motion PASSED. AYES - 3, NAYS - 0.

MINUTES

A motion to accept the minutes of the December 3, 2009 and December 10, 2009 Town Board meetings as submitted was made by Councilor Clark, seconded by Councilor Fesko. The motion PASSED. AYES - 3, NAYS - 0.

RESOLUTION 3-2010

Audit of Claims

On a motion by Councilor Clark, seconded by Councilor Fesko the following resolution was PASSED AYES – 3 – Stevens, Fesko, Clark  
NAYS – 0

Resolved to approve payment of the bills General Fund and Highway Fund bills on Abstract #1, (audited abstract totals to be included in February 2010 minutes).

RESOLUTION 4-2010

Water District Expenses

On a motion by Councilor Fesko, seconded by Councilor Ireland the following resolution was PASSED AYES – 3 – Stevens, Fesko, Clark  
NAYS – 0

Resolved subject to approval by the Town Board of Marcellus and the Town Board of Otisco the bills on Abstract #1 in relation to the Spafford Area Water District are to be paid, (audited abstract total to be included in February 2010 minutes).

ABSTRACT #12 – DECEMBER 2009

Audited bills for Abstract # 12 were as follows:

General Fund	vouchers 368 – 402	\$23,741.71
Highway Fund	vouchers 158 – 174	\$27,022.66
	(Highway Fund includes Machinery & Snow bills when applicable).	
Capital Fund	vouchers 47	\$ 711.55
SOAWD	voucher 8	\$ 87.50

**TOWN SUPERVISOR'S MONTHLY STATEMENT**

Town Supervisor's Statement of Receipts and Payments for December 2009 was read by Accountant Thomas Chartrand and filed. A motion to accept the Town Supervisor's Monthly Statement as presented was made by Councilor Fesko, seconded by Councilor Clark. The motion PASSED. AYES - 3, NAYS - 0.

**RESOLUTION 5-2010**

**October 2009 & November 2009 Bank Reconciliation**

On a motion by Councilor Fesko, seconded by Councilor Clark the following resolution was PASSED  
AYES – 3 – Stevens, Fesko, Clark  
NAYS – 0

Resolved to find a positive audit of the October 2009 and November 2009 bank statements presented by Mr. Chartrand.

**TOWN CLERK'S REPORT**

Town Clerk's Report and Statement of Receipts and Payments for December 2009 was read. A motion to accept the Report as presented was made by Councilor Fesko, seconded by Councilor Clark. The motion PASSED. AYES - 3, NAYS - 0.

**CODE ENFORCEMENT OFFICER TRAINING**

Mr. Fairchild asked if the Town of Spafford would be willing to share the cost of his training with the Town of Scott again this year. The full cost of the training is \$350. He is asking the Town of Spafford for 50% of the cost, \$175.

**RESOLUTION 6-2010**

**Code Enforcement Officer Training**

On a motion by Councilor Clark, seconded by Councilor Fesko the following resolution was PASSED  
AYES – 3 – Stevens, Fesko, Clark  
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.

**CODE ENFORCEMENT OFFICER'S REPORT**

Code Enforcement Officer's Report for December 2009 was read.

- Two new building permits were issued.
- Three cases were sent to the Zoning Board of Appeals
- Two violations were investigated; one was corrected, the other needed no action from the Town.
- Two letters were sent regarding buildings of public assembly: Borodino Church needs to correct fire safety violations; the occupant load for Borodino Grange is problematic.
- The 2009 Codes Activity Report has been submitted to the State.

A motion to accept the Code Enforcement Officer's report was made by Councilor Fesko, seconded by Councilor Clark. The motion PASSED. AYES - 3, NAYS - 0.

**PUBLIC COMMENTS**

Frank Moran asked if Spafford Area Historical Society could purchase fuel oil under the Town of Spafford umbrella. The historical society is a separate entity from the Town, therefore it cannot purchase under the same contracts available to the Town.

**HIGHWAY EMPLOYEE BENEFITS**

- ~ Full time Highway employees, after one full year of employment, to be paid \$17.20 per hour beginning at the start of business on January 1, 2010.
- ~ 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. All vacation days must be used by November 1<sup>st</sup>.
- ~ Sick leave:
  - Four (4) sick days per year, (January 1 - January 1) are allowed, starting January 1, 2010. 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, 2010.
- ~ 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 employee's 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 employee's 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 employee's 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, 2010 (Friday)
  - President's Day February 15, 2010 (Monday)
  - Memorial Day May 31, 2010 (Monday)
  - Independence Day July 4, 2010 (Sunday - holiday to be taken July 5)
  - Labor Day September 6, 2000 (Monday)
  - Columbus Day October 11, 2010 (Monday)
  - Election Day November 2, 2010 (Tuesday, floating holiday- work this day)
  - Veterans' Day November 11, 2010 (Thursday)
  - Thanksgiving Day November 25, 2010 (Thursday)
  - Christmas Day December 25, 2010 (Saturday -holiday to be taken Dec 24)
- *Work on November 2, 2010- 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 7-2010

**Highway Employee Benefits**

On a motion by Councilor Fesko, seconded by Councilor Clark the following resolution was PASSED AYES – 3 – Stevens, Fesko, Clark  
NAYS – 0

Resolved to adopt the above listed benefits for the Town of Spafford Highway employees.

RESOLUTION 8-2010

**Transfer Station Attendant**

On a motion by Councilor Fesko, seconded by Councilor Clark the following resolution was PASSED AYES – 3 – Stevens, Fesko, Clark  
NAYS – 0

Resolved to appoint Charles Lincoln as Spafford Transfer Station Attendant.

RESOLUTION 9-2010

**Advertise for Planning Board**

On a motion by Councilor Fesko, seconded by Councilor Clark the following resolution was PASSED AYES – 3 – Stevens, Fesko, Clark  
NAYS – 0

Resolved to advertise for applications to three positions on the Spafford Planning Board; further resolved to place said advertisement in the Skaneateles/Marcellus Pennysaver and the Tully Pennywise.

**TOWN CLERK'S ANNUAL REPORT**

A motion to accept the Town Clerk's Annual Cash Report for 2009 was made by Councilor Fesko, seconded by Councilor Clark. The motion PASSED. AYES - 3, NAYS - 0.

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**-DRAFT-**

**January 7, 2010**

**TOWN BOARD MEETING**

Supervisor Stevens has scheduled a Town Board meeting for Thursday, January 14, 2010 at 7 p.m. for the Board's vote on proposed Local Law 2010-1, Zoning Code Amendment and any other business before the Board.

**ADJOURNMENT**

A motion to adjourn the meeting at 7:50 p.m. was made by Councilor Clark, seconded by Councilor Fesko. The motion was carried unanimously.

Respectfully submitted by,

Next meeting to be held  
Thursday, January 14, 2010 @ 7 p.m.  
@ Spafford Town Hall

Lisa M. Valletta  
Town Clerk  
Town of Spafford