

At 7:00 p.m. Supervisor Webb A. Stevens called to order the organizational meeting of the Spafford Town Board. Councilors Billy Vinzant, Joyce Barnett, Richard Fesko and Ken Lieberman were present. Highway Superintendent Carl Wiers, Accountant Thomas Chartrand, Assessor Robert Brown, Jr. and Town Clerk Lisa Valletta were also present.

Supervisor Stevens reminded the assembly that the open meeting is not an open forum. No comments would be recognized from the floor. Supervisor Stevens pronounced that anyone wishing to address the Town Board submit a written request ten days prior to the meeting. If the request is placed on the agenda, five minutes will be allotted after the business portion of the meeting for discussion of the topic.

Supervisor Stevens opened the organizational portion of the meeting for the Town of Spafford for the fiscal year 2006. Supervisor Stevens announced the agenda items. Councilor Barnett requested discussion on some of the items in the Organizational Agenda. Supervisor Stevens declared the Organizational Agenda would be tabled until completion of the Town Board's regular business.

HIGHWAY SUPERINTENDENT'S REPORT

Highway Superintendent Carl Wiers informed the Town Board he is working towards the purchase of the new truck. He requested a meeting be held between the Town Board, himself, and a representative from Stadium International. Supervisor Stevens advised Mr. Wiers to arrange the meeting, Councilor Fesko and Supervisor Stevens will represent the Town Board at the meeting.

ASSESSOR ROBERT BROWN, JR.

Mr. Brown provided a review of the proposed tax exemption for voluntary firefighters and ambulance personnel.

- 1) Qualifications:
 - a. Primary residence of applicant
 - b. Applicant must be an enrolled member of the organization for at least five (5) years as certified by the Fire Department or Ambulance service.
- 2) Amount of Exemption:
 - a. Ten percent (10%) of the assessed value of the residence, not to exceed \$3,000 adjusted to the equalization rate, currently 89%.
- 3) An applicant with twenty (20) years of active service and so certified will receive a lifetime exemption as long as his or her residence is primary and located within the county adopting the law.
- 4) Spafford Volunteer Fire Department advises they have 50 active members. Current town tax rate is \$5.03 per thousand.

5) Onondaga County has authorized this exemption by Resolution #277 on December 20, 2005.

Mr. Brown estimates there would be a loss of \$700 in tax revenue to the Town of Spafford if this exemption is adopted.

RESOLUTION #1-2006

WHEREAS, the Town Board of the Town of Spafford does hereby recognize the advantage of local volunteer firefighters and ambulance personnel and,

WHEREAS, the Town Board further recognizes the benefit of offering an incentive to said volunteers for long term commitment and

WHEREAS, the Legislature of the County of Onondaga has already passed a resolution in favor of a property tax exemption for said volunteers and,

WHEREAS, it is the desire of the Town Board of the Town of Spafford to make this exemption available to the volunteer firefighters and ambulance personnel with primary residences within the Town of Spafford, and

WHEREAS, the following eligibility criteria were described by Town Assessor Robert Brown:

- 1) Qualifications:
 - a. Primary residence of applicant
 - b. Applicant must be an enrolled member of the organization for at least five (5) years as certified by the Fire Department or Ambulance service.
- 2) Amount of Exemption:
 - a. Ten percent (10%) of the assessed value of the residence, not to exceed \$3,000 adjusted to the equalization rate, currently 89%.
- 3) An applicant with twenty (20) years of active service and so certified will receive a lifetime exemption as long as his or her residence is primary and located within the county adopting the law.

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

BE IT RESOLVED, that the Town of Spafford shall adopt the exemption benefit as described above.

aye	Webb A. Stevens	aye	Richard Fesko
	Billy Vinzant	aye	Ken Lieberman aye
	Joyce Barnett	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 a Special Meeting of said Board held this 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.

Dated: _____

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

RESOLUTION 2-2006

Minutes of December 8, 2005 Town Board Meeting and December 14, 2005 Public Hearing

On a motion by Councilor Vinzant, seconded by Councilor Barnett the following resolution was

PASSED AYES – 5 Stevens, Vinzant, Barnett, Fesko, Lieberman
 NAYS – 0

Resolved the minutes of the December 8, 2005 Town Board Meeting and December 14, 2005 Public Hearing be approved as submitted by the Town Clerk. Said public hearing was for adoption of certain modifications to the proposed Southern Onondaga Area (Spafford) Water District as described in the Map, Plan, and Report prepared by Barton & Loguidice, P.C. dated August, 2003, and revised March, 2005.

AUDIT OF CLAIMS

Abstracts of the submitted bills were provided to all Board members for their review. Each bill was audited by three councilors. Supervisor Stevens asked if there were any questions regarding the bills. There were none.

RESOLUTION 3-2006

Audit of Claims

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

PASSED AYES – 5 Stevens, Vinzant, Barnett, Fesko, Lieberman
 NAYS – 0

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

General Fund	#1 through #43	\$95,091.38
Highway Fund	#1 through #15	\$21,916.62

(Highway Fund includes Machinery & Snow bills when applicable)

Councilor Barnett asked if there was an accounting record of the Community Development grant funds. Accountant Thomas Chartrand replied the monthly Town Supervisor's Report provides documentation of the activity of the funds.

RESOLUTION 4-2006

VETERANS MEMORIAL SIGN

Supervisor Stevens explained communicating with North Carolina Granite Company (NC Granite) has been difficult; too much time passes between contacts. The funds available through the grant must be expended by March 31, 2006. Supervisor Stevens contacted Barnett Memorials in Elbridge and requested an estimate and design for the sign. The design was similar to the one being discussed with NC Granite. The cost for the sign from NC Granite was nearing \$8,000; Barnett Memorials provided a quote of \$4,593 including installation. There was a discussion of the sign designed by Barnett Memorials and the number of quotes necessary. Mr. Chartrand explained the Town procurement policy provides purchases between \$3,000 and \$10,000 require a written request for a proposal and written quotes from three vendors. Supervisor Stevens will confirm the quote requirements set by the grant and will provide further information at the February Town Board meeting.

AOTSNY

The Association of Towns of the State of New York (AOTSNY) will be holding their annual conference in New York City February 19 – 22, 2006. The registration fee is \$100 per person. Councilor Barnett requested authorization to attend the conference and be reimbursed for the cost of registration, meals and travel. Councilor Barnett will not need hotel accommodations. No other councilors will be attending.

RESOLUTION 9-2006

AOTSNY Conference

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

AYES – 5	Stevens, Vinzant, Barnett, Fesko, Lieberman
NAYS – 0	

Resolved to authorize Councilor Barnett to attend the annual AOTSNY conference and be reimbursed for her registration, travel, and meal costs.

RESOLUTION 10-2006

Delegate to AOTSNY Business Session

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

AYES – 5	Stevens, Vinzant, Barnett, Fesko, Lieberman
NAYS – 0	

Resolved to designate Councilor Barnett as the official delegate for the Town of Spafford at the 2006 AOTSNY Business Session in New York City.

RESOLUTION 11-2006

Onondaga County Planning Federation Municipal Training

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

PASSED AYES – 5 Stevens, Vinzant, Barnett, Fesko, Lieberman
 NAYS – 0

Resolved all appointed or elected officials of the Town of Spafford that attend the Onondaga County Planning Federation Municipal Training Program on January 31, 2006 be reimbursed the registration cost and mileage for attending the program.

RESOLUTION 12-2006

Executive Session

On a motion by Supervisor Stevens, seconded by Councilor Barnett the following resolution was

PASSED AYES – 5 Stevens, Vinzant, Barnett, Fesko, Lieberman
 NAYS – 0

Resolved the Town Board will enter into Executive Session at 8:10 p.m. to discuss personnel issues.

RESOLUTION 13-2006

Resume Town Board Open Session

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

PASSED AYES – 5 Stevens, Vinzant, Barnett, Fesko, Lieberman
 NAYS – 0

Resolved to exit Executive Session and resume the open session of the Town Board meeting.

ORGANIZATIONAL AGENDA ITEMS:

- 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, 7:30 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.

--- All appointments will expire January 15 of the appropriate year to allow each office/position to be occupied until the Town Board's Organizational Meeting.

---Appoint Town Attorney – Hiscock & Barclay at the following rates: \$160/hour for partners; \$125/hour for associates; \$75/hour for paralegals. Billing to be sent on a monthly basis. Reagan & Dailey to be retained for the Water District only, until its completion.

---Appoint Town Accountant – Thomas Chartrand Accounting Services

---Appoint Deputy Town Supervisor with authority to sign checks and made deposits as needed when Town Supervisor is unavailable. – Councilmember Billy 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:	\$ 5,330.00
Councilmen:	\$ 5,800.00 (4 @ \$1,450.00 each)
Justice:	\$ 4,500.00
Justice Clerk:	\$ 3,000.00
Town Clerk:	\$11,000.00
Deputy Town Clerk:	\$ 2,000.00
Tax Collector:	\$ 2,255.00
Assessor:	\$10,600.00
Highway Superintendent:	\$41,000.00
Transfer Station Supervisor:	\$ 3,000.00
Dog Control Officer:	\$ 1,040.00
Codes Enforcement Clerk:	\$ 4,500.00
Zoning Board Clerk:	\$ 10.00/hr
Transfer Station Attendant:	\$ 10.00/hr
Custodian:	\$ 1,120.00

- Pay scale for Highway employees (\$15.00/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 – Kimberly Read
- Appoint Transfer Station Supervisor – Carl Wiers
- Appoint Dog Control Officer - William Burns
- Appoint Town Historian – Barbara Shoemaker
- Appoint Chairman of Zoning Board of Appeals – Christopher White
- Appoint Zoning Board of Appeals member – reappoint William Kaminska, term expires Jan. 15, 2011
- Appoint Chairman of Sub Division/Planning Board – E. Stephen Thayer
- Appoint Sub Division/Planning Board member – reappoint De Ann Porter, term expires Jan. 15, 2011.
- Appoint Chair of Ethics Committee: Councilor Richard Fesko
- Appoint Ethics Committee – re appoint Matthew O’Brien and Cherry Randall
- Appoint Code Enforcement Officer – Supervisor Webb Stevens
- Appoint Court Clerk – reappoint Carolyn Schinaman
- Appoint caretakers for Borodino Cemetery and Spafford Cemetery and set pay rate – Borodino, Jeff Ireland – Spafford, Merrill Clark – pay rate to be \$15/hour with a maximum of \$300.00 annually.
- Appoint Town Hall custodian and set work schedule and pay rate, (once a week \$1,120.00/yr) – reappoint Kimberly 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 set at \$0.445 (44.5¢) per mile, 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 \$10.00 per person, per meeting attended.

---Retirement System standard as a 6 hour workday

---Renew contract with Life Safety Consultants for the 2006 fiscal year in the amount of \$11,894.00.

--- 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 \$15.00 per hour beginning at the start of business on January 1, 2006.

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, 2006. 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, 2006.

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.

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: the 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 20, 2006 (Monday)
Memorial Day	May 29, 2006 (Monday)
Independence Day	July 4, 2006 (Tuesday)
Labor Day	September 4, 2006 (Monday)
Columbus Day	October 9, 2006 (Monday)
Election Day	November 7, 2006 (Tuesday, floating holiday- work this day)
Veterans' Day	November 10, 2006 (Friday, the actual holiday is Saturday)
Thanksgiving Day	November 23, 2006 (Thursday)
Christmas Day	December 25, 2006 (Monday)
New Year's Day	January 1, 2007 (Monday)

Work on November 7, 2006- use the holiday for the Friday after Thanksgiving, November 24.

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 to be provided by the Town.

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

RESOLUTION 14-2006

WHEREAS, the Town Board of the Town of Spafford has met on this 12th day of January, 2006 with Town Supervisor Webb A. Stevens, Councilor Bill Vinzant, Councilor Joyce Barnett, Councilor Richard Fesko, and Councilor Ken Lieberman all 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 Fesko and seconded by Councilor Lieberman

BE IT RESOLVED, that the Town Board of the Town of Spafford has hereby adopted the aforesaid organizational agenda items for the fiscal year 2006.

Supervisor Webb A. Stevens	aye
Councilor Billy Vinzant	aye
Councilor Joyce Barnett	aye
Councilor Richard Fesko	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 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

RESOLUTION 15-2006

Appointment For Vacancy on Zoning Board of Appeals

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

PASSED AYES – 4 Stevens, Vinzant, Fesko, Lieberman
 NAYS – 1 Barnett

Resolved to appoint H. Brian Underwood to the vacancy on the Zoning Board of Appeals, term to expire January 15, 2007.

RESOLUTION 16-2006

Appointment for Vacancy on Ethics Committee

On a motion by Councilor Barnett, seconded by Councilor Barnett the following resolution was

PASSED AYES – 5 Stevens, Vinzant, Barnett, Fesko, Lieberman
 NAYS – 0

Resolved to appoint Joyce Larrison to the vacancy on the Ethics Committee.

RESOLUTION 17-2006

Veterans Memorial Committee

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

PASSED AYES – 4 Stevens, Vinzant, Barnett, Fesko, Lieberman
 NAYS – 1 Barnett

Resolved to appoint the following individuals to the Veterans' Memorial Committee – Chairman E. William Case, Peter Lemke, Joseph Marcheterre, Merrill Clark, Advisor Gordon Ireland, Advisor Fred Chappell.

RESOLUTION 18-2006

Adjournment

On a motion by Councilor Lieberman, seconded by Councilor Vinzant the January 2006 meeting of the Spafford Town Board adjourned at 9:38 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
February 9, 2006 @ 7 p.m.
@ Spafford Town Hall