

The Town Board of the Town of Spafford assembled at the Spafford Town Hall, 1984 Route 174, Skaneateles, New York with Supervisor Mary Bean presiding and the following Board members present: Councilor Jeff Ireland, Councilor Lou Hanlon, and Councilor Dave Venezia.

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

MINUTES

A motion to accept the amended minutes of the January 9, 2014 Town Board meeting was made by Councilor Ireland, seconded by Councilor Hanlon. The motion PASSED. AYES – 4, NAYS – 0.

RESOLUTION 14-2014

Audit of Claims

On a motion by Councilor Venezia, seconded by Councilor Ireland the following resolution was PASSED

AYES – 4	Bean, Ireland, Hanlon, Venezia
NAYS – 0	

Resolved approve payment of the bills General Fund and Highway Fund bills on Abstract #2, (audited abstract totals to be included in March 2014 minutes).

ABSTRACT #1 – JANUARY 9, 2014

Audited bills for Abstract #1 were as follows:

General Fund	vouchers 1 – 36	\$ 103,589.15
Highway Fund	vouchers 1 – 13	\$ 14,497.74

HIGHWAY SUPERINTENDENT’S REPORT

- Highway Superintendent Wiers is still waiting for information on replacing the loader.
- The 2007 dump/plow truck is in for repairs. The Highway crew is using the grader to clear roads until repairs are complete. Estimated cost of repairs is \$2,000 - \$3,000.

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

CODE ENFORCEMENT OFFICER’S REPORT

Code Enforcement Officer’s January 2014 Activity Report was read.

- The following documents were issued:
  - Four Building Permits
  - Two Certificates of Occupancy
  - One Certificates of Compliance
  - One Order to Remedy
- Two Orders to Remedy were corrected: Frank Marcheterre, Route 41, truck parked too close to the road – the truck has been moved; Pamela Louer, Olanco Road, building without a permit/zero setback – the building has been torn down.
- Activity Summary:
  - Mr. Tanner has been gathering quotes for steel work on the front of the Highway building, based on the drawing provided by architect Jill Fudo. He has met with several architects on the pending Town Hall roof project. Mr. Tanner will also be getting numbers together on the electrical work needed in the Highway garage.

→ Additional items:

- Mr. Tanner and Town Justice Jacques discussed the proper procedure for zoning complaints. The first step for any zoning complaint is to bring it to the attention of the Code Enforcement Officer. If the complaint is not satisfactorily addressed, the complainant may appeal to the Zoning Board of Appeals.
- Mr. Tanner reminded the Board and those assembled that if he can see a violation from the road, he can act on it without a filed complaint.

The Board thanked Mr. Tanner for his work on the pending repair projects. A motion to accept the Code Enforcement Officer’s report was made by Councilor Hanlon, seconded by Councilor Venezia. The motion PASSED. AYES – 5, NAYS – 0.

TOWN CLERK’S REPORT

Town Clerk’s Report and Statement of Receipts and Payments for January 2014 was read. A motion to accept the Report as presented was made by Councilor Venezia, seconded by Councilor Ireland. The motion PASSED. AYES – 5, NAYS – 0.

BICENTENNIAL BOOKS

The supply of Town of Spafford Bicentennial books, “*Our Two Hundred Year Journey*”, has been depleted. There is no minimum quantity for reorders. Town Clerk Valletta requests authority to order 10 copies of the book to have on hand for sales. A motion was made by Supervisor Bean, seconded by Councilor Ireland granting authority to Town Clerk Valletta to order 10 copies of the Town of Spafford bicentennial books. The motion PASSED. AYES – 4, NAYS – 0.

RESOLUTION 15-2014

Transfer Station Summer Schedule

On a motion by Supervisor Bean, seconded by Councilor Hanlon the following resolution was PASSED  
AYES – 4 Bean, Ireland, Hanlon, Venezia  
NAYS – 0

Resolved the Spafford Transfer Station will be open on Wednesdays beginning May 28, 2014 and ending September 24, 2014 from 4 p.m. – 8 p.m. as well as the usual Saturday hours.

INTERNET SERVICE

Town Clerk Valletta requested permission from the Town Board to change the Town offices’ Internet service from Windstream’s DSL to TimeWarner’s cable Internet. The cost for similar bandwidth is less with TimeWarner than the current fee paid to Windstream. A motion was made by Supervisor Bean, seconded by Councilor Hanlon authorizing Town Clerk Valletta to change the Internet service provider for the Town offices from Windstream to TimeWarner. The motion PASSED. AYES – 4, NAYS – 0.

TOWN SUPERVISOR’S MONTHLY REPORT FOR DECEMBER 2013

Accountant Thomas Chartrand reviewed the 2013 fiscal activity of the Town and its end-of-the-year status. The Bond Anticipation Note for the Southern Onondaga Area Water District has been satisfied; the Environmental Facilities Corporation bond is still open.

The Town Supervisor’s Monthly Report for December 2013 was read by Mr. Chartrand and filed. At the December 2013, the Town Board approved any necessary end-of-year budget transfers. The following transfers occurred:

- HIGHWAY FUND
 

From: DA5142.4	Snow Removal, Contractual	<u>\$1,500.00</u>
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			<u>\$1,500.00</u>
To:	DA5142.1	Snow Removal, Personal Services	<u>\$1,500.00</u>
			<u>\$1,500.00</u>
•	<b>GENERAL FUND</b>		
From:	A1355.4.2	Assessor, Contractual, Reval	\$1,000.00
	A1990.4	Contingent, Contractual	<u>\$1,700.00</u>
			<u>\$2,700.00</u>
To:	A1355.4	Assessor, Contractual	\$1,000.00
	A1670.4	Central Printing, Contractual	500.00
	A1680.4	Central Data Processing, Contractual	100.00
	A1920.4	Municipal Dues, Contractual	500.00
	A3620.4	Safety Inspections, Contractual	400.00
	A8810.4	Cemeteries, Contractual	.....200.00
			<u>\$2,700.00</u>

A motion to accept the Town Supervisor’s Monthly Report for December 2013 as presented was made by Councilor Ireland seconded by Councilor Hanlon. The motion PASSED. AYES – 4, NAYS – 0.

TOWN SUPERVISOR’S MONTHLY REPORT AND STATEMENT FOR JANUARY 2014

The Town Supervisor’s Monthly Report for January 2014 was read by Mr. Chartrand and filed. Mr. Chartrand recommended General Fund budget transfers to accommodate the increase in attendees at conferences; compensation for the revived Transfer Station Manager position; and the creation of a line item for constable services.

RESOLUTION 16-2014

**February 2014 Budget Transfers**

On motion by Supervisor Bean, seconded by Councilor Hanlon the following resolution was PASSED  
 AYES – 4                      Bean, Ireland, Hanlon, Venezia  
 NAYS – 0

Resolved to authorize the following budget transfers:

GENERAL FUND

From:	A1990.4	Contingent, Contractual	\$5,000.00
	A18160.4	Refuse & Garbage, Contractual	<u>\$3,500.00</u>
			<u>\$8,500.00</u>
To:	A1991.4	Workshops, Contractual	\$3,700.00
	A3120.4	Police & Constable, Contractual	1,300.00
	A18160.4	Refuse & Garbage, Personal Services	...3,500.00
			<u>\$8,500.00</u>

A motion to accept the Town Supervisor’s Monthly Report for January 2014 as presented was made by Supervisor Bean seconded by Councilor Venezia. The motion PASSED. AYES – 4, NAYS – 0.

RESOLUTION 17-2014

**January 2014 Bank Reconciliations**

On a motion by Councilor Ireland, seconded by Councilor Venezia the following resolution was PASSED  
AYES – 4 Bean, Ireland, Hanlon, Venezia  
NAYS – 0

Resolved to find a positive audit of the January 2014 bank statement as presented by Mr. Chartrand.

**ZONING BOARD OF APPEALS (ZBA) REPORT**

The ZBA has two cases pending: a variance on Bockes Rd; and a potential boathouse on Sunset Cove. Onondaga County Planning Federation has scheduled a training symposium for ZBA and Planning Board members to obtain the required annual training. The symposium will be held in Syracuse in March.

A motion to authorize reimbursement of registration fees and travel costs for Spafford ZBA and Planning Board members was made by Supervisor Bean, seconded by Councilor Ireland. The motion PASSED. AYES – 4, NAYS – 0.

**CORNELL COOPERATIVE EXTENSION**

Supervisor Bean introduced Mr. Derek Conant of Cornell Cooperative Extension (CCE). Mr. Conant explained to the Board the intent to create an Otisco Lake Watershed Management Plan. He presented copies of the draft version of the plan to the Board. CCE is seeking feedback from the Town of Spafford. Mr. Conant invited the Board to contact him with questions and comments.

**BANK ACCOUNTS**

The Spafford Town Justice and the Tax Collector currently maintain accounts with Key Bank for their respective offices' financial activities. In prior years Key Bank waived service fees on municipal accounts. In December 2013 Key Bank informed the Town of Spafford the service fees would no longer be waived. The Town Justice and the Tax Collector are willing to move their banking activities to NBT Bank which handles the other Town of Spafford bank accounts.

A motion was made by Supervisor Bean, seconded by Councilor Hanlon approving the transfer of the Spafford Town Justice and Spafford Tax Collector bank accounts from Key Bank to NBT Bank. The motion PASSED. AYES – 4, NAYS – 0.

**HIGHWAY PAYROLL**

A motion was made by Supervisor Bean, seconded by Councilor Venezia granting authority to the Town Clerk to sign Highway payroll checks in the absence of both the Town Supervisor and the Deputy Town Supervisor. The motion PASSED. AYES – 4, NAYS – 0.

**BANK RESOLUTION**

A motion was made by Supervisor Bean, seconded by Councilor Hanlon authorizing signature of a resolution for NBT, if needed, granting Town Clerk Valletta authority to sign Highway payroll checks. The motion PASSED. AYES – 4, NAYS – 0.

**ADVISORY COMMITTEES**

*Highway/Transfer Station – goal: long term planning*  
Supervisor Bean submitted a roster of members for approval: Councilor Hanlon as Chair with Luke DeWitt, Mark Delaney, Leland Springstead, and Kathy Adams as members.

*Ethics – in addition to their oversight function, the Ethics Committee is to provide the Town Board with training on ethics*

Supervisor Bean submitted a roster of members for approval: Councilor Venezia as Chair with Will Hier, Deb Hole, Joyce Larrison and Sandra Weigel as members.

*Public Properties/Parks & Recreation* – tabled for discussion at the March 13, 2013 Town Board meeting.

Councilor Venezia suggested issuing written guidance to the committees. A motion to accept the Highway/Transfer Station Advisory Committee roster and the Ethics Advisory Committee roster was made by Councilor Ireland, seconded by Councilor Venezia. The motion PASSED. AYES – 4, NAYS – 0.

**MOWING CONTRACT SPECIFICATIONS**

The Mowing Contract specifications have been revised for 2014; Cold Brook Cemetery has been added to the list of properties. Councilor Hanlon will be responsible for monitoring the contractor’s performance. It was noted that all properties should include the requirement for no visible clippings. A motion was made by Supervisor Bean, seconded by Councilor Ireland to approve the Mowing Contract specifications as amended, to authorize the Town Clerk to publish a request for bids in the Skaneateles Press and the Cortland Standard. Said bids are to be submitted to the Town Clerk no later than March 12, 2014 and will be opened at the March 13, 2014 Town Board meeting. The motion PASSED. AYES – 4, NAYS – 0.

**RESOLUTION 18-2014**

**Appoint Code Enforcement Officer**

Supervisor Bean received three applications for appointment as Spafford Code Enforcement Officer (CEO): Mr. Howard Tanner, Mr. Lloyd Sutton, and Mr. Kim Fairchild. Mr. Sutton’s application was received after the published deadline and he was not interviewed. Mr. Tanner has served as CEO since November 1, 2013. Mr. Fairchild was CEO from December 2007 through October 2013. Supervisor Bean recommends the Board appoint Mr. Tanner as CEO through January 15, 2015.

A motion was made by Councilor Ireland, seconded by Councilor Venezia to appoint Howard Tanner as Spafford Code Enforcement Officer through January 15, 2015 with the budgeted salary to be effective retroactive to February 1, 2014. The motion PASSED. AYES – 4, NAYS – 0.

**ARCHITECTS/ENGINEERS**

Architect Jill Fudo has met with Supervisor Bean and CEO Tanner for discussion of repairs and maintenance on the Highway garage and the Town Hall. The goal is to develop a maintenance plan for the buildings. Mr. Tanner has met with municipal architects and engineers who have done work in the Town of Spafford. A motion was made by Supervisor Bean to hold a Town Board meeting on Thursday, February 27, 2014 at 7 p.m. to define the scope of the work. The motion was seconded by Councilor Hanlon. The motion PASSED. AYES – 4, NAYS – 0.

**RESOLUTION 19-2014**

**Public Hearing for Proposed Local Law 2014-1**

*Office of Town Constable of the Town of Spafford, NY*

On a motion by Supervisor Bean, seconded by Councilor Hanlon the following resolution was PASSED  
AYES – 4 Bean, Ireland, Hanlon, Venezia  
NAYS – 0

Resolved to conduct a Public Hearing for discussion of Proposed Local Law 2014-1 for the Town of Spafford – Office of Town Constable of the Town of Spafford, NY on Thursday, March 13, 2014 at 7 p.m. at the Spafford Town Hall.

**CEMETERIES**

Supervisor Bean explained the Cemetery Rules & Regulations need to be amended to include Cold Brook Cemetery. Mr. James Clark was a Trustee of the cemetery and informed Supervisor Bean he is willing to serve as Caretaker at Cold Brook Cemetery.

A motion to appoint James Clark as Cold Brook Cemetery Caretaker was made by Supervisor Bean and seconded by Councilor Hanlon. The motion PASSED. AYES – 4, NAYS – 0.

The salary for the Caretakers was discussed and tabled until the March 13, 2014 Town Board meeting.

**COMPREHENSIVE PLAN**

The Board and Mrs. Kathy Adams briefly discussed the needs of a comprehensive plan. Councilor Venezia requested clarification from Mrs. Adams on the items in the Zoning Ordinance that need attention. Mrs. Adams noted there are missing definitions and discrepancies between some portions of the bulk tables and the corresponding definitions.

**TOWN ATTORNEY**

Supervisor Bean interviewed nine applicants for the post of Spafford Town Attorney. Applications from ten additional attorneys were received. Supervisor Bean added that Mr. Scott Chatfield has served as interim Town Attorney and his application included a flat monthly fee as opposed to an hourly rate; however, Mr. Chatfield is not available to attend the Spafford Town Board meetings if they continue to be the second Thursday of each month. Based on her review of the applications and the interviews, Supervisor Bean recommends the Town Board appoint Mr. Scott Chatfield.

**RESOLUTION 20-2014**

**Appoint Town Attorney**

On a motion by Supervisor Bean, seconded by Councilor Hanlon the following resolution was PASSED  
AYES – 4 Bean, Ireland, Hanlon, Venezia  
NAYS – 0

Resolved Mr. Scott Chatfield is to serve as Town Attorney for the Town of Spafford at a flat salary of \$1,000 per month effective immediately with the appointment expiring January 15, 2015.

**66 SPAFFORD LANDING ROAD**

Councilor Ireland asked about the progress on the unsafe structure at 66 Spafford Landing Road. Mr. Tanner explained Mr. Chatfield is working to resolve the situation, but has not yet been able to contact the owner. The Board discussed the steps necessary to ensure proper action by the Town.

**ADJOURNMENT**

A motion to adjourn the meeting at 9:45 p.m. was made by Councilor Fesko, seconded by Supervisor Bean. The motion was carried unanimously.

Next meeting to be held  
Thursday, March 13, 2014 @ 7 p.m.  
@ Spafford Town Hall  
*This next session includes Public Hearings*

Respectfully submitted by,  
  
Lisa M. Valletta  
Town Clerk  
Town of Spafford