

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 Chris Fesko and Councilor Lou Hanlon. Councilor Ireland and Councilor Dave Venezia were absent.

The following Town Officers were present: Town Clerk Lisa Valletta, Code Enforcement Officer Howard Tanner, and Accountant Thomas Chartrand. Highway Superintendent Carl Wiers was absent. Supervisor Bean called the meeting to order at 7:05 p.m. The Pledge of Allegiance was recited.

RESOLUTION 107-2014

General Fund End-of Year Payroll

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

PASSED AYES – 3 Bean, Fesko, Hanlon
 NAYS – 0
 Absent - - - Ireland, Venezia

Resolved to set the December 2014 General Fund payroll date as December 11, 2014.

MINUTES

A motion to accept the minutes of the October 9, 2014 Town Board meeting was made by Councilor Fesko, seconded by Supervisor Bean. The motion PASSED. AYES – 3, NAYS – 0.

RESOLUTION 108-2014

Audit of Claims

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

PASSED AYES – 3 Bean, Fesko, Hanlon
 NAYS – 0
 Absent - - - Ireland, Venezia

Resolved approve payment of the General Fund and Highway Fund bills on Abstract #12, (audited abstract totals to be included in January 2015 minutes).

ABSTRACT #11 – NOVEMBER 6, 2014

Audited bills for Abstract #11 were as follows:

General Fund	vouchers 286 – 386	\$ 17,472.58
Highway Fund	vouchers 140 – 151	\$ 10,736.48

CODE ENFORCEMENT OFFICER

Mr. Tanner’s reported on the following activity for November/December 2014:

- Three Building Permits
 - 2019 Woodland Lane – new residence
 - Route 41 – new residence
 - Willow Hill Road (tax ID #009-01-05) – new residence
- To Zoning Board of Appeals
 - Becker Road – commercial dog kennel
- To Planning Board
 - Willow Hill Road (tax ID #009-01-05) – Subdivision

- Bockes Road (Links at Barrow’s View) – Subdivision
- Olanco Road – Lot Improvement

- To Court
 - 2142 Willowdale Road – transferred to Marcellus Town Court
 - 66 Spafford Landing Road – postponed to January 2015

- Seven Zoning Orders to Remedy
 - 3157 Becker Road – abandoned trailer
 - 183 Cold Brook Road – abandoned trailer
 - Willowdale Road (tax ID #023-03-05.3) – abandoned trailer
 - 3290 Becker Road – abandoned trailer
 - 2170 Willowdale Road, 1852 East Lake Road, 2501 Nunnery Road – all in violation of 2007 Court Order
 - 1761 Shady Bend Lane – drainage runs to neighboring property
 - 1757 Shady Bend Lane – possibility fence was built on neighboring property, survey is unclear

- Summary
 - Total permits issued in 2014: 81
 - *Total permits issued in 2013: 66*
 - Total NEW RESIDENCE permits in 2014: 11
 - *Total NEW RESIDENCE permits in 2013: 3*
 - Total Orders to Remedy in 2014: 27

- Property Owners in Non-Compliance and sent to Court:
 - Frank Marcheterre
 - Joseph Marcheterre
 - Ling Wang

A motion to accept the Report as presented was made by Councilor Fesko, seconded by Supervisor Bean. The motion PASSED. AYES – 3, NAYS – 0.

TOWN CLERK’S REPORT

Town Clerk’s Report and Statement of Receipts and Payments for November 2014 was read. A motion to accept the Report as presented was made by Supervisor Bean, seconded by Councilor Hanlon. The motion PASSED. AYES – 3, NAYS – 0.

TOWN SUPERVISOR’S MONTHLY REPORT & STATEMENT

Town Supervisor’s Monthly Statement of Receipts and Payments for November 2014 was read by Accountant Thomas Chartrand and filed.

RESOLUTION 109-2014

December 2014 Budget Transfers

On motion by Supervisor Bean, seconded by Councilor Fesko the following resolution was PASSED

AYES – 3	Bean, Fesko, Hanlon
NAYS – 0	
Absent - - -	Ireland, Venezia

Resolved to authorize the following budget transfers:

GENERAL FUND

From:	A1990.4	Contingent, Contractual	\$2,000.00
	A1990.4	Employee Benefits, Workmens Comp.	<u>\$2,000.00</u>
			<u>\$4,000.00</u>
To:	A1440.4	Engineer, Contractual	\$1,700.00
	A1670.4	Central Printing & Mailing, Contractual	2,000.00
	A8810.4	Cemeteries, Contractual	<u>300.00</u>
			<u>\$4,000.00</u>

RESOLUTION 110-2014

End of Year Budget Transfers

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

AYES – 3	Bean, Fesko, Hanlon
NAYS – 0	
Absent - - -	Ireland, Venezia

Resolved to authorize the Town Supervisor to make end-of-year budget transfers as necessary.

A motion to accept the Town Supervisor’s Monthly Report & Statement as presented was made by Councilor Fesko, seconded by Councilor Hanlon. The motion PASSED. AYES – 3, NAYS – 0.

RESOLUTION 111-2014

November 2014 Bank Reconciliations

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

AYES – 3	Bean, Fesko, Hanlon
NAYS – 0	
Absent - - -	Ireland, Venezia

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

RESOLUTION 112-2014

Local Law 3 of the Year 2014

SUBDIVISION REGULATIONS OF THE TOWN OF SPAFFORD

Article I: Purposes

Section 1: Purposes

It is hereby declared to be the policy of the Town of Spafford that the subdivision and development of land shall be guided and regulated in such a manner as to meet the following requirements for orderly and harmonious growth: Land to be subdivided or developed shall be of such character that it can be used safely without danger to health, or peril from fire, flood, erosion, excessive noise or smoke, or other menace. Proper provisions shall be made for drainage, water supply, sewage disposal, and other appropriate utility services. Proposed streets shall provide a safe, convenient, and functional system for vehicular circulation, and shall be properly related to master plans, if any, for the affected area of the Town. Streets shall be of such width, grade, and location as to accommodate prospective traffic as determined by existing and probable future land building uses. Buildings, lots, blocks and streets shall be so arranged as to afford adequate light, view, and air to facilitate fire protection and to provide ample access for firefighting equipment to buildings. Land shall be subdivided or developed with due regard to topography so that the natural beauty of the land and vegetation shall be protected and enhanced.

Article II. Development Standards

Section 1: Streets-General Planning Standards

- A. The arrangement, character, extent, width, grade, and location of all streets shall conform to the Official Map and the Master Plan, if any, and shall be considered in relation to existing and planned streets, to topographic conditions, to public convenience and safety, and in their appropriate relation to the proposed uses of the land to be served by such streets. The design and plans for streets shall be acceptable to and approved by the Town of Spafford Department of Public Works.
- B. No dead end streets shall be permitted without a suitable cul-de-sac or turnaround.

Section 2: Lots

- A. Design Standards
 - 1. Lot dimensions shall conform to the requirements of the Town of Spafford Zoning Code.
 - 2. Excessive depth in relation to the width shall be avoided. A proportion of 2½ to 1 will normally be considered maximum.

Section 3: Trees and Natural Features

- A. Reasonable requirements for the preservation of outstanding natural features may be specified. These include large trees or groves, water courses and waterfalls, historic spots, exceptional and existing lake views, and similar irreplaceable assets in which there is general public interest.
- B. No trees or plantings other than grasses shall be planted within the right-of-way, or close thereto, as to interfere with visibility by vehicles entering or crossing a street or intersection.

Section 4: Easements

- A. Easements across lots or centered on rear or side lot lines shall be provided for utilities where they are anticipated.
- B. Permanent utility easements normally need not exceed 20 feet in width, although exceptional circumstances may require additional width.

Section 5: Storm Drainage

- A. All subdivisions shall be related to the drainage pattern affecting the areas involved, with proper provision to be made for adequate storm drainage facilities. Storm drainage plans shall reflect potential surface runoff within the drainage area after development, and shall comply with the requirements of the Town engineer and highway superintendent, the City of Syracuse Water Authority, and/or the Onondaga County Water Authority, the Onondaga County Department of Water Environment Protection and, when applicable, the New York State Department of Environmental Conservation's (NYSDEC) current storm water regulations.
- B. Where a subdivision is traversed by a water course, drainage way, channel, or stream, there shall be provided a storm water drainage easement or right-of-way conforming substantially with the lines of such water course, and as such width as to encompass the 25 year flood area of such water course, if such data are available, or to encompass the flood of record plus 3 feet in elevation. All structures built within such areas shall be required to maintain participation in the National Flood Insurance program.
- C. Easements or rights-of-way for storm water drainage must be sufficient for facilities to handle the current and anticipated discharge from the property being subdivided.

Section 6: Required Improvements

The following improvements shall be installed by the owner prior to the approval of the final plat, or alternatively, he shall post a performance bond as provided in Article V, Section 4 sufficient in amount to cover the estimated full cost of such construction as determined by the Planning Board. At the discretion of the Town Board, the developer may secure the formation of a special district to install such utility and street improvements pursuant to the laws of the state.

- A. Monuments:

For subdivisions with new streets, monuments shall be placed at all block corners, angle points, or curvature in streets, and points of tangency or horizontal curves, and at such intermediate points as shall be required by the town engineer. Monuments shall be of granite or concrete with an iron pin in the center.
- B. Utility and Street Improvements
 - 1. Utility and street improvements shall be provided in accordance with the following:
 - a. Community water supply, if to be provided, and sanitary sewer system, where required, in accordance with procedures and standards of the Onondaga County Department of Health.
 - b. All roads and streets shall comply with New York State Highway Department specifications.
 - c. Storm sewer system and other drainage improvements in accordance with applicable standards of the County Departments of Health and Water Environment Protection.
 - d. Street name signs at all intersections, the design of which shall be approved by the highway superintendent.
 - 2. Street construction shall meet the specifications set forth in Highway Standards for Low-Volume Roads in New York State, published by the Cornell Local Roads Program in September 2009. When natural conditions of sub grades, slope, and drainage are other than favorable, the Planning Board, after consultation with the town highway superintendent, may require reasonable higher standards for gravel base and pavement and may specify special treatment of this sub grade.
 - 3. Where any subdivision lies contiguous to existing public park lands, the developer shall, at the discretion of the Planning Board, be required to provide screening and/or fencing of a suitable nature, to be determined by the Board, between such subdivision and the parkland.

Article III: Sketch Plan

Section 1: Sketch Plan

Any owner of land may, prior to subdividing or re-subdividing land, must submit to the Planning Board, two copies of a sketch plan of the proposed subdivision for the purposes of classification and preliminary discussion.

Following the submission of the sketch plan, the sub-divider, and/or his duly authorized representative, shall meet with the Planning Board and the Code Enforcement Officer to review the classification of the sketch plan. The requirements of the Subdivision Regulations shall be discussed among the Planning Board, Code Enforcement Officer, and the sub-divider and/or his duly authorized representative. Classification of the sketch plan as a lot/boundary line adjustment or as a subdivision, as defined in these regulations, is to be made at this time. The Planning Board may decide that a subdivision must comply with all or some other requirements specified when necessary to protect the public health, safety, and welfare.

- A. The sketch plan initially submitted to the Planning Board shall be based on tax map information or some other similarly accurate based map at a scale to enable the entire tract to be shown on one sheet. The sketch plan shall be submitted showing the following information:
 - 1. The location of that portion which is to be subdivided in relation to the entire tract, and the distance to the nearest existing street intersection.
 - 2. All existing structures, wooded areas, streams, and other significant physical features within the portion to be subdivided, and within 100 feet thereof. If topographic conditions are significant, contours shall also be indicated at reasonable intervals.
 - 3. The name of the owner and of all adjoining property owners as disclosed by the most recent municipal tax records.
 - 4. The tax map sheet, block, and lot numbers, if available.
 - 5. All the utilities available, and all streets and driveways which are; proposed, mapped, or built.
 - 6. The proposed pattern of lots (including lot width and depth), street layout, recreation areas, systems of drainage, sewage, and water supply within the subdivided area.
 - 7. All existing restrictions on the use of land, including easements, covenants, or zoning district lines and agricultural restrictions.

Article IV: Lot/Boundary Line Adjustment

Section 1: Lot/Boundary Line Adjustment

Lot/Boundary line adjustments shall be exempt from the requirements of the Subdivision Regulations provided that three copies (Mylar or Vellum) of a plan prepared by a New York State licensed land surveyor or professional engineer have been submitted describing the conveyances involved by metes and bounds and in sufficient detail to determine if the situation fits the criteria below. To qualify as a lot/boundary line adjustment, the parcels shall:

- A. Involve the addition of land to an existing parcel so as to:
 - 1. Improve the ability of that parcel to comply with setback or other building standards; or
 - 2. Increase the suitability of the parcel for building development; or
 - 3. Add to the availability of open space; or
 - 4. Resolve a boundary line dispute or allow for the filing of a corrective deed.
- B. Without reducing the donee parcel to a state that does not comply with the Zoning Code of The Town of Spafford.

The Town’s Code Enforcement Officer and Planning Board shall, within ten days of the receipt of a final lot/boundary line adjustment plan and any other required information, determine whether it complies with the criteria in (A) and (B) above. Should the Code Enforcement Officer and Planning Board fail to act in the provided time, or find the plan does not meet the criteria, they shall forward it to the Planning Board for processing as a subdivision.

No person shall record plans for any lot/boundary line adjustment without so first obtaining the Code Enforcement Officer and Planning Board’s approval and signatures.

Article V: Subdivision

Section 1: Subdivision Plat Procedure

- A. Submission of Application: The owner shall submit to the Planning Board a plat clearly marked “{Last Name/Organization} Subdivision Plat”, together with supplementary materials as specified.
- B. Referral to the Onondaga County Planning Board: The Planning Board shall refer to the Onondaga County Planning Agency for review. Any application for preliminary and/or final approval of a subdivision plat or proposal to develop a plat and/or plats already filed in the Office of the County Clerk as required by Section 239-n of the General Municipal Law
- C. Public Hearing: Within 62 days after the receipt of a complete plat by the clerk of the Planning Board, the Planning Board shall hold a public hearing which shall be advertised at least once in a newspaper of general circulation in the town at least five days before such hearing.
- D. Planning Board Decision: The Planning Board shall by resolution conditionally approve, conditionally approve with or without modification, disapprove, or grant final approval and authorize the signing of such plat, within 62 days of its receipt by the clerk

of the Planning Board if no such public hearing is held, or, in the event such hearing is held, within 62 days after the close of such hearing.

Notwithstanding the foregoing provisions, the time in which the Planning Board must take action on such plat may be extended by mutual consent of the owner and the Planning board. When approving a preliminary or final plat, the Planning Board shall state in writing modifications, if any, it deems necessary for the submission of the plat in filing form.

- E. Failure of Board to Take Action: In the event the Planning Board fails to take action on the plat within the time prescribed hereto, such plat shall be deemed granted a preliminary and/or final approval. The certificate of the clerk of the town as to the date of submission and the failure to take action within such prescribed time shall be issued on demand and shall be sufficient in lieu of written endorsement or other evidence of approval herein required.
- F. Expiration of Approvals: Within 180 days of the approval for the preliminary/conditional final plat, the owner must submit the plat in final form. If a plat, in final form, is not submitted, the Planning Board may revoke approval of the preliminary/conditional final plat. Notwithstanding the foregoing provisions, the Planning Board may extend the time in which a final plat must be submitted for signature, if in its opinion such intention is warranted by the particular circumstances thereof, for not to exceed two additional periods of 90 day each.

Section 2: Subdivision Plat

Three paper copies of the plat map and all required supplementary material, together with two copies of the application shall be submitted, together with a fee (decided by the Town Board) based upon the schedule provided with the application. The final plat shall conform substantially to the preliminary plat as approved (including such modifications as required by the Planning Board in its approval). Two Mylar or Vellum copies of the final plat and all required supplementary material as specified in this Article, together with two copies of the application for final approval shall be submitted. The application, copies of the final plat and supplementary material shall not be accepted if approval of the preliminary plat has been revoked. At the time of filing the final plat, the sub-divider shall also submit the following:

- A. Certification from a registered land title insurance company, licensed to do business in New York State, that the applicant is the owner in fee of the property which is subject of the applications.
- B. Drawings, certified by a New York State licensed land surveyor, showing the location of all improvements as may have been constructed prior to final plat submission.
- C. A certificate by a licensed professional engineer, retained by the Planning Board, that any required improvements constructed by the owner have been designed and inspected and meets the minimum standards in these regulations, or as otherwise required by law (if deemed necessary).
- D. A performance bond, approved by the Planning Board and the Town Board, as to form, sufficiency, manner of execution and surety for the completion of such required improvements as have not been construction (if deemed necessary).
- E. Offers of cession, in a form certified as satisfactory by the town attorney, of all land to be dedicated for streets, highways, easements or other public facilities (if deemed necessary).
- F. A certified check in the amount to be determined by the Planning Board, to meet the costs of inspection by an engineer retained by the Planning Board, of required improvements, unless the improvements are to be provided by special districts (if deemed necessary).
- G. Plat map: Must include the following:
 - 1. Titles, scale, north arrow, and date.
 - 2. Minimum sheet size: At an appropriate scale.
 - 3. Topographic map shall depict the topography of the property to be subdivided and all adjacent properties at reasonable intervals.
 - 4. Please refer to Article III – Sketch Plan (Pg. 4), Section1, Sub-sections A (1-7) for more detailed information.
- H. Signing of the Plat: Upon resolution of conditional/final approval of such plat, the Planning Board shall empower the duly authorized officer to sign the plat subject to completion of such requirements as maybe stated in the resolution.
- I. Time by Which Plat or Section Must be Filed: The Planning Board must sign the final plat(s), constituting final approval of the Planning Board within 62 days from the date of such approval.
- J. Filing Sections: In the event the sub-divider shall file only a section of such approved plat in the Office of the County Clerk, the entire approved plat shall be filed with the town clerk within 30 days of the filing of such section.
- K. Legal data:
 - 1. Corrected an updated legal data from preliminary/conditional plat.
 - 2. Such other certificates, affidavits, endorsements, or agreements as may be required by the Planning Board in enforcement of these regulations.

Section 3: Requirements after Filing Final Plat

Within 30 days from the recording of the final plat or any improved section thereof, the sub-divider shall file with the Planning Board a copy of the plat certified by the Onondaga County Clerk to be a true copy of the recorded plat. Drawings showing the location of all required improvements as built shall be certified by a licensed land surveyor or licensed engineer and filed with the Planning Board within 30 days prior to the acceptance of the improvements by the Town. Until such time as built plans are filed, no performance bond guaranteeing the completion of such improvements shall be released. Performance bonds may be changed only under the provisions of Section 277 of the Town Law.

Section 4: Compliance with State Environmental Quality Review Act

The Planning Board shall comply with the applicable provisions of the State Environmental Quality Review Act when reviewing all applications pursuant to this local law.

Article VI: Section Waivers and Modifications

The Planning Board may waive, subject to appropriate conditions, the provision of any or all such improvements and requirements set forth in Article V of these regulations, as in its judgment of the special circumstances of a particular plat or plats are not requisite in the interest of the public health, safety, and general welfare, or which in its judgment are inappropriate because of inadequacy for lack of connecting facilities adjacent or in proximity to the subdivision.

Article VII: Miscellaneous

Section 1: Conflict with Other Regulations

Wherever there may be a conflict between the standard specified in these regulations and those of other codes, ordinances, or regulations of the Town of Spafford, the most restrictive or highest standard shall apply.

Section 2: Separability

If any section, paragraph, clause, phrase, or provision of these regulations shall be adjudged to invalid or held unconstitutional, such decision shall not affect the validity of these regulations as a whole or any part thereof other than the part so held to be invalid or unconstitutional.

Section 3: Short Title

These regulations shall be known and may be cited as "Subdivision Regulations of the Town of Spafford".

Section 4: Effective Date

This Local Law shall take effect upon filing pursuant to the provisions of the New York Municipal Home Rule Law.

Section 5: Supersession

To the extent that any provisions of this law are in conflict with the provisions of Town Law Article 16, The Town Board hereby expresses its specific intent that the provision of this law shall control and shall supersede any such inconsistent provisions of said Article 16, all pursuant to the authority granted to The Town Board by The Municipal Home Rule Law.

Lisa Valletta, Town Clerk

; and be it further

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.

On a motion by Supervisor Bean, seconded by Councilor Fesko a resolution to adopt the preceding as Town of Spafford Local Law 3 of the Year 2014 was

PASSED AYES – 3 Bean, Fesko, Hanlon
 NAYS – 0
 Absent - - - Ireland, Venezia

RESOLUTION 113-2014

Procurement Policy

Whereas the current Procurement Policy does not address purchases valued between \$500 and \$1,000; and it is the desire of the Town Board to correct this omission; and

Whereas the current policy also includes the names of the current officials holding the authority to make purchases on behalf of the Town of Spafford; and it is the desire of the Town Board to list the only official titles of the individuals

Now, therefore on a motion by Councilor Hanlon, seconded by Councilor Fesko, BE IT RESOLVED THAT:

- 1) The Town of Spafford does hereby adopt the following procurement policies and procedures:

Policy 1

Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML Section 103. Every Town officer, board, department head or other personnel with the requisite purchasing authority (hereinafter "Purchaser") shall estimate the cumulative amount of the items of supply or equipment needed in a given fiscal year. That estimate shall include the canvass of other Town departments and past history to determine the likely yearly value of the

commodity to be acquired. The information gathered and conclusions reached shall be documented and kept with the file or other documentation supporting the purchase activity.

Policy 2

All purchases of a) supplies or equipment which will exceed \$20,000 in the fiscal year or b) public works contracts over \$35,000 shall be formally bid pursuant to the competitive bidding requirements set forth in GML Section 103.

Policy 3

- a) All estimated purchases of less than \$20,000 but greater than \$3,000 require a written request for a proposal (“RFP”) and written/fax/internet quotes from not less than 3 vendors.
- b) All estimated purchases of less than \$3,000 but greater than \$1,000 require an oral request for the goods and oral/fax/internet quotes from not less than 2 vendors.
- c) All estimated purchases of less than \$1,000 are left to the discretion of the Purchaser when included in the Purchasing Budget or by approval of the Town Board.
- d) All estimated public works contracts of less than \$35,000 but greater than \$10,000 require a written RFP and corresponding proposal from not less than 3 contractors.
- e) All estimated public works contracts of less than \$10,000 but greater than \$3,000 require a written RFP and corresponding proposal from not less than 2 contractors.
- f) All estimated public works contracts of less than \$3,000 are left to the discretion of the Purchaser when included in the Purchasing Budget or by approval of the Town Board.

Policy 4

Any written RFP shall describe the desired goods, quantity and the particulars of delivery. The Purchaser shall compile a list of all vendors from whom written or verbal quotations have been requested and the written or verbal quotations offered.

All actions taken in connection with any method of procurement shall be documented and all information gathered in complying with the procedures of this Guideline shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract.

Policy 5

The lowest responsible proposal or quotation shall be awarded the purchase or public works contract unless the Purchaser prepares a written justification setting forth the reasons why it is in the best interest of the Town and its taxpayers to award the purchase or contract to other than the lowest responsible bidder. If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement.

Policy 6

A good faith effort shall be made to obtain the required number of proposals or quotations. If the Purchaser is unable to obtain the required number of proposals or quotations, the Purchaser shall document the attempt made at obtaining the proposals. In no event shall the inability to obtain the proposals or quotes be a bar to the procurement.

Policy 7

The Purchaser shall attach a voucher with a signed and dated Claimant’s Certification to the Town Board for audit purposes and payment upon receipt of any and all goods or services.

Policy 8

The following individuals shall be responsible for and have the authority to make purchases on behalf of the Town of Spafford: Town Supervisor and Highway Department Superintendent

Policy 9

Except when directed by the Town Board, no solicitation of written proposals or quotations shall be required under the following circumstances:

- a) Acquisition of professional services;
- b) Emergencies;
- c) Sole source situations;
- d) Goods purchased from agencies for the blind or severely disabled;
- e) Goods purchased from correctional facilities;
- f) Goods purchased from another governmental agency;
- g) Goods purchased at auction;
- h) Goods purchased under State Contract; and
- i) Goods purchased under County Contract.

Policy 10

This policy shall be reviewed annually by the Town Board at its organizational meeting or as soon thereafter as is reasonably practicable.

- 2) This Resolution shall take effect immediately.
 AYES – 3 Bean, Fesko, Hanlon
 NAYS – 0
 Absent - - - Ireland, Venezia

SECURITY CAMERAS

Four security cameras have been installed in and around the Town Hall; one interior and three exterior. The interior camera can be turned off during specific events in the building. Notice of the active cameras must be publicly posted.

COURT FINANCIAL AUDIT

Councilor Fesko and Councilor Ireland audited the financial records maintained by the Town of Spafford Court and found a shortage of \$25.67 due to bank service fees. The Town Board, through approval of a submitted voucher, has authorized reimbursement to the Court account of \$25.67.

RESOLUTION 114-2014

S.P.C.A. Animal Cruelty Contract

Whereas, the service contract with the Onondaga County S.P.C.A. for services related to animal cruelty cases has been received; and

Whereas, the Town Board agrees it is in the best interest of the Town to maintain the contract for such services; and

Now, therefore, on a motion by Councilor Fesko, seconded by Councilor Hanlon the following resolution was

PASSED AYES – 3 Supervisor Bean, Councilor Fesko, Councilor Hanlon
 NAYS – 0
 Absent - - - Councilor Ireland, Councilor Venezia

Resolved the Town Supervisor is authorized to accept and sign the services contract with Onondaga County S.P.C.A. for the set fee of \$152 for 2015.

TOWN INSURANCE

Supervisor Bean explained the insurance coverage for the Town falls under professional services which exempts it from the bid process. The Town Board sought proposals from other agencies for comparison however; the process began too late in the calendar year for a change in 2015. The Town’s current agent, Stephen Ranous at Eastern Shore Insurance provided a summary of the premiums for 2015; a savings of \$1,400 can be realized if the Town switches the Workers’ Compensation carrier from PERMA to CompAlliance.

RESOLUTION 115-2014

Workers’ Compensation Insurance

WHEREAS there has been proposed a “NEW YORK STATE MUNICIPAL WORKERS’ COMPENSATION ALLIANCE PLAN DOCUMENT” pursuant to Section 20 3-a of the Workers’ Compensation Law (hereinafter “the Plan”); and

WHEREAS the Town of Spafford is eligible for membership in the Plan; and

WHEREAS the Town of Spafford has made an independent investigation of the Plan and reviewed the Plan document, and has concluded that it would be in the interests of the Town of Spafford to participate therein; now, therefore, be it

RESOLVED that the Town of Spafford enter into membership in the Plan pursuant to Section 50 subdivision 3-a of the Workers’ Compensation Law; and be it further

RESOLVED, that Town Supervisor Mary Bean, (or in her absence Deputy Supervisor Christine Fesko), be and hereby is authorized and instructed to execute the Plan’s charter document on behalf of the Town of Spafford; and be it further

RESOLVED, that he custody of all joint Plan moneys by the Plan Administrator under the Plan be and the same hereby is approved.

On a motion was made by Councilor Fesko, seconded by Councilor Hanlon the foregoing resolution was

PASSED AYES – 3 Supervisor Bean, Councilor Fesko, Councilor Hanlon
 NAYS – 0
 Absent - - - Councilor Ireland, Councilor Venezia

FACILITIES & ENERGY COMMITTEE

The Facilities & Energy Committee met and have determined a need for an energy audit of the buildings.

The new lighting fixtures will be installed on December 22, 2014. The exterior fixtures will be exchanged for L.E.D. units and the interior lights in the meeting room will be refitted for smaller fluorescent bulbs.

Attorney Scott Chatfield arrived at 7:50 p.m.

RESOLUTION 116-2014

Central Services

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

PASSED AYES – 3 Supervisor Bean, Councilor Fesko, Councilor Hanlon
 NAYS – 0
 Absent - - - Councilor Ireland, Councilor Venezia

Resolved to authorize payment of \$90 to Central Services for lift rental during installation of the exterior lighting fixtures on the Town Hall premises.

BOARD OF ASSESSMENT REVIEW APPOINTMENT

A motion to appoint Robert Eibert to a new term on the Town of Spafford Board of Assessment Review was made by Councilor Fesko, seconded by Supervisor Bean. The motion PASSED. AYES – 3, NAYS – 0.

RESOLUTION 117-2014

OCRRA Contract

Whereas, the renewal contract with the Onondaga County Resource Recovery agency has been received; and

Whereas, the Town Board agrees it is in the best interest of the Town to maintain the contract for such services; and

Now, therefore, on a motion by Councilor Fesko, seconded by Councilor Hanlon the following resolution was

PASSED AYES – 3 Supervisor Bean, Councilor Fesko, Councilor Hanlon
 NAYS – 0
 Absent - - - Councilor Ireland, Councilor Venezia

MISCELLANEOUS ITEMS

Information Survey

Cell phone and Internet services availability vary greatly throughout the Town of Spafford. Supervisor Bean suggests a survey be conducted to prepare for future planning and activity.

Supervisor Bean would also like to see a process developed to learn the recreational and social service needs in Town and to publicize opportunities and information. The Board agreed a survey for the sought information would be appropriate in the Town newsletter.

Otisco Lake Watershed Management Plan Consortium

Otisco Lake Watershed Management Plan Consortium is a newly formed organization to aid in monitoring activity in the Otisco Lake Watershed. Supervisor Bean will be seeking an active role in this organization.

Highway Garage Furnace & Ventilation

The intake pipe has not yet been relocated. There is no exhaust fan in the Highway garage. The Town Board asked Highway Advisory Committee (Highway committee) member Mark Delaney to contact Greg Ruggles, a local heating contractor, for a repair estimate and an estimate for installation of a fan.

The Highway committee suggested a programmable thermostat be installed in the Highway garage to help control heating costs. The Highway committee also suggested installation of a biometric time clock for use by the Highway employees. The Town Clerk informed the Board a biometric time clock was installed a few years ago.

Grant from Senator DeFrancisco's Office

Supervisor Bean received documents from Senator DeFrancisco regarding the offered \$50,000 grant. The original proposal from the Town sought to fund repairs to the Church Road bridge. That proposal was rejected; the second proposal was to upgrade/update specific facilities on the Town Hall property: a new well, a new septic drain field, insulation and energy efficiency modifications. This second proposal was approved.

The area intended for the new drain field was determined to be federally protected wetland by the Army Corps of Engineers in 2011. The affected area is within the nine acres purchased for \$50,000 in 2008. There was a discussion of the area and the process to determine how much of the area is actual wetland.

RESOLUTION 118-2014

2015 Organizational Meeting

On a motion by Supervisor Bean, seconded by Councilor Hanlon the following resolution was PASSED

AYES – 3 Supervisor Bean, Councilor Fesko, Councilor Hanlon

NAYS – 0

Absent - - - Councilor Ireland, Councilor Venezia

Resolved to hold the 2015 Organizational Meeting for the Town of Spafford on Thursday, January 8, 2015 at 7 p.m. at the Spafford Town Hall. Further resolved the Town Clerk is authorized to publish notice of said meeting as required.

EXECUTIVE SESSION

A motion was made at 9:05 p.m. by Supervisor Bean for the Town Board to enter into Executive Session with Attorney Scott Chatfield and Code Enforcement Officer Howard Tanner. The purpose of the Executive Session is to discuss proposed litigation necessary to deal with repeated code violations and failure to comply with a Court Order. The motion was seconded by Councilor Hanlon and PASSED. AYES – 3, NAYS – 0.

TOWN BOARD MEETING

December 11, 2014

A motion to exit Executive Session at 9:30 p.m. was made by Supervisor Bean and seconded by Councilor Fesko. The motion PASSED. AYES – 3, NAYS – 0.

ADJOURNMENT

A motion to adjourn the meeting at 9:30 p.m. was made by Supervisor Bean and seconded by Councilor Fesko. The motion was carried unanimously.

Respectfully submitted by,

Next meeting to be held
Thursday, January 8, 2015 @ 7 p.m.
@ Spafford Town Hall
This will include the Organizational Meeting

Lisa M. Valletta
Town Clerk
Town of Spafford