

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, Councilor Lou Hanlon, and Councilor Dave Venezia. Councilor Jeff Ireland was absent.

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

Minutes

A motion to accept the minutes of the February 12, 2015 and March 10, 2015 meetings was made by Supervisor Bean, seconded by Councilor Venezia. The motion PASSED. AYES – 4, NAYS – 0.

RESOLUTION 20-2015

**Abstract #3 – General & Highway Funds**

On a motion by Councilor Fesko, seconded by Councilor Hanlon the following resolution was  
PASSED                    AYES – 4                    Bean, Fesko, Hanlon, Venezia  
                                  NAYS – 0  
                                  Absent – 1                    Ireland

Resolved payment of General Fund Abstract #3 & Highway Fund Abstract #3 is approved. (Audited abstract totals will be reflected in the April 2015 Town Board meeting minutes.)

RESOLUTION 21-2015

**Abstract #3 – Southern Onondaga Area Water District Fund**

On a motion by Councilor Fesko, seconded by Councilor Hanlon the following resolution was  
PASSED                    AYES – 4                    Bean, Fesko, Hanlon, Venezia  
                                  NAYS – 0  
                                  Absent – 1                    Ireland

Resolved payment of Southern Onondaga Area Water District Fund #3 is approved. (Audited abstract totals will be reflected in the April 2015 Town Board meeting minutes.)

HIGHWAY SUPERINTENDENT’S REPORT

- The 2000 International (truck #12) is still broken-down.
- The crew has been moving snowbanks back, away from the ditches to allow for drainage as the snow melts.
- Three estimates were requested for the installation of an exhaust fan in the Highway garage. Only one was received.

*Exhaust Fan*

Highway Superintendent Wiers contacted Tim Droppa Construction, Lake Country Construction, and McClurg Remodeling & Construction for estimates. Tim Droppa Construction submitted an estimate of \$925 for the new exhaust fan, including installation. No estimate was submitted by the other two companies. Under the Town’s Procurement Policy, Superintendent Wiers has the authority to make the purchase.

*Truck #12*

Councilor Venezia asked if truck #12 was scheduled for replacement and if so, to what level should the vehicle be maintained. Superintendent Wiers explained the vehicle is used throughout the year and replacement is intended but not yet scheduled.

*Mailboxes*

Supervisor Bean asked if the Highway Department had a written policy for replacing mailboxes damaged by snow plowing. There is not a written policy. Superintendent Wiers explained if a plow does take down a mailbox, it will be replaced by the Highway Department. If, however, a mailbox comes down due to poor condition the Highway Department will not replace it.

*Computer*

There has been discussion of replacing the computer in Superintendent Wiers’ office with one from the Town Hall. The Town Hall computer was purchased in 2006 and has Windows XP as its operating system.

**RESOLUTION 22-2015**

**Purchase of Computers**

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

PASSED	AYES – 3	Bean, Ireland, Venezia
	NAYS – 0	
	Absent – 2	Fesko, Hanlon

Resolved the Town Clerk is authorized to purchase one computer for the Highway Superintendents office and one computer for the Town Clerk’s office. Total cost not to exceed \$1,800.

*MultiModal Grants*

The application requirements for MultiModal grant funding have changed. The changes were unknown to Superintendent Wiers prior to the recent application submission. The new grant regulations allow for no work to be started until the grant is approved.

Supervisor Bean explained the Town intended to make repairs to the Church Road bridge and seek funding from MultiModal. Under the new grant regulations and the Department of Environmental Conservation (“DEC”) regulations, the work could not be completed during 2015.

Superintendent Wiers applied for the required DEC work permit in November 2014. He has yet to receive a response. Councilor Fesko suggested narrowing the driving lane to a single lane for the bridge.

**CODE OFFICER’S REPORT**

Mr. Tanner’s reported on the following activity for February/March 2015:

- Building Permits
  - 2856 Becker Road – renovations
  - 2963 Sawmill Road – pole barn
  
- Fire Inspections
  - Vernak Farms Country Store– no violations
  
- Updates:
  - Ling Wang – Court Date Monday, March 16, 2015
  - Three known collapses due to the snow load: the house at 66 Spafford Landing Road; a barn on Nunnery Road, and one of the cow barns at Fesko Farms.
  - Code Officer’s required training for 2015 will require 1-2 days per month and a six day session in the fall.
  - Mr. Tanner is certified to respond to FEMA disasters in NYS. Supervisor Bean has signed the required form releasing Mr. Tanner to respond if called.

TOWN CLERK’S REPORT

A motion to accept the Town Clerk’s Cash Report for February 2015 was made by Councilor Fesko, seconded by Councilor Venezia. The motion PASSED. AYES – 4, NAYS – 0.

TOWN SUPERVISOR’S REPORT

The Town Supervisor’s Monthly Report for February 2015 was read by Accountant Thomas Chartrand and filed.

RESOLUTION 23-2015

**Budget Transfer**

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

AYES – 4	Bean, Fesko, Hanlon, Venezia
NAYS – 0	
Absent – 1	Ireland

Resolved the following General Fund Budget Transfer is authorized:

FROM:	A599	Surplus, 2014 Demolition & Clean up	\$12,600.00
			<u>\$12,600.00</u>
TO:	A8175.4	Clearing Vacant Lots, Contractual	\$12,600.00
			<u>\$12,600.00</u>

A motion to accept the Town Supervisor’s February 2015 Report as submitted was made by Councilor Fesko, seconded by Councilor Venezia. The motion PASSED. AYES – 4, NAYS – 0.

ANNUAL FINANCIAL REPORT

A motion was made by Supervisor Bean, seconded by Councilor Hanlon authorizing the Town Clerk to publish notice of filing of the Town of Spafford Annual Financial Report for 2014. The motion PASSED. AYES – 4, NAYS – 0.

RESOLUTION 24-2015

**February 2015 Bank Reconciliation**

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

AYES – 4	Bean, Fesko, Hanlon, Venezia
NAYS – 0	
Absent – 1	Ireland

Resolved to find a positive audit of the February 2015 bank statement as presented by Mr. Chartrand.

2014 TOWN SUPERVISOR’S RECORDS

The 2014 Town Supervisor’s Records are submitted for Town Board review.

HIGHWAY ADVISORY COMMITTEE

Highway Advisory Committee member Kathy Adams presented and read a letter to the Town Board. A copy of the letter will be kept on file in the Town Clerk’s office. Councilor Venezia asked for Mrs. Adams opinion on what the Town should address next. Mrs. Adams recommended determining the

optimum salt/sand ratio for each of the Town’s roads. Councilor Hanlon suggested the Town consider a seven year plan for the Highway Department instead of the five year plan to ease the tax burden.

**ETHICS COMMITTEE REPORT**

Supervisor Bean presented the February 23, 2015 Ethics Committee report to the Town Board. A copy of the report will be kept on file in the Town Clerk’s office. Supervisor Bean noted the summary of the report:

- The Code of Ethics needs to be rewritten.
- The Town Board needs to ensure the Procurement Policies are strictly followed to avoid the appearance of impropriety.

Members of the Ethics Committee were in attendance; Supervisor Bean asked if they would draft a revision of the Code of Ethics. The Ethics Committee accepted the charge.

**RESOLUTION 26-2015**

**Transfer Station Manager**

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

PASSED	AYES – 4	Bean, Fesko, Hanlon, Venezia
	NAYS – 0	
	Absent – 1	Ireland

Resolved to appoint Carl Wiers as Transfer Station Manager until January 15, 2015 with an annual salary of \$3,500.

**2015 MOWING CONTRACT BIDS**

Two bids were received for the 2015 Mowing Contract:

- Fingerlakes Landscape & Design, LLC. ....\$39,500 mowing  
\$ 3,200 for spring clean up
- R&L Mowing.....\$5,200 mowing and clean up combined

**RESOLUTION 27-2015**

**2015 Mowing Contract**

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

PASSED	AYES – 4	Bean, Fesko, Hanlon, Venezia
	NAYS – 0	
	Absent – 1	Ireland

Resolved to award the 2015 Mowing Contract, including the spring clean up to R&L Mowing for \$5,200.

**RESOLUTION 28-2015**

**Otisco Valley Cemetery**

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

PASSED	AYES – 4	Bean, Fesko, Hanlon, Venezia
	NAYS – 0	
	Absent – 1	Ireland

Resolved R&L Mowing is permitted to exclude Otisco Valley Cemetery from the mowing specifications requirements when conditions prohibit access to the site.

FUTURE NEWSLETTERS

Supervisor Bean reported the rough schedule for Town newsletters is quarterly: January, April, July and October. Deadline for submissions for the April newsletter is mid-April.

CEMETERIES

*Cold Brook Valley Cemetery*

- The shed at Cold Brook Valley Cemetery previously declared surplus equipment and offered for sale has collapsed from the weight of the snow.
- The cemetery needs a plot map. Mr. Joseph Phillips, a local surveyor, has provided an estimate of cost at \$5,000.

*Consolidation*

Borodino Cemetery and Spafford Cemetery are both in need of a Caretaker. Supervisor Bean contacted NYS Cemetery Association for information and advice:

- Maintain all cemetery records in one location, ideally the Town Hall.
- Create the position of Cemetery Superintendent to manage activities at all the cemeteries.
- Establish a moderate fee schedule to better provide for the cost of maintaining and operating the cemeteries. Such fees could include an internment fee, a monument installation fee as well as the fee for opening and closing of a grave.

FACEBOOK

The suggestion for the Town of Spafford to establish and maintain a presence on Facebook has been tabled pending additional research.

COURT FINANCIAL AUDIT

Councilor Fesko reported the final report will be available for the April Town Board meeting.

HIGHWAY DEPARTMENT SHARED SERVICES

The Onondaga County Town Supervisor’s Association will be meeting with the Onondaga County Finance Office to discuss the reflection of Highway Department Shared Services as a portion of 2016 Town budgets. Supervisor Bean anticipates a need to log the number of hours personnel and equipment are loaned to other towns as well as when the Town of Spafford receives such loans.

*Town Attorney Scott Chatfield arrived at 8:30 p.m.*

RESOLUTION 28-2015

**S.E.Q.R. Resolution in the Matter of the Purchase of a New Ten Wheel Dump Truck**

WHEREAS, the Town Board of the Town of Spafford has reviewed the Short Form EAF in connection with said purchase

NOW THEREFORE, on a motion by Supervisor Bean, seconded by Councilor Fesko, the Town Board hereby determines, based upon said review that the proposed purchase of a Ten Wheel Dump Truck and appurtenances will not have a significant adverse environmental impact and that this resolution shall constitute a negative declaration for purposes of 6 NYCRR pt 617.

PASSED	AYES – 4	Bean, Fesko, Hanlon, Venezia
	NAYS – 0	
	Absent – 1	Ireland

RESOLUTION 29-2015

**Authorizing the Issuance of \$225,000 Serial Bonds for Purchase of a Ten Wheel Dump Truck**

WHEREAS, all interested persons had due notice of said meeting, and pursuant to Section 94 of the Public Officers Law (Public Meeting Law), said meeting was open to the general public and due and proper notice of the time and place thereof was duly given as required by law; and

WHEREAS, the Town Board by previous resolution has determined that the proposed purchase is an unlisted action which will not have a significant adverse environmental impact and has therefore issued a negative declaration pursuant to 6 NYCRR pt 617 *et seq*; and

WHEREAS, the following motion was offered by Supervisor Bean who moved its adoption, and was seconded by Councilor Venezia, to wit:

BE IT RESOLVED AND ORDERED by the Spafford Board as follows:

- Section 1. For the specific object or purpose of paying part of the cost of purchase of a Ten Wheel Dump Truck for the Town, including original furnishings, equipment and apparatus required in connection therewith, there are hereby authorized to be issued \$225,000.00 serial bonds of said Town pursuant to the provisions of the Local Finance Law.
- Section 2. It is hereby determined that the plan for the financing of the aforesaid specific object or purpose shall consist of the payment of \$80,000.00 of current funds and the issuance of the \$225,000.00 serial bonds of said Town authorized to be issued pursuant to this bond resolution. Further details concerning said bonds will be prescribed in a further resolution or resolutions of this Board.
- Section 3. It is hereby determined that the period of probable usefulness of the aforesaid specific object or purpose is fifteen years, pursuant to subdivision 28 of paragraph "a" of Section 11.00 of the Local Finance Law. It is hereby further determined that the maximum maturity of the serial bonds herein authorized will not exceed fifteen years.
- Section 4. Subject to the provisions of the Local Finance Law, the power to authorize the issuance of and to sell bond anticipation notes in anticipation of the issuance and sale of the serial bonds herein authorized, including renewals of such note, is hereby delegated to the Supervisor of the Town, chief fiscal officer. Such notes shall be of such terms, form and contents, and shall be sold in such manner, as may be prescribed by said Supervisor, consistent with the provisions of the Local Finance Law.
- Section 5. The faith and credit of the Town of Spafford, Onondaga County, State of New York, are hereby irrevocably pledged for the payment of the principal of and interest on such bonds as the same respectively become due and payable. An annual appropriation shall be made in each year sufficient to pay the principal of and interest on such bonds becoming due and payable in such year. There shall annually be levied on all the taxable real property of said Town, a tax sufficient to pay the principal of and interest on such bonds as the same become due and payable.
- Section 6. The anticipated expenditure of \$80,000.00 from
- Section 7. Pursuant to Local Finance Law Section 81 the validity of such bonds and bond anticipation notes may be contested only if:
  - 1) Such obligations are authorized for an object or purpose for which said Town is not authorized to expend money; or
  - 2) The provisions of law which should be complied with at the date of publication of this resolution are not substantially complied with, and an action, suit or proceeding contesting such validity is commenced within twenty days after the date of such publication; or

3) Such obligations are authorized in violation of the provisions of the Constitution.  
The resolution was PASSED

AYES – 3	Bean, Fesko, Venezia
NAYS – 1	Hanlon
Absent – 1	Ireland

**RESOLUTION 30-2015**

**Purchase of a New Ten Wheel Dump Truck**

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

AYES – 3	Bean, Fesko, Venezia
NAYS – 1	Hanlon
Absent – 1	Ireland

Resolved to purchase a Ten Wheel Dump Truck for the Town, including original furnishings, equipment and apparatus required in connection therewith. Further resolved the Town Clerk is hereby authorized to prepare a letter of intent or Purchase Order as may be required for herein described purchase.

**REMAINING AGENDA ITEMS**

Supervisor Bean made a motion to schedule a Town Board meeting for Thursday, March 26, 2015 at 7 p.m. to discuss the remaining agenda items:

- Long term plan for Highway Garage
- Facilities & Energy Committee/Senator DeFrancisco Grant
- Highway Summer work under 284 Agreement

Councilor Venezia requested no additional items be added to the agenda. A second to the motion for the March 26, 2015 meeting was made by Councilor Fesko. The motion PASSED. AYES – 4, NAYS – 0.

**EXECUTIVE SESSION**

A motion to enter Executive Session at 9:55 p.m. for discussion of matters leading to the discipline of a particular employee was made by Supervisor Bean, seconded by Councilor Venezia. The motion PASSED. AYES – 4, NAYS – 0.

A motion to exit Executive Session at 10:50 p.m. was made by Councilor Fesko, seconded by Councilor Hanlon. The motion PASSED. AYES – 4, NAYS – 0.

**ADJOURNMENT**

A motion to adjourn the meeting at 10:50 p.m. was made by Councilor Fesko, seconded by Councilor Hanlon. The motion was carried unanimously.

Respectfully submitted by,

Next meeting to be held  
Thursday, March 26, 2015 @ 7 p.m.  
@ Spafford Town Hall

Lisa M. Valletta  
Town Clerk  
Town of Spafford