

**TOWN BOARD MEETING
& ORGANIZATIONAL MEETING**

January 12, 2012

The Town Board of the Town of Spafford assembled at the Spafford Town Hall, 1984 Route 174, Skaneateles, New York with Supervisor Webb Stevens presiding and the following Board members present: Councilor Chris Fesko, Councilor Jeff Ireland, and Councilor Louis Hanlon. Councilor Ken Lieberman was absent.

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

ORGANIZATIONAL AGENDA

- ~ Audit Town Clerk's books for previous year
- ~ Audit Justice books for previous year
- ~ Continue to follow current policies: Procurement; Investment; Equal Opportunity Employment; Sexual Harassment; and Internet Usage.
- ~ Location, day, and time of Town Board meetings (Spafford Town Hall, 2nd Thursday each month, 7 p.m. (unless otherwise noted and published)
- ~ Designate Official Town Newspaper as Skaneateles Press; Town Board authorization needed to advertise additionally in the Skaneateles & Tully Pennysaver.
- ~ Appoint Town Attorney – Hiscock & Barclay
- ~ 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. – Councilor Ken Lieberman
- ~ 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. Partners Trust Bank as the initial repository of collected moneys from the Town Justice. Key Bank as the initial repository of collected moneys from the Tax Collector.
- ~ Authorize Supervisor to invest idle funds into interest bearing accounts at Alliance Bank of Cortland
- ~ Salaries for:
 - Supervisor: \$ 8,000
 - Councilmen: \$ 5,800 (4 @ \$1,450.00 each)
 - Justice: \$ 4,500
 - Justice Clerk: \$ 3,000
 - Town Clerk: \$15,300
 - Deputy Town Clerk: \$ 3,160
 - Tax Collector: \$ 3,000
 - Assessor: \$25,500
 - Highway Superintendent: \$49,470
 - Code Enforcement Officer \$20,000
 - Codes Enforcement Clerk: \$ 6,242
 - Zoning Board Clerk: \$ 12.25/hr
 - Transfer Station Attendant: \$ 11.75/hr
 - Custodian: \$ 2,040
 - Dog Control Officer: \$ 1,400
 - Website Clerk \$ 1,000

TOWN BOARD MEETING & ORGANIZATIONAL MEETING

January 12, 2012

- ~ Pay scale for Highway employees \$18.00/hour for full-time employees *per union agreement*
- ~ Highway employees to contribute 3% of health insurance premium. *per union agreement*
- ~ Allow Town Supervisor to purchase postage as needed for Town correspondence, payment of invoices, and postage for the Town Tax Collector

- ~ Town Supervisor to pay Town telephone and electric bills as received, and in advance of claim.
- ~ Town Supervisor to pay Health insurance bills as received, and in advance of claim.

- ~ Annual appointments:
 - Building/Codes Department Clerk – Kimberly Read
 - Dog Control Officer – William Burns
 - Town Historian – Barbara Shoemaker
 - Chair of Zoning Board of Appeals – Kathryn Adams
 - Zoning Board of Appeals secretary – Kimberly Read
 - Chair of Sub Division/Planning Board – Les Morton
 - Planning Board secretary – Kimberly Read
 - Chair of Ethics Committee: Councilmember – Jeff Ireland
 - Ethics Committee – Matthew O'Brien & Joyce Larrison
 - Court Clerk – Amanda Whitten
 - Code Enforcement Officer – Kim Fairchild
 - Caretakers for Borodino Cemetery and Spafford Cemetery
Borodino – Gordon Ireland Spafford – Merrill Clark
(pay not to exceed \$300 per year)
 - Town Hall custodian – Kimberly Read

- ~ Appoint Zoning Board of Appeals member *term thru Jan. 15, 2017* - Douglas Taylor
- ~ Appoint Sub Division/Planning Board member *term thru Jan. 15, 2017* – Chad Marsh
- ~ Designate polling places District #1 (Spafford Town Hall) & District #2 (Spafford Town Hall)

MARRIAGE OFFICER

A motion to set the Marriage Officer term of office as one year was made by Councilor Fesko, seconded by Councilor Hanlon. The motion PASSED. AYES – 4, NAYS – 0.

- ~ Appoint Marriage Officer – Kimberly Read
- ~ Purchase of heating oil, crushed stone, salt, gasoline, diesel fuel, tires and asphalt emulsion under county cooperative bid. Also use of NYS contracts where appropriate.
- ~ Allow Highway Superintendent to purchase small tools up to a cost of \$500.00.
- ~ Mileage rate for Town Employees, (\$0.55), pay lunch cost for employees while attending meetings
- ~ Town Board authorization prior to attendance for reimbursement for additional classes, meetings, seminars, etc. within a specified radius.
- ~ Pay members of Planning Board and Zoning Board of Appeals \$25.00 per person, per meeting attended.
- ~ Pay Board of Assessment Review members \$40.00 per person per day attended.
- ~ Retirement System standard as a 6 hour workday
- ~ Set returned check fee at \$20.00 per check.

**TOWN BOARD MEETING
& ORGANIZATIONAL MEETING**

January 12, 2012

RESOLUTION 1-2012

Organizational Agenda

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

AYES – 3	Stevens, Fesko, Hanlon
NAYS – 1	Ireland

HIGHWAY SUPERINTENDENT’S REPORT

- A new camera is requested for use of the Highway Superintendent; he would take photos of road conditions, drainage problems, wash-outs, etc. Approximate cost would be \$300.00.
- Highway Superintendent Wiers would like to task the Highway employees with painting the interior of the Highway garage during the idle times of this unusual winter season. The cost of the paint is \$100.00 per five-gallon pail; 50 – 60 gallons of paint would be needed.

There was a recommendation from a town resident to use “block fill” prior to painting the interior of the Highway garage.

A motion to authorize the purchase of an amount not to exceed 25 gallons of “block fill” and paint to paint the interior of the Highway garage was made by Councilor Ireland, seconded by Councilor Fesko. The motion PASSED. AYES – 4, NAYS – 0.

A motion to authorize the purchase of a digital camera for the Highway Superintenden was made by Councilor Ireland, seconded by Councilor Fesko. The motion PASSED. AYES – 4, NAYS – 0.

A motion to accept the Highway Report was made by Councilor Fesko, seconded by Councilor Ireland. The motion PASSED. AYES – 4, NAYS – 0.

MINUTES

A motion to accept the minutes of the December 8, 2011 Town Board meeting as submitted was made by Councilor Fesko, seconded by Councilor Ireland. The motion PASSED. AYES – 4, NAYS – 0.

RESOLUTION 2-2012

Audit of Claims

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

AYES – 4	Stevens, Ireland, Fesko, Hanlon
NAYS – 0	

Resolved approve payment of the bills General Fund and Highway Fund bills on Abstract #1, (audited abstract totals to be included in February 2012 minutes).

ABSTRACT #12– DECEMBER 8, 2011

Audited bills for Abstract #12 were as follows:

General Fund	vouchers 378 – 419	\$21,694.44
Highway Fund	vouchers 194 – 201	\$ 7,402.88

TOWN SUPERVISOR’S MONTHLY REPORT & STATEMENT

Town Supervisor’s Monthly Report and Statement of Receipts and Payments for December 2011 was read by Accountant Thomas Chartrand and filed.

**TOWN BOARD MEETING
& ORGANIZATIONAL MEETING**

January 12, 2012

A motion to accept the Town Supervisor's Monthly Reports & Statement as presented was made by Councilor Ireland seconded by Councilor Fesko. The motion PASSED. AYES – 4, NAYS – 0.

TAX COLLECTOR'S REPOSITORY

Key Bank will set up a pledged securities agreement; the necessary forms will be submitted to the Town Supervisor for signature. A motion authorizing Supervisor Stevens to sign the pledged securities agreement with Key Bank was made by Councilor Fesko, seconded by Councilor Ireland. The motion PASSED. AYES – 4, NAYS – 0.

RESOLUTION 3-2012

December 2011 Bank Reconciliations

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

AYES – 4	Stevens, Ireland, Fesko, Hanlon
NAYS – 0	

Resolved to find a positive audit of the December 2011 bank statement as presented by Mr. Chartrand.

TOWN CLERK'S REPORT

Town Clerk's Report and Statement of Receipts and Payments for December 2011 was read. A motion to accept the Report as presented was made by Councilor Fesko, seconded by Councilor Ireland. The motion PASSED. AYES – 4, NAYS – 0.

CODE ENFORCEMENT OFFICER TRAINING

Code Enforcement Officer Kim Fairchild requested the Town of Spafford pay 50% of the cost of the NYS training required annually for Code Enforcement Officers; the Town of Scott will pay the other 50%. A motion to pay 50% of the cost of the annual NYS training for Code Enforcement Officers on behalf of Mr. Fairchild was made by Councilor Fesko, seconded by Councilor Ireland. The motion PASSED. AYES- 4, NAYS – 0.

LAND USE TRAINING

A motion was made by Councilor Ireland, seconded by Councilor Fesko authorizing Code Enforcement Officer Kim Fairchild to conduct in-house land use training for the Planning Board and the Zoning Board of Appeals (ZBA). The motion PASSED. AYES – 4, NAYS – 0.

CODE ENFORCEMENT OFFICER'S REPORT

Code Enforcement Officer's Report for December 2011 was read.

- Four building permits were issued.
- One Certificates of Occupancy/Compliance was issued.
- Two complaints were received.
- Six cases were in front of the Zoning Board of Appeals.
- One case was presented to the Planning Board.
- Three violations were referred to court.
- All fire safety inspections have been completed for 2011.
- There were no fires reported in Spafford in 2011.

Councilor Hanlon voiced his concerns over listing the names of complainants.

**TOWN BOARD MEETING
& ORGANIZATIONAL MEETING**

January 12, 2012

A motion to accept the Code Enforcement Officer's report was made by Councilor Fesko, seconded by Councilor Ireland. The motion PASSED. AYES – 3, Stevens, Ireland, Fesko; NAYS – 1, Hanlon.

BONGIOVANNI ASSESSMENT

A settlement has been reached regarding the assessment of the Bongiovanni property on Pine Bluff Road. The original assessment was \$460,000; the Bongiovanni's were seeking a value of \$300,000; the settlement will freeze the assessed value for the property at \$400,000 until 2013. A motion to accept the Bongiovanni assessment settlement was made by Councilor Ireland, seconded by Councilor Fesko. The motion PASSED. AYES – 4, NAYS – 0.

SPCA

A contract has been proposed by the SPCA to provide services to the Town of Spafford for an annual fee of \$152. The fee is based on the population of the Town. Past records show four complaints being reported to the SPCA, no SPCA action was taken on the complaints. The contract states the SPCA will respond to complaints reported by the municipality. There was a request from the audience to name an official as contact for the public to file complaints to be forwarded to the SPCA. There was a discussion of the Dog Control Officer serving as the official contact, as well as various other Town officers.

RESOLUTION 4-2012

SPCA Contract

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

Resolved Supervisor Stevens is authorized to accept the SPCA contract with an annual fee of \$152.

RESOLUTION 5-2012

Marty & Messé Assessment Settlements

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

Resolved to reimburse tax overpayments based on the assessment settlements for the Marty property and the Messé properties.

SPAFFORD LANDING ROAD CULVERT

The Spafford Landing Road culvert project is complete yet there is a potential hazard from water seeping through the head wall. LakeCountry Construction and Contour, the contractors for the culvert project, submitted a proposal to address the seepage.

A neighbor to the culvert project, Mr. Kyle Hobart, is dissatisfied with the effect of the project on his property. The contractor took photos of the area before starting work on the project. There was a discussion of responsibility for any repairs to the area; whether it is the contractor's burden or the Town's.

A motion to authorize Supervisor Stevens to negotiate with Mr. Hobart, and to include LakeCountry Construction and Contour to the negotiations, was made by Councilor Ireland, seconded by Councilor Fesko. The motion PASSED. AYES – 4, NAYS – 0.

The proposal for seepage correction from LakeCountry Construction and Contour was tabled until after negotiations with Mr. Hobart have been completed.

**TOWN BOARD MEETING
& ORGANIZATIONAL MEETING**

January 12, 2012

PUBLIC COMMENTS

Hydro-fracking

Supervisor Stevens reported Town Attorney Germain & Germain is working on an extension for the existing moratorium on hydro-fracking. The Town of Spafford has met the criteria to extend the moratorium an additional six months. Decisions from the lawsuits in Middlefield and Dryden are still pending; once they've been decided, the Town of Spafford will know if a ban is practical.

There were many comments from the audience supporting a ban on hydro-fracking. Many commented on their concerns for the Otisco Lake and Skaneateles Lake watersheds. The Town Board was encouraged to take as much action as possible as quickly as possible. The question was raised – will the Town Board permit the Town Attorney to review the moratorium prepared by David Slottje? The Board agreed to the review by the Town Attorney.

The Town Board assured the audience the moratorium extension would be brought to the public in a timely fashion – allowing time for proper preparation and to allow minimal overlap with the existing moratorium.

EXECUTIVE SESSION

Supervisor Stevens explained the Board needed to enter executive session to discuss job performance of an appointee and requested the public depart. Code Enforcement Officer Kim Fairchild, ZBA Chair Chris White, ZBA members Kathy Adams and H. John Marshall, and Town Clerk Lisa Valletta were asked to remain for the executive session.

A motion to enter executive session to discuss job performance was made at 9:18 p.m. by Councilor Ireland, seconded by Councilor Fesko. The motion PASSED. AYES – 4, NAYS – 0.

A motion to exit executive session at 10:10 p.m. was made by Councilor Ireland, seconded by Councilor Fesko. The motion PASSED. AYES – 4, NAYS – 0.

ADJOURNMENT

A motion to adjourn the meeting at 10:15 p.m. was made by Councilor Fesko, seconded by Councilor Ireland. The motion was carried unanimously.

Respectfully submitted by,

Next meeting to be held
Thursday, February 9, 2012 @ 7 p.m.
@ Spafford Town Hall

Lisa M. Valletta
Town Clerk
Town of Spafford