



Agenda for Organizational Meeting January 3, 2017 – 7:30 P.M.

Regular meeting immediately following

Call to Order
Pledge of Allegiance
Roll Call

1. Announce oaths and official undertakings are in place.
2. Set 1st and 3rd Tuesdays of each month at 7:30 pm as the date and time of regular Town Board meetings. Set 1st, 3rd and 4th Tuesdays of each month at 7:00 pm as Town Board work sessions as needed.
3. Appoint Attorneys for Town Board, and Joint Zoning Board and Planning Board. Agreement with Costello, Cooney & Fearon has already been approved.
 1. Kevin Gilligan - Town Board Attorney
 2. Nadine Bell – Joint Zoning Board and Planning Board Attorney
4. Designate official newspaper of 2017 – Eagle Newspapers (*The Messenger*) and *The Post Standard* as necessary.
5. Designate M & T Bank, Baldwinsville, Solvay Bank, Solvay and MBIA as the depositories for all general and special accounts and authorize the Supervisor or Deputy Supervisor to make all deposits and withdrawals and sign checks on checking accounts.
6. Approve M & T Bank, Baldwinsville, as the depository for the funds of the Town Clerk, Justices and Receiver of Taxes.
7. Authorize the Town Clerk to make deposits in the Receiver of Taxes account.
8. Authorize the Parks & Recreation Dept. to make deposits in the General account.
9. Authorize the Town Clerk to make deposits in the General account.

10. Establish petty cash funds as follows:

- a. Town Clerk, \$425.00 (\$125.00, plus \$100.00 in each of 3 cash boxes)
- b. Justices, \$200.00
- c. Parks & Recreation, \$75.00
- d. Parks & Recreation Refunds, \$100.00
- e. Pool, \$150.00, seasonal
- f. Concessions, \$150.00, seasonal

11. Set mileage reimbursement rate at \$.535 cents for use of personal vehicles for official business. Further, the rate shall stay concurrent with IRS rate throughout the year.

12. Reaffirm Town's investment policy.

13. Direct that fees for building, zoning and planning permits and developer's fees be collected by the Town Clerk's office and turn over to the Supervisor for deposit.

14. Approve Schedule of Fees for 2017 for building permits, filing fees, legal and engineering deposits and town clerk fees.

15. Town Clerk names Deputies – Rebecca Murray, Melissa MacConaghy and Rosemary Johnson.

16. Supervisor names Marilyn Breakey as Town Historian, Marie Giannone as Confidential Secretary to Supervisor and Greg Maxwell as Budget Officer.

17. Appointment of Mark Budosh to the Joint Zoning/Planning Board with term to expire 12/31/23.

18. Appointment of Anthony Geiss as chairman of the Joint Zoning/Planning Board with term to expire 12/31/17.

19. Appointment of Greg Maxwell as Comptroller and Budget and Accounting Officer for 4 (four) year term expiring 12/31/2020.

20. Appointment by Supervisor of Patricia Dickman as Deputy Supervisor.

21. Appointment of Robert Paxton to Board of Assessment Review, term to expire 9/30/21.

22. Appointment of Douglas Jean to Board of Assessment Review, term to expire 9/30/22.

23. Appointment of Howard Tupper to represent the Town on the Canton Woods Board of Directors.

24. Appointment of Melissa Mariano (Town of Camillus Dog Control Office) as Dog Control Officer.

25. Appointment of Jason Hoy as Town Engineer.

26. Appointment of Anthony Geiss as Town representative to OCRRA Board.

27. Approve payroll rates and dates for 2017 per budget for elected, nonaffiliated and appointed personnel and name individuals to those positions:

Supervisor	\$30,000.00, annual	
Town Board	\$8,090.00 each, annual	
Justice	\$33,565.00 each, annual	
Town Clerk	\$62,283.00, annual	Lynn Precourt
Deputy Town Clerk	\$22.96/hr.	Rebecca Murray
Deputy Town Clerk (pt time)	\$14.20/hr. (100 hrs).	Meslissa MacConaghy
Highway Supt.	\$60,000.00, annual	Douglas Foster
Assessor	\$75,663.00, annual	Theresa Golden
Deputy Supervisor	\$1,961.00, annual	
Board of Assessment Review	\$200.00, each, annual	listing attached
Joint Zoning/Planning Board Chairman	\$4,487.00, annual	Anthony Geiss
Joint Zoning/Planning Board Members	\$2,961.00, each,	listing attached
Historian	\$1,600.00, annual	Marilyn Breakey
PT Confidential Secretary to Supervisor	\$14.75/hour	Marie Giannone
Comptroller/Budget Accounting Officer	\$16,920.00, annual	Greg Maxwell
Assessor Clerk	\$10.60/hour	On call/maxim \$500
Court Security – Sheriff Deputies -	\$66.24 each for first two (2) hours, thereafter \$33.12 for every full or partial hour over two (2) hours.	
Buildings & Grounds seasonal staff:		
Two returning employees	\$10.00/hour	
	\$10.25/hour	
Dog Control Office	By intermunicipal contract	Melissa Mariano
Town Engineer	\$93,163	Jason Hoy
Code Enforcement Officer	\$33.46/hr.	Dave Pringle
Parks Director	\$28.85/hr.	Cathy Perkins

28. Approve seasonal personnel job roster and rates for Parks & Recreation Department per attached sheets. Union and affiliated personnel payroll rates per respective agreements.

29. Board Committees:

Public Safety: Howard Tupper, Chairperson
Patricia Dickman
Darcie Lesniak

Parks & Recreation
And Facilities: Rick Zaccaria, Chairperson
Pat Dickman
Claude Sykes

Erie Canal Committee:	Ronald Dudzinski, Chairperson Howard Tupper
Personnel:	Patricia Dickman, Chairperson Mary Frances Sabin Howard Tupper
Highway:	Claude Sykes, Chairperson Ronald Dudzinski Rick Zaccaria
Planning & Zoning:	Ron Dudzinski, Chairperson Mary Frances Sabin Howard Tupper
Cable TV:	Mary Frances Sabin, Chairperson Darcie Lesniak
Ethics:	Lynn McCormick, Chairperson Bradley Benton Loren Michels
Insurance:	Patricia Dickman, Chairperson Lynn McCormick Claude Sykes
Economic Development:	Mary Frances Sabin, Chairperson Patricia Dickman Darcie Lesniak

30. Reaffirm Town Procurement Policy (Chapter 50 Town Code) as revised in 2011.
31. Blanket approval for memberships and dues for professional, county and state associations for elected officials and department heads.
32. Set standard work day for retirement system purposes at seven (7) hours per day for IUOE members and non-represented hourly employees.
33. Move July 4, 2017 meeting date to July 5, 2017.
34. Move November 7, 2017 (Election Day) to Wednesday, November 8, 2017.

35. Work hours for non-represented employees shall be 8:30 a.m. to 4:00 p.m. with a one (1) hour lunch period, one-half of which is unpaid and one-half is paid.

Adjourn to Regular Town Board meeting, January 3, 2017, immediately following this meeting.