

Organizational Meeting of the Town Board of the Town of Van Buren, held on January 2, 2018 at 7:00 pm at the Van Buren Town Hall, 7557 Van Buren Road, Baldwinsville, New York.

Mr. Rick Zaccaria	Councilor
Ms. Darcie Lesniak	Councilor
Mr. Howard Tupper	Councilor
Mr. Ronald Dudzinski	Councilor
Ms. Mary Frances Sabin	Councilor
Mr. Claude Sykes	Supervisor

Absent: Ms. Patricia Dickman, Councilor

Mr. Kevin Gilligan	Town Attorney
Ms. Jason Hoy	Town Engineer
Mr. Doug Foster	Highway Superintendent
Mrs. Lyn Pinto	Historian
Ms. Lynn Precourt	Town Clerk

Mr. Sykes announced all oaths and official undertakings are in place.

001-18-000 MOTION BY Ms. Sabin, seconded by Mr. Dudzinski, to approve blanket undertaking bond covering all Town employees as required by Section 25 of the Town Law; and it is further RESOLVED, that Town Justices are specifically covered under said Blanket Undertaking, as required by Public Officers Law Section 11 (2).

Mr. Zaccaria – Yes, Ms. Lesniak – Yes, Mr. Tupper – Yes, Mr. Dudzinski – Yes, Ms. Sabin – Yes, Mr. Sykes – Yes

All Ayes – Motion Carried & Adopted

002-18-000 MOTION BY Mr. Tupper, seconded by Ms. Lesniak, to set 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of each month at 7:00 pm as the date and time of regular Town Board meetings. Set 1<sup>st</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Tuesdays of each month at 6:30 pm as Town Board work sessions as needed.

Mr. Zaccaria – Yes, Ms. Lesniak – Yes, Mr. Tupper – Yes, Mr. Dudzinski – Yes, Ms. Sabin – Yes, Mr. Sykes – Yes

All Ayes – Motion Carried & Adopted

003-18-002 MOTION BY Mr. Zaccaria, seconded by Ms. Sabin, to appoint Attorneys for Town Board, Planning Board and Zoning Board of Appeals. Agreement with Costello, Cooney & Fearon has already been approved.

Organizational Meeting January 2, 2018

Kevin Gilligan - Town Board Attorney

Nadine Bell – Joint Zoning Board and Planning Board Attorney

Mr. Zaccaria – Yes, Ms. Lesniak – Yes, Mr. Tupper – Yes, Mr. Dudzinski – Yes, Ms. Sabin – Yes, Mr. Sykes – Yes

All Ayes – Motion Carried & Adopted

004-18-000 MOTION BY Mr. Dudzinski, seconded by Ms. Lesniak, to approve the following items:

Designate official newspaper of 2018 – Eagle Newspapers (*The Messenger*) and *The Post Standard* as necessary.

Designate M & T Bank, Baldwinsville, Solvay Bank 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.

Approve M & T Bank, Baldwinsville, as the depository for the funds of the Town Clerk, Justices and Receiver of Taxes.

Authorize the Town Clerk to make deposits in the Receiver of Taxes account.

Authorize the Parks & Recreation Dept. to make deposits in the General account.

Authorize the Town Clerk to make deposits in the General account.

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

Set mileage reimbursement rate at \$.54 cents for use of personal vehicles for official business. Further, the rate shall stay concurrent with IRS rate throughout the year.

Reaffirm Town's investment policy.

Approve Schedule of Fees for 2018 for building permits, filing fees, legal and engineering deposits and park use fees.

Organizational Meeting January 2, 2018

Mr. Zaccaria – Yes, Ms. Lesniak – Yes, Mr. Tupper – Yes, Mr. Dudzinski – Yes, Ms. Sabin – Yes, Mr. Sykes – Yes

All Ayes – Motion Carried & Adopted

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

Mr. Sykes names Lyn Pinto as Town Historian, Marie Giannone as Confidential Secretary to Supervisor and Greg Maxwell as Budget Officer.

005-18-002 MOTION BY Ms. Sabin, seconded by Mr. Dudzinski, to approve the following items and appointments:

Appointment of Roger Roman to the Joint Zoning/Planning Board with term to expire 12/31/24.

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

Appointment of Greg Maxwell as Comptroller and Budget and Accounting Officer for 4 (four) year term expiring 12/31/2021.

Mr. Zaccaria – Yes, Ms. Lesniak – Yes, Mr. Tupper – Yes, Mr. Dudzinski – Yes, Ms. Sabin – Yes, Mr. Sykes – Yes

All Ayes – Motion Carried & Adopted

Appointment by Supervisor of Mary Frances Sabin as Deputy Supervisor.

006-18-000 MOTION BY Mr. Tupper, seconded by Mr. Dudzinski, to approve the following items:

Appointment of Mary Crego to Board of Assessment Review, term to expire 9/30/23.

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

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

Appointment of Jason Hoy as Town Engineer.

Appointment of Anthony Geiss as Town representative to OCRRA Board.

007-18-000 MOTION BY Mr. Zaccaria, seconded by Ms. Sabin, to approve the following salary and employee rosters:

Organizational Meeting January 2, 2018

Approve payroll rates and dates for 2016 per budget for elected, nonaffiliated and appointed personnel and name individuals to those positions:

Supervisor	\$42,000.00, annual	
Town Board	\$8,090.00 each, annual	
Justice	\$34,405.00 each, annual	
Town Clerk	\$63,840.00, annual	Lynn Precourt
Deputy Town Clerk	\$23.53/hr.	Rebecca Murray Deputy
Town Clerk (pt time)	\$14.59/hr. (100 hrs).	Melissa MacConaghy
Highway Supt.	\$61,800.00, annual	Douglas Foster
Assessor	\$77,554.00, 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	Lyn Pinto
PT Confidential Secretary to Supervisor	\$15.12/hour	Marie Giannone
Comptroller/Budget Accounting Officer	\$30,000, annual	Greg Maxwell
Assessor Clerk	\$10.60/hour	Maxim \$500 Security –
Sheriff Deputies - full or partial hour over two (2) hours.	\$67.90 each for first two (2) hours, thereafter \$33.95 for every	
Buildings & Grounds seasonal staff:		
Two returning employees	\$10.50/hour	
	\$10.50hour	
Dog Control Office	By intermunicipal contract	Melissa Mariano
Town Engineer	\$95,493.00	Jason Hoy
Code Enforcement Officer	\$34.30/hr	Dave Pringle
Parks Director	\$29.58/hr	Cathy Perkins

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

Board Committees:

Public Safety: Howard Tupper, Chairperson  
 Patricia Dickman  
 Darcie Lesniak

Parks & Recreation  
 And Facilities: Rick Zaccaria, Chairperson

Organizational Meeting January 2, 2018

Pat Dickman  
Claude Sykes

Erie Canal  
Committee: Ronald Dudzinski, Chairperson  
Howard Tupper

Personnel: Patricia Dickman, Chairperson  
Mary Frances Sabin  
Rick Zaccaria

Highway: Claude Sykes, Chairperson  
Ronald Dudzinski  
Rick Zaccaria

Planning & Zoning: Mary Frances Sabin, Chairperson  
Ronald Dudzinski  
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  
Greg Maxwell

Neighborhood &  
Economic  
Development: Darcie Lesniak, Chairperson  
Patricia Dickman

Organizational Meeting January 2, 2018

Mary Frances Sabin

Reaffirm Town Procurement Policy (Chapter 50 Town Code).

Blanket approval for memberships and dues for professional, county and state associations for elected officials and department heads.

To set the standard workday for retirement purposes at seven (7) hours per day for IUOE members and non-represented hourly employees.

Set bill out rate for Town Engineer for 2018 at \$70.00

Move November 6, 2018 (Election Day) Board Meeting date to Wednesday November 7, 2018.

Appointment of Greg Maxwell as Town Safety Coordinator.

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

Mr. Zaccaria – Yes, Ms. Lesniak – Yes, Mr. Tupper – Yes, Mr. Dudzinski – Yes, Ms. Sabin – Yes, Mr. Sykes – Yes

All Ayes – Motion Carried & Adopted

008-18-000 MOTION BY Mr. Zaccaria, seconded by Mr. Dudzinski, to adjourn to the Regular Town Board Meeting at 7:05 pm.

Mr. Zaccaria – Yes, Ms. Lesniak – Yes, Mr. Tupper – Yes, Mr. Dudzinski – Yes, Ms. Sabin – Yes, Mr. Sykes – Yes

All Ayes – Motion Carried & Adopted

Respectfully submitted,

Lynn Precourt  
Town Clerk

Dated: 1/3/18

Organizational Meeting January 2, 2018