

TOWN OF ELBRIDGE  
ORGANIZATIONAL MEETING  
JANUARY 5<sup>th</sup>, 2011

**ORGANIZATIONAL MEETING:** The Town Board of the Town of Elbridge held an organizational meeting at the Town Municipal Building, 5 Route 31, Jordan, New York. Supervisor Bush called the meeting to order at 7:00 PM and led the Pledge of Allegiance. **PRESENT:** Councilor Bill Kuhn, Councilor Rita Dygert, Councilor Vern Richardson, and Supervisor Ken Bush.

**ALSO PRESENT:** Town Attorney Dirk Oudemool, Town Justice Gale Mitchell, Celeste Karakas, Assessor; Eleanor Cooper, Leo Cooper, Outreach Worker; Dan Leary, Beth Miccio, David Kotchman, Robert Herrmann, Codes Officer, Mark Grasmeyer, Senior Program Coordinator; Doug and Kelly Blumer, Ned Campbell, Eagle Observer; and Debra Stapleton, Town Clerk.

**RESOLUTIONS**

Upon a motion made by Councilor Richardson, seconded by Councilor Dygert the following resolution was:

ADOPTED: 4 AYES Dygert Richardson Kuhn Bush  
0 NAYS

RESOLVED: The Elbridge Town Board appoints Douglas Blumer to position of Councilman for the Town Board, to fill a vacancy. His term expires December 31, 2011.

Resolutions 1-12-11

Upon motion of Councilor Kuhn seconded by Councilor Richardson the following resolutions were:

ADOPTED: 5 AYES Dygert Richardson Kuhn Blumer Bush  
0 NAYS

**Resolved:**

- 1) That the Supervisor be authorized to attend all regular and special meetings of the Onondaga County Supervisor's Association and the New York State Supervisor's and Legislature's Associations meetings with all reasonable and necessary expense to become a proper Town charge.
- 2) That the Town Clerk and Deputy Town Clerk are authorized to attend all regular and special meetings of the Onondaga County and New York State Town Clerk's Association and Tax Collector's Associations and that all reasonable and necessary expense become a proper town charge.
- 3) That the Town Justices be allowed to attend all County and State Magistrates Association Meetings with all necessary expense to become a proper town charge.
- 4) That the Superintendent of Highways be authorized to attend all regular and special meetings of the Onondaga County Highway Superintendents Associations and the New York State Highway Superintendent's Association and that all reasonable and necessary expense become a proper Town charge.
- 5) That the Historian is authorized to attend meetings of the Historical Societies with all reasonable expense to become a proper Town charge.

TOWN OF ELBRIDGE  
ORGANIZATIONAL MEETING  
JANUARY 5<sup>th</sup>, 2011

- 6) That town officials, employees and appointees will be authorized to attend necessary meetings in 2011; attendance at such meetings must be cleared through the Supervisor.
- 7) That all officials and appointees of the town, who use their own vehicles, when the town car is in use, in carrying out their duties on behalf of the town, after submitting their New York State driver's license number and proper required auto insurance coverage for our insurance company, be allowed the current federal rate per mile for the use of their vehicle; the town car must be used whenever possible.
- 8) That the Town offices shall not be closed for any reason except for an emergency or holidays unless approved by the Supervisor and public notice has been posted on our bulletin board.
- 9) That the highway department shall not be closed without notification to the Town Supervisor other than designated holidays and emergencies.
- 10) That the following rules and procedures be adopted in the conduct of the Town Board meeting: call to order, pledge of allegiance, roll call, approve previous month's minutes, pay bills, recognize guests (guests will be allowed five minutes to speak and must address their comments to the supervisor with advance notice of their topic) communications, department reports, unfinished business, new business, committee reports, open discussion (each person allowed five minutes), adjournment.
- 11) That the regular town board meeting night shall be the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of each month at 7:00 P.M. except the Organizational Meeting which will be announced by the town board.
- 12) That a complete inventory of all highway equipment and supplies of any nature, be filed in the town clerk's office and copies be presented to the town board and that all town vehicles and motorized equipment be marked and identified with the words "Town of Elbridge".

Supervisor Bush moved the following appointments for the year 2011, seconded by Councilor Richardson.

Robert G. Herrmann, Jr.	CEO
John Moorehead	Chairman, Zoning Board of Appeals
Timothy Filkins	Chairman, Planning Board
Stephen Schwab	Chairman, Environmental Commission
<hr/>	Chairman, Board of Assessment Review
Meghan Schader	Chairman, Board of Ethics

TOWN OF ELBRIDGE  
 ORGANIZATIONAL MEETING  
 JANUARY 5<sup>th</sup>, 2011

Supervisor Bush named, Councilor Rita Dygert Deputy Supervisor; Wendy Duck, Supervisor's Secretary and John G. Horner, Town Historian, Douglas Milton and Timothy Ganey -Fire Wardens.

That the Town Board Members be given the following committee assignments for the year 2011 as follows:

SUPERVISOR BUSH: Ways & Means, Audit & Control, Budget, Personnel, and Intergovernmental Relations

COUNCILOR RICHARDSON: Highway (Chair), Workplace Safety, Justice, Water, Recreation, and Cable TV.

COUNCILOR DYGERT: Planning and Zoning (chair), Insurance, Senior Citizens, and Business Development

COUNCILOR KUHN: Building & Grounds, Environmental (trash days), Dog Control, Fire Departments, and Highway.

COUNCILOR BLUMER: Assessing, Cemeteries, Public Safety, Historian, and Technology.

The Town Clerk names Danielle Karlik, Deputy Town Clerk/Tax Collector; D. Karen Platten and Eleanor V. Cooper are named Deputy Town Clerks who will work on an as needed basis.

Upon motion of Supervisor Bush, seconded by Councilor Kuhn the following resolution was

ADOPTED: 5 AYES Dygert Richardson Kuhn Blumer Bush  
 0 NAYS

Resolutions 13-11

**Resolved:**

13) That the Town Board hereby affix the annual salaries and wages of the following named Town Officials and Employees for the year 2011 to be paid bi-weekly unless otherwise noted:

Kenneth L. Bush, Jr.	Supervisor	Budget Officer	\$	11,400.00	\$ 557.00
Rita Dygert	Deputy Supervisor			250.00	
Rita Dygert	Town Councilman			5,400.00	
Vern Richardson	Town Councilman			5,400.00	
Bill Kuhn	Town Councilman			5,400.00	
Doug Blumer	Town Councilman			5,400.00	
Dennis Pelmear	Supt. Of Highways			45,305.00	
Debra H. Stapleton	Town Clerk/Tax Col.			35,925.00	
Gale T. Mitchell	Town Justice			10,400.00	
George L. Betts	Town Justice			10,400.00	
Wendy L. Duck	Supervisor's Sec,			34,803.00	
Wendy L. Duck	Budget Officer Assistant			2,387.00	
Danielle Karlik	Deputy Town Clerk/Tax Collector			24,200.00	

TOWN OF ELBRIDGE  
ORGANIZATIONAL MEETING  
JANUARY 5<sup>th</sup>, 2011

D. Karen Platten	Deputy Town Clerk/Tax Collector	18.19 Hourly rate
Eleanor V. Cooper	Deputy Town Clerk/Tax Collector	18.19 Hourly rate
Eleanor V. Cooper	Records Management	13.00 Hourly rate
D. Karen Platten	Records Management Clerk	13.00 Hourly rate
Paige Boratko	On Call Clerk 1	11.00 Hourly rate
Celeste Karakas	Assessor (on contract with Camillus)	20,000.00 & expenses
Thomas E. King	Water Superintendent (Hart Lot)	6,387.00
Robert G. Herrmann	Codes Enforcement Officer	40,330.00
Eleanor V. Cooper	On Call Assessor's Clerk	10.00 Hourly rate
Penny Ceratt	Assessor's Clerk	26,067.00
Joseph Patrick	Recreation Director	15,600.00
Mark Grasmeyer	Senior Citizen Coordinator	13.74 Hourly
Steven Remp	Dog Control Officer	9,031.00 Annually
Marie Bush	Clerk to Justices	26,331.00 Annually
John G. Horner	Town Historian	3,397.00 Annually
Earl Schell	M.E.O./outside crew leader	21.85 Hourly rate
Duane R. Milton	M.E.O./inside crew leader	21.65 Hourly rate
William P. Snyder	M.E.O.	21.35 Hourly rate
Randy Bozeat	M.E.O.	21.35 Hourly rate
Roger Darling	M.E.O.	18.29 Hourly rate
Robert Herrmann, Jr.	M.E.O. as needed	16.47 Hourly rate
Aaron Bouchard	M.E.O. as needed	16.47 Hourly rate
Harold Meaker	M.E.O. as needed	16.47 Hourly rate
John Moorehead	Chairman - Zoning Board	1,100.00 Annually
Paige Boratko	Secretary - Zoning Board & Alternate	1000.00 Annually
	Member - Zoning Board	600.00 Annually
Tim Filkins	Chairperson - Planning Board	1,500.00 Annually
Judy Vollmar	Secretary - Planning Board & Alternate	1,700.00 Annually
	Member - Planning Board	1,000.00 Annually
	Chairperson - Board of Assess. Review	150.00 Annually
	Member - Board of Assessment Review	100.00 Annually
Penelope Ceratt	Secretary - Board of Assessment Review	110.00 Annually
Deborah Blasko	Clerk 1 (Justice Office)	10.15 Hourly
Danielle Karlik	Website Administrator	1,500.00 Annually

Upon motion of Councilor Dygert, seconded by Councilor Richardson the following resolution was

ADOPTED 5 AYES Dygert Richardson Kuhn Blumer Bush  
0 NAYS

Resolution 14-23-11

**Resolved:**

- 14) That The Eagle Observer is the official newspaper of the Town of Elbridge for 2011.

TOWN OF ELBRIDGE  
ORGANIZATIONAL MEETING  
JANUARY 5<sup>th</sup>, 2011

- 15) That the office of Lyons National Bank in Jordan, NY & M&T Bank in Elbridge, NY be designated as the official banks where all Town Officers shall deposit all monies coming into their possession in the year 2011.
- 16) That when legal notices are posted they will be posted at the Town Hall, Jordan and Elbridge Post Offices, Lyons Bank Jordan Office, M&T Bank Elbridge Office.
- 17) That the Supervisor is authorized to purchase postage for the postage meter as needed.
- 18) That legal matters for the Town, during 2011, be referred to Dirk Oudemool, Attorney for legal counsel, for the annual fee of \$16,000 as outlined in a contract on file in the Town Clerk's office.
- 19) That legal Counsel for the Planning Board is referred to Dirk Oudemool, Attorney for the annual fee of \$8000.
- 20) That Legal Counsel for the Zoning Board of Appeals is referred to Scott Chatfield, Attorney for the annual fee of \$5000.
- 21) That the Supervisor is authorized to enter into the annual Update service agreement for the IDS NYCODE and autoBOOK: NYS Bldg code for the Zoning office.
- 22) That the Supervisor is authorized to enter into a "Memorandum of Understanding" with the NYS Dept. of Environmental Conservation in 2011 to protect all fish and aquatic life in the waters of NYS and to minimize the paperwork required for the municipality to complete necessary public works projects.
- 23) That the Supervisor is authorized to enter into the following contracts for 2010:
  - a) HISTORICAL SOCIETY: to provide for free museum service to Town residents (\$3,090).
  - b) VILLAGE OF ELBRIDGE: to help defray costs for the New York State Trooper substation (\$1,000)
  - c) JORDAN VOLUNTEER FIRE DEPT: for ambulance service to the Town residents (\$96,500).
  - d) SENIORS CITIZENS: to provide programs for the elderly (\$2,500)
  - e) VILLAGE OF JORDAN (Bailiff-\$25.00/hr.)
  - f) VETERANS MEMORIAL POOL: (\$12,000.)
  - g) CONTRACT FOR PEACE INC: (\$10,000)
  - h) SEYMOUR LOFFT - RECREATION USE: (\$15,000)

Upon a motion made by Councilor Kuhn, seconded by Councilor Dygert the following resolution was

ADOPTED 5 AYES Dygert Richardson Kuhn Blumer Bush  
0 NAYS

Resolution 24-37-11

**Resolved:**

- 24) That the Town renews its membership in the New York State Association of Towns and Syracuse/Onondaga and New York State Planning Federations for 2011.

TOWN OF ELBRIDGE  
ORGANIZATIONAL MEETING  
JANUARY 5<sup>th</sup>, 2011

- 25) That State and County bid items or an item purchased under contract by previous bidding does not require a signed purchase order.
- 26) That delivery slips be signed by a person authorized by a town Official before submitting a bill for payment of the materials and that the delivery slips be attached to the purchase order.
- 27) That the supervisor is authorized to apply for State Aid and County Aid for 2011/12 recreation programs for the elderly and the youth.
- 28) That the supervisor is authorized to pay 2011 real property taxes to avoid penalty charges.
- 29) That the supervisor is authorized to pay all utility bills and any other bills prior to a Town Board meeting in order for the Town to take advantage of any discounts that might be available.
- 30) That the Superintendent of Highways is authorized to rent or hire machinery or equipment from time to time after comparison pricing for such rental equipment or machinery.
- 31) That the Town enter into an agreement with the Town Highway Superintendent and County Highway Department for the expenditure of \$150,000 (DB5110) for 30.15 miles of roads for general repairs for 2011.
- 32) The Town, when requesting reimbursement of labor, materials and equipment from other municipalities will use the current NYS Labor, Materials and equipment rates for use in damage recovery claims.
- 33) That a \$1.00 fee be charged for the issuance of a second notice to taxpayers who have not paid their taxes by March 15 pursuant to section 97 of the NYS Real Property Tax Law.
- 34) That the Town's Procurement Policy as adopted July 1, 1992 and the Town's Investment Policy as adopted March 6, 1996 shall remain in effect.
- 35) That when the Town Board is seeking applications for employment and no qualified applications are received that the Board waive residency requirements.
- 36) That the Town of Elbridge pursuant to NYS General Municipal Law, Section 36 shall have a fixed asset policy, any item purchased having a dollar value of \$500 or higher will be inventoried and cataloged
- 37) That Town Officers and Department Heads are authorized to make purchases up to and not to exceed \$500 without Supervisor's approval. Two Price quotes are needed to determine best vendor prices for purchases over \$500. The Highway Department officials are authorized to make purchases up to and not to exceed \$1500 without the Supervisor's approval.

**ADOPT MINUTES:** On a motion of Councilor Richardson, seconded by Councilor Dygert the minutes of December 1 and December 28, 2010 were approved. Councilor Blumer abstained.

**COMMUNICATIONS:  
FROM:**

- 1) A letter of resignation from Councilman George L. Betts.
- 2) An invitation from the Jordan Bramley Library Board of Trustees for their annual meeting on January 22<sup>nd</sup>, at noon.

TOWN OF ELBRIDGE  
ORGANIZATIONAL MEETING  
JANUARY 5<sup>th</sup>, 2011

- 3) A renewal application to NYS Liquor Authority from Wildwood Sports Center, Inc.
- 4) Association of Towns-re: 2011 Training School and Annual Meeting held at the Hilton New York Towers February 20-23, 2011 for town officials with dated material to be returned

**REPORTS:**

Assessor: report on file- busy time with applications coming in by March 1<sup>st</sup>. Supervisor said it's been enjoyable having her here this year and appreciates her efforts in the office.

Highway Superintendent: Vern will be chair of the Highway, with Bill as assistant working with Dennis and staff. Report is on file.

Code Enforcement: the annual report is on file and Bob reported an overall better year (than last) regarding construction- cleaned up a lot of violations and old building permits and ready to start new year out right. Working with both villages is going well.

Dog Control: Discussion on Chapter 54

Senior Program Coordinator: Report is on file and 66 people came to the Holiday luncheon- 93 signed up, but the weather was bad. Yesterday was the annual Memorial Service to honor seniors that passed away over the year.

Outreach Worker: Report on file. Leo told of a woman who applied through HEAP and got help with fuel then received her tax bill, which had increased greatly.

Historian: report on file

Recreation Director: report on file

Planning Board: December meeting was cancelled due to weather and caused complications. They held a special meeting December 3<sup>rd</sup> to accommodate an applicant.

**NEW BUSINESS:**

Upon a motion made by Councilor Dygert, seconded by Councilor Richardson the following resolution was

ADOPTED    5    AYES    Dygert    Richardson    Kuhn    Blumer    Bush  
                  0    NAYS

Resolution 38-11

**Resolved:** the Elbridge Town Board resolves to reappoint Timothy Filkins to his position of Planning Board member, his term expires December 31<sup>st</sup>, 2015.

Upon a motion made by Councilor Richardson, seconded by Councilor Dygert the following resolution was

ADOPTED    5    AYES    Dygert    Richardson    Kuhn    Blumer    Bush  
                  0    NAYS

Resolution 39 -11

**Resolved:** the Elbridge Town Board resolves to reappoint John Moorehead to his position of Zoning Board of Appeals member, his term expires December 31<sup>st</sup>, 2015.

TOWN OF ELBRIDGE  
ORGANIZATIONAL MEETING  
JANUARY 5<sup>th</sup>, 2011

Upon a motion made by Councilor Richardson, seconded by Councilor Dygert the following resolution was

ADOPTED 5 AYES Dygert Richardson Kuhn Blumer Bush  
0 NAYS

Resolution 40-11

**Resolved:** The Elbridge Town Board hereby reappoints the individuals below as follows:

Stephen Schwab to the Environmental Commission his term expiring on December 31<sup>st</sup>, 2013.

Donald Duger to the Environmental Commission with his term expiring December 31<sup>st</sup>, 2013.

Christopher Sandstrom to the Environmental Commission with his term expiring December 31<sup>st</sup>, 2013.

David Johnson to the Environmental Commission with his term expiring December 31<sup>st</sup>, 2013.

Upon a motion made by Supervisor Bush, seconded by Councilor Kuhn the following resolution was

ADOPTED 4 AYES Dygert Kuhn Blumer Bush  
0 NAYS  
1 ABSTAINED Richardson

Resolution 41-11

**Resolved:** The Elbridge Town Board hereby affix the wage of the following named town employee, Janette Richardson, as Historian Clerk to be paid bi-weekly at \$9.50 hourly, and as JET scheduler to be paid bi-weekly at \$10.00 hourly.

Upon a motion made by Councilor Dygert, seconded by Supervisor Bush the following resolution was

ADOPTED 5 AYES Dygert Richardson Kuhn Blumer Bush  
0 NAYS

Resolution 42-11

**Resolved:** the Elbridge Town board hereby waives advertising and appoints Daniel Leary to the Town Planning Board to fill a vacancy, the term expires December 31, 2013.

Upon a motion made by Councilor Dygert, seconded by Councilor Richardson the following resolution was

ADOPTED 5 AYES Dygert Richardson Kuhn Blumer Bush  
0 NAYS

TOWN OF ELBRIDGE  
ORGANIZATIONAL MEETING  
JANUARY 5<sup>th</sup>, 2011

Resolution 43-11

Resolved: the Elbridge Town Board hereby waives advertising and appoints Marc Macro to the Zoning Board of Appeals to fill a vacancy, the term expires December 31, 2013.

Upon a motion made by Councilor Kuhn, seconded by Councilor Dygert the following resolution was

ADOPTED 5 AYES Dygert Richardson Kuhn Blumer Bush  
0 NAYS

Resolution 44-11

Resolved: The Elbridge Town Board resolves to authorize the Supervisor to sign the contract with the Finger Lakes SPCA.

Upon a motion made by Councilor Kuhn, seconded by Councilor Dygert the following resolution was

ADOPTED 5 AYES Dygert Richardson Kuhn Blumer Bush  
0 NAYS

Resolution 45-11

Resolved: The Elbridge Town board resolves to amend Chapter 54, Dog Control Law by changing 54.3 2 D to "is on owner's property" and 54.21 to "is under voice command".

-

Upon a motion made by Councilor Kuhn, seconded by Councilor Dygert the following resolution was

ADOPTED 5 AYES Dygert Richardson Kuhn Blumer Bush  
1 NAYS

Resolution 46-11

Resolved: The Elbridge Town Board resolves to authorize the Supervisor to sign contract with Donna's Cleaning Service once contract has been drawn up by Counsel.

Upon a motion made by Councilor Kuhn, seconded by Councilor Richardson the following resolution was

ADOPTED 5 AYES Dygert Richardson Kuhn Blumer Bush  
0 NAYS

Resolution 47-11

Resolved: The Elbridge Town Board resolves to express sincere appreciation to George L. Betts for his many years of service to the Town of Elbridge as Councilman/Deputy Supervisor from 1/1/04-12/31/10.

TOWN OF ELBRIDGE  
ORGANIZATIONAL MEETING  
JANUARY 5<sup>th</sup>, 2011

**COMMITTEE REPORTS:**

Councilor Dygert: Attorney Oudemool and I have met with some business owners re: the rezoning and planning on a work session after the meeting on the 27<sup>th</sup>.

Councilor Richardson: enjoyed working with Celeste in Assessing over the past year- will be taking on water districts with George's help.

Councilor Kuhn: the architect has been hired- he'll start work immediately and sent him pictures of all the ice build up.

Councilor Blumer: looking forward to working with the Assessor.

Supervisor Bush: we'll now be meeting on the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays of the month. The Zoning Board of Appeals will meet on the third Wednesday. Tomorrow at 9 will be meeting with Travis Glazier from the County re: issues and discussion on plowing county roads. It's already being looked at in Cayuga County and being done in Ulster Co. The Association of Towns is coming up in February. Would like to welcome Dan Leary to the Planning Board, as it's a very important board in this town.

**MONTHLY REPORTS ON FILE:** Code Enforcement, Historian, Assessing, Outreach Worker, Recreation, Highway Superintendent, and Senior Program Coordinator.

**AUDIENCE PARTICIPATION:** Leo Cooper commented he'd heard, at least in Cayuga County, they want towns to take over county roads in summer, as well as winter.

**ADJOURNMENT:** On a motion of Councilor Kuhn, seconded by Councilor Richardson, the meeting was adjourned at 8:05 PM. UC

Respectfully submitted,

Debra H. Stapleton  
Town Clerk