

TOWN OF ELBRIDGE
ORGANIZATIONAL MEETING
JANUARY 7, 2009

ORGANIZATIONAL MEETING: The Town Board of the Town of Elbridge held an organizational meeting at 7:00 PM at the Town Municipal Building, Route 31, Jordan, New York. Supervisor Bush called the meeting to order at 7:00 PM and Debra Stapleton led the Pledge of Allegiance.

PRESENT: Supervisor Ken Bush, Jr., Councilor Betts, Councilor Ralston, Councilor Dygert, and Councilor Richardson.

ALSO PRESENT: Floyd Godfrey, Thomas McGuire, Dan Conroy, Doug Blumer, Dirk Oudemool, Town Attorney; Danielle Karlik, Deputy Town Clerk; Robert Herrmann, Code Enforcement Officer; and Debra Stapleton, Town Clerk. John G. Horner, Town Historian entered at 7:08 PM.

RESOLUTIONS

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

ADOPTED: 5 AYES Betts Ralston Dygert Richardson 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.
- 6) That town officials, employees and appointees will be authorized to attend necessary meetings in 2009; 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 to 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.

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- 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 first and third Wednesday 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 2009, seconded by Councilor Ralston.

Robert G. Herrmann, Jr.	CEO
John Moorehead	Chairman, Zoning Board of Appeals Chairman, Planning Board
Stephen Schwab	Chairman, Environmental Commission
William J. Sheldon	Chairman, Board of Assessment Review
Meghan Schader	Chairman, Board of Ethics

VOTE: 5 AYES Betts Ralston Dygert Richardson Bush
 0 NAYS

Supervisor Bush named, Councilor George Betts Deputy Supervisor; Wendy Duck, Supervisor's Secretary and John G. Horner, Town Historian, Douglas Milton and Gordie Franz -Fire Wardens.

That the Town Board Members be given the following committee assignments for the year 2009 as follows:

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

COUNCILOR BETTS: Special Districts (Water, Fire, Lighting), Highway (Chair), Public Safety and Historical Properties (including cemeteries)

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

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COUNCILOR RALSTON: Building & Grounds (chair), Environmental (trash days), Assessing Office, Technology (chair) and Planning & Zoning
COUNCILOR RICHARDSON: Highway, Dog Control, Recreational, Work Place Safety, Justice Office, Cable TV and Buildings & Grounds

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 Councilor Richardson, seconded by Councilor Dygert the following resolution was

ADOPTED: 5 AYES Betts Ralston Dygert Richardson Bush
0 NAYS

Resolved:

13) That the Town Board hereby affix the annual salaries and wages of the following named Town Officials and Employees for the year 2009 to be paid bi-weekly unless otherwise noted:

Kenneth L. Bush, Jr.	Supervisor	Budget Officer	\$ 11,200.00	\$ 546.00
George Betts	Deputy Supervisor		250.00	
George Betts	Town Councilman		5,200.00	
Rita Dygert	Town Councilman		5,200.00	
Bruce Ralston	Town Councilman		5,200.00	
Vern Richardson	Town Councilman		5,200.00	
Dennis Pelmeear	Supt. Of Highways		43,681.00	
Debra H. Stapleton	Town Clerk/Tax Col.		34,485.00	
Patricia DeRue	Town Justice		10,200.00	
Gale T. Mitchell	Town Justice		10,200.00	
Wendy L. Duck	Supervisor's Sec,		35,906.00	
Wendy L. Duck	Budget Officer Assistant		2,513.00	
Danielle Karlik	Deputy Town Clerk/Tax Collector		22,990.00	
D. Karen Platten	Deputy Town Clerk/Tax Collector		17.48	Hourly rate
Eleanor V. Cooper	Deputy Town Clerk/Tax Collector		17.48	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		10.61	Hourly rate
Lawrence E. Fitts	Assessor (includes revaluation)		18,357.00	
Thomas E. King	Water Superintendent (Hart Lot)		6,200.00	
Robert G. Herrmann	Codes Enforcement Officer		36,844.00	
Penny Ceratt	Highway Superintendent Secretary		2,481.00	
Penny Ceratt	Assessor's Clerk		22,339.00	
Joseph Patrick	Recreation Director		15,000.00	
Mark Grasmeyer	Sr Citizen Coord.		13.27	Hourly
Steven Remp	Dog Control Officer		6,753.00	Annually
Peggy Remp	Asst. Dog Control Officer		1,970.00	Annually

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Marie Bush	Clerk to Justices	25,080.00 Annually
John G. Horner	Town Historian	3,281.00 Annually
Earl Schell	M.E.O./outside crew leader	20.82 Hourly rate
Earl Schell	Dep. Highway Supt.	20.82 Hourly rate
Duane R. Milton	M.E.O./inside crew leader	20.62 Hourly rate
William P. Snyder	M.E.O.	20.32 Hourly rate
Randy Bozeat	M.E.O.	20.32 Hourly rate
Roger Darling	M.E.O.	15.68 Hourly rate
Harold Meaker	M.E.O. as needed	15.68 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
	Chairperson - Planning Board	1,500.00 Annually
Elizabeth Foster	Secretary - Planning Board & Alternate	1,600.00 Annually
	Member - Planning Board	1,000.00 Annually
William Sheldon	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
Elaine McMahon	Clerk 1 (Justice Office)	15.00 Hourly
Danielle Karlik	Website Administrator	500.00 Annually

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

ADOPTED 5 AYES Betts Ralston Dygert Richardson Bush
0 NAYS

Resolved:

- 14) That The Advocate is the official newspaper of the Town of Elbridge for 2009.
- 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 2009.
- 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 2009, 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.

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- 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 2009 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 2009:
 - a) HISTORICAL SOCIETY: to provide for free museum service to Town residents (\$3,000).
 - 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 (\$78,500).
 - d) SENIORS CITIZENS: to provide programs for the elderly (\$2,500)
 - e) FIRE DISTRICT #1 & #2: (\$128,169 each)
 - f) VILLAGE OF JORDAN (Bailiff-\$15.00/hr.)
 - g) VETERANS MEMORIAL POOL: (\$12,000.)
 - h) CONTRACT FOR PEACE INC: (\$10,000)
 - j) SEYMOUR LOFFT - RECREATION USE: (\$10,000)

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

ADOPTED 5 AYES Betts Ralston Dygert Richardson Bush
0 NAYS

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 2009.
- 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 2009/10 recreation programs for the elderly and the youth.
- 28) That the supervisor is authorized to pay 2009 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.

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- 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 \$155,000 (DB5110) for 30.15 miles of roads for general repairs for 2009.
- 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 Betts, seconded by Councilor Richardson the minutes of December 29, 2008 were approved. UC

COMMUNICATIONS:

FROM:

- 1) Association of Towns-re: 2009 Training School and Annual Meeting held at the Hilton New York Towers February 15-18, 2009 for town officials with dated material to be returned.
- 2) Onondaga County Health Department-re: Renewal invoice for food permits.
- 3) BMK Services – re: Audit Engagement Letter for 2009.
- 4) Letter of intent to renew liquor license for Jack's Reef Port of Call, Inc.
- 5) Letter of intent to renew liquor license for Wildwood Sports Center.
- 6) Miller Engineers re: Doug Miller's presentation at the Association of Towns on Feb.16, on Subdivision and Site Plan process.

GUEST: John G. Horner, Historian, read his annual report and thanked the Town Board for his continuation, as he enjoys it very much.

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REPORTS:

Superintendent of Highways: Report is on file.

Code Enforcement Officer: Bob submitted a monthly report and an annual report. He has been working on a list of properties that will need fire/safety inspections and scheduling is in progress.

Planning Board:

Dog Control Officer: waiting for reports

Assessor: report on file

Outreach: Councilor Dygert reported for Leo that he's had many HEAP applications. Also, requests and questions have been coming in regarding insurance for retirees in the new year.

Recreation: Basketball in full swing.

Senior Program Coordinator: Report is on file

NEW BUSINESS:

Upon a motion made by Councilor Ralston, seconded by Councilor Betts the following resolution was

ADOPTED 5 AYES Betts Ralston Dygert Richardson Bush
 0 NAYS

Resolved: that the Town Board hereby reappoints James Young to the Environmental Commission with his term expiring on December 31, 2011.

Upon a motion made by Councilor Ralston, seconded by Councilor Betts the following resolution was

ADOPTED 5 AYES Betts Ralston Dygert Richardson Bush
 0 NAYS

Resolved: that the Town Board reappoint Michael Froid to the Environmental Commission with his term expiring December 31, 2011.

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

ADOPTED 5 AYES Betts Ralston Dygert Richardson Bush
 0 NAYS

Resolved: that the Town Board reappoint Floyd Duger to the Environmental Commission with his term expiring December 31, 2011.

Upon a motion made by Councilor Betts, seconded by Councilor Ralston the following resolution was

ADOPTED 4 AYES Betts Ralston Dygert Bush
 0 NAYS
 1 ABSTAIN Richardson

Resolved: the Town Board hereby affix the wage of the following named town employee, Janette Richardson, as Historian Clerk to be paid bi-weekly at \$9.18 hourly rate.

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Upon a motion made by Councilor Betts, seconded by Councilor Ralston the following resolution was

ADOPTED 5 AYES Betts Ralston Dygert Richardson Bush
0 NAYS

Resolved: the Town Board resolves to advertise for letters of interest from town residents to be a member of the Zoning Board of Appeals.

The advertisement will run two weeks in the Shopping Guide, and one week in The Advocate, and have inquiries in by Tuesday, January 27th.

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

ADOPTED 5 AYES Betts Ralston Dygert Richardson Bush
0 NAYS

Resolved: the Town Board authorizes the Highway Superintendent and Deputy Highway Superintendent to utilize their town issued vehicles for clearing their driveways for personal convenience and as part of their remuneration package.

After the motion was made and seconded, Mr. Tom McGuire and Mr. Dan Conroy interrupted the meeting. Mr. McGuire said NYS Law states you can't unless your office is at your house according to municipal law. Dan Conroy asked if this was part of their salary or benefit package, and asked it be noted he objected. This outburst was out of order, and the Supervisor informed Mr. McGuire and Mr. Conroy there would be time for audience participation, as stated in the agenda.

The Town Board resumed brief discussion of the issue and it was mentioned this has been a long-term policy with regard to the previous Highway Superintendent, James Manley, having plowed his residence for the entirety of his term as Highway Superintendent.

The motion was brought to a vote and carried unanimously.

COMMITTEE REPORTS:

Councilor Dygert: the Advisory Committee met before tonight's meeting to review revised chapter 30, and will meet before the Planning board meeting next week to further review.

Councilor Richardson: Justice Jcap grant furniture has been ordered and will have to be stored until put in place.

Councilor Ralston: has some reprints of proposal ideas for the addition with some modifications. TMD Consultant came out today to look over software and server.

Councilor Betts: nothing to report

Supervisor Bush: encourages members to go to the Association of Towns, as it's very informative.

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MONTHLY REPORTS ON FILE: Recreation, Supervisor, Town Clerk, Highway Superintendent, Code Enforcement Officer, Senior Program Coordinator, and Assessing.

AUDIENCE PARTICIPATION:

Tom McGuire of Towpath East first wanted to address the resolution where the Highway Superintendent and Deputy Superintendent are allowed to take home town issued vehicles to plow their driveways. Also, he asked if the Supervisor had a chance to speak with board members regarding getting help with plowing Towpath East. Because it's a county owned property, it's not the town's responsibility, but the county doesn't want to help. He said the town should step up to help alleviate this problem, and the highway superintendent came and thought there was a workable solution. Dan Conroy spoke up and said there are six taxpayers down there and they deserve to get plowed out and receive some services. Tom has come before the board several times over the years trying to get the town to help. Councilor Betts said he found it ironic the county would sell it for a dollar knowing how much money the town would have to invest to make it a workable road. Councilor Richardson said he would also look into it.

Dan Conroy commented on the new sidewalk at the front entrance and is disappointed in the job that was done.

Floyd Godfrey of Sunview Drive asked if the new water district was moving forward. It's been well over the 60 days beyond the hearing date, and he feels it should move forward. They've done everything legally required by law, and the engineer was paid for work done. There is a chance of a community development grant, but even if it were submitted now, how long would it take for the work to be done? For the future of the town, and other water districts it needs to go through.

ADJOURNMENT: On a motion of Councilor Ralston, seconded by Councilor Richardson the Supervisor declared the meeting adjourned at 8:12 P.M.

Respectfully submitted,

Debra H. Stapleton
Town Clerk