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 1st and 3rd Tuesdays of each month at 7:00 pm as the date and time of regular Town Board meetings. Set 1st, 3rd and 4th 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. Zaccria, 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.

 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.

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:

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. RebeccaMurray Deputy Town Clerk (pt time) $14.59/hr. (100 hrs). Meslissa 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 - $67.90 each for first two (2) hours, thereafter $33.95 for every full or partial hour over two (2) hours.

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

 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

 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