

An organizational Lysander Town Board meeting of the year 2012 was held at 7:00 p.m. on January 3, 2013, at the Lysander Town Building, 8220 Loop Road, Baldwinsville, New York.

MEMBERS PRESENT: John A. Salisbury, Supervisor
Arthur C. Levy, Councilor
Andrew O. Reeves, Councilor
Melinda J. Shimer, Councilor
Russ W. Johnson, Councilor

MEMBERS ABSENT: None

OTHERS ATTENDING: Anthony P. Rivizzigno, Town Attorney; David Rahrle, Town Comptroller; Eugene Dinsmore, Highway Superintendent; Ann Smiley, Parks and Recreation Director; Fred Allen and Hugh Kimball, members of the Planning Board; Frank Costanzo, member of the Zoning Board of Appeals; Elaine McMahon, Deputy Town Clerk; Lisa Dell, Town Clerk, Pac-B and several residents.

The meeting was called to order by Supervisor Salisbury and the Pledge of Allegiance was recited.

NEW BUSINESS:

SWEARING IN CEREMONY: Russ W. Johnson, Town Councilor
Eugene F. Dinsmore, Highway Superintendent

SUPERVISOR'S COMMENTS:

TOWN BOARD MEETING DECORUM

Supervisor Salisbury reminded the audience again of the following: (Previously stated in the April 2012 regular Town Board meeting.)

Cameras in the room must remain stationary in the back of the room or on the side as PAC 98 does. There will be no walking around with the cameras because that would block someone's view and most of this is directed to the disturbances that have occurred within a meeting that are distracting both to the Board and to the audience. The Board has recognized these distractions and he has received complaints from the audience about such distractions that include laughing and walking around the room talking to people. This is very disruptive and rude. If someone must carry on a conversation you should exit the building. If it is that important of a message you should go outside to relay it so the person you are speaking with will be able to hear it. Pac 98 TV also picks up snide remarks that have been made during the meetings as they film the meetings. Adherence to these rules is appreciated so as to have more orderly Town Board meetings.

APPOINTMENTS

SUPERVISOR'S COMMITTEES

Finance & Personnel: Responsible for matters involving budget & appropriations, tax collection, insurance, employee actions & relations, and others matters deemed appropriate by the Supervisor.

Departments reporting: Assessor, Comptroller

Committee Members: Chair David Rahrle, Ann Smiley, Melinda Shimer, John Salisbury

Government Affairs: Responsible for matters involving internal governmental affairs and internal consolidation of services, special districts, town fees, and others matters deemed appropriate by the Supervisor.

Departments reporting: Town Clerk, Planning & Zoning

Committee Members: Chair Lisa Dell, Elizabeth Nardelli, Russ Johnson

Highway, Parks & Recreation: Responsible for matters involving Highway, Town Engineer, and Parks & Recreation, and others matters deemed appropriate by the Supervisor.

Departments reporting: Highway, Parks & Recreation, Town Engineer

Committee Members: Chair Al Yager, Gene Dinsmore, Andy Reeves, Art Levy, Ann Smiley

Safety, Building & Grounds: Responsible for matters involving physical building and services, Justice, Codes, internal safety and security, dog control, abandoned buildings and other matters deemed appropriate by the Supervisor.

Departments reporting: Town Clerk, Planning and Codes, Building Maintenance

Committee Members: Chair Ronald Patchett, Al Yager, Karen Rice

Consumer Affairs: Responsible for matters involving Senior Citizen Center, cable television franchise, information and technology/web site, and other matters deemed appropriate by the Supervisor.

Departments reporting: Town Engineer, Comptroller, Parks & Recreation

Committee Members: Chair Tony Burkinshaw, Art Levy, Al Yager

Fire & Public Safety: Local fire protection

Committee members: Fred Allen, Melinda Shimer, Russ Johnson

Municipal Agreements, Consolidation, Collective Bargaining, Real Property Transactions

Committee members: John Salisbury, Andy Reeves, Town Attorney

**1. OTHER APPOINTMENTS FOR ONE-YEAR TERM EXPIRING
DECEMBER 31, 2013:**

A. BY SUPERVISOR, John A. Salisbury

Melinda Shimer, Deputy Supervisor
Bonnie Kisselstein, Historian
David J. Rahrle, Budget Officer
Julie Nicolini, Secretary to the Supervisor
Art Levy, Representative to Canton Woods Senior Center Board of Directors

B. BY TOWN CLERK, Lisa Dell:

Elaine McMahon, Deputy Town Clerk, full time, full benefits
Terrie L. Massaro, Deputy Town Clerk, part time, no benefits

C. BY HIGHWAY SUPERINTENDENT, Eugene Dinsmore:

Full time, full benefits
Jonathan Butler, MEO
Bruce R. Cook, MEO
John Gilbert, MEO
Albert J. Markham, MEO
David Power, MEO
Steven J. Power, MEO
John A. Lathrop, MEO
Dan Parrish, MEO
Richard W. Schader, MEO

Full time/Seasonal, full benefits (November 15 – April 15)
Robert Lathrop, Laborer

Part time/Seasonal
Charles E. Claver, Laborer
Jason Hahn, Laborer
James Lee, Laborer
Anthony P. McEwen, Laborer
Harvey R. Weller, Laborer

George Timmins, Laborer

TOWN BOARD APPOINTMENTS

RES. #1/2013 Motion by Shimer, Second by Reeves

RESOLVED that the following appointments be made for 2013:

1. Parks & Recreation Dept., one-year appt., term exp. 12/31/13
 - A. Full Time: Robert Lathrop, Labor Crew Leader, full benefits (April 16- November 14)
 - B. Seasonal p/t: Mary Lathrop, Laborer
Bill Brotherton, Park Attendant
Walt Virginia, Park Attendant
John Dunham, Park Attendant
James Lee, Part Time Laborer
2. Full time, with full benefits, one-year appt. except as otherwise noted

Karen A. Rice: Clerk to Planning Board (These three positions constitute one full time
Clerk to Zoning Board of Appeals position with full
Clerk I to Codes Enforcement Officer) benefits for Karen Rice.)
Cindy Halstead, Assessment Clerk/Typist I, Assessor's Office
Owen Densk, Codes Enforcement Officer
Ann M. Smiley, Recreation Director
Anthony Burkinshaw, Senior Recreation Leader
Sheila Bohemier, Data Collector and Real Property Appraiser
Allen J. Yager, Town Engineer, 2 year term to expire 12/31/14
3. Other Annual Appointments

Lisa Dell, Records Management Officer
4. Part time, maximum 20 hours per week

Nancy Mott, Account Clerk
Katherine Kisselstein, Clerk to Assessor
Cindy Rahrle, Secy. to Highway Superintendent
Brandy Litterbrant, Maintenance
5. Part time, maximum 25 hours per week

Dan Boccoardo, Dog Control Officer
Richard Billings, Dog Control Officer
Ronald E. Patchett, Dog Control Clerk
Patricia Maguire, Clerk to Town Justice
Sandra Grants-Nieva, Clerk to Town Justice
Edward Barlow, Bingo Inspector
Charles McAuliffe, Water Meter Reader
Karen A. Rice, Clerk to Zoning Ad Hoc Committee
6. Part Time as needed

Elizabeth Nardelli, Deputy Receiver of Taxes
Ronald E. Patchett, Zoning Clerk
Michael Stock, Sexton, Chase Cemetery
8. Planning Board Member, one 7 year term, one 6 year term:

William Lester, 7year term to expire 12/31/19
James Hickey, 6 year term to expire 12/31/18
9. Zoning Board of Appeals Member, 5-year term:

Christopher Patrick, 5-year term to expire 12/31/17
10. Chairpersons of Boards/Commissions:
 - a. Zoning Board of Appeals: Lawrence M. Ordway
 - b. Parks & Recreation Commission: Robert Ellis
 - c. Planning Board: Frederick Allen

11. Appointments to positions with NO additional compensation:

Assessor for Dog Damage to Domestic Animals: Ronald Patchett
 Cemetery Administrator: Lisa Dell
 Handicapped Parking Permits Administrator: Lisa Dell
 Records Access Officer (F.O.I.L): Ann Smiley
 F.O.I.L. Appeals Officer: John A. Salisbury

VOTE:

Supervisor Salisbury	Aye	Councilor Levy	Aye	Councilor Shimer	Aye
Councilor Reeves	Aye	Councilor Johnson	Aye		

All Ayes, motion carried and adopted.

A motion was made by Councilor Johnson to amend the appointment of the Records Access Officer to Lisa Dell and there was no second. Motion died.

SALARIES AND HOURLY RATES FOR 2013:

RES. #2/2013 Motion by Reeves, Second by Shimer

RESOLVED that the rates of pay for 2013 be set as follows:

A. <u>HOURLY RATES:</u>	<u>PER HOUR</u>	+	<u>STIPEND</u>
Katherine Kisselstein	\$14.55		
Elizabeth Nardelli, Deputy Rec. of Taxes	\$16.08		
Sandra Grants-Nieva, Clerk to Town Justice	\$15.55		\$ 150.00
Patricia McGuire, Clerk to Town Justice	\$15.55		
Dan Boccardo, Dog Control Officer	\$16.25		
Richard Billings, Dog Control Officer	\$15.00		
Ronald Patchett, Dog Control Clerk	\$14.60		
Mary Lathrop, Laborer/Park	\$12.60		
Michael Stock, Sexton	\$13.58		
David Power, MEO	\$20.50		\$ 300.00
Albert J. Markham, MEO	\$20.50		\$1,400.00
Bruce R. Cook, MEO	\$20.50		\$1,400.00
Steven J. Power, MEO	\$20.50		\$1,400.00
Richard W. Schader, MEO	\$20.50		\$1,050.00
John Gilbert, MEO	\$20.50		\$ 300.00
Charles E. Claver, Laborer	\$14.54		
Jonathan Butler, MEO	\$20.50		\$ 300.00
John Lathrop, MEO	\$20.50		\$ 300.00
Robert Lathrop, Labor Crew Leader, Laborer	\$17.09		
Philip Massara, Jr., Laborer	\$14.54		
Anthony P. McEwen, Laborer	\$14.54		
Bill Brotherton, Laborer	\$14.54		
Danny D. Parrish, MEO	\$20.50		
Jason Hahn, Laborer	\$14.54		
Harvey R. Weller, Laborer	\$14.54		
James Lee, Laborer	\$14.54		
George Timmins, Laborer	\$14.54		
Assessment Board of Review Members	\$16.00		
Assessment Board of Review Chairperson	\$19.00		
Nancy Mott, Account Clerk	\$15.55		
Cindy Rahrle, Secy. to Hwy. Supt.	\$15.55		
Brandy Litterbrant, Janitor	\$12.60		
Bill Brotherton, Park Attendant	\$ 9.50		
Walt Virginia, Park Attendant	\$ 9.50		
John Dunham, Park Attendant	\$ 9.25		
Terrie L. Massaro, Deputy Town Clerk	\$15.55		

B. PER MEETING (OR EVENT) RATES: **PER MEETING**

Edward Barlow, Bingo Inspector	\$30.00 per inspection
Michael Stock, Sexton	\$25.00 per burial
" " "	\$725.00 burial off-season (Nov.15-April 1)
" " "	\$725.00 burial - weekends

" " "	\$100.00 burial of ashes
Planning Board members	\$ 50.00 per meeting
Zoning Board of Appeals members	\$ 50.00 per meeting
Charles McAuliffe, Water Meter Reader	\$ 2.00 per meter per qtr. for reading
" " "	\$ 12.85 per hr. for extra services requested
Karen Rice, Clerk to ZBA, Planning, Ad Hoc	\$ 100.00 per meeting
Catherine Thompson, Clerk to Public Safety Comm.	\$ 50.00 per meeting

C. SALARIES:

	<u>PER YEAR</u>	<u>STIPEND</u>
Allen Yager, Town Engineer (40 hrs. per wk)	\$ 90,000.00 (term to expire 12/31/14)	
Bonnie Kisselstein, Historian	\$ 850.00	
Chairman of Planning Board	\$ 4,600.00	
Chairman of the Zoning Board	\$ 2,000.00	
John A. Salisbury, Supervisor	\$52,955.00	
Arthur C. Levy, Councilor	\$10,005.00	
Andrew O. Reeves, Councilor	\$10,005.00	
Melinda J. Shimer, Councilor	\$10,005.00	
Russell Johnson, Councilor	\$10,005.00	
David J. Rahrle, Comptroller (40 hrs. per wk)	\$72,858.00 (term to expire 12/31/13)	\$ 1050.00
Charles J. Mantione, Jr., Justice	\$26,567.00	
William Patrick Mullin, Justice	\$26,567.00	
Sheila Bohemier, Data Collector and Real Property Appraiser	\$21,174.00 \$14,116.00	\$ 500.00
Lisa Dell, Town Clerk	\$43,232.00	
Elaine McMahon, Deputy Town Clerk	\$35,326.00	\$500.00
Eugene Dinsmore, Highway Superintendent	\$55,677.00	
Ann M. Smiley, Recreation Director	\$51,233.00	\$1050.00
Karen A. Rice, Clerk to Planning Board	\$14,444.00	
Clerk to Zoning Board of Appeals	\$ 3,610.00	
Clerk I, Codes Enforcement	\$18,054.00	\$1,050.00
Owen Densk, Codes Enf. Officer	\$49,686.00	\$ 750.00
Julie Nicolini, Secretary to Town Supr.	\$25,289.00	
Anthony Burkinshaw, Sr. Recreation Leader	\$35,818.00	\$ 300.00
Julie Nicolini, Administrative Aide, Assessor	\$10,838.00	\$ 500.00
Cindy Halstead, Clerk to Assessor	\$21,174.00	
Typist I	\$14,116.00	

D. PARKS AND RECREATION DEPARTMENT RATES:

POSITION	STARTING RATE
Basketball Supervisor	\$ 7.50
Park Attendant	\$ 9.00
Day Camp Specialty	\$ 7.50
Day Camp Group Counselors	\$ 7.50
Day Camp Lifeguard	\$ 7.50
Assistant Day Camp Director/Senior Staff	\$ 9.00
Extended Day Camp Supervisor	\$ 9.00
Aquatics Supervisor	\$10.00
Day Camp Director	\$13.00

Increases of \$.25 will be granted per hour, annually, for returning employees

VOTE:

Supervisor Salisbury	Aye	Councilor Levy	Aye	Councilor Shimer	Aye
Councilor Reeves	Aye	Councilor Johnson	Aye		

All Ayes, motion carried and adopted.

BANKING, OFFICIAL BANKS

RES. #3/2013 Motion by Levy, Second by Reeves

RESOLVED that the following Department Heads be authorized to deposit in their names as head of the respective department, all moneys collected which are due to the Supervisor for the year 2013 beginning January 1, 2013, and are instructed to pay all such moneys to the Supervisor not later than the 15th day of each month following receipt thereof; and be it further

RESOLVED that the following banks be designated as the OFFICIAL BANKS for said department heads:

January 3, 2013 Organizational meeting

1. Elizabeth Nardelli, Deputy Receiver of Taxes: Alliance Bank, Baldwinsville branch
2. Owen J. Densk, Codes Enforcement Officer: M & T Bank, Baldwinsville branch
3. Lisa Dell, Town Clerk: Alliance Bank, Baldwinsville branch
4. Ann M. Smiley, Recreation Director: Alliance Bank, Baldwinsville branch
M & T Bank (Concert Series Partnership)
5. John A. Salisbury, Supervisor/David Rahrle, Comptroller, M & T Bank, Baldwinsville branch, and Alliance Bank of Syracuse, Baldwinsville branch and NYCLASS MBIA

The Comptroller is authorized to deposit the moneys of the various accounts with the bank that is paying the best rate of interest at the time of deposit.

6. Wm. Patrick Mullin, Justice and Charles J. Mantione Jr., Justice M&T Bank, Baldwinsville.

VOTE:

Supervisor Salisbury	Aye	Councilor Levy	Aye	Councilor Shimer	Aye
Councilor Reeves	Aye	Councilor Johnson	Aye		

All Ayes, motion carried and adopted.

SIGNATORS

RES. #4/2013 Motion by Levy, Second by Reeves

RESOLVED that John A. Salisbury, Supervisor, Melinda Shimer, Deputy Supervisor, be designated as authorized signers on the Town's checking and savings account.

VOTE:

Supervisor Salisbury	Aye	Councilor Levy	Aye	Councilor Shimer	Aye
Councilor Reeves	Aye	Councilor Johnson	Aye		

All Ayes, motion carried and adopted.

FEES

RES. #5/2013 Motion by Johnson, Second by Shimer

E. **GENERAL CHARGES:**

RESOLVED to change the Hauler's License Fee from \$25.00 to \$250.00 per year, effective 1/1/2013.

1. Hauler's License \$250.00 per year (\$25.00 previously)

RESOLVED when the Town Engineer works on Special Districts or plan reviews chargeable to developer escrow accounts the rate for such work shall be at \$70.00 per hour.

VOTE:

Supervisor Salisbury	Aye	Councilor Levy	Aye	Councilor Shimer	Aye
Councilor Reeves	Aye	Councilor Johnson	Aye		

All Ayes, motion carried and adopted.

RES. #6/2013 Motion by _____, Second by _____

F. **PLANNING BOARD AND ZONING BOARD OF APPEALS CHARGES:**

RESOLVED to require a \$250 escrow deposit from minor subdivision applicants to cover engineering review costs.

G. **PARK FEES:**

VOTE:

Supervisor Salisbury Aye Councilor Levy Aye Councilor Shimer Aye
Councilor Reeves Aye Councilor Johnson Aye

All Ayes, motion carried and adopted.

RES. #7/2013

RESOLVED to set the fees for use of the Community Room at the Lysander Town Park.

COMMUNITY ROOM

- Weekend Fee - \$80 (maximum 8 hours) plus security deposit (see below)
- Weekday Fee - (Mon – Fri) - \$70.00 (maximum 8 hours) plus security deposit (see below)
- 2 hr. block minimum weekday, 4 hr. block minimum weekends - \$10/hr. for each hour, plus security deposit (see below)
- Security Deposit - \$100 refundable (if left in order). No security deposit if a B'ville not for profit.

MISCELLANEOUS

- Administrative Fee per program: 8.00 for multiple day class, \$5.00 for single day class

VOTE:

Supervisor Salisbury Aye Councilor Levy Aye Councilor Shimer Aye
Councilor Reeves Aye Councilor Johnson Aye

All Ayes, motion carried and adopted.

PETTY CASH FUNDS

RES. #8/2013 Motion by Johnson, Second by Reeves

RESOLVED that the PETTY CASH FUNDS established for the following persons be approved and that the totals remaining in the funds from 2012 become the petty cash funds for 2013 as follows:

Elizabeth Nardelli, Deputy Receiver of Taxes	\$400.00
Lisa Dell, Town Clerk	\$200.00
Sandra Grants-Nieva, Clerk to Justice	\$100.00
Patricia Maguire, Justice	\$100.00
Ann Smiley, Recreation Director	\$200.00 9/1 – 4/30
	\$400.00 5/1 – 8/31

VOTE:

Supervisor Salisbury Aye Councilor Levy Aye Councilor Shimer Aye
Councilor Reeves Aye Councilor Johnson Aye

All Ayes, motion carried and adopted.

TOWN ATTORNEY

RES. #9/2013 Motion by Shimer, Second by Levy

RESOLVED that **Anthony P. Rivizzigno, Esq. of Gilberti Stinziano Heintz & Smith, Law Firm**, be appointed as LEGAL COUNSEL to the Lysander Town Board for 2013; and be it further

RESOLVED that the fees for legal services are \$50,000 per year payable \$4166.66 monthly.

VOTE:

Supervisor Salisbury Aye Councilor Levy Aye Councilor Shimer Aye
Councilor Reeves Aye Councilor Johnson Aye

All Ayes, motion carried and adopted.

PROCUREMENT POLICY
TOWN OF LYSANDER

RES. #10/2013 Motion by Reeves, Second by Shimer

WHEREAS, Section 104-b of the General Municipal Law requires that the governing body of every municipality adopt a procurement policy for all goods and services which are not required by law to be publicly bid, and

WHEREAS, comments have been solicited from all officers and department heads in the Town of Lysander who are involved in the procurement process,

NOW, THEREFORE, BE IT

RESOLVED, that the Town of Lysander does hereby adopt the following guidelines which are intended to apply to all goods and services which are not required by law to be competitively bid.

Guideline 1. Each purchase to be made by the Town of Lysander, or any department thereof, must be initially reviewed to determine whether it is a purchase contract or a public works contract, and a good faith effort made to determine whether or not the proposed purchase is subject to competitive bidding pursuant to Section 103 of the General Municipal Law. A determination that a purchase is not subject to competitive bidding shall be documented in writing by the individual or board responsible for making the purchase. Such documentation may include written quotes, written notes relating to verbal quotes solicited, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase, or other appropriate written documentation.

Guideline 2. All goods and services not subject to competitive bidding will be secured by use of written requests for proposals, written quotations, verbal quotations, or any other method which assures that quality goods will be purchased at the lowest responsible price and that favoritism will be avoided, except purchases or contracts pursuant to Subdivision 6 of this policy.

Guideline 3. The following methods will be used when required by this policy:

(A) Purchase contracts:

<u>Estimated Amount of Purchase Contract</u>	<u>Method</u>
\$1,000 - \$ 2,999	Two (2) verbal quotations or written / FAX quotations
\$3,000 – \$19,999	Three (3) written / FAX quotations or responses to written requests for proposals

(B) Public works contracts:

<u>Estimated Amount of Public Works Contract</u>	<u>Method</u>
\$1,000 - \$ 6,999	Two (2) verbal quotations or written / FAX quotations
\$7,000 - \$34,999	Three (3) written / FAX quotations or responses to written requests for proposals

(C) Professional Services:

All procurement of professional services are subject to solicitation of written proposals or quotes before securing services. The Town Board should approve any written agreements with each professional service provider that clearly stipulates the contract period, the services to be provided, and the basis for compensation.

(D) A good faith effort shall be made to obtain more than one quotation or proposal. If the purchaser is unable to obtain more than one proposal or quotation, the purchaser will document the attempt made at obtaining proposals or quotations. In no event shall the failure to obtain quotations or proposals be a bar to the procurement.

Guideline 4. Written documentation is required of each action taken in connection with each procurement.

Guideline 5. Written documentation and a written explanation are required whenever a contract is awarded to other than the offeror with the lowest price. This documentation will include an explanation of how the purchase will achieve savings or how the offeror was not responsible. A determination that the offeror is not responsible shall be made by the purchaser and may not be challenged under and circumstances.

Guideline 6. Except when directed by the Town Board, no solicitation of written proposals or quotations shall be required under the following circumstances:

- (a) Emergencies;
- (b) Sole Source situations;
- (c) Goods purchased from agencies for the blind or severely handicapped;
- (d) Goods purchased from correctional facilities;
- (e) Goods purchased from another governmental agency;
- (f) Goods purchased at auction;
- (g) Goods purchased for less than \$500;
- (h) Public works contracts for less than \$500;
- (i) Goods purchased at or below published State or County bid prices

Guideline 7. This policy shall go into effect immediately and will be reviewed annually.

Guideline 8. This policy is intended to be a guideline for Town of Lysander personnel involved in purchase of goods and services, and no unintentional violations of this policy shall be deemed to create a claim or cause of action, or form the basis of any claim or cause of action against the Town of Lysander.

Guideline 9. The persons and titles of Town of Lysander personnel responsible for purchases under this policy are Gene Dinsmore, Highway Superintendent, (for Highway purchases under this policy) and John Salisbury, Supervisor, (for non-Highway purchases under this policy – purchases may be proposed, proposals made and responses or quotations obtained by or under the supervision of Town Department Heads, but all such purchases shall be approved by the Town Supervisor).

VOTE:

Supervisor Salisbury	Aye	Councilor Levy	Aye	Councilor Shimer	Aye
Councilor Reeves	Aye	Councilor Johnson	Aye		

All Ayes, motion carried and adopted.

EMPLOYEE HANDBOOK

RES. #11/2012 Motion by Reeves, Second by Shimer

RESOLVED to amend the Town of Lysander Employee Handbook effective January 1, 2013 to include the following language to:

Section 200 Employee Classifications Code **202 Part-Time Employee** to include:

Twelve Month Part-Time Employee - The employee is a non-exempt employee working 20-25 hours per week, 12 months a year.

Section 201 Full-Time Employee

An Employee who is regularly scheduled to work a minimum of thirty-five (35) hours per week, unless the Town Board shall have adopted a different full time standard for a specific position. The Comptroller and the Engineer are scheduled to work a minimum of forty (40) hours per week.

Section 202 Part-Time Employee

An Employee who is regularly scheduled to work less than thirty-five (35) hours per week, unless the Town Board shall have adopted a different standard for a specific position.

Section 802 Vacation Leave:

Eligibility - The Part-Time Twelve Month Employee will be eligible for leave as follows. The leave will be stated in hours and for uniformity will be calculated on a 20 hours basis using a five day work week. Since we have employees working less than five days per week but working the 20-25 hours per work week, to be fair, the leave will be calculated as stated in the previous sentence.

Allowance - Part-Time Twelve Month Employee - Part-time twelve month employees who work at least 20 hours per week will be credited on their first anniversary date with 20 hours of vacation leave. On each succeeding anniversary date they will be credited with an additional four hours, up to a maximum of 40 hours earned. Therefore, the employee will be credited with 40 hours after six years of employment.

Vacation must be used within the 12 months following their anniversary date and may not be carried over. All employees employed on December 31, 2012 will be credited with their previous years of service. Those employees will be credited with their vacation leave on January 1, 2013 for years employed up to and including December 31, 2012.

Section 803 Sick Leave:

Eligibility – part-time twelve month employee

Allowance - After three months of employment a part-time twelve month employee will be credited with 12 hours of sick leave, to be prorated for the first year of employment. On each succeeding January 1st they will receive an additional twelve hours of sick leave.

Section 804 Personal Leave:

Eligibility – part-time twelve month employee

Allowance – After three months of employment a part-time twelve month employee will be credited with four hours of personal leave and will be credited with four hours each additional January 1st.

Replace the language of **Section 806 Medical Insurance:**

Buy-Out of Coverage – An eligible employee may waive individual, two-person or family coverage. The Town will pay a stipend to any eligible employee waiving coverage providing the employee can prove coverage is being obtained elsewhere (i.e. from spouse’s employer). The amount of stipend for waiving health coverage is 50% of the current annual premium. This amount will be paid through payroll as 26 bi-weekly payments.

VOTE:

Supervisor Salisbury	Aye	Councilor Levy	Aye	Councilor Shimer	Aye
Councilor Reeves	Aye	Councilor Johnson	Aye		

All Ayes, motion carried and adopted.

TOWN BOARD MEETING SCHEDULE FOR 2013

RES. #12/2012 Motion by Levy, Second by Johnson

RESOLVED to adopt the following Town Board Meeting Schedule for 2013:

TOWN BOARD MEETING SCHEDULE FOR 2013

2nd and 4th Mondays – 7:00 p.m.
Work Session 6:30 pm – 7 pm

JAN	January 03, 2013 (Organizational/Regular) (Thursday)	JUL	July 08, 2013 July 22, 2013
	January 28, 2013		
FEB	February 11, 2013	AUG	August 12, 2013 August 26, 2013
MAR	March 11, 2013 March 25, 2013	SEP	September 09, 2013 September 23, 2013
APRIL	April 08, 2013 April 22, 2013	OCT	October 03, 2013 (Thurs) October 21, 2013
MAY	May 6, 2013 May 20, 2012	NOV	November 07, 2013 (Thurs) November 18, 2013
JUNE	June 10, 2013 June 24, 2013	DEC	December 02, 2013 December 16, 2013

VOTE:

Supervisor Salisbury Aye Councilor Levy Aye Councilor Shimer Aye
Councilor Reeves Aye Councilor Johnson Aye

All Ayes, motion carried and adopted.

TOWN BOARD HOLIDAY SCHEDULE FOR 2013

RES. #13/2013 Motion by Levy, Second by Reeves

RESOLVED to adopt the following Town of Lysander Holiday Schedule for 2013:

**TOWN OF LYSANDER
Official Holidays 2013**

January	1	New Year's Day
	21	Martin Luther King Day
February	18	President's Day
March	29	½ day Good Friday
May	27	Memorial Day
July	4	Independence Day
	5	(Exchange for Columbus Day)
September	2	Labor Day
October		(Columbus Day exchanged for July 5th)
November	11	Veteran's Day Observed
	28	Thanksgiving Day
	29	Day after Thanksgiving
December	24	Christmas Eve (floater)
	25	Christmas Day
	31	½ day New Year's Day

VOTE:

Supervisor Salisbury Aye Councilor Levy Aye Councilor Shimer Aye
Councilor Reeves Aye Councilor Johnson Aye

All Ayes, motion carried and adopted.

OFFICIAL NEWSPAPER

RES. #14/2013 Motion by Levy, Second by Shimer

RESOLVED that the BALDWINSVILLE MESSENGER and/or THE POST STANDARD be designated as the primary OFFICIAL NEWSPAPER of the Town of Lysander.

VOTE:

Supervisor Salisbury Aye Councilor Levy Aye Councilor Shimer Aye
Councilor Reeves Aye Councilor Johnson Aye

This is a true and complete recording
of the action taken at this meeting.

Lisa Dell, Town Clerk