

**LYSANDER TOWN BOARD
8220 LOOP ROAD
BALDWINSVILLE, NY 13027
AGENDA
ORGANIZATIONAL MEETING FOR 2015**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

SUPERVISOR COMMENTS

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.

Committee Members: Chair-David Rahrle, Melinda Shimer, John Salisbury and Daniel Boccardo.

Special Districts: Responsible for matters involving special districts, lighting, water, sewer, and drainage. These matters include fees, maintenance, and other matters deemed appropriate by the Town Supervisor.

Committee Members: Chair-John Salisbury, David Rahrle, Al Yager, and Robert Geraci

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

Committee Members: Chair-Tim Wolsey, John Salisbury, Lisa Dell, Karen Rice, and Roman Diamond

Highway: Responsible for matters involving Highway, Town Engineer, and other matters deemed appropriate by the Supervisor.

Committee Members: Chair-Andy Reeves, Melinda Shimer, Gene Dinsmore and David Rahrle

Building & Grounds: Responsible for matters involving physical building, services and systems, codes, security systems, and other matters deemed appropriate by the Supervisor.

Committee Members: Chair-Al Yager, Karen Rice, Andy Reeves, and Tim Wolsey

Workplace Safety: Responsible for matters involving the safety of town employees, the workplace environment, and others matters deemed appropriate by the Supervisor.

Committee Members: Chair-David Rahrle, Gene Dinsmore, Robert Geraci, Robert Lathrop, Bruce Cook, and Karen Rice

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

Committee Members: Chair-Tony Burkinshaw, John Salisbury, Robert Geraci, and Dan Boccardo

Cable Television Franchise: Responsible for matters involving the cable franchise agreements.

Committee Members: Chair-Roman Diamond, Melinda Shimer, and Daniel Boccardo.

Fire & Public Safety: Matters dealing with fire control, public safety, and dog control.

Committee Members: Chair-Dan Boccardo, Roman Diamond, Tim Wolsey, and Ron Patchett
Representatives to Public Safety Committee: Fred Allen, Tim Wolsey, and Roman Diamond

Parks and Recreation: Responsible for overseeing operation of town parks, recreation facilities, and future expansion of park lands.

Committee Members: Chair-Tony Burkinshaw, Robert Geraci, and John Salisbury

Municipal Agreements, Consolidation, Real Property Transactions

Committee Members: Chair-John Salisbury, Andy Reeves, Robert Geraci, and Town Attorney

Collective Bargaining:

Committee Members: Chair-John Salisbury, Andy Reeves, Robert Geraci, and Town Attorney

**1. OTHER APPOINTMENTS FOR ONE-YEAR TERM EXPIRING
DECEMBER 31, 2015:**

A. BY SUPERVISOR, John A. Salisbury

Melinda Shimer, Deputy Supervisor
Bonnie Kisselstein, Historian
David J. Rahrle, Budget Officer

Robin McIntyre, Secretary to the Supervisor
 Robert Geraci, Representative to Canton Woods Board of Directors
 Dan Boccardo, Bookkeeper to Supervisor, also responsible for
 Security System, Computer Network, Website, HVAC
 System, FOIL Compliance, and Telephone System.

B. BY TOWN CLERK, Lisa Dell:

Elaine McMahon, Deputy Town Clerk, full time, full benefits
 Terrie L. Massaro, Deputy Town Clerk, part time, part time 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, Full benefits (November 15 – April 15)
 Robert Lathrop, Laborer

Part time/Supplemental

Charles E. Claver, Laborer
 Jason Hahn, Laborer
 James Lee, Laborer
 Eugene Akins, Laborer
 Harvey R. Weller, Laborer
 Bill Brotherton, Laborer
 Tony Albanese, Laborer
 Edward Calkins, Laborer
 Kristopher Pierce, Laborer
 George Timmons, Laborer

TOWN BOARD APPOINTMENTS

RES. #1/2015 Motion by _____, Second by _____

RESOLVED that the following appointments be made for 2015:

1. Parks & Recreation Dept., one-year appt., term exp. 12/31/15

- | | | |
|----|--------------------------------|--|
| A. | Full Time:
16- November 14) | Robert Lathrop, Labor Crew Leader, full benefits (April |
| B. | Seasonal f/t:
Seasonal p/t | Mary Lathrop, Laborer
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 position with full benefits for Karen Rice.)
 Clerk to Zoning Board of Appeals
 Clerk I to Codes Enforcement Officer)
 Cindy Halstead, Assessment Clerk, Assessor's Office
 Anthony Burkinshaw, Recreation Program Director
 Julie Nicolini, Administrative Aid, Assessor's Office
 Allen J. Yager, Town Engineer, 2 year term (to expire 12/31/16)
 David J. Rahrle, Comptroller, 2 year term (to expire 12-31-15)
 Daniel Boccardo, Dog Control Officer/Bookkeeper to Supervisor

3. Other Annual Appointments

Lisa Dell, Records Management Officer

4. Part time, maximum 20 hours per week

Nancy Mott, Account Clerk
 Gregory Payne, Data Collector, Assessor's Office
 Brandy Litterbrant, Maintenance

5. Part time, maximum 25 hours per week

Dan Boccardo, Dog Control Officer
 Cindy Rahrle, Secretary to Highway Superintendent
 Patricia Maguire, Clerk to Town Justice
 Shannon Priest, Clerk to Town Justice
 Edward Barlow, Bingo Inspector
 Charles McAuliffe, Water Meter Reader

6. Part Time as needed

Nancy Mott, Deputy Receiver of Taxes
 Richard Billings, Dog Control Officer
 Elizabeth Nardelli, Clerk to Deputy Receiver of Taxes
 Ronald E. Patchett, Codes/Zoning Clerk
 Michael Stock, Sexton, Cemeteries
 Patti Maguire, Assessor's Office
 Shannon Priest, Assessor's Office
 Ann Smiley, Clerk to Parks Department

7. Planning Board Member, 7 year term:

TBD, term to expire 12/31/2021

8. Zoning Board of Appeals Member, 5-year term:

Chairman, 5-year term to expire 12/31/2019

9. Chairpersons of Boards/Commissions:

a. Zoning Board of Appeals:	Lawrence M. Ordway
b. Parks & Recreation Commission:	Robert Ellis
c. Planning Board:	Frederick Allen

10. Appointments to positions with NO additional compensation:

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

SALARIES AND HOURLY RATES FOR 2015**RES. #2/2015** Motion by _____, Second by _____**RESOLVED** that the rates of pay for 2015 be set as follows:

A. <u>HOURLY RATES:</u>	<u>PER HOUR</u>	+	<u>STIPEND</u>
Nancy Mott, Deputy Receiver of Taxes	\$16.08		
Gregory Payne, Data Collector	\$14.55		
Robin McIntyre, Secretary to Supervisor	\$14.55		
Elizabeth Nardelli, Clerk to Deputy Rec.-Taxes	\$16.08		
Shannon Priest, Clerk to Town Justice	\$15.55		
Patricia Maguire, Clerk to Town Justice	\$15.55		
Dan Boccardo, Dog Control Officer/Bookkeeper	\$16.25		
Richard Billings, Dog Control Officer	\$15.00		
Ronald Patchett, Codes/Zoning 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		\$ 500.00
John Lathrop, MEO	\$20.50		\$ 300.00
Robert Lathrop, Labor Crew Leader, Laborer	\$17.09		
Tony Albanese, Laborer	\$14.54		
Eugene Akins, Laborer	\$13.54		
Bill Brotherton, Laborer	\$14.54		
Danny D. Parrish, MEO	\$20.50		\$300.00
Jason Hahn, Laborer	\$14.54		
Harvey R. Weller, Laborer	\$14.54		
James Lee, Laborer	\$14.54		
Edward Calkins, Laborer	\$14.54		
Kristopher Pierce, Laborer	\$14.54		
George Timmons, 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		
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	\$525.00 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
Richard Billings, Dog Control Officer	\$125.00 per dog

C. SALARIES:**PER YEAR****STIPEND**

Allen Yager, Town Engineer (40 hrs. p/wk.)	\$ 90,000.00 (term to expire 12/31/16)	
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	
Robert Geraci, Councilor	\$10,005.00	
Andrew O. Reeves, Councilor	\$10,005.00	
Melinda J. Shimer, Councilor	\$10,005.00	
Roman Diamond, Councilor	\$10,005.00	
David J. Rahrle, Comptroller (40 hrs. p/wk.)	\$72,858.00 (term to expire 12/31/15)	\$ 1050.00
Charles J. Mantione, Jr., Justice	\$26,567.00	
Michael M. Bryant, Justice	\$26,567.00	
Lisa Dell, Town Clerk	\$43,232.00	
Elaine McMahon, Deputy Town Clerk	\$35,326.00	\$500.00
Eugene Dinsmore, Highway Superintendent	\$55,000.00	
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
Anthony Burkinshaw, Rec. Program Director	\$45,000.00	\$ 300.00
Julie Nicolini, Administrative Aide, Assessor	\$36,127.00	\$ 500.00
Cindy Halstead, Assessment Clerk	\$35,290.00	

D. PARKS AND RECREATION DEPARTMENT RATES:**POSITION****STARTING RATE**

Basketball Supervisor	\$ 9.00
Park Attendant	\$ 9.00
Day Camp Specialty	\$ 8.75
Day Camp Group Counselors	\$ 8.75
Day Camp Lifeguard	\$ 8.75
Assistant Day Camp Director/Senior Staff	\$ 9.00
Extended Day Camp Supervisor	\$ 9.00
Kindergarten Supervisor	\$11.00
Day Camp Director	\$13.00

BANKING, OFFICIAL BANKS

RES. #3/2015 Motion by _____, Second by _____

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 2015 beginning January 1, 2015, 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:

1. Nancy Mott, Deputy Receiver of Taxes: NBT Bank, Baldwinsville branch
2. Lisa Dell, Town Clerk: NBT Bank, Baldwinsville branch
3. Anthony Burkinshaw, Rec. Program Director: NBT Bank, Baldwinsville branch
M & T Bank (Concert Series Partnership)
4. John A. Salisbury, Supervisor/David Rahrle, Comptroller, M & T Bank, Baldwinsville branch, and NBT Bank, 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.

5. Michael M. Bryant, Justice and Charles J. Mantione Jr., Justice, NBT Bank, Baldwinsville branch

SIGNATORS

RES. #4/2015 Motion by _____, Second by _____

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

FEES

RES. #5/2015 Motion by _____, Second by _____

GENERAL CHARGES:

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 \$75.00 per hour.

RESOLVED that Road Millings are to be sold at \$2.00 per ton, or wholesale market value, whichever is higher, cash and carry.

PETTY CASH FUNDS**RES. #6/2015** Motion by _____, Second by _____

RESOLVED that the PETTY CASH FUNDS established for the following persons be approved and that the totals remaining in the funds from 2014 become the petty cash funds for 2015 as follows:

Nancy Mott, Deputy Receiver of Taxes	\$400.00
Lisa Dell, Town Clerk	\$200.00
Shannon Priest, Clerk to Justice	\$100.00
Patricia Maguire, Clerk to Justice	\$100.00
Anthony Burkinshaw, Recreation Pgrm. Director	\$400.00

TOWN ATTORNEY**RES. #7/2015** Motion by _____, Second by _____

RESOLVED that **Anthony P. Rivizzigno, Esq. of Gilberti Stinziano Heintz & Smith, Law Firm**, be appointed as LEGAL COUNSEL to the Lysander Town Board for the year 2015.

RESOLVED that the fees for legal services are \$5,000.00 per month.

PROCUREMENT POLICY**RES. #8/2015** Motion by _____, Second by _____

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 arrive 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:

The Town Board has the discretion to determine if it is economically reasonable to request quotes or bids. 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).

TOWN BOARD MEETING SCHEDULE FOR 2015**RES. #10/2015** Motion by _____, Second by _____**RESOLVED** to adopt the following Town Board Meeting Schedule for 2015:**TOWN BOARD MEETING SCHEDULE FOR 2015**

(Any necessary changes will be posted on the web-site)

2nd and 4th Mondays – 7:00 p.m. (Normally)***Work Session 6:00 pm – 7:00 pm (Normally)***

JAN	January 05, 2015 (Organizational/Regular) (Monday) January 26, 2015	JUL	July 13, 2015 July 27, 2015
FEB	February 09, 2015	AUG	August 10, 2015 August 24, 2015
MAR	March 09, 2015 March 23, 2015	SEP	September 14, 2015 September 28, 2015
APRIL	April 13, 2015 April 27, 2015	OCT	October 1, 2015 Budget- Board October 15, 2015 (Thurs.) October 26, 2015
MAY	May 11, 2015 May 28, 2015 (Thurs.)	NOV	November 05, 2015 (Thurs) November 16, 2015 Adopt Budget November 30, 2015
JUNE	June 08, 2015 June 22, 2015	DEC	December 14, 2015 December 28, 2015 (If needed)

TOWN BOARD HOLIDAY SCHEDULE FOR 2015**RES. #11/2015** Motion by _____, Second by _____**RESOLVED** to adopt the following Town of Lysander Holiday Schedule for Non-Bargaining Employees for 2015:

TOWN OF LYSANDER
Official Holidays --2015
For NON-Bargaining Unit Employees Only

January	1	New Year's Day Thursday
	19	Martin Luther King Day Monday
February	16	President's Day Monday
May	25	Memorial Day Monday
July	3	Independence Day Friday
September	7	Labor Day Monday
October	12	Columbus Day Monday
November	11	Veteran's Day Observed Wednesday
	26	Thanksgiving Day Thursday
	27	Day after Thanksgiving Friday
December	24	Christmas Eve (1/2+1/2 Floater) Thursday
	25	Christmas Day Friday
	31	New Year's Eve (1/2+1/2 Floater) Thursday

OFFICIAL NEWSPAPER

RES. #12/2015 Motion by _____, Second by _____

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

OFFICIAL UNDERTAKING

RES. #13/2015 Motion by _____, Second by _____

RESOLVED that an official blanket undertaking be procured instead of individual undertakings covering the Town Supervisor, Deputy Supervisor, Town Clerk, Collector and Receiver of Taxes, Town Justices, Town Superintendent of Highways, Comptroller, Budget Officer, Town Zoning and Code Enforcement Officer, Director of Parks and Recreation, and that such undertaking contain provisions indemnifying against losses,

Through the failure of the officers, clerk and employees covered there under to faithfully perform their duties or to account properly for all monies or property received by virtue of their positions or employment, and

Through fraudulent or dishonest acts committed by the officers, clerks and employees and covered there under.
