

ORGANIZATIONAL MEETING JANUARY 3, 2014

The Town of Mayfield held its organizational meeting on Friday, January 3, 2014, at the Municipal Complex 28 N School Street Mayfield.

The meeting was called to order at 9AM and opened with the Pledge of Allegiance led by Supervisor Richard Argotsinger.

PRESENT:

Richard Argotsinger, Supervisor
Vincent Coletti, Councilman
Charles Morrison, Councilman
Thomas Ruliffson, Councilman
Steve Van Allen, Councilman

OTHERS PRESENT: Melissa Mazzarelli Assessor, Mel Dopp Highway Superintendent, Richard Simmons, Doug Kampfer

PUBLIC- Rick Simmons congratulated Supervisor Argotsinger on his new appointment.

RES# 1 SET SALARIES FOR ELECTED OFFICIALS FOR 2014

On motion by Councilman Ruliffson seconded by Councilman Van Allen the following resolution was ADOPTED 5 AYES (Argotsinger, Coletti, Morrison, Ruliffson, Van Allen)

RESOLVED that the Mayfield Town Board establishes the annual salaries for the following elected officials for 2014

Supervisor.....	\$16,547.00 paid bi-weekly
Town Clerk.....	\$23,639.00 paid bi-weekly
Town Board Members (Total 4).....	\$3364.50 each paid monthly
Town Justice (Total 2).....	\$13,441.00 each paid bi-weekly
Superintendent of Highways	\$39,086.00 paid bi-weekly

RES# 2 BOARD APPOINTMENTS FOR 2014 & SALARIES

On motion by Councilman Ruliffson seconded by Councilman Coletti the following resolution was ADOPTED 5 AYES (Argotsinger, Coletti, Morrison, Ruliffson, Van Allen)

RESOLVED that the Mayfield Town Board made the following appointments with the following salaries:

Records Management Officer	Dorothy Hart	\$1,104.00 per year, Paid annually on 11/21/2013
Registrar of Vital Records	Dorothy Hart	\$882.00 per year, Paid annually on 11/21/2013
Justice Clerks	Diane Henderson & Charlene St Dennis	\$9,834.00 each, per year, paid bi-weekly

RES# 3 SUPERVISOR APPOINTMENTS FOR 2014& SALARIES

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On motion by Councilman Colett seconded by Councilman Van Allen the following resolution was ADOPTED 5 AYES (Argotsinger, Coletti, Morrison, Ruliffson, Van Allen)

RESOLVED that the Mayfield Town Board approves Supervisor Argotsinger's appointments with the following salaries for 2014

Deputy Supervisor	Vincent Coletti	No Salary
Budget Officer	Lita Hillier	\$4012.00 per year paid monthly
Bookkeeper	Lita Hillier	\$8487.00 per year paid monthly
Town Historian	NancyDeitch	\$1681.00 per year, paid annually On 2 nd payday in November

RES# 4 SET SALARY FOR SECRETARY FOR CEMETERY

On motion by Councilman Coletti seconded by Councilman Van Allen the following resolution was ADOPTED 5 AYES (Argotsinger, Coletti, Morrison, Ruliffson, Van Allen)

RESOLVED that the Mayfield Town Board approves Melissa Mazzarelli, Secretary of the cemetery at a rate of \$500.00 to be paid annually on 2nd payday in November.

RES# 5 SET SALARY FOR APPOINTED OFFICIALS

On motion by Councilman Coletti seconded by Councilman Ruliffson the following resolution was ADOPTED 5 AYES (Argotsinger, Coletti, Morrison, Ruliffson, Van Allen)

RESOLVED that the Mayfield Town Board set a salary rate for the following appointed officials;

Assessment Review Board members \$150.00 per individual up to 15 hour limit, with an hourly rate of \$10.00 per hour after a total of 15 hours.

Code Enforcement Officer- Michael Stewart a salary of \$36,696.00 annually paid bi-weekly, webmaster at \$1,020.00 yearly paid on second payday in November, Planning Director \$2,040.00 yearly paid on second payday in November.

Assessor- Melissa Mazzarelli a salary of \$29,412.00 paid bi-weekly.

RES# 6 DEPUTY CLERK APPOINTMENT & SALARY

On motion by Councilman Ruliffson seconded by Councilman Coletti the following resolution was ADOPTED 5 AYES (Argotsinger, Coletti, Morrison, Ruliffson Van Allen)

RESOLVED that the Mayfield Town Board approves the appointment of Virginia Hall as Deputy Clerk at an hourly rate of \$11.46 not to exceed budget.

RES#7 MISCELLANEOUS APPOINTMENTS

On motion by Councilman Coletti seconded by Councilman Morrison the following resolution was ADOPTED 5 AYES (Argotsinger, Coletti, Morrison, Ruliffson, Van Allen)

RESOLVED that the Mayfield Town Board establish the following:

Mileage rate .50 per mile for all town employees to be submitted on a monthly basis by voucher for payment.

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Meal Expense for conferences according to New York State guidelines on closest city or town.

..Authorize the Supervisor to file with the Town Clerk a copy of the Annual Financial Report by April 1, 2014 at which time report is also required to be filed with NYS Comptrollers Office,

Direct the Supervisor;

1. To invest in short term certificates of deposit.
2. Forward payment for utilities and health program & unemployment upon receipt to defray finance charges.
3. Forward monies to Fire District #2 upon receipt from Tax Collector on 2013 Tax Levy.
4. Forward monies to Fire District #1 according to contract
5. Authorize Supervisor Argotsinger to pay Randy Van Nostrand for burials upon receiving a voucher
6. Include payment of credit card invoices when received

RES# 8 DELETE REQUEST FOR PRIOR APPROVAL

On motion by Councilman Ruliffson seconded by Councilman Coletti the following resolution was ADOPTED 5 AYES (Argotsinger, Coletti, Morrison, Ruliffson, Van Allen)

RESOLVED that the Mayfield Town Board approves to delete the Highway Superintendent, Code Enforcer, Town Justices and Town Clerk Town Supervisor, Town Assessor having to get prior approval before spending monies and being allowed to spend the limit of their budget before getting board approval.

RES# 9 APPOINT ATTORNEY FOR TOWN

On motion by Councilman Coletti seconded by Councilman Ruliffson the following resolution was ADOPTED 5 AYES (Argotsinger, Coletti, Morrison, Ruliffson, Van Allen)

RESOLVED that the Mayfield Town Board approves Carmel Greco Esquire as attorney for the Town of Mayfield in accordance with the contract authorized January 16, 2002 at a salary of \$8,772.00 paid monthly for 2014.

RES# 10 APPOINTMENT OF HEALTH OFFICER

On motion by Councilman Ruliffson seconded by Councilman Coletti the following resolution was ADOPTED 5 AYES (Argotsinger, Coletti, Morrison, Ruliffson, Van Allen)

RESOLVED that the Mayfield Town Board approves the appointment of Dr. Mayer as Health Officer for the Town of Mayfield effectively January 1, 2014 to December 31, 2014 at an annual salary of \$600.00 per year to be paid on December 15th of each year.

RES# 11 ESTABLISH OFFICIAL NEWSPAPER

On motion by Councilman Coletti seconded by Councilman Van Allen the following resolution was ADOPTED 5 AYES (Argotsinger, Coletti, Morrison, Ruliffson, Van Allen)

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RESOLVED that the Mayfield Town Board establish the Leader- Herald as the official newspaper for the Town of Mayfield.

RES# 12 RETURN CHECK FEE

On motion by Councilman Ruliffson seconded by Councilman Coletti the following resolution was ADOPTED 5AYES (Argotsinger, Coletti, Morrison, Ruliffson, Van Allen)

RESOLVED that the Mayfield Town Board imposes a \$30.00 charge on all returned checks issued to the Town of Mayfield.

RES# 13 ADOPT POLICY MANUAL FOR 2014

On motion by Councilman Coletti seconded by Councilman Van Allen the following resolution was ADOPTED 5 AYES (Argotsinger, Coletti, Morrison, Ruliffson, Van Allen)

RESOLVED that the Mayfield Town Board adopts the Plan and Policy manual, (Fixed Assets, Sexual Harassment, Procurement Policy, Investment Policy, Code of Ethics, Affirmative Action Plan & American with Disabilities Plan, Highway Employee License Policy, and Workplace Violence Policy, use of town computers and cell phones, alcohol, controlled substances, substance abuse, marijuana in the work place and CDL Drug & Alcohol Testing Policy) for 2014 as filed with the Town Clerk.

RES# 14 APPOINTMENT OF COUNCILMAN AS SEXUAL HARASSMENT OFFICER FOR THE TOWN

On motion by Councilman Morrison seconded by Councilman Van Allen the following resolution was ADOPTED 5AYES (Argotsinger, Coletti, Morrison, Ruliffson, Van Allen)

RESOLVED that the Town of Mayfield Town Board appoints Councilman Coletti as sexual harassment officer for the town.

RES# 15 SUPERVISOR APPOINTMENT OF COMMITTEES

On motion by Councilman Coletti seconded by Councilman Van Allen the following resolution was ADOPTED 5 AYES (Argotsinger, Coletti, Morrison, Ruliffson, Van Allen)

RESOLVED that Supervisor Argotsinger makes the following appointments for the following committees.

Property Control	Morrison & Coletti
Highway	Morrison & Coletti
Buildings & Grounds	Ruliffson & Van Allen
Insurance	Ruliffson & Van Allen
Cable TV	Ruliffson & Van Allen
Animal Control	Morrison & Van Allen
Policy	Morrison & Coletti
Comprehensive Plan	Morrison & Coletti
Youth Commission	Ruliffson & Van Allen
Monthly Voucher Audit	Ruliffson & Coletti

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Negotiations

Ruliffson & Coletti

Town Beach

Ruliffson & Van Allen

Cemetery

Morrison & Van Allen

The Supervisor reminded the Town Board that issues of concern would be reviewed by the committee and then reported back to the Board for action to be taken. The Supervisor, as exofficio may sit on all committees. All matters regarding personnel would be conducted by the entire board.

RES# 16 ANNUAL INVENTORY

On motion by Councilman Morrison seconded by Councilman Coletti the following resolution was ADOPTED 5 AYES (Argotsinger, Coletti, Morrison, Ruliffson, Van Allen)

RESOLVED that the Town of Mayfield Town Board the annual inventory shall be reviewed by the Property Control Committee, verified by each department head and returned to the Board for approval by March 20th¹. A copy will be filed with the Town Clerk for record and a copy forwarded to Lita Hillier for bookkeeping.

RES# 17 ESTABLISH SALARY FOR PART- TIME LABORERS WITH THE SANITATION EMPLOYEES

On motion by Councilman Coletti seconded by Councilman Ruliffson the following resolution was ADOPTED 5 AYES (Argotsinger, Coletti, Morrison, Ruliffson, Van Allen)

RESOLVED that the Town of Mayfield Town Board establishes an hourly rate for part time CDL employees with the Sanitation Department at \$16.44 per hour and part- time laborers at \$13.77 per hour effective with the bi- weekly payroll on 1/16/13.

RES# 18 APPOINTMENT OF DEPUTY HIGHWAY SUPERINTENDENT

On motion by Councilman Coletti seconded by Councilman Morrison the following resolution was ADOPTED 5 AYES (Argotsinger, Coletti, Morrison, Ruliffson, Van Allen)

RESOLVED that the Town of Mayfield Town Board approves the appointment of James Blowers as deputy Highway Superintendent at a salary of \$552.00 per year, paid annually on second payday in November, upon the recommendation of the Highway Superintendent.

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RES# 19 APPOINTMENT OF SUPERVISOR TO GREAT SACANDAGA LAKE ADVISORY COUNCIL

On motion by Councilman Van Allen seconded by Councilman Morrison the following resolution was ADOPTED 4 AYES (Coletti, Morrison, Ruliffson, Van Allen) 1 ABSTAIN (Argotsinger)

RESOLVED that the Town of Mayfield Town Board approves to appoint Supervisor Richard Argotsinger to the Great Sacandaga Lake Advisory Council for 2014.

RES# 20 APPOINTMENT OF COUNCILMAN COLETTI AS ALTERNATE

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On motion by Councilman Morrison seconded by Councilman Van Allen the following resolution was ADOPTED 4 AYES (Argotsinger, Coletti, Ruliffson Van Allen) 1 NAY Morrison)

RESOLVED that the Town of Mayfield Town Board approves the appointment of Councilman Vincent Coletti as alternate to the Great Sacandaga Lake Advisory Council for 2014.

RES # 21 APPOINTMENT OF DAVID AGEE TO HRBRRD LAKE WIDE ADVISORY COUNCIL

On motion by Councilman Morrison seconded by Councilman Van Allen the following resolution was ADOPTED 5 AYES (Argotsinger, Coletti, Morrison, Ruliffson, Van Allen)

RESOLVED that the Mayfield Town Board approves the appointment of David Agee to the HRBRRD lake wide advisory council.

Councilman Coletti questioned if board members would like to consider changing the time of the meetings. A short discussion followed.

RES# 22

APPROVAL OF SCHEDULED DATES FOR MONTHLY MEETINGS

On motion by Councilman Van Allen seconded by Councilman Morrison the following resolution was ADOPTED 5 AYES (Argotsinger, Coletti, Morrison, Ruliffson Van Allen)

RESOLVED that the Town of Mayfield Town Board approves to schedule the following dates for monthly meetings to start at 6:30PM.

January 3 th	Organizational Meeting
January 16 th	Monthly Meeting
February 6	Workshop Meeting (if needed)
February 20 th	Monthly Meeting
March 6 th	Workshop Meeting (if needed)
March 20 th	Monthly Meeting
April 3 rd	Workshop Meeting (if needed)
April 17 th	Monthly Meeting
May 1 rd	Workshop Meeting (if needed)
May 15 th	Monthly Meeting
June 5 th	Workshop Meeting (if needed)
June 19 th	Monthly Meeting
July 17 th	Monthly Meeting
August 7 th	Workshop Meeting (if needed)
August 21 st	Monthly Meeting
September 4 th	Workshop Meeting (if needed)
September 18 th	Monthly Meeting
October 2 th	Workshop Meeting (if needed)
October 16 th	Monthly Meeting
November 6 th	Workshop Meeting (if needed)
November 20 st	Monthly Meeting

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December 4 th	Workshop Meeting (if needed)
December 18 th	Monthly Meeting
December 30 th	Year End Meeting
January 5, 2015	Organizational Meeting

RES# 23 ACCEPT DOG CONTROL SERVICES FOR 2014

On motion by Councilman Coletti seconded by Councilman Van Allen the following resolution was ADOPTED 5 AYES (Argotsinger, Coletti, Morrison, Ruliffson, Van Allen)

RESOLVED that the Town of Mayfield Town Board authorizes Supervisor Argotsinger to sign contract with Jane Potts for dog control services for the Town of Mayfield effective January 1, 2014 in the amount of \$4819.00 per year paid monthly.

RES# 24 MOVE INTO EXECUTIVE SESSION

On motion by Councilman Coletti seconded by Councilman Morrison the following resolution was ADOPTED 5 AYES (Argotsinger, Coletti, Morrison, Ruliffson, Van Allen)

RESOLVED that the Mayfield Town Board approves to move into executive session for the purpose of employment history at 9:30AM.

Melissa Mazzarelli questioned why the planning board position was not listed under the help wanted section on the website.

RES# 25 MOVE OUT OF EXECUTIVE SESSION

On motion by Councilman Van Allen seconded by Councilman Morrison the following resolution was ADOPTED 5 AYES (Argotsinger, Coletti, Morrison, Ruliffson, Van Allen)

RESOLVED that the Mayfield Town Board approves to move out of executive session and back into regular session at 9:40 AM.

RES# 26 APPOINTMENT OF PLANNING BOARD MEMBER

On motion by Councilman Coletti seconded by Councilman Van Allen the following resolution was ADOPTED 5 AYES (Argotsinger, Coletti, Morrison, Ruliffson, Van Allen)

RESOLVED that the Town of Mayfield Town Board approves the appointment of Aaron Howland as Planning Board member for a term of one year effective January 1, 2014 to December 31, 2014 and Robert Phillips as a planning board member for a five year term beginning January 1, 2014- December 31, 2018.

Supervisor Argotsinger reported that no one had applied for the opening on the Zoning Board of Appeals Board.

RES# 27 APPOINTMENT OF GARY MAZZARELLI & ROBERTA RICCIARDI AS ALTERNATE TO PLANNING BOARD

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On motion by Councilman Coletti seconded by Councilman Morrison the following resolution was ADOPTED 5 AYES (Argotsinger, Coletti, Morrison, Ruliffson, Van Allen)

RESOLVED that the Mayfield Town Board approves Gary Mazzarelli and Roberta Ricciardi as alternates to the Planning Board for a term of 1 year.

It is noted that the Planning Board members are as listed:

Aaron Howland	Term Expires 12-31-2014
Marilyn Salvione	Term Expires 12-31-2015
Malcolm Simmons	Term Expires 12-31-2016
John Kessler	Term Expires 12-31-2017
Robert Phillips	Term Expires 12-31-2018

It is noted that the Zoning Board of Appeals members are as listed:

David Sammons	Term Expires 12-31-2014
Richard Dixon	Term Expires 12-31-2015
Jack Putman	Term Expires 12-31-2016
Peter Tautznik	Term Expires 12-31-2017

It is noted that the Assessment Board members are as listed:

James Cownie	Term Expires 09-30-2014
Martin Pisechny	Term Expires 09-30-2015
Malcolm Simmons	Term Expires 09-30-2016
Barry Hampton	term Expires 09-30-2017
Jack Putman	Term Expires 09-30-2018

RES# 28 APPROVAL OF HOLIDAYS FOR 2014

On motion by Councilman Van Allen seconded by Councilman Morrison the following resolution was ADOPTED 5 AYES (Argotsinger, Coletti, Morrison, Ruliffson, Van Allen)

RESOLVED that the Mayfield Town Board approves the following dates as established holidays for 2013

January 20 st	Martin Luther King Day	Town Hall & Garbage
February 17 th	President's Day	Town Hall & Garbage
April 18 th	Good Friday	Town Hall
May 26 th	Memorial Day	Town Hall & Garbage
July 4 th	4 th of July	Town Hall & Garbage
September 1 nd	Labor Day	Town Hall & Garbage
October 13 th	Columbus Day	Town Hall & Garbage
November 4 th	Election Day	Town Hall & Garbage
November 11 th	Veteran's Day	Town Hall & Garbage
November 27 nd	Thanksgiving Day	Town Hall & Garbage
November 28 th	Thanksgiving Holiday	Town Hall
December 25 th	Christmas	Town Hall & Garbage

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RES# 29 SET PAY RATE FOR PART TIME HIGHWAY WORKERS

On motion by Councilman Morrison seconded by Councilman Van Allen the following resolution was ADOPTED 5 AYES (Argotsinger, Coletti, Morrison, Ruliffson, Van Allen)

RESOLVED that the Mayfield Town Board approves to set the rate of \$11.27 for part time highway laborers and \$16.44 for part time highway laborers with a CDL license. That are driving a truck effective January 1, 2014.

RES# 30 SET PAY FOR HOLIDAYS FOR SANITATION WORKERS

On motion by Councilman Ruliffson seconded by Councilman Coletti the following resolution was ADOPTED 5 AYES (Argotsinger, Coletti, Morrison, Ruliffson, Van Allen)

RESOLVED that the Mayfield Town Board approves to authorize the sanitation workers on scheduled holidays to receive 7 hours pay for the holiday.

RES# 31 ESTABLISH NBT AS DEPOSITORY FOR TOWN

On motion by Councilman Van Allen seconded by Councilman Coletti the following resolution was ADOPTED 5 AYES (Argotsinger, Coletti, Morrison, Ruliffson, Van Allen)

RESOLVED that the Mayfield Town Board approves to designate NBT as the official depository for the town.

RES# 32 APPROVAL TO SET PAY RATE FOR ASSESSOR CLERK

On motion by Councilman Coletti seconded by Councilman Van Allen the following resolution was ADOPTED 5 AYES (Argotsinger, Coletti, Morrison, Ruliffson, Van Allen)

RESOLVED that the Mayfield Town Board approves to set the rate of pay for the assessor clerk at \$11.46 per hour, not to exceed budget.

Supervisor Argotsinger reported that a zoning commission needs to be established, with the recommendation of an entirely different board. He will advertise on the web site under the help wanted and will do après release.

RES# 33 APPOINTMENT OF SEASONAL PART TIME EMPLOYEE

On motion by Councilman Van Allen seconded by Councilman Morrison the following resolution was ADOPTED 5 AYES (Argotsinger, Coletti, Morrison, Ruliffson, Van Allen)

RESOLVED that the Mayfield Town Board approves the appointment of Michelle Buckley as beach director for 2014 at a rate of \$400.00 per week.

RES# 34 APPOINTMENT OF CEMETERY CARETAKER

On motion by Councilman Van Allen seconded by Councilman Morrison the following resolution was ADOPTED 5 AYES (Argotsinger, Coletti, Morrison, Ruliffson, Van Allen)

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RESOLVED that the Mayfield Town Board approves the appointment of Douglas Kampfer as caretaker at the Union Rural Cemetery from April 1, 2014 to November 30, 2014 at a salary of \$5,000.00

RES# 35 APPOINTMENT OF VOLUNTEER AT CEMETERY

On motion by Councilman Morrison seconded by Councilman Van Allen the following resolution was ADOPTED 5 AYES (Argotsinger, Coletti, Morrison, Ruliffson, Van Allen)

RESOLVED that the Mayfield Town Board approves the appointment of Barbara Kampfer as volunteer at the Union Rural Cemetery.

Supervisor Argotsinger read the list of reminders that included vouchers due January 10th, all offices closed Monday January 20th for Martin Luther King Day, Regular meeting January 16th at 6:30

PUBLIC- Melissa Mazzarelli asked MANY questions about different appointments.

On motion by Councilman Coletti seconded by Councilman Morrison the meeting was ADJOURNED at 10:10 am. 5AYES (ARGOTSINGER, Coletti, Morrison, Ruliffson, Van Allen)

Respectfully Submitted:

Dorothy Hart, Town Clerk RMC