

ORGANIZATIONAL MEETING JANUARY 1ST 2021

The Organizational Meeting of the Mayfield Town Board was held on January 1st 2021 at 11:00 AM at the Mayfield Municipal Complex, 28 N. School St Mayfield NY 12117. The meeting was opened by Supervisor Richard Argotsinger with the Pledge of Allegiance.

PRESENT: Supervisor Richard Argotsinger
Councilman Vincent Coletti
Councilwoman Melissa Mazzarelli
Councilwoman Roberta Ricciardi
Councilman Thomas Ruliffson

ALSO PRESENT: Jack Putman, John Canary

PUBLIC COMMENT: None at this time

RESOLUTION FOR ELECTED SALARIES FOR 2021

RES #1 On motion by Councilwoman Ricciardi, seconded by Councilman Coletti the following resolution was adopted 5 AYES (Argotsinger, Coletti, Mazzarelli, Ricciardi, Ruliffson)

RESOLVED that the Mayfield Town Board establishes the annual salaries for the following elected officials for 2021:

Supervisor.....	\$21,050.00 paid bi-weekly
Town Clerk.....	\$28,300.00 paid bi-weekly
Town Board Members (Total of 4).....	\$ 4,687.50 each paid monthly
Town Justices (Total of 2).....	\$16,250.00 each paid bi-weekly
Superintendent of Highways.....	\$45,820.00 paid bi-weekly

RESOLUTION FOR BOARD APPOINTMENTS AND SALARIES 2021

RES #2 On motion by Councilwoman Ricciardi, seconded by Councilman Coletti the following resolution was adopted 5 AYES (Argotsinger, Coletti, Mazzarelli, Ricciardi, Ruliffson)

RESOLVED that the Mayfield Town Board made the following appointments for 2021:

Records Management Officer.....	Nancy Parker.....	\$1,150.00
Registrar of Vital Records.....	Nancy Parker.....	\$2,075.00
Justice Clerks (Total of 2).....		\$13,250.00 each

Cemetery Administrator.....	Diane Henderson.....	\$2,000.00
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Assessment Review Board Members: \$150.00 per individual up to 10 hour limit, with an hourly rate of \$11.80 per hour after a total of 10 hours.

Code Enforcement Officer.....	Damon Curley.....	\$41,000.00 paid bi-weekly
Web Master.....	Michael Stewart.....	\$ 1,040.00 paid bi-weekly
Planning Director.....	Damon Curley.....	\$ 2,100.00 paid bi-weekly
Zoning Secretary.....	Damon Curley.....	\$ 525.00 paid bi-weekly

RESOLUTION FOR SUPERVISOR APPOINTMENT AND SALARIES 2021

RES #3 On motion by Councilman Coletti, seconded by Councilwoman Ricciardi the following resolution was adopted 5 AYES (Argotsinger, Coletti, Mazzarelli, Ricciardi, Ruliffson)

RESOLVED that the Mayfield Town Board approves Supervisor Argotsingers appointments and salaries for 2020

Deputy Supervisor.....	Melissa Mazzarelli.....	No Salary
Budget Officer.....	Nathan Matthews.....	\$ 4,175.00
Bookkeeper.....	Nathan Matthews.....	\$28,500.00
Historian.....	Sandy Town.....	\$ 1,750.00

*It should be noted that Councilwoman Mazzarelli reluctantly accepted the Deputy Supervisor appointment.

RESOLUTION FOR TOWN INVESTMENT POLICY

RES #4 On motion by Councilwoman Mazzarelli, seconded by Councilman Ruliffson the following resolution was adopted 5 AYES (Argotsinger, Coletti, Mazzarelli, Ricciardi, Ruliffson)

RESOLVED that the Mayfield Town Board adopts the current Investment Policy for 2021.

DEPUTY CLERK APPOINTMENT AND SALARY

RES #5 On motion by Councilwoman Ricciardi, seconded by Councilman Coletti the following resolution was adopted 5 AYES (Argotsinger, Coletti, Mazzarelli, Ricciardi, Ruliffson)

RESOLVED that the Mayfield Town Board approves the appointment of Jennifer Horst as Deputy Town Clerk at an hourly rate of \$15.00 not to exceed budget

MISCELLANEOUS APPOINTMENTS

RES #6 On motion by Councilwoman Mazzarelli, seconded by Councilman Coletti the following resolution was adopted 5 AYES (Argotsinger, Coletti, Mazzarelli, Ricciardi, Ruliffson)

RESOLVED that the Mayfield Town Board establishes the following:

Meal Expense for conferences according to New York State guidelines on the closest city or town. That the Supervisor be authorized to make payment of salaries stated charges, Social Security, Retirement, and certain other fixed and assumed obligations and charges without prior audit of the Town Board.

PRE PAYMENT OF BILLS

RES #7 On motion by Councilwoman Ricciardi, seconded by Councilman Ruliffson the following resolution was adopted 5 AYES (Argotsinger, Coletti, Mazzarelli, Ricciardi, Ruliffson)

RESOLVED that the Mayfield Town Board approves the pre-payment of accounts as follows:

1. Forward payment for utilities and health program & unemployment upon receipt to defray finance charges.
2. Forward monies for Fire District # 2 upon receipt from Tax Collector on 2020 Tax Levy.
3. Forward monies for Fire District # 1 according to Contract.
4. Authorize Supervisor Argotsinger to pay the Grave Digger for burials upon receiving a voucher.
5. Include payment of credit card invoices when received.

MILEAGE FOR AUTHORIZED TRAVEL

WHEREAS The Mayfield Town Board has determined to pay a fixed rate for mileage as reimbursement to officers and employees of the Town who use their personal automobiles while performing their official duties on behalf of the Town.

RES #8 On motion by Councilman Coletti, seconded by Councilwoman Mazzarelli the following resolution was adopted 5 AYES (Argotsinger, Coletti, Mazzarelli, Ricciardi, Ruliffson)

RESOLVED: Section 1. That the Mayfield Town Board shall approve reimbursement at the current rate and the effective date established by the Internal Revenue Service at the time the cost is incurred.

Section 2. That this resolution shall take effect immediately.

TRANSFERS FOR ADJUSTMENT OF BUDGET ITEMS

WHEREAS The Mayfield Town Board has determined to authorize transfers for adjustment of budget items by the budget Officer.

RES #9 On motion by Councilwoman Ricciardi, seconded by Councilman Ruliffson the following resolution was adopted 5 AYES (Argotsinger, Coletti, Mazzarelli, Ricciardi, Ruliffson)

RESOLVED: Section 1. That the Mayfield Town Board authorizes the Budget Officer to make adjustments to the budget items in the amount of \$3,000.00 or less with Supervisor approval.

Section 2. That this resolution shall take effect immediately.

APPOINT TOWN ATTORNEY AND SALARY

RES #10 On motion by Councilwoman Ricciardi, seconded by Councilman Coletti the following resolution was adopted 5 AYES (Argotsinger, Coletti, Mazzarelli, Ricciardi, Ruliffson)

RESOLVED that the Mayfield Town Board approves Carmel Greco Esquire as attorney for the Town of Mayfield on retainer of \$10,000.00 per year, paid monthly for 2021.

Other attorneys may be used as deemed necessary.

APPOINTMENT OF TOWN HEALTH OFFICER AND SALARY

Tabled

ESTABLISH OFFICIAL NEWSPAPER

RES #11 On motion by Councilman Coletti, seconded by Councilwoman Ricciardi the following resolution was adopted 5 AYES (Argotsinger, Coletti, Mazzarelli, Ricciardi, Ruliffson)

RESOLVED that the Mayfield Town Board establishes the Leader – Herald as the official newspaper for the Town of Mayfield.

RETURN CHECK FEE POLICY

RES #12 On motion by Councilwoman Ricciardi, seconded by Councilman Coletti the following resolution was adopted 5 AYES (Argotsinger, Coletti, Mazzarelli, Ricciardi, Ruliffson)

RESOLVED that the Mayfield Town Board imposes a \$30.00 charge on all returned checks issued to the Town of Mayfield and any additional bank charges incurred by the Town due to issued check.

POLICY MANUAL FOR 2021

RES #13 On motion by Councilman Ruliffson, seconded by Councilman Coletti, the following resolution was adopted 5 AYES (Argotsinger, Coletti, Mazzarelli, Ricciardi, Ruliffson) RESOLVED that the Mayfield Town board adopts the Plan and Policy manual, (Fixed Asset, Sexual Harassment, Procurement Policy, Investment Policy, Code of Ethics, Affirmative Action Plan & Americans 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, Boot Policy and Beach Smoking Policy) for 2021 as filed with the Town Clerk.

APPOINT SEXUAL HARASSMENT OFFICERS FOR THE TOWN

RES #14 On motion by Councilwoman Ricciardi, seconded by Councilman Ruliffson the following resolution was adopted 5 AYES (Argotsinger, Coletti, Mazzarelli, Ricciardi, Ruliffson) RESOLVED that the Mayfield town board appoints Councilwoman Roberta Ricciardi and Highway Superintendent Jeffrey Martin as sexual harassment officers for the Town.

SUPERVISOR APPOINTMENT OF COMMITTEES

RES #15 On motion by Councilwoman Mazzarelli, seconded by Councilman Coletti the following resolution was adopted 5 AYES (Argotsinger, Coletti, Mazzarelli, Ricciardi, Ruliffson) RESOLVED that the Mayfield Town Board approves the appointments to the following committees:

Property Control.....	Mazzarelli and Ruliffson
Highway.....	Coletti and Ruliffson
Building and Grounds.....	Coletti and Mazzarelli
Insurance.....	Mazzarelli and Ricciardi
Cable TV.....	Mazzarelli and Ricciardi
Animal Control.....	Mazzarelli and Ricciardi
Policy.....	Coletti and Ruliffson
Comprehensive Plan.....	Mazzarelli and Ricciardi
Youth Commission.....	Coletti and Ruliffson
Monthly Voucher Audit.....	Coletti and Ruliffson
Negotiations.....	Entire Board
Town Beach.....	Coletti and Ricciardi
Cemetery.....	Coletti and Ricciardi

The Supervisor reminded the Mayfield 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.

ANNUAL INVENTORY

RES # 16 On motion by Councilwoman Ricciardi, seconded by Councilman Coletti the following resolution was adopted 5 AYES (Argotsinger, Coletti, Mazzarelli, Ricciardi, Ruliffson)

RESOLVED that the Mayfield Town Board annual inventory shall be reviewed by the Property Control committee, verified by each department head and returned to the board for approval by March 9th 2021. A copy will be filed with the town Clerk for record and a copy forwarded to the Bookkeeper.

HIGHWAY SUPERINTENDENT PURCHASES

RES #17 On motion by Councilwoman Mazzarelli, seconded by Councilman Coletti the following resolution was adopted 5 AYES (Argotsinger, Coletti, Mazzarelli, Ricciardi, Ruliffson) RESOLVED that the Mayfield Town Highway Superintendent be restricted to purchases not to exceed \$2,500.00 for highway, garage and packer funds without prior authorization of the Town Supervisor and Highway Committee.

APPOINTMENT OF DEPUTY HIGHWAY SUPERINTENDENT

RES #18 On motion by Councilman Coletti, seconded by Councilman Ruliffson the following resolution was adopted 5 AYES (Argotsinger, Coletti, Mazzarelli, Ricciardi, Ruliffson) RESOLVED that the Mayfield Town Board approves the appointment of Christopher Warner as Deputy Highway Superintendent upon the recommendation of the Highway Superintendent.

APPOINTMENT TO GREAT SACANDAGA LAKE ADVISORY COUNCIL

RES #19 On motion by Councilwoman Ricciardi, seconded by Councilman Coletti the following resolution was adopted 4 AYES (Argotsinger, Coletti,, Ricciardi, Ruliffson)(abstained- Mazzarelli) RESOLVED that the Mayfield Town Board approves the appointment of Councilwoman Melissa Mazzarelli to the Great Sacandaga Lake Advisory Council for 2020.

SET DATES FOR MEETINGS

RES #20 On motion by Councilman Ruliffson, seconded by Councilman Coletti the following resolution was adopted 5 AYES (Argotsinger, Coletti, Mazzarelli, Ricciardi, Ruliffson) RESOLVED that the Mayfield Town Board approves to schedule the following dates for monthly meetings to start at 6:30 PM.

January 12 th	Monthly Meeting
January 26 th	Workshop Meeting (if needed)
February 9 th	Monthly Meeting
February 23 rd	Workshop Meeting (if needed)
March 9 th	Monthly Meeting
March 23 rd	Workshop Meeting (if needed)
April 13 th	Monthly Meeting
April 27 th	Workshop Meeting (if needed)
May 11 th	Monthly Meeting
May 25 th	Workshop Meeting (if needed)
June 8 th	Monthly Meeting
June 22 rd	Workshop Meeting (if needed)
July 13 th	Monthly Meeting

July 27 th	Workshop Meeting (if needed)
August 10 th	Monthly Meeting
August 24 th	Workshop Meeting (if needed)
September 7 th	Monthly Meeting
September 21 st	Workshop Meeting (if needed)
October 12 th	Monthly Meeting
October 26 th	Workshop Meeting (if needed)
November 9 th	Monthly Meeting
November 23 rd	Workshop Meeting (if needed)
December 7 th	Monthly Meeting
December 28 nd	Workshop Meeting (if needed)
January 1 st 2022	Organizational Meeting at 11:00 AM

APPOINTMENT OF DOG CONTROL OFFICER

RES #21 On motion by Councilman Coletti, seconded by Councilwoman Ricciardi the following resolution was adopted 5 AYES (Argotsinger, Coletti, Mazzarelli, Ricciardi, Ruliffson) RESOLVED that the Mayfield Town Board approves the appointment of Karen Wilson as Dog Control Officer for the Town of Mayfield effective January 1st 2021 to December 31st 2021.

APPOINTMENT OF PLANNING BOARD MEMBERS, ZONING BOARD MEMBERS, BOARD OF ASSESSMENT REVIEW MEMBERS AND ALTERNATES

RES #22 On motion by Councilwoman Ricciardi, seconded by Councilman Coletti the following resolution was adopted 5 AYES (Argotsinger, Coletti, Mazzarelli, Ricciardi, Ruliffson) RESOLVED that the Mayfield Town Board approves the list of members below for the Planning Board, Zoning Board, Board of Assessment Review and Alternates to the Planning Board:

It is noted that Planning Board members are as listed:

Jerry Moore	Term expires 12/31/2023
Richard Miles	Term expires 12/31/2025
Aaron Howland	Term expires 12/31/2024
John Kessler	Term expires 12/31/2021
Fredrick Castiglione	Term expires 12/31/2022

Alternates-Adrien Zambella	Term expires 12/31/2025
Ralph DeSiderio	Term expires 12/31/2025

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

Peter Tautznik	Term expires 12/31/2022
Fredrick Castiglione	Term expires 12/31/2023
Richard Dixon	Term expires 12/31/2025
Martin Piseczny	Term expires 12/31/2021
Jack Putman	Term expires 12/31/2024

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

Barrie Hampton	Term expires 09/30/2022
Kevin Putman	Term expires 09/30/2023
Martin Piseczny	Term expires 09/30/2025
Adrien Zambella	Term expires 09/30/2021
Ralph DeSiderio	Term expires 09/30/2024

SCHEDULED HOLIDAYS FOR TOWN EMPLOYEES

RES #23 On motion by Councilwoman Mazzarelli, seconded by Councilman Coletti the following resolution was adopted 5 AYES (Argotsinger, Coletti, Mazzarelli, Ricciardi, Ruliffson) RESOLVED that the Mayfield Town Board approves the following dates as established holidays for 2020.

Martin Luther King Day	January 18 th	Town Offices
Presidents Day	February 15 th	Town Offices
Good Friday	April 2 nd	All Town Offices No Garbage Collected
Memorial Day	May 31 st	All Town Offices No Garbage Collected
4 th of July	July 5 th	All Town Offices No Garbage Collected
Labor Day	September 6 th	All Town Offices No Garbage Collected
Columbus Day	October 11 th	All Town Offices No Garbage Collected
Election Day	November 2 rd	All Town Offices No Garbage Collected
Veterans Day	November 11 th	All Town Offices No Garbage Collected
Thanksgiving Day	November 25 th	All Town Offices No Garbage Collected
Day After Thanksgiving	November 26 th	All Town Offices
Christmas	December 25 th	All Town Offices No Garbage Collected
New Years Day	January 1 st	All Town Offices No Garbage Collected

ESTABLISH OFFICIAL DEPOSITORY FOR TOWN

RES #24 On motion by Councilwoman Mazzarelli, seconded by Councilwoman Ricciardi the following resolution was adopted 5 AYES (Argotsinger, Coletti, Mazzarelli, Ricciardi, Ruliffson) RESOLVED that the Mayfield Town Board approves to designate NBT, KEYBANK, PIONEER COMMERCIAL BANK, BANK OF AMERICA H.S.B.C. BANK, BALLSTON SPA NATIONAL BANK, FIRST NIAGARA AND CITIZENS BANK and as the official depositories for the Town.

APPOINTMENT OF ASSESSOR CONSULTANT AND AND SALARY

RES #25 On motion by Councilwoman Ricciardi, seconded by Councilman Coletti the following resolution was adopted 4 AYES (Argotsinger, Coletti, Ricciardi, Ruliffson)(Abstain-Mazzarelli)

RESOLVED that the Mayfield Town board approves the appointment of Melissa Mazzarelli to the position of Assessor Consultant from January 1st 2021 to June 30th 2021 for a fee of \$1000.00.

RES #26 On motion by Councilman Coletti, seconded by Councilman Mazzarelli the following resolution was adopted 4 AYES (Argotsinger, Coletti, Mazzarelli, Ruliffson)(Abstain-Ricciardi)

RESOLVED that the Mayfield Town Board approves the appointment of Roberta Ricciardi to the position of Highway Department Payroll Clerk from January 1st 2021 to June 30th 2021 for a fee of \$1000.00.

On motion by Councilwoman Ricciardi, seconded by Councilman Coletti the meeting was adjourned at 12:00 PM.

Respectfully Submitted
Nancy Parker
Town Clerk/RMO