

## ORGANIZATIONAL MEETING JANUARY 1<sup>ST</sup> 2020

The Organizational Meeting of the Mayfield Town Board was held on January 1<sup>st</sup> 2020 at 1:00 PM 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 Thomas Ruliffson  
Councilman Vincent Coletti  
Councilwoman Roberta Ricciardi  
Councilwoman Melissa Mazzarelli

ALSO PRESENT: Highway Superintendent Jeffrey Martin

PUBLIC COMMENT: None at this time

### RESOLUTION FOR ELECTED SALARIES 2020

RES #1 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 annual salaries for the following elected officials for 2020:

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 2020

RES #2 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 made the following appointments for 2020:

Records Management Officer.....	Nancy Parker.....	\$1,150.00
Registrar of Vital Records.....	Nancy Parker.....	\$2,075.00
Justice Clerks (Total of 2).....	Diane Henderson.....	\$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 2020

RES #3 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 Supervisor Argotsingers appointments and salaries for 2020

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

#### RESOLUTION FOR TOWN INVESTMENT POLICY

RES #4 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 current Investment Policy approved in 2019.

#### DEPUTY CLERK APPOINTMENT AND SALARY

RES #5 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 Jennifer Horst as Deputy Town Clerk at an hourly rate of \$15.00 not to exceed budget

#### MISCELLANEOUS APPOINTMENTS

RES #6 On motion by Councilman Ruliffson, seconded by Councilwoman Mazzarelli 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 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 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 Councilwoman Mazzarelli, seconded by Councilman Coletti 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 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 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 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 Carmel Greco Esquire as attorney for the Town of Mayfield on retainer of \$10,000.00 per year, paid monthly for 2020.

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 Councilman Ruliffson 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 Mazzarelli, 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 2020

RES #13 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 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 2020 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 Melissa Mazzarelli 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.....	Coletti and Ricciardi
Highway.....	Mazzarelli and Ricciardi
Building and Grounds.....	Ruliffson and Ricciardi
Insurance.....	Ruliffson and Coletti
Cable TV.....	Ruliffson and Coletti
Animal Control.....	Ruliffson and Coletti
Policy.....	Mazzarelli and Ricciardi
Comprehensive Plan.....	Ruliffson and Coletti
Youth Commission.....	Mazzarelli and Ricciardi
Monthly Voucher Audit.....	Mazzarelli and Ricciardi
Negotiations.....	Entire Board
Town Beach.....	Mazzarelli and Ruliffson
Cemetery.....	Mazzarelli and Ruliffson

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 ex officio may sit on all committees. All matters regarding personnel would be conducted by the entire board.

#### ANNUAL INVENTORY

RES # 16 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 annual inventory shall be reviewed by the Property Control committee, verified by each department head and returned to the board for approval by March 10<sup>th</sup> 2020. 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 Councilman Coletti, seconded by Councilman Ruliffson 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 Ruliffson, 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 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 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 appointment of Supervisor Argotsinger to the Great Sacandaga Lake Advisory Council for 2020.

#### SET DATES FOR MEETINGS

RES #20 On motion by Councilman Coletti, seconded by Councilman Ruliffson the following resolution was adopted 5 AYES (Argotsinger, Coletti, Mazzearelli, Ricciardi, Ruliffson)

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

January 14 <sup>th</sup>	Monthly Meeting
January 28 <sup>th</sup>	Workshop Meeting (if needed)
February 11 <sup>th</sup>	Monthly Meeting
February 25 <sup>th</sup>	Workshop Meeting (if needed)
March 10 <sup>th</sup>	Monthly Meeting
March 24 <sup>th</sup>	Workshop Meeting (if needed)
April 14 <sup>th</sup>	Monthly Meeting
April 28 <sup>th</sup>	Workshop Meeting (if needed)
May 12 <sup>th</sup>	Monthly Meeting
May 26 <sup>th</sup>	Workshop Meeting (if needed)
June 9 <sup>th</sup>	Monthly Meeting
June 23 <sup>d</sup>	Workshop Meeting (if needed)
July 14 <sup>th</sup>	Monthly Meeting
July 28 <sup>th</sup>	Workshop Meeting (if needed)
August 11 <sup>th</sup>	Monthly Meeting
August 25 <sup>th</sup>	Workshop Meeting (if needed)
September 8 <sup>th</sup>	Monthly Meeting
September 22 <sup>nd</sup>	Workshop Meeting (if needed)
October 13 <sup>th</sup>	Monthly Meeting
October 27 <sup>th</sup>	Workshop Meeting (if needed)
November 10 <sup>th</sup>	Monthly Meeting
November 24 <sup>th</sup>	Workshop Meeting (if needed)
December 8 <sup>th</sup>	Monthly Meeting
December 22 <sup>nd</sup>	Workshop Meeting (if needed)
January 1 <sup>st</sup> 2021	Organizational Meeting

#### APPOINTMENT OF DOG CONTROL OFFICER

RES #21 On motion by Councilman Ruliffson, seconded by Councilman Coletti the following resolution was adopted 5 AYES (Argotsinger, Coletti, Mazzearelli, 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 1<sup>st</sup> 2020 to December 31<sup>st</sup> 2020.

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

RES #22 On motion by Councilman Ruliffson, seconded by Councilman Coletti the following resolution was adopted 5 AYES (Argotsinger, Coletti, Mazzearelli, 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 12/31/2020
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 12/31/2020
Ralph DeSiderio	Term expires 12/31/2020

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 12/31/2020
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 09/30/2020
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 20 <sup>th</sup>	Town Offices	
Presidents Day	February 17 <sup>th</sup>	Town Offices	
Good Friday	April 10 <sup>th</sup>	All Town Offices	No Garbage Collected
Memorial Day	May 25 <sup>th</sup>	All Town Offices	No Garbage Collected
4 <sup>th</sup> of July	July 3 <sup>rd</sup>	All Town Offices	No Garbage Collected
Labor Day	September 7 <sup>th</sup>	All Town Offices	No Garbage Collected
Columbus Day	October 12 <sup>th</sup>	All Town Offices	No Garbage Collected
Election Day	November 3 <sup>rd</sup>	All Town Offices	No Garbage Collected
Veterans Day	November 11 <sup>th</sup>	All Town Offices	No Garbage Collected
Thanksgiving Day	November 26 <sup>th</sup>	All Town Offices	No Garbage Collected
Day After Thanksgiving	November 27 <sup>th</sup>	Town Offices	
Christmas	December 25 <sup>th</sup>	All Town Offices	No Garbage Collected
New Years Day	January 1 <sup>st</sup>	All Town Offices	No Garbage Collected

#### ESTABLISH OFFICIAL DEPOSITORY FOR TOWN

RES #24 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 to designate NBT, KEYBANK and COMMUNITY BANK as the official depositories for the Town.

#### APPOINTMENT OF ASSESSOR CLERK AND CEO/BI CLERK AND SALARIES

Tabled

#### JAMES A BRENNAN MEMORIAL HUMANE SOCIETY CONTRACT

RES #25 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 authorizes Supervisor Argotsinger to sign the contract with James A. Brennan Memorial Humane Society.

Discussion about FEMA funds, cemetery lot rates, building permit fees and buy back for personal time not used.

Discussion to make Frank Rd. between Sand Hill Rd and Nine Mile Tree Rd a seasonal use road.

RES #26 On motion by Councilman Ruliffson, seconded by Councilwoman Ricciardi the following resolution was adopted 5 AYES (Argotsinger, Coletti, Mazzarelli, Ricciardi, Ruliffson)

RESOLVED that the Mayfield Town Board approves Frank Rd becoming a seasonal use road.

Discussion about sand and salt use, sick time use and holiday pay.

#### EXECUTIVE SESSION

RES #27 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 entered Executive Session at 2:57 PM

RES #28 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 exited Executive Session at 3:10 PM

On motion by Councilman Ruliffson, seconded by Councilwoman Ricciardi the meeting was adjourned at 3:12 PM

Respectfully Submitted

Nancy Parker  
Town Clerk/RMO