

## ORGANIZATIONAL MEETING JANUARY 6, 2011

An Organizational meeting of the Mayfield Town Board, Town of Mayfield, New York was held on Thursday, January 6, 2011 at the Mayfield Municipal Complex 28 N School Street at 7:00 P.M.

PRESENT: Richard Argotsinger, Supervisor  
Vincent Coletti, Councilman  
Tom Ruliffson, Councilman

ABSENT: Shawn Humphrey, Councilman  
Steve Van Allen, Councilman

OTHERS PRESENT: Myrna Hallenbeck, Mike Stewart CEO, Mel Dopp Highway Superintendent, Jack Putman

The Pledge of Allegiance was led by Supervisor Argotsinger.

PUBLIC- No one spoke at this time.

### RESOLUTION # 1

#### ELECTED SALARIES FOR 2011

On motion by Councilman Ruliffson seconded by Councilman Coletti the following resolution was ADOPTED 3 AYES (Argotsinger, Coletti, Ruliffson 2 ABSENT (Humphrey, Van Allen)

RESOLVED that the Town of Mayfield Town Board establishes the annual salaries for the following elected positions:

Town Supervisor.....	\$16,223.00 paid bi-weekly
Town Clerk.....	\$23,175.00 paid bi-weekly
Town Board Members (Total 4)...	\$3298.50 each paid monthly
Town Justice (Total 2).....	\$13,177.50 each paid bi- weekly
Superintendent of Highways.....	\$38,320.00 paid bi- weekly

### RESOLUTION # 2

#### BOARD APPOINTMENTS FOR 2011 & SALARIES

On motion by Councilman Coletti seconded by Councilman Ruliffson the following resolution was ADOPTED 3 AYES (Argotsinger, Coletti, Ruliffson 2 ABSENT (Humphrey, Van Allen)

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

Records Mgt. Officer	Dorothy Hart	\$1,081.50 per year, paid annually on 11/25/2011
Registrar of Vital Records	Dorothy Hart	\$865.00 per year, Paid annually on

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Justice Clerks	Diane Henderson & Charlene St Dennis	11/25/2011 \$9,641.00 each, per year, paid bi- weekly
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It is noted that the Planning Board members are as listed:

Barney Brower	Term Expires 12-31-2011
Walter Ryan	Term Expires 12-31-2012
Robert Phillips	Term Expires 12-31-2013
Jerry Moore	Term Expires 12-31-2014
Marilyn Salvione	Term Expires 12-31-2015

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

Jerry Moore	Term Expires 09-30-2011
Barrie Hampton	Term Expires 09-30-2012
Jack Putman	Term Expires 09-30-2013
James Cownie	Term Expires 09-30-2014
Martin Piseczny	Term Expires 09-30-2015

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

Richard Bumpus	Term Expires 12-31-2011
Myrna Hallenbeck	Term Expires 12-31-2012
James Cownie	Term Expires 12-31-2013
David Sammons	Term Expires 12-31-2014
Richard Dixon	Term Expires 12-31-2015

### RES# 3

#### SUPERVISOR APPOINTMENTS FOR 2011 & SALARIES

On motion by Councilman Coletti seconded by Councilman Ruliffson the following resolution was ADOPTED 3 AYES (Argotsinger, Coletti, Ruliffson 2 ABSENT Humphrey, Van Allen)

RESOLVED that the Town Board of the Town of Mayfield approves Supervisor Argot singer's appointments with the following salaries:

Deputy Supervisor	Shawn Humphrey	No Salary
Budget Officer	Lita Hillier	3933.00 per year, paid monthly
Bookkeeper	Lita Hillier	8315.00 per year, paid monthly
Town Historian	Betty Tabor	1648.00 per year, paid annually

On 11/25/2011

### RES# 4

#### SET SALARY FOR APPOINTED OFFICIALS

On motion by Councilman Ruliffson seconded by Councilman Coletti the following resolution was ADOPTED 3 AYES (Argotsinger, Coletti, Ruliffson 2 ABSENT Humphrey, Van Allen)

RESOLVED that the Town Board set a salary rate for the following appointed officials: Assessment Review Board members of \$150.00 per individual up to 15 hour limit, with an hourly rate of \$10.00 per hour after a total of 15 hours.

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Code Enforcement Officer- Michael Stewart as Code Enforcement Officer at a salary of 25,976.00 annually paid bi-weekly, webmaster at 1,000.00 yearly paid on 11/25/2011, Zoning Director 500.00 yearly paid on 11/25/2011, Planning Director 2,000.00 yearly paid on 11/25/2011.

Assessor- Melissa Mazzarelli as Assessor at a salary of 28,840.00 annually paid bi-weekly.

### RES# 5

#### DEPUTY CLERK APPOINTMENT AND RATE OF PAY

On motion by Councilman Ruliffson seconded by Councilman Coletti the following resolution was ADOPTED 3 AYES (Argotsinger, Coletti, Ruliffson 2 ABSENT Humphrey, Van Allen)

RESOLVED that the Mayfield Town Board approves the appointment of Virginia Hall as Deputy Clerk at an hourly rate of 11.24.

### RES# 6

#### MISCELLANEOUS APPOINTMENTS

On motion by Councilman Coletti seconded by Councilman Ruliffson the following resolution was ADOPTED 3 AYES (Argotsinger, Coletti, Ruliffson 2 ABSENT Humphrey, 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.

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

Authorize the Highway Superintendent to spend up to \$2,000 without prior Highway Committee approval.

Authorize the CEO, Assessor, Town Clerk, and Town Justices to spend up to \$100.00 without prior Town Board approval.

Authorize the Supervisor to file with the Town Clerk a copy of the Annual Financial Report by April 1, 2011 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 upon receipt to defray finance charges.
3. Forward monies to Fire District #2 upon receipt from Tax Collector on 2011 Tax Levy.

### RESOLUTION # 7

#### APPOINT ATTORNEY FOR TOWN

On motion by Councilman Coletti seconded by Councilman Ruliffson the following resolution was ADOPTED 3 AYES (Argotsinger, Coletti, Ruliffson 2 ABSENT Humphrey, Van Allen)

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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 \$8,600.00 for 2011.

### RES# 8

#### APPOINTMENT OF HEALTH OFFICER

On motion by Councilman Ruliffson seconded by Councilman Coletti the following resolution was ADOPTED 3 AYES (Argotsinger, Coletti, Ruliffson 2 ABSENT Humphrey, Van Allen)

RESOLVED that the Mayfield Town Board appoint Dr. Mayer as Health Officer for the Town of Mayfield effective January 1, 2011 to December 31, 2011 at an annual salary of \$600.00 per year to be paid on December 15<sup>th</sup> of each year.

### RESOLUTION # 9

#### ESTABLISH OFFICIAL NEWSPAPER

On motion by Councilman Coletti seconded by Councilman Ruliffson the following resolution was ADOPTED 3 AYES (Argotsinger, Coletti, Ruliffson 2 ABSENT Humphrey, Van Allen)

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

### RES# 10

#### RETURN CHECK FEE

On motion by Councilman Coletti seconded by Councilman Ruliffson the following resolution was ADOPTED 3 AYES (Argotsinger, Coletti, Ruliffson 2 ABSENT Humphrey, Van Allen)

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

### RES# 11

#### ADOPT POLICY MANUAL FOR 2011

On motion by Councilman Coletti seconded by Councilman Ruliffson the following resolution was ADOPTED 3 AYES (Argotsinger, Coletti, Ruliffson 2 ABSENT Humphrey, 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) for 2011 as filed with the Town Clerk.

### RES# 12

#### APPOINTMENT OF COUNCILMAN COLETTI AS SEXUAL HARASSMENT OFFICER FOR THE TOWN

On motion by Councilman Ruliffson seconded by Supervisor Argotsinger the following resolution was ADOPTED 2 AYES (Argotsinger, Ruliffson 1 ABSTAIN Coletti 2 ABSENT Humphrey, Van Allen)

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

RES# 13

### COMMITTEE APPOINTMENTS

On motion by Councilman Coletti seconded by Councilman Ruliffson the following resolution was ADOPTED 3 AYES (Argotsnger, Coletti, Ruliffson 2 ABSENT Humphrey, Van Allen)

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

Property Control	Ruliffson & Coletti
Highway	Humphrey & Coletti
Buildings & Grounds	Humphrey & Van Allen
Insurance	Ruliffson & Van Allen
Cable TV	Ruliffson & Van Allen
Animal Control	Humphrey & Van Allen
Policy	Humphrey & Coletti
Comprehensive Plan	Humphrey & Coletti
Youth Commission	Ruliffson & Van Allen
Monthly Voucher Audit	Ruliffson & Coletti
Negotiations	Ruliffson & Coletti
Town Beach	Humphrey & Van Allen
Assessor	Coletti & Humphrey
Cemetery	Ruliffson & Van Allen
Personnel	Entire Board

The Supervisor reminded the Town Board that issues of concern would be reviewed by 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# 14

### ANNUAL INVENTORY

On motion by Councilman Ruliffson seconded by Councilman Coletti the following resolution was ADOTPED 3 AYES (Argotsinger, Coletti, Ruliffson 2 ABSENT Humphrey, Van Allen)

RESOLVED that the Mayfield Town Board the annual inventory will be reviewed by Property Control Committee, verified by each department head and returned to the Board for approval by March 17<sup>th</sup>. A copy would be filed with the Town Clerk for record and a copy forwarded to Lita Hillier for bookkeeping.

RES# 15

### ESTABLISH SALARY FOR PART- TIME LABORERS WITH SANITATION EMPLOYEES

On motion by Councilman Coletti seconded by Councilman Ruliffson the following resolution was ADOPTED 3 AYES (Argotsnger, Coletti, Ruliffson 2 ABSENT Humphrey, Van Allen)

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RESOLVED that the Mayfield Town Board establishes an hourly rate for part time CDL employees with Sanitation Department at 16.12 per hour and part- time laborers at 13.50 per hour effective with the bi- weekly payroll on 01/20/11.

### RES# 16

#### APPOINTMENT OF DEPUTY HIGHWAY SUPERINTENDENT

On motion by Councilman Ruliffson seconded by Councilman Coletti the following resolution was ADOPTED 3 AYES (Argotsinger, Coletti, Ruliffson 2 ABSENT Humphrey, Van Allen)

RESOLVED that the Mayfield Town Board approves the appointment of James Blowers as deputy Highway Superintendent at a salary of \$540.75 per year, paid annually on 11/25/2011 upon the recommendation of Highway Superintendent.

### RES# 17

#### ESTABLISH SALARY FOR PART TIME LABORERS WITH HIGHWAY DEPARTMENT

On motion by Councilman Coletti seconded by Councilman Ruliffson the following resolution was ADOPTED 3 AYES (Argotsinger, Coletti, Ruliffson 2 ABSENT Humphrey, Van Allen)

RESOLVED that the Mayfield Town Board approves to establish an hourly rate for part time laborers with the Highway Department at a rate of 11.05 per hour.

### RES# 18

#### APPOINT SUPERVISOR TO GREAT SACANDAGA LAKE ADVISORY COUNCIL

On motion by Councilman Coletti seconded by Councilman Ruliffson the following resolution was ADOTPED 2 AYES (Coletti, Ruliffson 1 ABSTAIN Argotsinger 2 ABSENT Humphrey, Van Allen)

RESOLVED that the Mayfield Town Board approves to appoint Supervisor Richard Argosinger to the Great Sacandaga Lake Advisory Council for 2011.

### RES# 19

#### APPROVAL OF VINCENT COLETTI AS ALTERNATE

On motion by Councilman Ruliffson seconded by Supervisor Argotsinger the following resolution was ADOPTED 2 AYES (Argotsinger, Ruliffson. 1 ABSTAIN Coletti ABSENT Humphrey, Van Allen)

RESOLVED that the Mayfield Town Board approves the appointment of Vince Colette as alternate to the Great Sacandaga Lake Advisory Council.

### RES# 20

#### APPROVAL OF DATES FOR MONTHLY MEETINGS

On motion by Councilman Ruliffson seconded by Councilman Coletti the following resolution was ADOPTED 3 AYES (Argotsinger, Coletti, Ruliffson 2 ABSENT Humphrey, Van Allen)

RESOLVED that the Mayfield Town Board approves the following dates for scheduled monthly meetings

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Jan. 6	Organizational Meeting
Jan. 20	Monthly Meeting
Feb. 3	Workshop Meeting (if needed)
Feb. 17	Monthly Meeting
March 3	Workshop Meeting (if needed)
March 17	Monthly Meeting
April 7	Workshop Meeting (if Needed)
April 21	Monthly Meeting
May 5	Workshop Meeting (if needed)
May 19	Monthly Meeting
June 2	Workshop Meeting (if needed)
June 16	Monthly Meeting
July 21	Monthly Meeting
Aug. 25	Monthly Meeting
Sept. 1	Workshop Meeting (if needed)
Sept. 16	Monthly Meeting
Oct. 6	Workshop Meeting (if needed)
Oct. 20	Monthly Meeting
Nov. 3	Workshop Meeting (if needed)
Nov. 17	Monthly Meeting
Dec. 15	Monthly Meeting
Dec. 27	Year End Meeting

### RES # 21

#### ACCEPT DOG CONTROL SERVICES FOR 2011

On motion by Councilman Coletti seconded by Councilman Ruliffson the following resolution was ADOPTED 3 AYES (Argotsinger, Coletti, Ruliffson 2 ABSENT Humphrey, Van Allen)

RESOLVED that the Mayfield Town Board authorizes Supervisor Argotsinger to sign contract with Jane Potts for dog control services for the Town of Mayfield effective January 1, 2011 in the amount of \$4724.00 per year paid monthly.

### OLD BUSINESS

### RES# 22

#### TERMINATE PETTY CASH FOR PLANNING / ZONING BOARD

On motion by Councilman Ruliffson seconded by Councilman Coletti the following resolution was ADOPTED 3 AYES (Argotsinger, Coletti, Ruliffson 2 ABSENT Humphrey, Van Allen)

RESOLVED that the Mayfield Town Board authorizes Supervisor Argotsinger to deposit the petty cash for Planning / Zoning Board into the General Fund and terminate the petty cash account.

Supervisor Argotsinger reported that at the January 20<sup>th</sup> meeting the board will be reviewing the SEQR on the land on Bellen Rd.

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Supervisor Argotsinger reported that Attorney Greco is working on the intermunicipal agreement with the Fire Department.

### NEW BUSINESS

#### RES # 23

##### MODIFY JOB DESCRIPTION FOR ASSESSOR

On motion by Councilman Coletti seconded by Councilman Ruliffson the following resolution was ADOPTED 3 AYES (Argotsinger, Coletti, Ruliffson 2 ABSENT Humphrey, Van Allen)

RESOLVED that the Mayfield Town Board approves to modify the job description for the Town Assessor with the wording of the Assessor's office will be open on Tuesday, Thursday and Friday from 9-3 instead of the present wording of open Monday – Friday from 9-3.

#### RES# 24

##### ADVERTISE FOR BOARD OF APPEALS OPENING

On motion by Councilman Coletti seconded by Councilman Ruliffson the following resolution was ADOPTED 3 AYES (Argotsinger, Coletti, Ruliffson 2 ABSENT Humphrey, Van Allen)

RESOLVED that the Mayfield Town Board approves to advertise for an upcoming opening on the Board of Appeals Board thru 12-30-12.

#### RES# 25

##### APPROVAL TO PLACE SURPLUS EQUIPMENT ON WEB SITE

On motion by Councilman Coletti seconded by Councilman Ruliffson the following resolution was ADOPTED 3 AYES (Argotsinger, Coletti, Ruliffson 2 ABSENT Humphrey, Van Allen)

RESOLVED that the Mayfield Town Board approves to authorize surplus equipment on the web site.

Supervisor Argotsinger gave each board member the new lease agreement from the Fire District for review.

Supervisor Argotsinger reported that John Vadney had passed away recently and had served the town on the Town Planning Board for 10 years and had served on the zoning commission.

#### RES# 26

##### APPROVAL TO HAVE BEACH GATE OPEN FOR ACCESS TO LAKE

On motion by Councilman Coletti seconded by Councilman Ruliffson the following resolution was ADOPTED 3 AYES (Argotsinger, Coletti, Ruliffson 2 ABSENT Humphrey, Van Allen)

RESOLVED that the Mayfield Town Board approves to authorize the beach gate be unlocked and the road plowed for the fire department to be able to gain access to the lake in case of an emergency.



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Mel Dopp Highway Superintendent reported this will be done after a storm and all cleanups have been done. This will not be done during overtime.

On motion by Councilman Coletti seconded by Supervisor Argotsinger the meeting was adjourned at 7:30 PM 3AYES (Argotsinger, Coletti, Ruliffson 2 ABSENT Humphrey, Van Allen)

Respectfully Submitted:

Dorothy Hart, Town Clerk RMC