

ORGANIZATIONAL MEETING JANUARY 5, 2012

The Town of Mayfield held its organizational meeting on Thursday, January 5, 2012 at the Municipal Complex 28 N School Street Mayfield.

The meeting was called to order at 7PM and opened with the Pledge of Allegiance led by Supervisor Richard Argotsinger.

A moment of silence for Donald Jones, a former highway employee who served the Town of Mayfield from June 1973 to 1994.

Presentation- Mel Dopp Highway Superintendent showed the board the plaque he has for the Jones family and will present to them on Friday.

PRESENT:

Richard Argotsinger, Supervisor

Vincent Coletti, Councilman

Charles Morrison, Councilman

Steve Van Allen, Councilman

ABSENT

Thomas Ruliffson, Councilman

OTHERS PRESENT: Mel Dopp Highway Superintendent, Rick Simmons, Jack Putman, Barbara Cook Leader Herald

RES# 1 SET SALARIES FOR ELECTED OFFICIALS FOR 2012

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

ABSENT (Ruliffson)

RESOLVED that the Mayfield Town Board establishes the annual salaries for the following elected officials for 2012

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

RES# 2 BOARD APPOINTMENTS FOR 2012 & SALARIES

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

ABSENT (Ruliffson)

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

Records Management Officer	Dorothy Hart	\$1,081.50 per year, Paid annually on 11/22/2012
Registrar of Vital Records	Dorothy Hart	\$865.00 per year, Paid annually on 11/22/2012
Justice Clerks	Diane Henderson &	\$9,641.00 each, per

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Charlene St Dennis year, paid bi-weekly

RES# 3 SUPERVISOR APPOINTMENTS FOR 2012 & SALARIES

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

RESOLVED that the Mayfield Town Board approves Supervisor Argotsinger's appointments with the following salaries for 2012

Deputy Supervisor	Vincent Coletti	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 November 22, 2012

RES# 4 SET SALARY FOR APPOINTED OFFICIALS

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

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 \$25,976.00 annually paid bi-weekly, webmaster at \$1,000.00 yearly paid on 11/ 22/ 2012, Planning Director \$2,000.00 yearly paid on 11/22/2012.

Assessor- Melissa Mazzarelli a salary of \$28.840.00 paid bi- weekly.

RES# 5 DEPUTY CLERK APPOINTMENT & SALARY

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

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

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 \$2,000.00 without prior Highway Committee approval.

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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, 2012 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 2012 Tax Levy.
4. Forward monies to Fire District #1 according to contract

RES# 7 APPOINT ATTORNEY FOR TOWN

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

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 paid monthly for 2012.

RES# 8 APPOINTMENT OF HEALTH OFFICER

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

RESOLVED that the Mayfield Town Board approves the appointment of Dr. Mayer as Health Officer for the Town of Mayfield effectively January 1, 2012 to December 31, 2012 at an annual salary of \$600.00 per year to be paid on December 15th of each year.

RES# 9 ESTABLISH OFFICIAL NEWSPAPER

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

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

RES# 10 RETURN CHECK FEE

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

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

RES# 11 ADOPT POLICY MANUAL FOR 2012

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

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) for 2012 as filed with the Town Clerk.

RES# 12 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 3 AYES (Argotsinger, Morrison, Van Allen) 1 ABSTAIN (Coletti) 1 ABSENT (Ruliffson)

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

RES# 13 SUPERVISOR APPOINTMENT OF COMMITTEES

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

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

Property Control	Ruliffson & 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
Negotiations	Ruliffson & Coletti
Town Beach	Morrison & 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# 14 ANNUAL INVENTORY

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

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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 17th. A copy will 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 THE SANITATION EMPLOYEES

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

RESOLVED that the Town of Mayfield Town Board establishes an hourly rate for part time CDL employees with the Sanitation Department at \$16.12 per hour and part- time laborers at \$13.50 per hour effective with the bi- weekly payroll on 1/20/12.

RES# 16 APPOINTMENT OF DEPUTY HIGHWAY SUPERINTENDENT

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

RESOLVED that the Town of 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/ 22/2012 upon the recommendation of the Highway Superintendent.

RES# 17 APPOINTMENT OF SUPERVISOR TO GREAT SACANDAGA LAKE ADVISORY COUNCIL

On motion by Councilman Coletti seconded by Councilman Morrison the following resolution was ADOPTED 3 AYES (Coletti, Morrison, Van Allen) 1 ABSTAIN (Argotsinger) 1 ABSENT (Ruliffson)

RESOLVED that the Town of Mayfield Town Board approves to appoint Supervisor Richard Argotsinger to the Great Sacandaga Lake Advisory Council for 2012.

RES# 18 APPOINTMENT OF COUNCILMAN COLETTI AS ALTERNATE

On motion by Councilman Van Allen seconded by Councilman Morrison the following resolution was ADOPTED 3 AYES (Argotsinger, Morrison, Van Allen) 1 ABSTAIN (Coletti) 1 ABSENT (Ruliffson)

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 2012.

RES # 19 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 4 AYES (Argotsinger, Coletti, Morrison, Van Allen) 1 ABSENT (Ruliffson)

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

RES# 20

APPROVAL OF SCHEDULED DATES FOR MONTHLY MEETINGS

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

RESOLVED that the Town of Mayfield Town Board approves to schedule the following dates for monthly meetings

January 5 th	Organizational Meeting
January 19 th	Monthly Meeting
February 2	Workshop Meeting (if needed)
February 16 th	Monthly Meeting
March 1 st	Workshop Meeting (if needed)
March 15 th	Monthly Meeting
April 5 th	Workshop Meeting (if needed)
April 19 th	Monthly Meeting
May 3 rd	Workshop Meeting (if needed)
May 17 th	Monthly Meeting
June 7 th	Workshop Meeting (if needed)
June 21 st	Monthly Meeting
July 19 th	Monthly Meeting
August 23	Monthly Meeting
September 6 th	Workshop Meeting (if needed)
September 20 th	Monthly Meeting
October 4 th	Workshop Meeting (if needed)
October 18 th	Monthly Meeting
November 1 st	Workshop Meeting (if needed)
November 15 th	Monthly Meeting
December 20 th	Monthly Meeting
December 27 th	Year End Meeting

RES# 21 ACCEPT DOG CONTROL SERVICES FOR 2012

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

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, 2012 in the amount of \$4724.00 per year paid monthly.

RES# 22 APPOINTMENT OF PLANNING BOARD MEMBER

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

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RESOLVED that the Town of Mayfield Town Board approves the appointment of Malcolm Simmons as Planning Board member for a term of five years effective January 1, 2012 to December 31, 2016.

RES # 23 APPOINTMENT OF ZONING BOARD OF APPEALS MEMBER

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

RESOLVED that the Town of Mayfield Town Board approves the appointment of Jack Putman as Zoning Board of Appeals member for a term of five years effective January 1, 2012 to December 31, 2016.

RES# 24 APPOINTMENT OF NANCY DIETCH AS ALTERNATE TO PLANNING BOARD

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

RESOLVED that the Mayfield Town Board approves Nancy Dietch as alternate to the Planning Board for a term of 1 year.

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

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

RES# 25 APPROVAL OF HOLIDAYS FOR 2012

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

RESOLVED that the Mayfield Town Board approves the following dates as established holidays for 2012

January 16 th	Martin Luther King Day
February 20 th	President's Day
April 6 th	Good Friday
May 28 th	Memorial Day
July 4 th	4 th of July
September 3 rd	Labor Day
October 8 th	Columbus Day
November 12 th	Veteran's Day Holiday
November 22 nd / 23 rd	Thanksgiving Holiday
December 25 th	Christmas

RES# 26 AUTHORIZE SUPERVISOR TO SIGN EAP CONTRACT

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

RESOLVED that the Mayfield Town Board approves for Supervisor Argotsinger to sign the EAP contract with ST Mary's Hospital for 2012.

Supervisor Argotsinger requested the policy committee review the rules of order at the monthly meeting and make any changes they see fit and report back.

RES# 27 APPROVE 2 OUTSTANDING BILLS FROM 2011

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

RESOLVED that the Mayfield Town Board approves the payment of 2 outstanding bills for a kerosene delivery and a service call at the Town Court building for 2011.

On motion by Councilman Van Allen seconded by Councilman Coletti the meeting was adjourned at 7:40 PM. 4 AYES (Argotsinger, Coletti, Morrison, Van Allen) 1 ABSENT (Ruliffson)

Respectfully Submitted:

Dorothy Hart, Town Clerk RMC