

ORGANIZATIONAL MEETING JANUARY 5, 2016

The Town of Mayfield held its 2016 organizational meeting on Monday, January 5, 2016, at the Municipal Complex 28 N School Street Mayfield.

The meeting was called to order at 10AM and opened with the Pledge of Allegiance led by Supervisor Richard Argotsinger.

PRESENT:

Richard Argotsinger, Supervisor
Vincent Coletti, Councilman
Jack Putman, Councilman
Thomas Ruliffson, Councilman
Steve Van Allen, Councilman

PUBLIC- No one spoke at this time.

Supervisor Argotsinger reported that at the year end meeting it was discussed that all 2015 bills that are submitted in 2016 will be charged to the 2016 budget. Also invoices must be attached to vouchers.

RES# 1 SET SALARIES FOR ELECTED OFFICIALS FOR 2016

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

RESOLVED that the Mayfield Town Board establishes the annual salaries for the following elected officials for 2016

Supervisor.....	\$17,547.00 paid bi-weekly
Town Clerk.....	\$24,639.00 paid bi-weekly
Town Board Members (Total 4).....	\$4364.50 each paid monthly
Town Justice (Total 2).....	\$14441.00 each paid bi-weekly
Superintendent of Highways	\$40,086.00 paid bi-weekly

RES# 2 BOARD APPOINTMENTS FOR 2016 & SALARIES

On motion by Councilman Coletti seconded by Councilman Van Allen the following resolution was ADOPTED 5 AYES (Argotsinger, Coletti, Putman, 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 2 nd payroll of Nov
Registrar of Vital Records	Dorothy Hart	\$882.00 per year, Paid annually on 2 nd payroll of Nov.
Justice Clerks	Diane Henderson & Charlene St Dennis	\$10,834.00 each, per year, paid bi-weekly

RES# 3 SUPERVISOR APPOINTMENTS FOR 2016& SALARIES

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

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RESOLVED that the Mayfield Town Board approves Supervisor Argotsinger's appointments with the following salaries for 2016

Deputy Supervisor	Thomas Ruliffson	No Salary
Budget Officer	Lita Hillier	\$4012.00 per year paid monthly
Bookkeeper	Lita Hillier	\$9487.00 per year paid monthly
Town Historian	NancyDeitch	\$1681.00 per year, paid annually On second payroll of Nov.

A discussion was held on adopting a boot policy to go in the policy manual, after much discussion it was decided to include the Highway Superintendent, Code Enforcement Officer and the Cemetery Grounds Keeper along with the highway employees and sanitation workers.

RES# 4 SET SALARY FOR APPOINTED OFFICIALS

On motion by Councilman Coletti seconded by Councilman Ruliffson the following resolution was ADOPTED 5 AYES (Argotsinger, Coletti, Putman, 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 \$37,696.00 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 \$30,417.00 paid bi- weekly.

RES# 5 DEPUTY CLERK APPOINTMENT & SALARY

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

RESOLVED that the Mayfield Town Board approves the appointment of Virginia Hall as Deputy Clerk at an hourly rate of \$11.96 not to exceed budget.

RES# 6 MISCELLANEOUS APPOINTMENTS

On motion by Councilman Putman seconded by Councilman Coletti the following resolution was ADOPTED 5 AYES (Argotsinger, Coletti, Putman, 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.

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, 2016 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.

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3. Forward monies to Fire District #2 upon receipt from Tax Collector on 2016 Tax Levy.
4. Forward monies to Fire District #1 according to contract
5. Authorize Supervisor Argotsinger to pay the grave digger for burials upon receiving a voucher
6. Include payment of credit card invoices when received

RES# 7 APPOINT ATTORNEY FOR TOWN

On motion by Councilman Van Allen seconded by Councilman Ruliffson the following resolution was ADOPTED 5 AYES (Argotsinger, Coletti, Putman, 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 annual salary of \$8,772.00 paid monthly for 2016

RES# 8 APPOINTMENT OF HEALTH OFFICER

On motion by Councilman Putman seconded by Councilman Coletti the following resolution was ADOPTED 5 AYES (Argotsinger, Coletti, Putman, 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, 2016 to December 31, 2016 at an annual salary of \$400.00 per year to be paid on 2nd payroll of Nov.

RES# 9 ESTABLISH OFFICIAL NEWSPAPER

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

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 Putman seconded by Councilman Van Allen the following resolution was ADOPTED 5 AYES (Argotsinger, Coletti, Putman, 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# 11 ADOPT POLICY MANUAL FOR 2016

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

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work place and CDL Drug, Boot Policy & Alcohol Testing Policy) for 2016 as filed with the Town Clerk.

RES# 12 APPOINTMENT OF COUNCILMAN AS SEXUAL HARASSMENT OFFICER FOR THE TOWN

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

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

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

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

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 Ruliffson seconded by Councilman Putman the following resolution was ADOPTED 5 AYES (Argotsinger, Coletti, Putman, 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 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

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On motion by Councilman Van Allen seconded by Councilman Ruliffson the following resolution was ADOPTED 5AYES (Argotsinger, Coletti, Putman, 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 \$17.19 per hour and part- time laborers at \$14.52 per hour effective with the bi- weekly payroll on 1/15/16

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RES# 16 APPOINTMENT OF DEPUTY HIGHWAY SUPERINTENDENT

On motion by Councilman Van Allen seconded by Councilman Putman the following resolution was ADOPTED 5 AYES (Argotsinger, Coletti, Putman, 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# 17 APPOINTMENT OF COUNCILMAN PUTMAN TO GREAT SACANDAGA LAKE ADVISORY COUNCIL

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

RESOLVED that the Town of Mayfield Town Board approves to appoint Councilman Putman to the Great Sacandaga Lake Advisory Council for 2016.

RES# 18 APPOINTMENT OF COUNCILMAN VAN ALLEN AS ALTERNATE

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

RESOLVED that the Town of Mayfield Town Board approves the appointment of Councilman Steve Van Allen as alternate to the Great Sacandaga Lake Advisory Council for 2016.

RES# 19 APPROVAL OF SCHEDULED DATES FOR MONTHLY MEETINGS

On motion by Councilman Coletti seconded by Councilman Putman the following resolution was ADOPTED 5 AYES (Argotsinger, Coletti, Putman, 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 21 st	Monthly Meeting
February 4	Workshop Meeting (if needed)
February 18th	Monthly Meeting
March 3 rd	Workshop Meeting (if needed)
March 17 th	Monthly Meeting
April 7th	Workshop Meeting (if needed)

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April 21st	Monthly Meeting
May 5th	Workshop Meeting (if needed)
May 19th	Monthly Meeting
June 2nd	Workshop Meeting (if needed)
June 16th	Monthly Meeting
July 21st	Monthly Meeting
August (to be announced)	Monthly Meeting
September 1st	Workshop Meeting (if needed)
September 15th	Monthly Meeting
October 6th	Workshop Meeting (if needed)
October 20th	Monthly Meeting
November 3rd	Workshop Meeting (if needed)
November 17 th	Monthly Meeting
December 1st	Workshop Meeting (if needed)
December 15 th	Monthly Meeting
December 27 th	Year End Meeting
January 5, 2017	Organizational Meeting

RES# 20 ACCEPT DOG CONTROL SERVICES FOR 2016

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

RESOLVED that the Town of Mayfield Town Board authorizes Supervisor Argotsinger to sign contract with Nancy Parker for dog control services for the Town of Mayfield effective January 1, 2016 in the amount of \$5500.00 per year paid monthly.

RES# 21 APPOINTMENT OF BACK UP DOG CONTROL OFFICER FOR 2016

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

RESOLVED that the Mayfield Town Board approves the appointment of Sherri Crouse as backup dog control officer effective January 1, 2016 at a rate of \$20.00 per call plus mileage.

RES# 22 APPOINTMENT OF PLANNING BOARD Members, ZONING BOARD MEMBER AND ALTERNATE TO THE PLANNING BOARD

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

RESOLVED that the Town of Mayfield Town Board approves the list of members below for the Planning Board, Zoning Board and alternate to the Planning Board..

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

Roberta Ricciardi	Term Expires 12-31-2016
John Kessler	Term Expires 12-31-2017

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Robert Phillips	Term Expires 12-31-2018
Aaron Howland	Term Expires 12-31-2019
Marilyn Salvione	Term Expires 12-31-2020

ALTERNATE

Fred Castiglione	Term Expires 12-31-2016
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It is noted that the Zoning Board of Appeals members are as listed:

Martin Piseczny	Term Expires 12-31-2016
Peter Tautznik	Term Expires 12-31-2017
Doug Kampfer	Term Expires 12-31-2018
David Sammons	Term Expires 12-31-2019
Richard Dixon	Term Expires 12-31-2020

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

Roberta Ricciardi	Term Expires 09-30-2016
Barrie Hampton	Term Expires 09-30-2017
Kevin Putman	Term Expires 09-30-2018
James Cownie	Term Expires 09-30-2019
Martin Piseczny	Term Expires 09-30-2020

RES# 23 APPROVAL OF HOLIDAYS FOR 2016

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

RESOLVED that the Mayfield Town Board approves the following dates as established holidays for 2016

January 18 th	Martin Luther King Day	Town Hall & Garbage
February 15 th	President's Day	Town Hall & Garbage
March 25 th	Good Friday	Town Hall
May 30 th	Memorial Day	Town Hall & Garbage
July 4 th	4 th of July	Town Hall & Garbage
September 5 th	Labor Day	Town Hall
October 10 th	Columbus Day	Town Hall & Garbage
November 8 th	Election Day	Town Hall & Garbage
November 11 th	Veteran's Day	Town Hall & Garbage
November 24 th	Thanksgiving Day	Town Hall & Garbage
November 25 th	Thanksgiving Holiday	Town Hall
December 23 th	Christmas	Town Hall
December 30 th	New Year's	Town Hall

RES# 24 SET PAY RATE FOR PART TIME HIGHWAY WORKERS

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

RESOLVED that the Mayfield Town Board approves to set the rate of \$11.96 for part time highway laborers and \$17.19 for part time highway laborers with a CDL license, while driving a truck effective January 1, 2016.

RES# 25 SET PAY FOR HOLIDAYS FOR SANITATION WORKERS

On motion by Councilman Van Allen seconded by Councilman Coletti the following resolution was ADOPTED 5 AYES (Argotsinger, Coletti, Putman, 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, except if the holiday falls on Thursday then they will receive 3.5 hours pay.

RES# 26 ESTABLISH NBT AS DEPOSITORY FOR TOWN

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

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

RES# 27APPROVAL TO SET PAY RATE FOR ASSESSOR CLERK

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

RESOLVED that the Mayfield Town Board approves to set the rate of pay for the assessor clerk at \$11.96 per hour, not to exceed budget.

REMINDERS

Vouchers due January 15th

All offices closed Monday, January 18th for Martin Luther King Day

Regular monthly meeting January 21st

PUBLIC COMMENT- No one spoke at this time.

On motion by Councilman Van Allen seconded by Councilman Coletti the meeting was adjourned at 11:00 am 5 ayes (Argotsinger, Coletti, Putman, Ruliffson Van Allen)

Respectfully Submitted:

Dorothy Hart, Town Clerk RMC

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