

## ORGANIZATIONAL MEETING

The Organizational Meeting of the Mayfield Town Board was held on January 1<sup>st</sup> 2018 at 11:00AM at the Mayfield Municipal Complex, 28 N. School St. Mayfield NY 12117 and opened by Supervisor Argotsinger with the Pledge of Allegiance.

PRESENT: Supervisor Richard Argotsinger  
Councilman Vincent Coletti  
Councilman Jack Putman  
Councilwoman Roberta Ricciardi  
Councilman Thomas Ruliffson

PUBLIC COMMENT: None at this time

### EXECUTIVE SESSION:

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

RESOLVED that the Mayfield Town Board moves into Executive Session at 11:01 AM.

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

RESOLVED that the Mayfield Town Board moves out of Executive Session at 11:18 AM.

### RESOLUTION FOR ELECTED SALARIES 2018

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

RESOLVED that the Mayfield Town Board establishes the annual salaries for the following elected officials for 2018:

Supervisor.....	\$20,500.00	paid bi-weekly
Town Clerk.....	\$27,500.00	paid bi-weekly
Town Board Members (Total 4).....	\$ 4,462.00	paid bi-weekly
Town Justices (Total 2).....	\$15,625.00	paid bi-weekly
Superintendent of Highways.....	\$44,040.00	paid bi-weekly

### RESOLUTION FOR BOARD APPOINTMENTS AND SALARY 2018

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

RESOLVED that the Mayfield Town Board made the following re-appointments for 2018:

Records Management Officer.....	Nancy Parker	\$1150.00	paid bi-weekly
Registrar of Vital Records.....	Nancy Parker	\$2000.00	paid bi-weekly
Justice Clerks.....	Diane Henderson	\$12,750.00	paid bi-weekly
	Charlene St. Dennis		

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 \$39,750.00	paid bi-weekly
Webmaster – Michael Stewart	at	\$1,020.00 paid bi-weekly
Planning Director – Michael Stewart	at	\$2,040.00 paid bi-weekly
Zoning Secretary – Michael Stewart	at	\$510.00 paid bi-weekly

## RESOLUTION FOR SUPERVISOR APPOINTMENTS AND SALARY 2018

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

RESOLVED that the Mayfield Town Board approves Supervisor Argotsingers' appointments and re-appointments for 2018:

Deputy Supervisor.....	Roberta Ricciardi	No Salary	
Budget Officer.....	Nathan Matthews	\$ 4,100.00	paid bi-weekly
Bookkeeper.....	Nathan Matthews	\$27,950.00	paid bi-weekly
Historian.....	Sandy Town	\$ 1,700.00	paid bi-weekly

## RESOLUTION FOR TOWN INVESTMENT POLICY

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

RESOLVED that the Mayfield Town Board adopts the following Investment Policy of 2018.

### I. SCOPE

This investment policy applies to all moneys and other financial resources available for investment on its own behalf or on behalf of any other entity or individual.

### II. OBJECTIVES

The primary objectives of the local government's investment activities are, in priority order,

- . to conform with all applicable federal, state and other legal requirements (legal);
- . to adequately safeguard principal (safety);
- . to provide sufficient liquidity to meet all operating requirements (liquidity); and
- . to obtain a reasonable rate of return (yield).

### III. DELEGATION OF AUTHORITY

The governing board's responsibility for administration of the investment program is delegated to the chief fiscal officer, who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a database or records incorporation description and amounts of investments, transaction dates, and other relevant information and regulate the activities of subordinate employees.

### IV. PRUDENCE

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid an transaction that might impair public confidence in the Town of Mayfield to govern effectively.

Investments shall be made with judgement and care, under circumstances then prevailing, which persons of prudent discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decision.

## V. DIVERSIFICATION

It is the policy of the Town of Mayfield to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

## VI. INTERNAL CONTROLS

It is the policy of the Town of Mayfield for all moneys collected by any officer or employee of the government to transfer those funds to the chief fiscal officer within 10 business days of deposit, or within the time period specified in law, whichever is shorter.

The chief fiscal officer is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly, and are managed in compliance with applicable laws and regulations.

## VII. DESIGNATION OF DEPOSITARIES

The banks and trust companies authorized for the deposit of monies up to the following maximum amounts are approved, but are not limited to the following:

Depository Name	Maximum Amount	Officer
NBT, NA	\$5,000,000.00	
Bank Of America	\$5,000,000.00	
H.S.B.C	\$5,000,000.00	
Ballston Spa National Bank	\$5,000,000.00	
Key Bank	\$5,000,000.00	
First Niagara Bank	\$5,000,000.00	
Citizens Bank	\$5,000,000.00	

## VIII. COLLATERALIZING OF DEPOSITS

In accordance with the provisions of General Municipal Law 10, all Deposits of the Town of Mayfield, including certificates of deposit and special time deposits, in excess of the amount insured under provisions of the Federal Deposit Insurance Act shall be secured:

1. By a pledge of "eligible securities" with an aggregate "market value", as provided by GML 10, equal to the aggregate amount of deposits from categories designated in Appendix A to the policy.
2. By an eligible "irrevocable letter of credit" issued by a qualified bank other than the bank with the deposits in favor of the government for a term not to exceed 90 days with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least one bank that is in compliance with applicable federal minimum risk-based capital requirements.
3. By an eligible surety bond payable to the government for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims – paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.

## IX. SAFEKEEPING AND COLLATERALIZATION

Eligible securities used for collateralizing deposits shall be held by a third party bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure local government deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the local government to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the local government, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Town of Mayfield or its custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for, the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

#### X. PERMITTED INVESTMENTS

As authorized by General Municipal Law 11, the Town of Mayfield authorizes the chief fiscal officer to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- . Special time deposit accounts;
- . Certificates of deposit;
- . Obligations of the United States of America
- . Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America;
- . Obligation of the State of New York;
- . Obligations issued pursuant to LFL 24.00 or 25.00 (with approval of the State Comptroller) by any municipality, school district or district corporation other than the Town of Mayfield;
- . Obligations of this local government, but only with any moneys in a reserve fund Established pursuant to GMS 6-c, 6-d, 6-e, 6-g, 6-h, 6-j, 6-k, 6-l, 6-m, or 6-n.

All investment obligations shall be payable or redeemable at the option of the Town of Mayfield within such times as the proceeds will be needed to meet expenditures for the purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Town of Mayfield within two years of the date of purchase.

#### XI. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The Town of Mayfield shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments that can be made with each financial institution or dealer. All financial institutions with which the local government conducts business must be credit worthy. Banks shall provide their most recent consolidated Report of Condition (Call Report) at the request of the Town of Mayfield. Security dealers not affiliated with a bank shall be required to be classified as reporting dealer affiliated with the New York Federal Reserve Bank, as primary dealers. The chief fiscal officer is responsible for evaluation the financial position and

maintaining a list of proposed depositaries, trading partners and custodians. Such listing shall be evaluated at least annually.

## XII. PURCHASE OF INVESTMENTS

The chief fiscal officer is authorized to contract for the purchase of investments:

1. Directly, including through a repurchase agreement, from an authorized trading partner.
2. By participation in a cooperative investment program with another authorized governmental entity pursuant to Article 5G of the General Municipal Law where such program meets all the requirements set forth in the Office of the State Comptroller Opinion No. 88-46, and the specific program has been authorized by the governing board.
3. By utilizing an ongoing investment program with an authorized trading partner pursuant to a contract authorized by the governing board.

All purchased obligations, unless registered or inscribed in the name of the local government, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the Town of Mayfield by the bank or trust company. An obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in GMS, 10.

The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodial for the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

## XIII. REPURCHASE AGREEMENTS

Repurchase agreements are authorized subject to the following restrictions:

- . All repurchase agreements must be entered into subject to a Master Repurchase Agreement.
- . Trading partners are limited to banks or trust companies authorized to do business in New York State and primary reporting dealers.
- . Obligations shall be limited to obligations of the United States of America and obligations of agencies of the United States of America where principal and interest are guaranteed by the United States of America.
- . No substitution of securities will be allowed.
- . The custodian shall be a party other than the trading partner.

## APPENDIX A

### Schedule of Eligible Securities

- (i) Obligations issued, or fully insured or guaranteed as to the payment of principal and interest, by the United States of America an agency thereof or a United States Government sponsored corporation.

- (ii) Obligations issued or fully guaranteed by the International Bank for Reconstruction and Development, the Inter-American Development Bank, the Asian Development Bank and the African Development Bank.
- (iii) Obligations partially insured or guaranteed by any agency of the United States of America, at a proportion of the market value of the obligation that represents the amount of the insurance or guaranty.
- (iv) Obligations issued or fully insured or guaranteed by the State of New York, obligations issued by a municipal corporation, school district or district corporation of such State or obligations of any public benefit corporation which under a specific State statute may be accepted as security for deposit of public moneys.

#### TOWN OF MAYFIELD PROCUREMENT POLICY 2018

WHEREAS, Section 104-b of the General Municipal Law requires the governing body of every municipality to adopt a procurement policy for all good and services which are not required by law to be publicly bid, and

WHEREAS, comments have been solicited from all officers in the Town of Mayfield involved in the procurement process, now, therefore

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

RESOLVED that the Mayfield Town Board does hereby adopt the following procurement policy which is intended to apply to all goods and services which are not required by law to be publicly bid.

#### PROCUREMENT POLICY FOR THE TOWN OF MAYFIELD

1. Every purchase to be made must be initially reviewed to determine whether it is a purchase contract or a public works contract. Once that determination is made, a good faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a year. The following items are not subject to competitive bidding pursuant to 103 of the General Municipal Law: purchase contracts under \$20,000.00 and public works contracts under \$35,000.00; emergency purchases; certain municipal hospital purchases; goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions; purchases under State and county contracts; and surplus and second-hand purchases from another governmental entity.

The decision that a purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase. This documentation may include written or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase, or any other written documentation that is appropriate.

2. All goods and services will be secured by use of written requests for proposals, written quotations, verbal quotations, or any other method that assures that goods will be purchased at the lowest price and that favoritism will be avoided, except in the following circumstances: purchase contracts over \$20,000.00 and public works contracts over \$35,000.00; goods purchased from agencies for the blind or severely handicapped pursuant to 175-b of the State finance Law; goods purchased from correctional institutions pursuant to 186 of the Correction

Law; purchases under State contract pursuant to 104 of the General Municipal Law; purchases under county contracts pursuant to 103(3) of the General Municipal Law; or purchases pursuant to subdivision 6 of this policy:

3. The following method of purchase will be used when required by this policy in order to achieve the highest savings;

ESTIMATED AMOUNT OF PURCHASE CONTRACT

\$2,500.00 - \$ 7,499.99

\$7,500.00 - \$19,999.99

METHOD

Verbal Quotations

Written/fax quotations or  
written request for proposals

ESTIMATED AMOUNT OF PUBLIC WORKS CONTRACT

\$2,500.00 - \$ 7,499.99

\$7,500.00 - \$19,999.99

\$20,000.00 - \$34,999.99

METHOD

Verbal Quotations

Written/fax quotations

Written/fax quotations or  
written request for proposals

A good faith effort shall be made to obtain three proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser will document the attempt(s) made at obtaining the proposals. In no event shall the failure to obtain the proposals be a bar to the procurement.

4. Documentation is required of each action taken in connection with each procurement.
5. Documentation and an explanation are required whenever a contract is awarded to other than the lowest responsible offeror. This documentation will include an explanation of how the award will achieve saving or how the offeror was not responsible. A determination that the offeror is not responsible shall be made by the purchaser and may not be challenged under any circumstances.
6. Pursuant to General Municipal Law 104-b(2)(f), the procurement policy may contain circumstances when, or types of procurements for which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotations will not be in the best interest of the municipality, In the following circumstances it may not be in the best interests of the Town of Mayfield to solicit quotations or document the basis for not accepting the lowest bid:
  - a. Professional services or services requiring special or technical skill, training or expertise. The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity, and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures.  
In determining whether a service fits into this category the Board of Trustees shall take into consideration the following guidelines: (a) whether the services are subject to State licensing or testing requirements; (b) whether substantial formal education or training is a necessary prerequisite to the performance of the services; and (c) whether the services require a personal relationship between the individual and municipal officials.  
Professional or technical services shall include but not be limited to the following: services of an attorney; services of a physician; technical services of an engineer engaged to prepare plans, maps and estimates; securing insurance coverage and/or services of an

insurance broker; services of a certified public accountant; investment management services; printing services involving extensive writing, editing or art work; management of municipally owned property; and computer software or programming services for customized programs, or services involved in substantial modification and customizing of pre-packaged software.

- b. Emergency purchases pursuant to 103(4) of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternate proposals may threaten the life, health, safety or welfare of the residents. This section does not preclude alternate proposals if time permits.
- c. Purchases of surplus and second-hand goods from any source. If alternate proposals are required, the Town of Mayfield is precluded from purchasing surplus and second-hand goods at auctions or through specific advertised sources where the best prices are usually obtained. It is also difficult to try to compare prices of used goods and a lower price may indicate an older product.
- d. Goods or services under \$2,500.00. The time and documentation required to purchase through this policy may be more costly than the item itself and would therefore not be in the best interests of the taxpayer. In addition, it is not likely that such minuscule contracts would be awarded based on favoritism.

7. This policy shall be reviewed annually.

#### DEPUTY CLERK APPOINTMENT AND SALARY

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

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

#### MISCELLANEOUS APPOINTMENTS

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

RESOLVED that the Mayfield Town Board establish the following:

Meal Expense for conferences according to New York State guidelines on 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# 10 On motion by Councilwoman Ricciardi, seconded by Councilman Putman the following resolution was adopted 5 AYES (Argotsinger, Coletti, Putman, 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 to Fire District #2 upon receipt from Tax Collector on 2018 Tax Levy.
3. Forward monies to 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 Town Board of Mayfield 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# 11 On motion by Councilman Coletti, seconded by Councilwoman Ricciardi the following resolution was adopted 5 AYES (Argotsinger, Coletti, Putman, 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# 12 On motion by Councilman Putman, seconded by Councilman Coletti the following resolution was adopted 5 AYES (Argotsinger, Coletti, Putman, 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# 13 On motion by Councilman Putman, seconded by Councilman Coletti the following resolution was adopted 5 AYES (Argotsinger, Coletti, Putman, Ricciardi, Ruliffson)

RESOLVED that the Mayfield Town Board approves Carmel Greco Esquire as attorney for the Town of Mayfield on retainer of \$9,000.00 per year, paid monthly for 2018.

Other attorneys may be used as deemed necessary.

#### APPOINT TOWN HEALTH OFFICER AND SALARY

RES#14 On motion by Councilman Putman, seconded by Councilman Coletti the following resolution was adopted 5 AYES (Argotsinger, Coletti, Putman, Ricciardi, Ruliffson)

RESOLVED that the Mayfield Town Board approves the appointment of Dr. Mayer as Health Officer for the Town of Mayfield Effective January 1, 2018 to December 31 2018 at an annual salary of \$400.00.

#### ESTABLISH OFFICIAL NEWSPAPER

RES#15 On motion by Councilman Coletti, seconded by Councilman Ruliffson the following resolution was adopted 5 AYES (Argotsinger, Coletti, Putman, 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# 16 On motion by Councilman Coletti, seconded by Councilwoman Ricciardi the following resolution was adopted 5 AYES (Argotsinger, Coletti, Putman, 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 2018

RES# 17 On motion by Councilman Coletti, seconded by Councilman Putman the following resolution was adopted 5 AYES (Argotsinger, Coletti, Putman, Ricciardi, 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 & 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 2018 as filed with the Town Clerk.

#### APPOINT SEXUAL HARASSMENT OFFICERS FOR THE TOWN

RES# 18 On motion by Councilman Ruliffson, seconded by Councilman Putman the following resolution was adopted 5 AYES (Argotsinger, Coletti, Putman, Ricciardi, Ruliffson)

RESOLVED that the Mayfield Town Board appoints Councilman Coletti and Councilwoman Ricciardi as sexual harassment officers for the Town.

#### SUPERVISOR APPOINTMENT OF COMMITTEES

RES# 19 On motion by Councilman Coletti, seconded by Councilwoman Ricciardi the following resolution was adopted 5 AYES (Argotsinger, Coletti, Putman, Ricciardi, Ruliffson)

RESOLVED that the Mayfield Town Board approves the Supervisor Appointments to the following committees:

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

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#20 On motion by Councilman Putman, seconded by Councilman Ruliffson the following resolution was adopted 5 AYES (Argotsinger, Coletti, Putman, 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 13<sup>th</sup>, 2018. A copy will be filed with the Town clerk for record and a copy forwarded to the bookkeeper.

#### HIGHWAY SUPERINTENDENT PURCHASES

RES# 21 On motion by Councilwoman Ricciardi, seconded by Councilman Coletti the following resolution was adopted 5 AYES (Argotsinger, Coletti, Putman, 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# 22 On motion by Councilman Putman, seconded by Councilman Coletti the following resolution was adopted 5 AYES (Argotsinger, Coletti, Putman, 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# 23 On motion by Councilman Coletti, seconded by Councilwoman Ricciardi the following resolution was adopted 5 AYES (Argotsinger, Coletti, Putman, Ricciardi, Ruliffson)

RESOLVED that the Mayfield Town Board approves the appointment of Councilman Putman to the Great Sacandaga Lake Advisory Council for 2018.

#### APPOINTMENT ALTERNATE TO GREAT SACANDAGA LAKE ADVISORY COUNCIL

RES# 24 On motion by Councilman Coletti, seconded by Councilman Putman the following resolution was adopted 5 AYES (Argotsinger, Coletti, Putman, Ricciardi, Ruliffson)

RESOLVED that the Mayfield Town Board approves the appointment of Councilwoman Ricciardi as an alternate to the Great Sacandaga Lake Advisory Council for 2018.

#### APPOINTMENT FOR HRBRRD LAKE WIDE ADVISORY COUNCIL

RES# 25 On motion by Councilman Coletti, seconded by Councilwoman Ricciardi the following resolution was adopted 5 AYES (Argotsinger, Coletti, Putman, Ricciardi, Ruliffson)

RESOLVED that the Mayfield Town Board approves the appointment of councilman Putman to the HRBRRD Lake Wide Advisory council for 2018

#### SET DATES FOR MEETING

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

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

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

October 9 <sup>th</sup>	Monthly Meeting
October 23 <sup>rd</sup>	Workshop Meeting (if needed)
November 13 <sup>th</sup>	Monthly Meeting
November 27 <sup>th</sup>	Workshop Meeting (if needed)
December 11 <sup>th</sup>	Monthly Meeting
December 27 <sup>th</sup>	Year End Meeting
January 1 <sup>st</sup> 2019	Organizational Meeting

#### APPOINTMENT OF DOG CONTROL OFFICER FOR 2018

RES# 27 On motion by Councilman Coletti, seconded by Councilwoman Ricciardi the following resolution was adopted 5 AYES (Argotsinger, Coletti, Putman, 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, 2018.

#### APPOINTMENT OF BACK UP DOG CONTROL OFFICER

RES# 28 On motion by Councilman Coletti, seconded by Councilwoman Ricciardi the following resolution was adopted 5 AYES (Argotsinger, Coletti, Putman, Ricciardi, Ruliffson)  
RESOLVED that the Mayfield Town Board approves the appointments of Sherri Crouse and Nancy Parker as Back Up Dog Control Officers at \$20.00 per call and mileage.

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

RES# 29 On motion by Councilman Coletti, seconded by Councilman Putman the following resolution was adopted 5 AYES (Argotsinger, Coletti, Putman, 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 the Planning Board Members are as listed:

Jerry Moore	Term Expires 12/31/2018
Aaron Howland	Term Expires 12/31/2019
John Kessler	Term Expires 12/31/2023

#### Alternate

Cliff Vickers	Term Expires 12/31/2018
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It is noted that the Zoning Board of Appeals members are as listed:

Peter Tautznik	Term Expires 12/31/2022
Doug Kampfer	Term Expires 12/31/2018
David Sammons	Term Expires 12/31/2019
Richard Dixon	Term Expires 12/31/2020
Martin Piseczny	Term Expires 12/31/2021

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

Barrie Hampton	Term Expires 09/30/2022
Kevin Putman	Term Expires 09/30/2018
James Cownie	Term Expires 09/30/2019
Martin Piseczny	Term Expires 09/30/2020

#### SET SCHEDULED HOLIDAYS FOR TOWN EMPLOYEES

RES# 30 On motion by Councilman Coletti, seconded by Councilwoman Ricciardi the following resolution was adopted 5 AYES (Argotsinger, Coletti, Putman, Ricciardi, Ruliffson)

RESOLVED that the Mayfield Town Board approves the following dates as established holidays for 2018:

Martin Luther King Day	All Town Offices
President's Day	All Town Offices
Good Friday	All Town Offices
Memorial Day	All Town Offices
4 <sup>th</sup> of July	All Town Offices
Labor Day	All Town Offices
Primary Day	All Town Offices (if local elections)
Columbus Day	All Town Offices
Election Day	All Town Offices
Veteran's Day	All Town Offices
Thanksgiving Day	All Town Offices
Day After Thanksgiving Day	All Town Offices
Christmas	All Town Offices
New Year's Day	All Town Offices

#### ESTABLISH OFFICIAL DEPOSITORY FOR TOWN

RES# 31 On motion by Councilman Coletti, seconded by Councilwoman Ricciardi the following resolution was adopted 5 AYES (Argotsinger, Coletti, Putman, Ricciardi, Ruliffson)

RESOLVED that the Mayfield Town Board approves to designate NBT and KEYBANK as the official depositories for the town.

#### APPOINTMENT OF ASSESSOR CLERK AND SALARY

RES# 32 On motion by Councilman Coletti, seconded by Councilwoman Ricciardi the following resolution was adopted 5 AYES (Argotsinger, Coletti, Putman, Ricciardi, Ruliffson)

RESOLVED that the Mayfield Town Board approves the re-appointment of Virginia Hall as Assessor Clerk at an hourly rate of \$15.00 not to exceed budget.

#### NEW BUSINESS

##### Direct Deposit Option

RES# 34 On motion by Councilman Coletti, seconded by Councilman Putman the following resolution was adopted 5 AYES (Argotsinger, Coletti, Putman, Ricciardi, Ruliffson)

RESOLVED that the Mayfield Town Board approves discontinuing the Direct Deposit Option.

Brief discussion on Town Insurance Policies

#### REMINDERS:

VOUCHERS ARE DUE FRIDAY PRECEEDING BOARD MEETING

ALL OFFICES ARE CLOSED MONDAY JANUARY 15<sup>TH</sup> 2018 FOR MARTIN L. KING DAY

NEXT MEETING IS JANUARY 9<sup>TH</sup> 2019

PUBLIC COMMENT – none at this time.

ADJOURNMENT

On motion by Councilman Coletti, seconded by Councilman Putman the meeting was adjourned at 1:22 PM

Respectfully Submitted

Nancy Parker  
Town Clerk/RMO