

ORGANIZATIONAL MEETING 2019

The Organizational Meeting of the Mayfield Town Board was held on January 1, 2019 at 11:00 AM 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.

RESOLUTION FOR ELECTED SALARIES 2019

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 establishes the annual salaries for the following elected officials for 2019:

Supervisor.....	\$20,750.00 paid bi-weekly
Town Clerk.....	\$27,750.00 paid bi-weekly
Town Board Members (Total of 4).....	\$ 4,562.00 paid monthly
Town Justices (Total 2).....	\$16,000.00 paid bi-weekly
Superintendent of Highways.....	\$44,925.00 paid bi-weekly

RESOLUTION FOR BOARD APPOINTMENTS AND SALARIES 2019

RES #2 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 Board made the following re-appointments for 2019:

Records Management Officer.....	Nancy Parker	\$ 1,150.00 paid bi-weekly
Registrar of Vital Records.....	Nancy Parker	\$ 2,050.00 paid bi-weekly
Justice Clerks (Total 2).....	Diane Henderson.....	\$13,000.00 paid bi-weekly
	Charlene St. Dennis	

Cemetery Administrator.....	Diane Henderson.....	\$ 2,000.00 paid bi-weekly
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Assessment Review Board Members: \$150.00 per individual up to 10 hour limit, with an hourly rate of \$11.10 per hour after a total of 10 hours.

Code Enforcement Officer - Michael Stewart at a salary of \$40,397.00 paid bi-weekly

Webmaster – Michael Stewart at.....	\$ 1,020.00 paid bi-weekly
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Planning Director – Michael Stewart.....	\$ 2,040.00 paid bi-weekly
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Zoning Secretary – Michael Stewart.....	\$ 510.00 paid bi-weekly
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RESOLUTION FOR SUPERVISOR APPOINTMENTS AND SALARIES 2019

RES #3 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 approves Supervisor Argotsingers re-appointments and salaries for 2019

Deputy Supervisor – Roberta Ricciardi.....	No Salary
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Budget Officer – Nathan Matthews.....	\$ 4,092.00 paid bi-weekly
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Bookkeeper – Nathan Matthews.....\$27,908.00 paid bi-weekly
Historian – Sandy Town.....\$ 1,715.00 paid yearly

RESOLUTION FOR TOWN INVESTMENT POLICY

RES #4 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 current Investment Policy approved in 2018.

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, 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 #6 On motion by Councilwoman Ricciardi, seconded by Councilman Ruliffson 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 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 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 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 2019 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 Councilman Coletti, seconded by Councilman Putman , 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 #9 On motion by Councilwoman Ricciardi, 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 #10 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 Carmel Greco Esquire as attorney for the Town of Mayfield on retainer of \$9,000.00 per year, paid monthly for 2019.

Other attorneys may be used as deemed necessary.

APPOINT TOWN HEALTH OFFICER AND SALARY

RES #11 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 Dr. Mayer as Health Officer for the Town of Mayfield Effective January 1, 2019 to December 31, 2019 at an annual salary of \$400.00.

ESTABLISH OFFICIAL NEWSPAPER

RES #12 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 establishes the Leader-Herald as the official newspaper for the town of Mayfield.

RETURN CHECK FEE POLICY

RES #13 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 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 2019

RES #14 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 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 2019 as filed with the Town Clerk.

APPOINT SEXUAL HARASSMENT OFFICERS FOR THE TOWN

RES #15 On motion by Councilman Putman, seconded by Councilman Ruliffson the following resolution was adopted 3 AYES (Argotsinger, Putman, Ruliffson) ABSTAINED (Coletti, Ricciardi)

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

SUPERVISOR APPOINTMENT OF COMMITTEES

RES #16 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 approves the Supervisor Appointments to the following committees:

Property Control	Coletti and Ricciardi
Highway	Putman and Ricciardi
Building and Grounds	Ruliffson and Ricciardi
Insurance	Ruliffson and Coletti
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	Putman and Ricciardi
Negotiations	Coletti and Ricciardi
Town Beach	Putman and Ruliffson
Cemetery	Coletti 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 exofficio member sit on all committees. All matters regarding personnel would be conducted by the entire board.

ANNUAL INVENTORY

RES #17 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 annual inventory shall be reviewed by the Property Control committee, verified by each department head and returned to the Board for approval by March 12, 2019. A copy will be filed with the Town clerk for record and a copy forwarded to the Bookkeeper.

At this time it was suggested there were items at the Highway Garage not listed on the inventory.

HIGHWAY SUPERINTENDENT PURCHASES

RES #18 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 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 #19 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 GR

EAT SACANDAGA LAKE ADVISORY COUNCIL

RES #20 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 2019.

SET DATES FOR MEETINGS

RES #21 On motion by Councilman Putman, 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 meetings to start at 6:30 PM

January 8 th	Monthly Meeting
January 22 nd	Workshop Meeting (if needed)
February 12 th	Monthly Meeting
February 26 th	Workshop Meeting (if needed)
March 12 th	Monthly Meeting
March 26 th	Workshop Meeting (if needed)
April 9 th	Monthly Meeting
April 23 rd	Workshop Meeting (if needed)
May 14 th	Monthly Meeting
May 28 th	Workshop Meeting (if needed)
June 11 th	Monthly Meeting
June 25 th	Workshop Meeting (if needed)
July 9 th	Monthly Meeting
July 23 rd	Workshop Meeting (if needed)
August 13 th	Monthly Meeting
August 27 th	Workshop Meeting (if needed)
September 10 th	Monthly Meeting
September 24 th	Workshop Meeting (if needed)
October 8 th	Monthly Meeting
October 22 nd	Workshop Meeting (if needed)
November 12 th	Monthly Meeting
November 26 th	Workshop Meeting (if needed)
December 11 th	Monthly Meeting
December 26 th	Workshop Meeting (if needed)
January 1 st 2020	Organizational Meeting

APPOINTMENT OF DOG CONTROL OFFICER FOR 2019

RES #22 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 Board approves the appointment of Karen Wilson as Dog Control Officer for the Town of Mayfield effective January 1, 2019.

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

RES #23 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 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 12/31/2023

Aaron Howland	Term Expires 12/31/2019
John Kessler	Term Expires 12/31/2022
Alternates – Frederick Castiglione	Term Expires 12/31/2019
Adrien Zambella	Term Expires 12/31/2019

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
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 09/30/2023
James Cownie	Term Expires 09/30/2019
Martin Piseczny	Term Expires 09/30/2020
Adrien Zambella	Term Expires 09/30/2022

SCHEDULED HOLIDAYS FOR TOWN EMPLOYEES

RES # 24 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 2019.

Martin Luther King Day	January 21 st	Town Offices	
Presidents Day	February 18 th	Town Offices	
Good Friday	April 19 th	All Town Offices	No Garbage Collected
Memorial Day	May 27 th	All Town Offices	No Garbage Collected
4 th of July	July 4 th	All Town Offices	No Garbage Collected
Labor Day	September 2 nd	All Town Offices	No Garbage Collected
Primary Day (tentative)	September 10 th	Town Offices	If local Elections
Columbus Day	October 14 th	All Town Offices	No Garbage Collected
Election Day	November 5 th	All Town Offices	No Garbage Collected
Veterans Day	November 11 th	All Town Offices	No Garbage Collected
Thanksgiving Day	November 28 th	All Town Offices	No Garbage Collected
Day After Thanksgiving	November 29 th	All Town Offices	No Garbage Collected
Christmas	December 25 th	All Town Offices	No Garbage Collected
New Years Day	January 1 st	All Town Offices	No Garbage Collected

ESTABLISH OFFICIAL DEPOSITORY FOR TOWN

RES #25 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 to designate NBT and KEYBANK as the official depositories for the Town.

APPOINTMENT OF ASSESSOR CLERK AND SALARY

RES #26 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 Audrey Coleman as Assessor Clerk at an hourly rate of \$15.00 not to exceed budget.

APPOINTMENT OF CEMETERY ADMINISTRATOR

RES #27 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 re-appointment of Diane Henderson as Cemetery Administrator at a rate of \$2000.00 yearly, paid bi-weekly.

Discussion about insurance and testing companies, including DOT regulations.

Discussion about new time clock at the Highway Garage.

On motion by Councilman Ruliffson, seconded by Supervisor Argotsinger the meeting was adjourned at 1:45 PM.

Respectfully Submitted

Nancy Parker
Town Clerk/RMO