

ORGANIZATIONAL MEETING JANUARY 3, 2013

The Town of Mayfield held its organizational meeting on Thursday, January 3, 2013 at the Municipal Complex 28 N School Street Mayfield.

The meeting was called to order at 9AM and opened with the Pledge of Allegiance led by Supervisor Richard Argotsinger.

PRESENT:

Richard Argotsinger, Supervisor
Vincent Coletti, Councilman
Charles Morrison, Councilman
Thomas Ruliffson, Councilman
Steve Van Allen, Councilman

OTHERS PRESENT: Melissa Mazzarelli Assessor

PUBLIC- No one spoke at this time.

RES# 1 SET SALARIES FOR ELECTED OFFICIALS FOR 2013

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

RESOLVED that the Mayfield Town Board establishes the annual salaries for the following elected officials for 2013

Supervisor.....	\$16,547.00 paid bi-weekly
Town Clerk.....	\$23,639.00 paid bi-weekly
Town Board Members (Total 4).....	\$3364.50 each paid monthly
Town Justice (Total 2).....	\$13,441.00 each paid bi-weekly
Superintendent of Highways	\$39,086.00 paid bi-weekly

RES# 2 BOARD APPOINTMENTS FOR 2013 & SALARIES

On motion by Councilman Van Allen seconded by Councilman Ruliffson the following resolution was ADOPTED 5 AYES (Argotsinger, Coletti, Morrison, 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 11/21/2013
Registrar of Vital Records	Dorothy Hart	\$882.00 per year, Paid annually on 11/21/2013
Justice Clerks	Diane Henderson & Charlene St Dennis	\$9,834.00 each, per year, paid bi-weekly

RES# 3 SUPERVISOR APPOINTMENTS FOR 2013 & SALARIES

ORGANIZATIONAL MEETING JANUARY 3, 2013

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

RESOLVED that the Mayfield Town Board approves Supervisor Argotsinger's appointments with the following salaries for 2013

Deputy Supervisor	Vincent Coletti	No Salary
Budget Officer	Lita Hillier	\$4012.00 per year paid monthly
Bookkeeper	Lita Hillier	\$8487.00 per year paid monthly
Town Historian	Betty Tabor	\$1681.00 per year, paid annually On November 21, 2013

RES# 4 SET SALARY FOR SECRETARY FOR CEMETERY

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

RESOLVED that the Mayfield Town Board approves Melissa Mazzarelli, Secretary of the cemetery at a rate of \$500.00 to be paid annually on 11/21/13

RES# 5 SET SALARY FOR APPOINTED OFFICIALS

On motion by Councilman Morrison seconded by Councilman Van Allen the following resolution was ADOPTED 5 AYES (Argotsinger, Coletti, Morrison, 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 \$36,696.00 annually paid bi-weekly, webmaster at \$1,020.00 yearly paid on 11/ 21/ 2013, Planning Director \$2,040.00 yearly paid on 11/21/2012.

Assessor- Melissa Mazzarelli a salary of \$29,417.00 paid bi- weekly.

RES# 6 DEPUTY CLERK APPOINTMENT & SALARY

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

RESOLVED that the Mayfield Town Board approves the appointment of Virginia Hall as Deputy Clerk at an hourly rate of \$11.46 not to exceed budget.

RES#7 MISCELLANEOUS APPOINTMENTS

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

ORGANIZATIONAL MEETING JANUARY 3, 2013

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, 2013 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.
3. Forward monies to Fire District #2 upon receipt from Tax Collector on 2013 Tax Levy.
4. Forward monies to Fire District #1 according to contract
5. Authorize Supervisor Argotsinger to pay Randy Van Nostrand for burials upon receiving a voucher

RES# 8 DELETE REQUEST FOR PRIOR APPROVAL

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

RESOLVED that the Mayfield Town Board approves to delete the Highway Superintendent, Code Enforcer, Town Justices and Town Clerk having to get prior approval before spending monies and being allowed to spend the limit of their budget before getting board approval.

RES# 9 APPOINT ATTORNEY FOR TOWN

On motion by Councilman Coletti seconded by Councilman Ruliffson the following resolution was ADOPTED 5 AYES (Argotsinger, Coletti, Morrison, 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 salary of \$8,772.00 paid monthly for 2013.

RES# 10 APPOINTMENT OF HEALTH OFFICER

On motion by Councilman Morrison seconded by Councilman Van Allen the following resolution was ADOPTED 5 AYES (Argotsinger, Coletti, Morrison, 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, 2013 to December 31, 2013 at an annual salary of \$612.00 per year to be paid on December 15th of each year.

RES# 11 ESTABLISH OFFICIAL NEWSPAPER

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

ORGANIZATIONAL MEETING JANUARY 3, 2013

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

RES# 12 RETURN CHECK FEE

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

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

Councilman Coletti questioned on how the new man was doing in the sanitation department and has he scheduled his road test yet. A small discussion followed with the board stating he had 60 days to get his license.

RES# 13 ADOPT POLICY MANUAL FOR 2013

On motion by Councilman Morrison seconded by Councilman Coletti the following resolution was ADOPTED 5 AYES (Argotsinger, Coletti, Morrison, 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) for 2013 as filed with the Town Clerk.

RES# 14 APPOINTMENT OF COUNCILMAN AS SEXUAL HARASSMENT OFFICER FOR THE TOWN

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

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

RES# 15 SUPERVISOR APPOINTMENT OF COMMITTEES

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

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

Property Control	Morrison & 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

ORGANIZATIONAL MEETING JANUARY 3, 2013

Youth Commission	Ruliffson & Van Allen
Monthly Voucher Audit	Ruliffson & Coletti
Negotiations	Ruliffson & Coletti
Town Beach	Ruliffson & 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# 16 ANNUAL INVENTORY

On motion by Councilman Coletti seconded by Councilman Morrison the following resolution was ADOPTED 5 AYES (Argotsinger, Coletti, Morrison, 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 21st. A copy will be filed with the Town Clerk for record and a copy forwarded to Lita Hillier for bookkeeping.

RES# 17 ESTABLISH SALARY FOR PART- TIME LABORERS WITH THE SANITATION EMPLOYEES

On motion by Councilman Coletti seconded by Councilman Morrison the following resolution was ADOPTED 5 AYES (Argotsinger, Coletti, Morrison, 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 \$16.44 per hour and part- time laborers at \$13.77 per hour effective with the bi- weekly payroll on 1/11/13.

RES# 18 APPOINTMENT OF DEPUTY HIGHWAY SUPERINTENDENT

On motion by Councilman Van Allen seconded by Councilman Coletti the following resolution was ADOPTED 5 AYES (Argotsinger, Coletti, Morrison, 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 11/ 21/2013 upon the recommendation of the Highway Superintendent.

RES# 19 APPOINTMENT OF SUPERVISOR TO GREAT SACANDAGA LAKE ADVISORY COUNCIL

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

RESOLVED that the Town of Mayfield Town Board approves to appoint Supervisor Richard Argotsinger to the Great Sacandaga Lake Advisory Council for 2013.

ORGANIZATIONAL MEETING JANUARY 3, 2013

RES# 20 APPOINTMENT OF COUNCILMAN MORRISON AS ALTERNATE
On motion by Councilman Van Allen seconded by Councilman Coletti the following resolution was ADOPTED 4 AYES (Argotsinger, Coletti, Ruliffson Van Allen) 1 NAY Morrison)

RESOLVED that the Town of Mayfield Town Board approves the appointment of Councilman Charles Morrison as alternate to the Great Sacandaga Lake Advisory Council for 2013.

RES # 21 APPOINTMENT OF DAVID AGEE TO HRBRRD LAKE WIDE ADVISORY COUNCIL

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

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

RES# 22

APPROVAL OF SCHEDULED DATES FOR MONTHLY MEETINGS

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

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

January 3 th	Organizational Meeting
January 17 th	Monthly Meeting
February 7	Workshop Meeting (if needed)
February 21 st	Monthly Meeting
March 7 th	Workshop Meeting (if needed)
March 21 st	Monthly Meeting
April 4 th	Workshop Meeting (if needed)
April 18 th	Monthly Meeting
May 2 rd	Workshop Meeting (if needed)
May 16 th	Monthly Meeting
June 6 th	Workshop Meeting (if needed)
June 20 th	Monthly Meeting
July 18 th	Monthly Meeting
August 22	Monthly Meeting
September 5 th	Workshop Meeting (if needed)
September 19 th	Monthly Meeting
October 3 th	Workshop Meeting (if needed)
October 17 th	Monthly Meeting
November 7 th	Workshop Meeting (if needed)
November 21 st	Monthly Meeting
December 19 th	Monthly Meeting

ORGANIZATIONAL MEETING JANUARY 3, 2013

December 31th

Year End Meeting

RES# 23 ACCEPT DOG CONTROL SERVICES FOR 2013

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

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, 2013 in the amount of \$4819.00 per year paid monthly.

RES# 24 APPOINTMENT OF PLANNING BOARD MEMBER

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

RESOLVED that the Town of Mayfield Town Board approves the appointment of John Kessler as Planning Board member for a term of five years effective January 1, 2013 to December 31, 2017.

RES # 25 APPOINTMENT OF ZONING BOARD OF APPEALS MEMBER

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

RESOLVED that the Town of Mayfield Town Board approves the appointment of Peter Tautznik as Zoning Board of Appeals member for a term of five years effective January 1, 2013 to December 31, 2017.

RES# 26 APPOINTMENT OF GARY MAZZARELLI AS ALTERNATE TO PLANNING BOARD

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

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

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

Robert Phillips	Term Expires 12-31-2013
Jerry Moore	Term Expires 12-31-2014
Marilyn Salvione	Term Expires 12-31-2015
Malcolm Simmons	Term Expires 12-31-2016

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

James Cownie	Term Expires 12-31-2013
David Sammons	Term Expires 12-31-2014
Richard Dixon	Term Expires 12-31-2015
Jack Putman	Term Expires 12-31-2016

ORGANIZATIONAL MEETING JANUARY 3, 2013

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

Jack Putman	Term Expires 09-30-2013
James Cownie	Term Expires 09-30-2014
Martin Pisechny	Term Expires 09-30-2015
Malcolm Simmons	Term Expires 09-30-2016

RES# 27 APPROVAL OF HOLIDAYS FOR 2013

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

RESOLVED that the Mayfield Town Board approves the following dates as established holidays for 2013

January 21 st	Martin Luther King Day	Town Hall & Garbage
February 18 th	President's Day	Town Hall & Garbage
March 29 th	Good Friday	Town Hall
May 27 th	Memorial Day	Town Hall & Garbage
July 4 th	4 th of July	Town Hall & Garbage
September 2 nd	Labor Day	Town Hall & Garbage
September 10 th	Primary Day	Town Hall
October 14 ^h	Columbus Day	Town Hall & Garbage
November 5 th	Election Day	Town Hall
November 11 th	Veteran's Day Holiday	Town Hall & Garbage
November 28 nd	Thanksgiving Day	Town Hall & Garbage
November 29 th	Thanksgiving Holiday	Town Hall
December 25 th	Christmas	Town Hall & Garbage

RES# 28 SET PAY RATE FOR PART TIME HIGHWAY WORKERS

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

RESOLVED that the Mayfield Town Board approves to set the rate of \$11.27 for part time highway laborers and \$16.44 for part time highway laborers with a CDL license effective January 1, 2013.

RES# 29 SET PAY FOR HOLIDAYS FOR SANITATION WORKERS

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

RES# 30 ESTABLISH NBT AS DEPOSITORY FOR TOWN

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

ORGANIZATIONAL MEETING JANUARY 3, 2013

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

RES# 31 APPROVAL TO SET PAY RATE FOR ASSESSOR CLERK

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

RESOLVED that the Mayfield Town Board approves to set the rate of pay for the assessor clerk at \$11.46 per hour, not to exceed budget.

Councilman Van Allen recommended granting the sanitation department vacation time. A lengthy discussion followed. Councilman Van Allen stated they would not need subs as they would work with only 2 guys. The choice of personal time or vacation time was discussed.

RES# 32 APPROVAL OF PERSONAL TIME FOR SANITATION DEPARTMENT

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

RESOLVED that the Mayfield Town Board approves to allow the sanitation department 3 days of personal time after 1 year of employment which will not roll over to the next year and cannot be used when someone else is off.

A lengthy discussion was held with Melissa Mazzarelli on options at the Union Rural Cemetery. The options were to raise the winter burial fee, stay the way we are or closing the cemetery for the winter. More discussion followed.

RES# 33 APPROVAL TO CLOSE THE UNION RURAL CEMETERY

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

RESOLVED that the Mayfield Town Board approves to close the Union Rural Cemetery effective 01/03/2013 thru 04/01/2013 for the current year and for further years the cemetery will be closed 12/01- 04/01.

RES# 34 APPROVAL FOR PAY INCREASE FOR MAINTENANCE PERSON AT CEMETERY

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

RESOLVED that the Mayfield Town Board approve to increase the hourly rate for the maintenance person at the Union Rural Cemetery from 10.20 to \$10.50 per hour.

Supervisor Argotsinger passed a letter around to the board members that he had received from Attorney Greco on an ex employee.

ORGANIZATIONAL MEETING JANUARY 3, 2013

Supervisor Argotsinger stated he had been asked by Mike Gendron to ask if the board was interested in putting in money for the by pass study grant. The board again stated they were not interested.

**RES# 35 AUTHORIZE SUPERVISOR TO SIGN CONTRACT WITH FULTON
CONTY PLANNING BOARD**

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

RESOLVED that the Mayfield Town Board authorizes Supervisor Argotsinger to sign the contract with Fulton County Planning Board for 4500.00 for the year.

On motion by Councilman Van Allen seconded by Councilman Morrison the meeting was adjourned at 10:45 AM. 5 AYES (Argotsinger, Coletti, Morrison, Ruliffson, Van Allen)

Respectfully Submitted:

Dorothy Hart, Town Clerk RMC