

TOWN OF CONSTANTIA
MINUTES – ORGANIZATIONAL MEETING - TOWN BOARD – January 5, 2021
6:00 pm Constantia Town Hall

Present: Kenneth Mosley - Supervisor
Richard Colesante, John Metzger Thomas Moran, Frank Tomaino – Council Members
Clare Haynes – Town Clerk
Warren Bader - Town Attorney
Paul Baxter – Tug Hill Commission (Via ZOOM)

CALL TO ORDER:

At 6:00 pm Mr. Mosley called the town board meeting to order with the pledge of allegiance. As per recommended procedures during COVID-19 all persons in attendance were seated 6ft apart. Mr. Metzger was joining the meeting via ZOOM.

2021 TOWN OF CONSTANTIA APPOINTMENTS:

Mr. Moran made the motion to approve the following:

Official newspaper – **Syracuse Newspaper**

Meeting nights - **3rd Tuesday 6:30 bills 7:30 meeting**

Supervisor’s meeting – **1st Monday of the month with the exception of holidays at 9am**

Depository - **Pathfinder**

Payroll service - **ADP**

Mileage rate - **.50**

Bookkeeper to the Supervisor -**Nancy Butler, Term Expires 12/31/21**

Assessor – **Warren Wheeler, New Term Expires 9/30/2025**

Assessor’s Clerk P/T - **Vacant**

Dog Control Officer - **Karen Ashley, Term Expires 12/31/21**

Deputy Supervisor - **Thomas J. Moran, Term Expires 12/31/21**

Registrar of Vital Statistics – **Clare Haynes, Term Expires 12/31/2021**

Records Management Office and GIS Point of Contact – **Clare Haynes, Term Expires 12/31/2021**

Deputy Town Clerk and Deputy Registrar of Vital Statistics - **Rhonda Cottet, Term Expires 12/31/21**

Park Director - **Krista Lewis, Term Expires 12/31/21**

Justice Clerk to Justice Mark Simpson - **Julie Simpson, Term Expires 12/31/21**

Justice Clerk to Justice Stephen Pelon – **Clare Haynes, Term Expires 12/31/21**

Deputy Highway Superintendent – **Edward John Whitney Term Expires 12/31/2021**

Town Historian - **Margaret Peck, Term Expires 12/31/21**

Town Attorney – **Warren Bader, Term Expires 12/31/2021**

Code Enforcement Officer – **John T. Haynes, Term Expires 12/31/21**

Court Security – **Daniel Gibbs, Term Expires 12/31/2021**

Board of Appeals – **Cathy Kline, Term Expires 12/31/2025**

Planning Board – **David Antos, Term Expires 12/31/2027**

Board of Assessment Review- **Judith Kelly, Term Expires 9/30/2025**

Park and Recreation Commission – **Valarie Rouse, Term Expires 12/31/2027**

Secretary Planning/Board of Appeals - **Kay Foster, Term Expires 12/31/2021**

Seconded by Mr. Tomaino.

Carried: Moran - Yes Colesante – Yes Metzger - Yes Tomaino – Yes Mosley - Yes

HOLIDAYS:

Mr. Moran made the motion to accept the following holidays for 2021:

New Years’ Day	Friday, January 1st
Dr. Martin Luther King Jr. Day	Monday, January 18th
President Day	Monday, February 15th
Memorial Day	Monday, May 31th
Independence Day	Monday, July 5th
Labor Day	Monday, September 6th
Primary Day	Floater - Holiday
Columbus Day	Monday, October 11 th
Election Day	Floater – Holiday (November 2nd)
Veterans’ Day	Thursday, November 11 th
Thanksgiving Day	Thursday, November 25th
Christmas Day	Floater

Seconded by Mr. Colesante.

Carried: Moran - Yes Colesante – Yes Metzger - Yes Tomaino – Yes Mosley - Yes

2021 SALARIES:

Mr. Tomaino made the motion to approve the salaries for the General Fund employees, Park and Recreation employees, Highway Fund employees and all board stipends as listed below:

Highway Fund (100)

<u>Employee Title</u>	<u># of Employees</u>	<u>Wage</u>
Machine Equipment Operator	4	\$24.50 Hour
Machine Equipment Operator	1	\$19.00 Hour

Seasonal	1	\$18.00 Hour
Deputy Hwy Superintendent/MEO	1	\$25.80 Hour
General Fund (200)		
Town Board	4	\$ 4,000.00 Salary
Town Justice	2	\$10,181.00 Salary
Justice Clerk	2	\$ 8,140.00 Salary
Supervisor	1	\$11,485.00 Salary
Supervisor's Clerk	1	\$19,330.00 Salary
Assessor	1	\$28,000.00 Salary
Town Clerk	1	\$39,380.00 Salary
Deputy Town Clerk	1	\$ 15.45 Hour
Registrar	1	\$ 1,200.00 Salary
Town Attorney	1	\$12,908.00 Salary
Dog Control Officer	1	\$11,042.00 Salary
Code Enforcement Officer	1	\$33,765.00 Salary
Highway Superintendent	1	\$57,783.00 Salary
Maintenance/Cleaner	1	\$ 15.81 Hour
Director of Park and Rec	1	\$ 3,410.00 Salary
Park and Recreation (300)		
Rec Leader III (Supervisor)		\$15.71 Hour
Rec Leader II (Weekend Supervisor)		\$12.50 Hour
Rec Leader II (Ass't Supervisor)		\$12.50 Hour
Rec Leader II (Evening Supervisor)		\$12.50 Hour
Rec Leader I (Arts & Crafts)		\$12.50 Hour
Rec Leader I (Activities)		\$12.50 Hour
Rec Leader I (Counselors)		\$12.50 Hour
Public Health Tech		\$12.50 Hour
Aquatics Director		\$14.00 Hour
Life-Guard I		\$12.50 Hour
Life-Guard II		\$12.50 Hour
Life-Guard III		\$12.50 Hour
Boards		
Planning Board Chair		\$500.00 Yearly
Member, Per Meeting Attended		\$20.00
Secretary Per Hour		\$13.00 Hour
Board of Appeals Chair, Per Meeting Attended		\$30.00
Member, Per Meeting Attended		\$15.00
Board of Assessment Review Chair		\$200.00 Yearly
Member		\$150.00 Yearly

Seconded by Mr. Moran.

Carried: Moran - Yes Colesante – Yes Metzger - Yes Tomaino – Yes Mosley – Yes

PROCUREMENT POLICY:

Mr. Colesante made the motion to approve the following 2021 Procurement Policy.

PROCUREMENT POLICY

Guideline 1 - Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML 103. Every town officer, board, department head or other personnel with the requisite purchasing authority (hereinafter Purchaser) shall estimate the cumulative amount of the items of supply or equipment needed in a given fiscal year. That estimate shall include the canvass of other town departments and past history to determine the likely yearly value of the commodity to be acquired. The information gathered and conclusions reached shall be documented and kept with the file or other documentation supporting the purchase activity.

Guideline 2 – All purchases of a) supplies or equipment which will exceed \$10,000 in the fiscal year or b) public works contracts over \$20,000 shall be formally bid pursuant to GML 103.

Guideline 3 – All estimated purchases of:

- Less than \$10,000 but greater than \$3,000 require a written request for a proposal (RFP) and written or internet quotes from 3 vendors
- Less than \$3,000 but greater than \$1,000 require an oral request for the goods and oral **or** internet quotes from 2 vendors
- Less than \$1,000 but greater than \$250 are left to the discretion of the Purchaser

All Estimated public works contracts of:

- Less than \$20,000 but greater than \$10,000 require a written RFP proposal from 3 contractors
- Less than \$10,000 but greater than \$ 3,000 require a written RFP proposal from 2 contractors
- Less than \$ 3,000 but greater than \$ 500 are left to the discretion of the Purchaser

Any written RFP shall describe the desired goods, quantity and the particulars of delivery. The Purchaser shall compile a list of all vendors from whom written/oral quotes have been requested and the written/oral quotes offered.

All information gathered in complying with the procedures of this Guideline shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract.

Guideline 4 – The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the Purchaser prepares a written justification providing reasons why it is in the best interest of the town and its taxpayers to make an award to other than the low bidder. If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement.

Guideline 5 – A good faith effort shall be made to obtain the required number of proposals or quotations. If the Purchaser is unable to obtain the required number of the proposals or quotations, the Purchaser shall document the attempt made at obtaining the proposals. In no event shall the inability to obtain the proposals or quotes be a bar to the procurement.

Guideline 6 – Except when directed by the Town Board, no solicitation of written proposals or quotations shall be required under the following circumstances:

- a) Acquisition of professional services
- b) Emergencies
- c) Sole source situations
- d) Goods purchased from agencies for the blind or severely handicapped
- e) Goods purchased from correctional facilities
- f) Goods purchased from another governmental agency
- g) Goods purchased from auction
- h) Goods purchased for less than \$250
- i) Public works contracts for less than \$500

Guideline 7 – This policy shall be reviewed annually by the Town Board at its organizational meeting or as soon thereafter as is reasonably practicable.

Seconded by Mr. Moran.

Carried: Moran - Yes Colesante – Yes Metzger - Yes Tomaino – Yes Mosley – Yes

OFFICIAL UNDERTAKING:

Mr. Colesante made the motion to approve the official undertaking for 2021, seconded by Mr. Tomaino.

Carried: Moran - Yes Colesante – Yes Metzger - Yes Tomaino – Yes Mosley – Yes

*signed undertaking will be at the end of this document.

AUDIT OF CLAIMS:

COUNCILMAN: Moran

Introduced the following and moved its adoption:

RESOLVED, that:

The Constantia Town Board authorizes the Supervisor to pay in advance the audit of claims for public utilities services such as electric, water, fuel oil, and telephones services as well as postage, freight, express charges and health insurance. Claims for these payments shall be presented at the next regular meeting for audit.

Seconded by Councilman: Colesante

The question of the adoption of the foregoing resolution was duly put to a vote, and upon roll call, the vote was as follows:

Carried: Moran - Yes Colesante – Yes Metzger - Yes Tomaino – Yes Mosley – Yes

AMBULANCE CONTRACT:

COUNCILMAN: Moran

Introduced the following and moved its adoption:

RESOLVED, that:

The town board for the town of Constantia will approve and authorize Supervisor Mosley to sign the contract with North Shore Ambulance in the amount of Two Hundred Seventy Seven Thousand Two Hundred Sixty Five (\$277,265) dollars to be paid as follows:

\$138,632.50 Dollars by April 1, 2021 and

\$138,632.50 Dollars by October 1, 2021

Seconded by Councilman: Tomaino

The question of the adoption of the foregoing resolution was duly put to a vote, and upon roll call, the vote was as follows:

Carried: Moran - Yes Colesante – Yes Metzger – Yes Tomaino - Yes Mosley – Yes

*signed contract will be at the end of this document.

FIRE CONTRACTS:

COUNCILMAN: Colesante

Introduced the following and moved its adoption:

RESOLVED, that:

The town board for the town of Constantia will approve and authorize Supervisor Mosley to sign the Fire District Contract between the town of Constantia and Constantia Fire District #1 in the amount of One Hundred Thirty Three Thousand Three Hundred Thirty Four (\$133,334) dollars to be paid on or before April 1, 2021.

Seconded by Councilman: Moran

The question of the adoption of the foregoing resolution was duly put to a vote, and upon roll call, the vote was as follows:

Carried: Moran - Yes Colesante – Yes Metzger - Yes Tomaino – Yes Mosley – Yes

*signed contracts will be at the end of this document.

COUNCILMAN: **Colesante**

Introduced the following and moved its adoption:

RESOLVED, that:

The town board for the town of Constantia will approve and authorize Supervisor Mosley to sign the Fire Protection Contract between the town of Constantia and Constantia Fire District #1 in the amount of Ninety Four Thousand Sixty (\$94,060.00) dollars to be paid on or before April 1, 2021.

Seconded by Councilman: **Tomaino**

The question of the adoption of the foregoing resolution was duly put to a vote, and upon roll call, the vote was as follows:

Carried: Moran - Yes Colesante – Yes Metzger - Yes Tomaino – Yes Mosley – Yes

*signed contracts will be at the end of this document.

COUNCILMAN: **Colesante**

Introduced the following and moved its adoption:

RESOLVED, that:

The town board for the town of Constantia will approve and authorize Supervisor Mosley to sign the Fire Protection Contract between the town of Constantia and the village of Cleveland in the amount of Ninety Five Thousand Nine Hundred Forty (\$95,940) dollars to be paid on or before April 1, 2021.

Seconded by Councilman: **Tomaino**

The question of the adoption of the foregoing resolution was duly put to a vote, and upon roll call, the vote was as follows:

Carried: Moran - Yes Colesante – Yes Metzger - Yes Tomaino – Yes Mosley – Yes

*signed contracts will be at the end of this document.

KENNEL AGREEMENT:

COUNCILMAN: **Tomaino**

Introduced the following and moved its adoption:

RESOLVED, that:

The town board for the town of Constantia will approve and authorize Supervisor Mosley to sign the Kennel Agreement between the town of Constantia and Karen Ashley, Dog Control Officer in the amount of One Thousand Five Hundred (\$1,500.00) dollars to be paid in four (4) equal payments of \$375.00 per payment at the end of each quarter, March 31, June 30, September 30 and December 31, 2021.

Seconded by Councilman: **Moran**

The question of the adoption of the foregoing resolution was duly put to a vote, and upon roll call, the vote was as follows:

Carried: Moran - Yes Colesante – Yes Metzger - Yes Tomaino – Yes Mosley – Yes

*signed contracts will be at the end of this document.

WORKPLACE VIOLENCE AND SEXUAL HARRASSEMENT PREVENTION:

Mr. Tomaino made the motion to accept the workplace violence and sexual harassment prevention policy for 2021

WORKPLACE VIOLENCE AND SEXUAL HARRASSEMENT PREVENTION POLICY 2021:

It is the Town of Constantia's policy to promote a safe environment for its employees. The Town is committed to working with its employees to maintain a work environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. While this kind of conduct is not pervasive at our agency, no agency is immune. Disruptive behavior at one time or another will affect every agency.

Violence, threats, harassment, intimidation, and other disruptive behavior in our workplace will not be tolerated; that is; all reports of incidents will be taken seriously and will be dealt with appropriately. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both.

We need your cooperation to implement this policy effectively and maintain a safe working environment. Do not ignore violent, threatening, harassing, intimidating, or other disruptive behavior. If you observe or experience such behavior by anyone on agency premises, whether he or she in an agency employee or not, report it immediately to their Department Head or the Town Supervisor. Supervisor or Department Heads who receive such reports should advise the Town Board regarding investigating the incident and the appropriate action. (Please Note: Threats or assaults that require immediate attention should be reported to the Sheriff's Department or New York State Troopers.)

We will support all efforts made by Department Heads or the Town Supervisor in dealing with violent, threatening, harassing, intimidating or other disruptive behavior in our workplace and will monitor whether this policy is being implemented effectively.

DESIGNATED CONTACT PEOPLE:

NAME: Kenneth C. Mosley

TITLE: Town Supervisor

PHONE: (315) 345-2571

NAME: Warren Bader

TITLE: Town Attorney

PHONE: (315) 623-7743

Seconded by Mr. Metzger.

Carried: Moran - Yes Colesante – Yes Metzger - Yes Tomaino – Yes Mosley – Yes

DISCUSSION:

Discussion turned to commercial solar farms and code enforcement fees, Mr. Mosley will reach out to other towns in the County for more information. With no decision made, it was agreed to put on the fee schedule TBD until more information is available.

EMPLOYEE HANDBOOK:

Mr. Colesante would like to review the employee handbook to set up benefit packages for town salary employees. Mr. Mosley agreed, this can take place at the monthly supervisor's meetings.

ADJOURN:

At 6:50 pm Mr. Colesante made the motion to adjourn, seconded by Mr. Tomaino.

Carried: Moran - Yes Colesante – Yes Metzger - Yes Tomaino – Yes Mosley - Yes