

TOWN OF CONSTANTIA
MINUTES – ORGANIZATIONAL MEETING - TOWN BOARD – January 4, 2022
6:00 pm Constantia Town Hall

Present: Frank Tomaino - Supervisor
Ronald Chapman, Richard Colesante, John Metzger, – Council Members
Clare Haynes – Town Clerk
Warren Bader - Town Attorney
Zach Avery – Highway Employee
Paul Baxter – Tug Hill Commission

Absent: Thomas Moran – Council Member

CALL TO ORDER:

At 6:00 pm Mr. Tomaino called the town board meeting to order with the pledge of allegiance.

2022 TOWN OF CONSTANTIA APPOINTMENTS:

Mr. Metzger made the motion to approve the following:

Official newspaper – Syracuse Newspaper

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

Supervisor meeting – 1st Monday of the Month with the exception of holidays - 9am

Depository - Pathfinder

Payroll service - ADP

Mileage rate – .50

Bookkeeper to the Supervisor -Nancy Butler, Term Expires 12/31/22

Assessor - Warren Wheeler, Term Expires 9/30/2025

Dog Control Officer - Karen Ashley, Term Expires 12/31/22

Deputy Supervisor - Thomas J. Moran, Term Expires 12/31/22

Deputy Town Clerk and Deputy Registrar of Vital Statistics - Rhonda Cottet, Term Expires 12/31/22

Registrar of Vital Statistics - Clare Haynes, Expires 12/31/23 (2 yrs)

Records Management Officer and GIS Point of Contact - Clare Haynes, Expires 12/31/23 (2 yrs)

Park Director - Krista Lewis, Term Expires 12/31/22

Justice Clerk to Justice Mark Simpson - Julie Simpson, Term Expires 12/31/22

Justice Clerk to Justice Stephen Pelon – Clare Haynes, Term Expires 12/31/22

Deputy Highway Superintendent - Edward John Whitney, Expires 12/31/23 (2 yrs)

Town Historian - Margaret Peck, Term Expires 12/31/22

Town Attorney - Warren Bader Expires 12/31/2023 (2 yrs)

Code Enforcement Officer – Patrick P. Dolan, Term Expires 12/31/22

Court Security – Daniel Gibbs, Term Expires 12/31/2022

Board of Appeals –Kenneth Macari - Chairman, Term Expires 12/31/2026

Planning Board – James Peck - Chairman, Term Expires 12/31/2028

Seconded by Mr. Colesante.

Carried: Colesante – Yes Metzger - Yes Chapman – Yes Tomaino – Yes

HOLIDAYS:

Mr. Colesante made the motion to accept the following holidays for 2022:

New Years' Day	Floater - Saturday, January 1st
Dr. Martin Luther King Jr. Day	Monday, January 17th
President Day	Monday, February 21st
Memorial Day	Monday, May 30 th
Juneteenth	Monday, June 20 th
Primary Day	Floater - Holiday
Independence Day	Monday, July 4th
Labor Day	Monday, September 6th
Columbus Day	Monday, October 10 th
Election Day	Floater - Holiday
Veterans' Day	Floater - Friday, November 11 th
Thanksgiving Day	Thursday, November 24th
Christmas Day	Monday, December 26th

Seconded by Mr. Metzger.

Carried: Colesante – Yes Metzger - Yes Chapman – Yes Tomaino – Yes

PROCUREMENT POLICY:

With no changes to the current policy, Mr. Colesante made the motion to approve the following 2022 Procurement Policy as follows:

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. Chapman.

Carried: Colesante – Yes Metzger - Yes Chapman – Yes Tomaino – Yes

OFFICIAL UNDERTAKING:

Mr. Chapman made the motion to approve the official undertaking for 2022, seconded by Mr. Metzger.

Carried: Colesante – Yes Metzger - Yes Chapman – Yes Tomaino – Yes

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

WORKPLACE VIOLENCE AND SEXUAL HARRASSEMENT PREVENTION:

Mr. Metzger made the motion to accept the workplace violence and sexual harassment prevention policy for 2022

WORKPLACE VIOLENCE AND SEXUAL HARASSEMENT PREVENTION POLICY 2022:

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: Frank Tomaino
TITLE: Town Supervisor
PHONE: (315) 263-4235

NAME: Warren Bader
TITLE: Town Attorney
PHONE: (315) 623-7743

Seconded by Mr. Chapman.

Carried: Colesante – Yes Metzger - Yes Chapman – Yes Tomaino – Yes

AUDIT OF CLAIMS:

COUNCILMAN: **Colesante**

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: **Metzger**

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: Colesante – Yes Metzger - Yes Chapman – Yes Tomaino – Yes

AMBULANCE CONTRACT:

COUNCILMAN: **Colesante**

Introduced the following and moved its adoption:

RESOLVED, that:

The town board for the town of Constantia will approve and authorize Supervisor Tomaino to sign the contract with North Shore Ambulance in the amount of Two Hundred Eighty Two Thousand One Hundred Seventeen (\$282,117) dollars to be paid as follows:

\$141,058.50 Dollars by April 1, 2022 and

\$141,058.50 Dollars by October 1, 2022

Seconded by Councilman: **Metzger**

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: Colesante – Yes Metzger - Yes Chapman – Yes Tomaino – 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 Tomaino 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, 2022.

Seconded by Councilman: **Chapman**

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: Colesante – Yes Metzger - Yes Chapman – Yes Tomaino – 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 Tomaino to sign the Fire Protection Contract between the town of Constantia and Constantia Fire District #1 in the amount of Ninety Seven Thousand Eight Hundred Fifty Nine (\$97,859) dollars to be paid on or before April 1, 2022.

Seconded by Councilman: **Chapman**

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: Colesante – Yes Metzger - Yes Chapman – Yes Tomaino – 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 Tomaino to sign the Fire Protection Contract between the town of Constantia and the village of Cleveland in the amount of Ninety Seven Thousand Eight Hundred Fifty Nine (\$97,859) dollars to be paid on or before April 1, 2022.

Seconded by Councilman: **Chapman**

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: Colesante – Yes Metzger - Yes Chapman – Yes Tomaino – Yes

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

KENNEL AGREEMENT:

COUNCILMAN: Chapman

Introduced the following and moved its adoption:

RESOLVED, that:

The town board for the town of Constantia will approve and authorize Supervisor Tomaino 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: 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: Colesante – Yes Metzger - Yes Chapman – Yes Tomaino – Yes

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

DISCUSSION:

-Mr. Tomaino brought with him a resume from a person that is interested in the CEO position. Mr. Tomaino thought maybe this person would be interested in the second position the board members are discussing which would be more in line of an ordinance officer. After discussion it was decided to place an ad for letters of interest and interview both Mr. Duclos and Mr. Hamacher at the February supervisors meeting.

-Sewer Use Law – Board members reviewed up to Article 4. The majority of Article 3 included definitions and abbreviations. There was question, under definitions (page 15) Superintendent who would this be. The board will need clarification from Barton & Loguidice. Mr. Avery asked if the Town will need an employee with a license to add chemicals to either pump stations. Mr. Avery would also like to know what level the upgraded treatment plant will be. These questions will be noted, Mr. Clark and Mr. Powers will be at the next supervisors meeting, Mrs. Haynes will send these questions to them for review. The board members agreed to review up to page 30 for the February supervisor meeting.

-Mrs. Foster, Secretary for both the Board of Appeals and Planning Board has put in her resignation. An ad will be placed for letters of interest.

EXECUTIVE SESSION:

At 7:04pm Mr. Colesante made the motion to go into executive session to discuss salaries, seconded by Mr. Metzger.

Carried: Colesante – Yes Metzger - Yes Chapman – Yes Tomaino – Yes

At 7:26 pm Mr. Tomaino made the motion to reopen the organizational meeting, seconded by Mr. Metzger.

Carried: Colesante – Yes Metzger - Yes Chapman – Yes Tomaino – Yes

After discussion in execution session Mr. Colesante made the motion to approve the following stipends:

Planning Board Chair	\$1,000.00 Yearly
Member, Per Meeting Attended	\$ 40.00
Secretary Per Hour	\$ 20.00 Hour
Board of Appeals Chair, Per Meeting Attended	\$ 60.00
Member, Per Meeting Attended	\$ 30.00
Secretary Per Hour	\$ 20.00 Hour
Board of Assessment Review Chair	\$200.00 Yearly
Member	\$150.00 Yearly

Seconded by Mr. Metzger.

Carried: Colesante – Yes Metzger - Yes Chapman – Yes Tomaino – Yes

2022 SALARIES:

Mr. Colesante made the motion to approve the salaries for the General Fund employees, Park and Recreation employees, Highway Fund employees:

Highway Fund (100)

<u>Employee Title</u>	<u># of Employees</u>	<u>Wage</u>
Machine Equipment Operator	5	\$25.25 Hour
Machine Equipment Operator	1	\$24.50 Hour
Seasonal MEO	2	\$19.00 Hour
Seasonal Labor	1	\$15.00 Hour
Deputy Hwy Superintendent/MEO	1	\$26.60 Hour

General Fund (200)

Town Board	4	\$ 4,000.00 Salary
Town Justice	2	\$10,486.00 Salary
Justice Clerk	2	\$ 8,384.00 Salary
Supervisor	1	\$13,500.00 Salary
Supervisor’s Clerk	1	\$20,489.00 Salary
Assessor	1	\$28,000.00 Salary
Town Clerk	1	\$40,561.00 Salary

Deputy Town Clerk	1	\$ 17.45 Hour
Registrar	1	\$ 1,200.00 Salary
Town Attorney	1	\$13,295.00 Salary
Dog Control Officer	1	\$11,373.00 Salary
Code Enforcement Officer	1	\$30,000.00 Salary
Highway Superintendent	1	\$61,250.00 Salary
Director of Park and Rec	1	\$ 3,410.00 Salary

Park and Recreation (300)

Rec Leader III (Supervisor)	1	\$17.00 Hour
Rec Leader II (Weekend Supervisor)	1	\$13.45 Hour
Rec Leader II (Ass't Supervisor)	1	\$13.70 Hour
Rec Leader II (Evening Supervisor)	1	\$13.20 Hour
Rec Leader I (Arts & Crafts)	1	\$13.20 Hour
Rec Leader I (Activities)	3	\$13.20 Hour
Rec Leader I (Counselors)	1	\$13.70 Hour
Aquatics Director	1	\$15.75 Hour
Life-Guard I	5	\$13.20 Hour
Life-Guard II	2	\$13.45 Hour

Seconded by Mr. Chapman.

Carried: Colesante – Yes Metzger - Yes Chapman – Yes Tomaino – Yes

ADJOURN:

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

Carried: Colesante – Yes Metzger - Yes Chapman – Yes Tomaino – Yes