

TOWN OF CONSTANTIA
MINUTES – ORGANIZATIONAL MEETING - TOWN BOARD – January 2, 2024
6:00 pm Constantia Town Hall

Present: Frank Tomaino - Supervisor
Ronald Chapman, Michael Donegan, Thomas Moran, Daniel Poné– Council Members
Clare Haynes – Town Clerk
Paul Baxter – Tug Hill Commission

CALL TO ORDER:

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

2024 TOWN OF CONSTANTIA APPOINTMENTS:

Mr. Tomaino read the following appointments into the minutes, discussion where noted:

Official newspaper – Syracuse Newspaper
Meeting nights - 3rd Tuesday 5:30 bills 6:00 meeting
Supervisor meeting – 1st Tuesday of the Month – 4pm
Depository - Pathfinder
Payroll service - ADP
Mileage rate – \$.55 after discussion changed to \$.60

Mr. Tomaino would like to increase the mileage rate to \$.60 per mile, the current IRS rate is \$.67 per mile. Mr. Moran is not in favor of the increase he thinks it should stay at \$.55 per mile. Mr. Chapman is not opposed to the increase. With no other Councilmen opposed to the increase, all agreed to \$.60 per mile.

Bookkeeper to the Supervisor -Nancy Butler, Term Expires 12/31/2024
Dog Control Officer – Clayton Conover III, Term Expires 12/31/2024
Deputy Supervisor - Thomas J. Moran, Term Expires 12/31/2024
Deputy Town Clerk and Deputy Registrar of Vital Statistics - Rhonda Cottet, Term Expires 12/31/2024
Registrar of Vital Statistics – Clare Haynes, Term Expires 12/31/2025 (Two Year Term)
Records Management Officer an GIS Point of Contact – Clare Haynes, Term Expires 12/31/2025
Park Director - TBD, Term Expires 12/31/2024
Justice Clerk to Justice Mark Simpson - Julie Simpson, Term Expires 12/31/2024
Justice Clerk to Justice Stephen Pelon – Clare Haynes, Term Expires 12/31/2024
Deputy Highway Superintendent – Edward John Whitney, Term Expires 12/31/2024
Town Historian - Margaret Peck, Term Expires 12/31/2024
Town Attorney – Warren Bader, Term Expires 12/31/2025
Code Enforcement Officer – Patrick P. Dolan and William Hamacher Term Expires 12/31/2024
Court Security – Daniel Gibbs, Term Expires 12/31/2024
Board of Appeals – Steven Rockwell – Member, Term Expires 12/31/2028
*Mrs. Kimmell did not wish to be reappointed; Mr. Rockwell agreed to sit on the Board of Appeals
Planning Board – Joesph Markham, Term Expires 12/31/2030 and Terri John as Alternate Member, Term Expires 12/31/2030
*Mr. Poné could not be reappointed as he is holds an elected position as Councilman. Mr. Markharm will take this vacated position and Mrs. John has accepted the alternate position vacated by Mr. Markham.
Park and Recreation Commission – Erin Zehr – Chair, Term Expires 12/31/2030
Secretary Planning/Board of Appeals/Zoning Commission – Amy Connolly, Term Expires 12/31/2024

Mr. Poné made the motion to accept the above read and discussed appointments with noted changes, seconded by Mr. Donegan.

Carried: Moran – Yes Donegan - Yes Chapman – Yes Poné – Yes Tomaino – Yes

HOLIDAYS:

Mr. Moran made the motion to accept the following holidays for 2024:

New Years' Day	Monday, January 1st
Dr. Martin Luther King Jr. Day	Monday, January 15th
President Day	Monday, February 19th
Memorial Day	Monday, May 27 th
Juneteenth	Wednesday, June 19 th
Primary Day	Floater - Holiday
Independence Day	Thursday, July 4th
Labor Day	Monday, September 2nd
Columbus Day	Monday, October 14 th
Election Day	Floater - Holiday
Veterans' Day	Monday, November 11 th
Thanksgiving Day	Thursday, November 28th
Christmas Day	Wednesday, December 25th

Seconded by Mr. Poné.

Carried: Moran – Yes Donegan - Yes Chapman – Yes Poné – Yes Tomaino – Yes

2024 SALARIES:

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

Highway Fund (100)

<u>Employee Title</u>	<u># of Employees</u>		<u>Wage</u>
Deputy Hwy Superintendent/MEO	1		\$28.25 Hour
Machine Equipment Operator	5	@	\$26.80 Hour
Seasonal Labor	2	@	\$20.00 Hour

General Fund (200)

Town Board	4	Each	\$ 4,000.00 Salary
Town Justice	2	Each	\$11,124.00 Salary
Justice Clerk	2	Each	\$ 8,894.00 Salary
Supervisor	1		\$19,500.00 Salary
Supervisor's Clerk	1		\$21,738.00 Salary
Assessor	1		\$29,705.00 Salary
Town Clerk	1		\$43,031.00 Salary
Deputy Town Clerk	1		\$ 20.00 Hour
Registrar	1		\$ 1,200.00 Salary
Town Attorney	1		\$14,106.00 Salary
Dog Control Officer	1		\$11,000.00 Salary
Code Enforcement Officer 1	1		\$31,827.00 Salary
Code Enforcement Officer 2	1		\$20,000.00 Salary
Highway Superintendent	1		\$61,250.00 Salary
Director of Park and Rec	1		\$ 4,000.00 Salary

Park and Recreation (300)

Rec Leader III (Supervisor)	1		\$21.00 Hour
Rec Leader II (Weekend Supervisor)	1		\$15.00 Hour
Rec Leader II (Ass't Supervisor)	1		\$15.00 Hour
Rec Leader II (Evening Supervisor)	1		\$15.00 Hour
Rec Leader I (Arts & Crafts)	1		\$15.00 Hour
Rec Leader I (Activities)	1		\$15.00 Hour
Rec Leader I (Counselors)	2	@	\$15.00 Hour
Public Health Tech	1		\$15.25 Hour
Aquatics Director	1		\$20.00 Hour
Life-Guard I	1		\$18.00 Hour
Life-Guard II	6	@	\$18.00 Hour

Stipends:

Planning Board Chair	\$1,500.00 Yearly
Member, Per Meeting Attended	\$ 80.00
Secretary Per Hour	\$ 20.00 Hour
Board of Appeals Chair, Per Meeting Attended	\$ 100.00
Member, Per Meeting Attended	\$ 60.00
Secretary Per Hour	\$ 20.00 Hour
Board of Assessment Review Chair	\$400.00 Yearly
Member	\$300.00 Yearly

Seconded by Mr. Moran.

Carried: Moran – Yes Donegan - Yes Chapman – Yes Poné – Yes Tomaino – Yes

2024 BOARD STIPENDS:

Mr. Chapman made the motion to accept the following stipends for 2024:

1) Planning Board

Chairman	\$1,500.00	Yearly
Member, per meeting attended	\$80.00	Per meeting attended
Secretary per hour	\$20.00	Hourly

2) Board of Appeals

Chairman, per meeting attended	\$100.00	Per meeting attended
Member, per meeting attended	\$60.00	Per meeting attended
Secretary per hour	\$20.00	Hourly

3) Board of Assessment Review

Chairman	\$400.00	Yearly
Members	\$300.00	Yearly

Seconded by Mr. Donegan.

Carried: Moran – Yes Donegan - Yes Chapman – Yes Poné – Yes Tomaino – Yes

PROCUREMENT POLICY:

With no changes to the current policy, Mr. Chapman made the motion to approve the following 2024 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. Donegan.

Carried: Moran – Yes Donegan - Yes Chapman – Yes Poné – Yes Tomaino – Yes

OFFICIAL UNDERTAKING:

Mr. Moran made the motion to approve the official undertaking for 2024, seconded by Mr. Moran.

Carried: Moran – Yes Donegan - Yes Chapman – Yes Poné – Yes Tomaino – Yes

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

WORKPLACE VIOLENCE AND SEXUAL HARRASSEMENT PREVENTION:

Mr. Donegan made the motion to accept the workplace violence and sexual harassment prevention policy for 2024

WORKPLACE VIOLENCE AND SEXUAL HARRASSEMENT PREVENTION POLICY 2024:

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 is 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 NAME: Warren Bader
TITLE: Town Supervisor TITLE: Town Attorney

Seconded by Mr. Poné.

Carried: Moran – Yes Donegan - Yes Chapman – Yes Poné – Yes Tomaino – Yes

AUDIT OF CLAIMS:

COUNCILMAN: **Poné**

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. Additionally, any claims if not paid that would incur late charges. Claims for these payments shall be presented at the next regular meeting for audit.

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: Moran – Yes Donegan - Yes Chapman – Yes Poné – Yes Tomaino – Yes

The foregoing resolution was thereupon declared duly adopted.

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 the Supervisor to sign the contract with North Shore Ambulance in the amount of Two Hundred Ninety Two Thousand Seven Hundred Ninety five (\$292,795) dollars to be paid as follows:

\$146,397.50 Dollars by April 1st and

\$146,397.50 Dollars by October 1st

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: Moran – Yes Donegan - Yes Chapman – Yes Poné – Yes Tomaino – Yes

The foregoing resolution was thereupon declared duly adopted.

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

FIRE CONTRACTS:

COUNCILMAN: **Donegan**

Introduced the following and moved its adoption:

RESOLVED, that:

The town board for the town of Constantia will approve and authorize the Supervisor to sign the Fire District Contract between the town of Constantia and Constantia Fire District #1 in the amount of One Hundred Thirty-Eight Thousand Seven Hundred Twenty (\$138,720) dollars to be paid on or before April 1, 2024.

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 Donegan - Yes Chapman – Yes Poné – Yes Tomaino – Yes

The foregoing resolution was thereupon declared duly adopted.

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

COUNCILMAN: **Chapman**

Introduced the following and moved its adoption:

RESOLVED, that:

The town board for the town of Constantia will approve and authorize the Supervisor to sign the Fire Protection Contract between the town of Constantia and the village of Cleveland in the amount of One Hundred One Thousand Eight Hundred Twelve (\$101,812) dollars to be paid on or before April 1, 2024.

Seconded by Councilman: **Donegan**

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 Donegan - Yes Chapman – Yes Poné – Yes Tomaino – Yes

The foregoing resolution was thereupon declared duly adopted.

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

COUNCILMAN: **Chapman**

Introduced the following and moved its adoption:

RESOLVED, that:

The town board for the town of Constantia will approve and authorize the Supervisor to sign the Fire Protection Contract between the town of Constantia and Constantia Fire District #1 in the amount of One Hundred and One Thousand Eight Hundred Six (\$101,806) dollars to be paid on or before April 1, 2024.

Seconded by Councilman: **Donegan**

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 Donegan - Yes Chapman – Yes Poné – Yes Tomaino – Yes

The foregoing resolution was thereupon declared duly adopted.

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

KENNEL AGREEMENT:

COUNCILMAN: **Donegan**

Introduced the following and moved its adoption:

RESOLVED, that:

The town board for the town of Constantia will approve and authorize the Supervisor to sign the Kennel Agreement between the town of Constantia and Clayton J. Conover III, 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 31st, June 30th, September 30th and December 31, 2024.

Seconded by Councilman: **Poné**

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 Donegan - Yes Chapman – Yes Poné – Yes Tomaino – Yes

The foregoing resolution was thereupon declared duly adopted.

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

BUILDING PERMIT FEE SCHEDULE:

There has been discussion on charging for replacement roofs and siding, Mr. Tomaino would like the fee added to the Building Permit Fee Schedule for 2024. After discussion Mr. Poné made the motion to approve the Building Permit Fee Schedule with the mentioned changes:

Town of Constantia BUILDING PERMIT FEE SCHEDULE

Residential Dwellings & Accessory Buildings:

A. One or Two Family Dwellings:

- Homes conventionally built on site including additions \$.25 sq ft
- Manufactured homes including additions \$.25 sq ft
- Modular homes including additions \$.25 sq ft

B. Accessory Buildings:

(Residential Pole Barns, Garage, Storage Buildings)

- Buildings 144 sq ft or less No Fee
- Manufactured Storage Building or Conventionality built on site \$.20 sq ft

C. Building Accessories and Equipment Permit:

- Open deck or porch under 50 sq ft \$50.00
- Open deck or porch over 50 sq ft, roofed decks and enclosed decks or porches \$75.00
- Heating and cooling systems for new homes, or boiler furnace heating systems. ie: HVAC including solid fuel appliances and replacement, corn and pellet stoves. \$50.00

Swimming Pools:

- In ground or above \$75.00

Septic Systems:

- New system or upgrade or repair to existing septic system \$75.00

Building Demolition Permit:

\$75.00

New Roof/Siding:

\$50.00

Renewal of Permits and Replacements:

\$75.00

Commercial Buildings as Classified in Chapter 3 of NYS Building Code:

A. Buildings by group type:

- Group A Section 303 \$.30 sq ft
- Group B Section 304 \$.30 sq ft
- Group F Section 306 \$.35 sq ft
- Group H Section 307 \$.50 sq ft
- Group I Section 308 \$.30 sq ft
- Group M Section 309 \$.30 sq ft
- Group R Section 310 \$.30 sq ft

- Group S Section 311	\$.30 sq ft
- Group U Section 312	\$.30 sq ft
i. Exceptions to sq ft unit pricing	
-Group S-2 storage building which has "NO" heating, plumbing and is installed on concrete slab construction	\$.15 sq ft
ii. Commercial Alterations as described in NYS Existing Building Code	
-Level 1 Alterations	\$.20 sq ft
-Level 2 Alterations	\$.25 sq ft
-Level 3 Alterations	\$.30 sq ft
B. Commercial Site Plan Review:	
- Change in use only	\$100.00
- Change in use with expansion of facilities	\$ 350.00
Telecommunications Facilities:	
-Non-co located/new structure/antenna Tower special permit application fee	\$5,000.00
-Building permit fee	\$ 500.00
-Co-located/existing structure/antenna building permit fee	\$2,000.00
Fire Inspections:	
- Business including (1) re-inspection	\$ 50.00
- Fire Inspection Manufacturing including (1) re-inspection	\$ 50.00 hr
Operating Permit A-2	\$ 50.00
Operating Permit Non-Profits	N/C
Site Plan Review:	
-Original Review	\$ 125.00
-Change of Use	\$ 100.00
-Expansion	\$ 350.00
Subdivision Application Fee:	
-Minor 2 lot division	\$ 50.00
-Minor 3 or 4 lot subdivision	per lot \$ 50.00
-Major subdivision	\$ 200.00*
	*plus per lot \$ 50.00
	plus any engineering or consulting fees
Mobile Home Park	\$ 50.00 plus \$5.00 per unit
Camping Park	\$ 50.00 plus \$3.00 per site
Recreational Camping Trailer Permit	\$ 50.00
Storage Container	\$ 50.00
Variance	\$ 75.00
Solar Panels (PV)	\$.25 sq ft
Solar Farms	\$5,000.00
Stop Work Order Lift Fee – only if no permit was issued	\$ 75.00
Miscellaneous Fee	\$ 35.00
Seconded by Mr. Chapman.	
Carried: Moran – Yes Donegan - Yes Chapman – Yes Poné – Yes Tomaino – Yes	

DISCUSSION:

Mt. Tomaino told the new board members that it will be a busy year. The Town will be looking to hire a new park director, have discussions on ambulance service, the new town hall, 1667 State Route 49 and of course the sewer district.

Mr. Donegan asked what the thought would be for the town hall at 14 Frederick St, Mr. Tomaino believes it will be sold.

ADJOURN:

With no other discussion, at 6:34 pm Mr. Chapman made the motion to adjourn, seconded by Mr. Colesante.

Carried: Moran – Yes Donegan - Yes Chapman – Yes Poné – Yes Tomaino – Yes