

TOWN OF CONSTANTIA
MINUTES ORGANIZATIONAL MEETING – TOWN BOARD –January 4, 2011
Constantia Town Hall

Present: Charles Gilkey – Supervisor
Richard Colesante, John Metzger, Thomas Moran and Frank Tomaino – Council Members
Clare Haynes – Town Clerk
Others Present: Warren Bader – Town Attorney

*The organizational meeting started after the public hearing ended.

2011 Town of Constantia Appointments:

Mr. Colesante made the following appointments:

The official newspaper for the Town of Constantia will be the Citizen Outlet

Meeting nights will be the third Tuesdays of the month 6:30pm for bills, 7:30 for the meeting

The Town depository will be Pathfinder Bank

Payroll service will be Paychex until further notice

Mileage rate will be \$.50

Seconded by Mr. Moran.

Carried: Moran – Yes Tomaino – Yes Colesante – Yes Metzger – Yes Gilkey – Yes

Motion made by Mr. Tomaino to re-appoint Nancy Butler as the Bookkeeper to the Supervisor, seconded by Mr. Metzger.

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

Motion made by Mr. Colesante to re-appoint Lynn Hardy as Assessor’s Clerk P/T, seconded by Mr. Metzger.

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

A motion was made by Mr. Metzger to re-appoint Karen Ashley as Dog Control Officer, seconded by Mr. Tomaino.

Carried: Moran – Yes Tomaino – Yes Colesante – Yes Metzger – Yes Gilkey – Yes

Motion made by Mr. Moran to re-appoint Frank Tomaino as Deputy Supervisor, seconded by Mr. Metzger.

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

Motion made by Mr. Tomaino to re-appoint Rhonda Cottet as Deputy Town Clerk and Deputy Registrar of Vital Statistics seconded by Mr. Moran.

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

Motion made by Mr. Moran to re-appoint Kathleen Newell as Code Enforcement Officer’s Clerk P/T, seconded by Mr. Colesante.

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

Motion made by Mr. Moran to re-appoint Krista Lewis as Park Director, seconded by Mr. Tomaino.

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

Motion made by Mr. Moran to re-appoint Julie Simpson as Justice Clerk to Justice Mark Simpson, seconded by Mr. Metzger.

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

Motion made by Mr. Moran to re-appoint Lynn Tennant as Justice Clerk to Justice Stephen Pelon, seconded by Mr. Tomaino.

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

Motion made by Mr. Metzger to re-appoint Edward John Whitney as Deputy Highway Superintendent, seconded by Mr. Tomaino.

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

Motion made by Mr. Colesante to re-appoint Marilyn Darrh as Town Historian, seconded by Mr. Moran.

Carried: Moran – Yes Tomaino – Yes Colesante – Yes Metzger – Yes Gilkey – Yes

Motion made by Mr. Moran to re-appoint Kenneth Mosley to the five year term on the Board of Appeals, seconded by Mr. Tomaino.

Carried: Moran – Yes Tomaino – Yes Colesante – Yes Metzger – Yes Gilkey – Yes

Motion made by Mr. Moran to re-appoint Michael Marr to the seven year term on the Planning Board, seconded by Mr. Metzger.

Carried: Moran – Yes Tomaino – Yes Colesante – Yes Metzger – Yes Gilkey – Yes

Motion made by Mr. Metzger to re-appoint Laurie Mahaffy to the five year term on the Board of Assessment Review, seconded by Mr. Moran.

Carried: Moran – Yes Tomaino – Yes Colesante – Yes Metzger – Yes Gilkey – Yes

Motion made by Mr. Colesante to re-appoint Everett Blue to the seven year term on the Park and Recreation Commission, seconded by Mr. Tomaino.

Carried: Moran – Yes Tomaino – Yes Colesante – Yes Metzger – Yes Gilkey – Yes

Mr. Moran made the motion to change the fee for certified copies of Birth/Death/Marriages to \$15.00 each, seconded by Mr. Colesante.

Carried: Moran – Yes Tomaino – Yes Colesante – Yes Metzger – Yes Gilkey – Yes

HOLIDAYS:

Mr. Moran made the motion to accept the following 12 days as holidays for the Town of Constantia:

New Years' Day	January 1st
Dr. Martin Luther King Jr. Day	January 17th
President Day	February 21st
Memorial Day	May 30th
Independence Day	July 4 th
Labor Day	September 5th
Primary Day	TBA
Columbus Day	October 10 th
Election Day	November 1st
Veterans' Day	November 11 th
Thanksgiving Day	November 24 th
Christmas Day	December 26 th

Seconded by Mr. Colesante.

Carried: Moran – Yes Tomaino – Yes Colesante – Yes Metzger – Yes Gilkey – Yes

SALARIES:

With Ms. Butler out sick new salaries are not available, they will be available at the January 18th regular meeting of the Town Board. Mr. Metzger made the motion to approve the 3% raise for highway hourly employees based on their hourly rate, seconded by Mr. Colesante.

Carried: Moran – Yes Tomaino – Yes Colesante – Yes Metzger – Yes Gilkey – Yes

A motion was made by Mr. Metzger to pay the planning board members and board of appeals members \$10.00 for each meeting attended, seconded by Mr. Moran.

Carried: Moran – Yes Tomaino – Yes Colesante – Yes Metzger – Yes Gilkey – Yes

Mr. Metzger made the motion to pay each board of assessment review member minimum wage for each members time served, seconded by Mr. Moran.

Carried: Moran – Yes Tomaino – Yes Colesante – Yes Metzger – Yes Gilkey – Yes

PROCUREMENT POLICY:

Mr. Tomaino made the motion to accept the revised 2010 procurement policy as the policy for 2011, seconded by Mr. Moran. (full copy of procurement policy on file at the Town Clerk's office)

Carried: Moran – Yes Tomaino – Yes Colesante – Yes Metzger – Yes Gilkey – Yes

OFFICIAL UNDERTAKING:

Mr. Gilkey read the following into the minutes:

TOWN OF CONSTANTIA
OFFICIAL UNDERTAKING FOR THE YEAR 2011

WHEREAS, Charles R. Gilkey, of the Town of Constantia, County of Oswego, New York has been elected to the office of the Supervisor of the Town Constantia: and

WHEREAS, Frank S. Tomaino, of the Town of Constantia, County of Oswego, New York has been elected to the office of Councilman and appointed as Deputy Supervisor and appointed as additional signer; and

WHEREAS, Clare Haynes, of the Town of Constantia, County of Oswego, New York has been elected to the Office of Town Clerk/Tax Collector for the Town of Constantia, and

WHEREAS, Stephen T. Pelon, of the Town of Constantia, County of Oswego, New York has been elected to the Office of Town Justice for the Town of Constantia, and

WHEREAS, Mark D. Simpson, of the Town of Constantia, County of Oswego, New York has been elected to the Office of Town Justice for the Town of Constantia, and

WHEREAS, Wayne Woolridge, of the Town of Constantia, County of Oswego, New York has been elected to the Office of Town Highway Superintendent for the Town of Constantia, and

NOW, THEREFORE, we as respective officers above, do hereby undertake with the Town of Constantia that we will faithfully perform and discharge the duties of our office, and will promptly account for and pay over all moneys or property received as a Town Officer, in accordance with the law; and

This undertaking of the Town Supervisor is further conditioned upon that he will well and truly keep, pay over and account for all moneys and property, including any special district funds, belonging to the Town and coming into his hands as such Supervisor; and

This undertaking of the Town Clerk/Tax Collector is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Town Clerk/Tax Collector; and

This undertaking of the Town Justice is further conditioned that he will well and truly keep, pay over and account for all moneys and property coming into his hands as such Town Justice; and

The Town does and shall maintain insurance coverage, presently with NGM Insurance Company and Eastern Shore Associates as agent, in the sum of \$100,000 for the Town Clerk/Tax Collector and \$50,000 for the Supervisor, Deputy Supervisor, Town Justice and Highway Superintendent to indemnify against losses through the failure of the officers, clerks and employees covered thereunder faithfully to perform their duties or to account properly for all monies or property received by virtue of their positions or employment, and through fraudulent or dishonest acts committed by the officers, clerks and employees covered thereunder.

Dated: January 4, 2011

Town of Constantia

Mr. Moran made the motion to approve the Official Undertaking as read, seconded by Mr. Colesante.
Carried: Moran – Yes Tomaino – Yes Colesante – Yes Metzger – Yes Gilkey – Yes

Mr. Moran is concerned with the amount that the Supervisor and the Town Clerk/Tax Collector is covered to, next year the Board should consider raising.

BOARD COMMENT:

Mr. Moran would like the Board to consider having workshops to discuss items like the employee handbook and different employee positions. It seems that items like these come up at budget time when they are trying to get the budget done and then these issues just keep getting put off. All agreed that setting up some workshops would be very beneficial.

ADJOURN:

At 8:17 pm Mr. Colesante made the motion to adjourn, seconded by Mr. Moran.

Carried: Moran – Yes Tomaino – Yes Colesante – Yes Metzger – Yes Gilkey – Yes