

TOWN OF CONSTANTIA
MINUTES – ORGANIZATIONAL MEETING - TOWN BOARD – January 3, 2023
 6:00 pm Constantia Town Hall

Present: Frank Tomaino - Supervisor
 Ronald Chapman, Richard Colesante, Thomas Moran, – Council Members
 Clare Haynes – Town Clerk
 Warren Bader - Town Attorney
 Paul Baxter – Tug Hill Commission

Absent: John Metzger – Council Member

CALL TO ORDER:

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

2023 TOWN OF CONSTANTIA APPOINTMENTS:

Mr. Moran made the motion to approve the following:
 Official newspaper – Syracuse Newspaper
 Meeting nights - 3rd Tuesday 6:30 bills 7:00 meeting
 Supervisor meeting – 1st Monday of the Month with the exception of holidays - 9am
 Depository - Pathfinder
 Payroll service - ADP
 Mileage rate – .55
 Bookkeeper to the Supervisor -Nancy Butler, Term Expires 12/31/23
 Dog Control Officer – Clayton Conover III, Term Expires 12/31/23
 Deputy Supervisor - Thomas J. Moran, Term Expires 12/31/23
 Deputy Town Clerk and Deputy Registrar of Vital Statistics - Rhonda Cottet, Term Expires 12/31/23
 Park Director - Krista Lewis, Term Expires 12/31/23
 Justice Clerk to Justice Mark Simpson - Julie Simpson, Term Expires 12/31/23
 Justice Clerk to Justice Stephen Pelon – Clare Haynes, Term Expires 12/31/23
 Town Historian - Margaret Peck, Term Expires 12/31/23
 Code Enforcement Officer – Patrick P. Dolan and William Hamacher Term Expires 12/31/23
 Court Security – Daniel Gibbs, Term Expires 12/31/2023
 Board of Appeals – Daniel Retajczyk – Member, Term Expires 12/31/2027
 Planning Board – Martin Godzwon – Member, Term Expires 12/31/2029
 Park and Recreation Commission – Lindsay Campbell – Member, Term Expires 12/31/2029
 Secretary Planning/Board of Appeals – Amy Connolly, Term Expires 12/31/2023
 Seconded by Mr. Chapman.
 Carried: Colesante – Yes Moran - Yes Chapman – Yes Tomaino – Yes

HOLIDAYS:

Mr. Moran made the motion to accept the following holidays for 2023:

New Years’ Day	Monday, January 2nd
Dr. Martin Luther King Jr. Day	Monday, January 16th
President Day	Monday, February 20th
Memorial Day	Monday, May 29 th
Juneteenth	Monday, June 19 th
Primary Day	Floater - Holiday
Independence Day	Tuesday, July 4th
Labor Day	Monday, September 4th
Columbus Day	Monday, October 9 th
Election Day	Floater - Holiday
Veterans’ Day	Floater – Saturday, November 11 th
Thanksgiving Day	Thursday, November 23rd
Christmas Day	Monday, December 25th

Seconded by Mr. Chapman.

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

2023 SALARIES:

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

Highway Fund (100)

<u>Employee Title</u>	<u># of Employees</u>		<u>Wage</u>
Deputy Hwy Superintendent/MEO	1		\$27.40 Hour
Machine Equipment Operator	5	@	\$26.00 Hour
Seasonal MEO	2		\$19.00 Hour
Seasonal Labor	1		\$15.00 Hour

General Fund (200)

Town Board	4	Each	\$ 4,000.00 Salary
Town Justice	2	Each	\$10,800.00 Salary
Justice Clerk	2	Each	\$ 8,635.00 Salary

Supervisor	1	\$13,500.00 Salary
Supervisor's Clerk	1	\$21,105.00 Salary
Assessor	1	\$28,840.00 Salary
Town Clerk	1	\$41,778.00 Salary
Deputy Town Clerk	1	\$ 19.00 Hour
Registrar	1	\$ 1,200.00 Salary
Town Attorney	1	\$13,295.00 Salary
Dog Control Officer	1	\$10,000.00 Salary
Code Enforcement Officer 1	1	\$30,900.00 Salary
Code Enforcement Officer 2	1	\$18,000.00 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	\$18.00 Hour
Rec Leader II (Weekend Supervisor)	1	\$14.45 Hour
Rec Leader II (Ass't Supervisor)	1	\$14.70 Hour
Rec Leader II (Evening Supervisor)	1	\$14.20 Hour
Rec Leader I (Arts & Crafts)	1	\$14.20 Hour
Rec Leader I (Activities)	1	\$14.20 Hour
Rec Leader I (Counselors)	2	@ \$14.70 Hour
Public Health Tech	1	\$15.75 Hour
Aquatics Director	1	\$16.75 Hour
Life-Guard I	1	\$14.45 Hour
Life-Guard II	6	@ \$14.20 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. Chapman.

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

PROCUREMENT POLICY:

With no changes to the current policy, Mr. Colesante made the motion to approve the following 2023 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 Moran - Yes Chapman – Yes Tomaino – Yes

OFFICIAL UNDERTAKING:

Mr. Chapman made the motion to approve the official undertaking for 2023, seconded by Mr. Colesante.

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

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

After discussion on the official undertaking, the board believes the insurance limits of \$50,000 and \$100,000 should be increased, Mr. Tomaino will discuss this with our insurance carrier. The annual review is done around February each year.

WORKPLACE VIOLENCE AND SEXUAL HARASSMENT PREVENTION:

Mr. Chapman made the motion to accept the workplace violence and sexual harassment prevention policy for 2023

WORKPLACE VIOLENCE AND SEXUAL HARASSMENT PREVENTION POLICY 2023:

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. Colesante.

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

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: **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 Moran - Yes Chapman – Yes Tomaino – Yes

AMBULANCE CONTRACT:

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 contract with North Shore Ambulance in the amount of Two Hundred Eighty-Seven Thousand Seven Hundred Fifty Nine (\$287,759) dollars to be paid as follows:

\$143,879.50 Dollars by April 1, 2023 and

\$143,879.50 Dollars by October 1, 2023

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: Colesante – Yes Moran - Yes Chapman – Yes Tomaino – Yes

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

FIRE CONTRACTS:

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 District Contract between the town of Constantia and Constantia Fire District #1 in the amount of One Hundred Thirty Six Thousand (\$136,000.00) dollars to be paid on or before April 1, 2023.

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: Colesante – Yes Moran - Yes Chapman – Yes Tomaino – Yes

*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 Ninety Nine Thousand Eight Hundred Ten (\$99,810.00) dollars to be paid on or before April 1, 2023.

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: Colesante – Yes Moran - Yes Chapman – Yes Tomaino – Yes

*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 Ninety Nine Thousand Eight Hundred Sixteen (\$99,816.00) dollars to be paid on or before April 1, 2023.

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: Colesante – Yes Moran - 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 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, 2023.

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: Colesante – Yes Moran - Yes Chapman – Yes Tomaino – Yes

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

DISCUSSION:

Mrs. Haynes had her first unhappy resident call about the increase in the sewer district line. Mrs. Haynes explained that the board intends to increase this line by \$150. each year until the target edu charge is reached. The resident was told that she could call Supervisor Tomaino with her concerns.

Another concern is a resident that was shocked to hear after the inspection at her brothers house that they will be responsible for redirecting some of their plumbing. This resident was not happy as she had been told that this is a turnkey project. This was a surprise for a majority of the board members, Mr. Tomaino remembers a discussion with County Legislator Rehill that the County might have a program that could help residents that do not have sufficient income to make the required changes. Mr. Tomaino will reach out to Legislator Rehill tomorrow.

Mr. Tomaino has spoken to Mr. Powers from B&L they did additional paperwork for the \$1.25M CDBG Grant that the District received. Mr. Powers would like to use this grant to purchase the entire allotment of grinder pumps. This grant can be difficult to manage so expending the entire amount at once is a good idea.

Mr. Moran is still concerned what the Village will be charging outside users that will be coming on after the Constantia Sewer District makes the necessary changes to their plant. As this board cannot tell what the Village to charge it is hopeful the will charge outside users as much as the Constantia District if not more. Mr. Chapman believes they will as it is a business decision, the additional charge will be beneficial to them. Mr. Colesante reminded the board that the Constantia Sewer District will be paying 1/3 of what the user cost is per edu. Mr. Colesante remembers that Mr. Clark was happy with this agreement.

Recently there was a meeting of NORCOG at the Constantia Town Hall, Mr. Colesante is the area representative, NORCOG has representatives from Constantia, West Monroe and Central Square. The major topic for this meeting was economic development. Mr. Colesante would like to focus on tourism for Constantia. Tourism will not alienate people, it will generate income with something that is already ours. There will be another meeting on January 10th at 2pm the Constantia Town Hall at 2pm, Mr. Colesante invited board members to attend.

Mr. Tomaino brought up the subject of zoning for the Town. The planning board is willing to look into the necessary steps. Mr. Baxter reminded that the Town does essentially use zoning with the Land Development Law, this law just uses the entire Town as one zone. Mr. Tomaino believes with the new Micron plant and the Town having both water and sewer available in a portion of Town it might be a good idea to start the process. Mr. Baxter indicated that the Tug Hill Commission did help West Monroe with developing their plan. It would be a good idea to have a zoning committee to assist in the changes. More discussion to follow.

ADJOURN:

At 6:55 pm Mr. Chapman made the motion to adjourn, seconded by Mr. Colesante.

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