

Organizational Meeting Agenda – January 9, 2019

1. Pledge of Allegiance
2. Zoning Board of Appeals Appointment – KP Kelly
3. Zoning Board of Appeals Chairman Appointment – KP Kelly
4. Planning Board Chairman Appointment – Joseph Lupia
5. Planning Board Appointment – Joseph Lupia
6. Board of Assessment Review Appointment
7. Planning and Zoning Board Attorney – Baldwin, Sutphin & Frateschi
8. Engineer for the Town – Miller Engineering
9. Attorney for the Town - Baldwin, Sutphin & Frateschi
10. Town Accountant – Mathew Dunn C.P. A.
11. Town Information Technology Services – Garam Group
12. Police Department Accreditation Manager – Blu Line Accreditation
13. Marriage Officer Appointment – Allison Weber
14. Town Records Officer Appointment – Allison Weber
15. Town Safety Coordinator Appointment – William Miller
16. Town Historian Appointment – Barbara Rivette
17. Historical Society – Manlius Historical Society
18. Deputy Supervisor Appointment – John Loeffler
19. Health Insurance
20. Board Rules and Procedures
21. Procurement Policy
22. Prepaid Expenses

23. Meetings

Motion approving the following officers or their designees to attend meetings and be reimbursed:

| | |
|------------------------|-------------------------------|
| Supervisor | Receiver of Taxes |
| Town Board | Town Manager |
| Town Clerk | Assessor |
| Town Planning Board | Director of Codes Enforcement |
| Highway Superintendent | Town Zoning Board of Appeals |
| Clerk to Town Justice | Recreation Department |
| Town Justice | Police Department |

24. Association of Towns Annual Meeting Spending Limit - \$35 per day

25. Delegate to the Association of Towns Annual Meeting

26. Meal Reimbursement - \$35 per day

27. Holidays:

Motion to approve the following holidays as official Town holidays:

| | |
|--------------------------------|------------------------------|
| New Year's Day | Tuesday, January 1, 2019 |
| Martin Luther King Day | Monday, January 21, 2019 |
| Presidents' Day | Monday, February 18, 2019 |
| Good Friday (1/2 day) | Friday, April 19, 2019 |
| Memorial Day | Monday, May 27, 2019 |
| Independence Day | Thursday, July 4, 2019 |
| Labor Day | Monday, September 2, 2019 |
| Columbus Day | Monday, October 14, 2019 |
| Veterans' Day | Monday, November 11, 2019 |
| Thanksgiving Day | Thursday, November 28, 2019 |
| Day after Thanksgiving | Friday, November 29, 2019 |
| Day Before Christmas (1/2 day) | Tuesday, December 24, 2019 |
| Christmas Day | Wednesday, December 25, 2019 |

28. Committee Assignments

Motion to approve the following committee assignments:

| <u>Committee</u> | <u>Chairperson</u> | <u>Member</u> |
|---|--------------------|----------------|
| Budget & Finance | Nick Marzola | John Loeffler |
| Community & Economic Development/Chamber of Commerce | Karen Green | Sara Bollinger |
| Consolidation & Intermunicipal Cooperation Task Force | Vince Giordano | Karen Green |

| | | |
|-----------------------------------|---------------|----------------|
| Fire & EMS | Nick Marzola | Vince Giordano |
| Recreation/ Community Events | Karen Green | Sara Bollinger |
| Personnel & Employee Relations | Rich Rossetti | John Loeffler |
| Professional Services | Nick Marzola | Vince Giordano |
| Technology | Nick Marzola | John Loeffler |
| Police Committee | John Loeffler | Karen Green |

29. Department Liaison Assignments

Motion to approve the following department liaison assignments:

| | |
|------------------------|-------------------------------|
| Assessor | Sara Bollinger |
| Highway | Nick Marzola |
| Planning & Development | Richard Rossetti |
| Buildings and Grounds | Vince Giordano |
| Police | John Loeffler and Karen Green |
| Recreation | Karen Green |
| Town Clerk | Richard Rossetti |
| Receiver of Taxes | Karen Green |

30. Banks:

Motion to approve the following list of official banks:

M&T Bank
Key Bank of New York
NBT
Pathfinder Bank
First Niagara
Investments – Savings & Certificate of Deposit
A model investment policy was adopted 11/26/97

31. Dog Cruelty Investigation Services - CNYSPCA

32. Town Board Meeting Time – 6:30 PM

33. Town Board Meeting Schedule:

| | |
|-------------------|--------------------|
| January 10, 2018 | July 11, 2018 |
| January 24, 2018 | July 25, 2018 |
| February 14, 2018 | August 8, 2018 |
| February 28, 2018 | August 22, 2018 |
| March 14, 2018 | September 12, 2018 |
| March 28, 2018 | September 26, 2018 |

| | |
|----------------|-------------------------------|
| April 11, 2018 | October 10, 2018 |
| April 25, 2018 | October 24, 2018 |
| May 9, 2018 | November 14, 2018 |
| May 23, 2018 | November 28, 2018 |
| June 13, 2018 | December 12, 2018 |
| June 27, 2018 | December 19, 2018 at 12:00 PM |

2019 Organizational Meeting – January 2, 2019

34. Town Board Budget Workshops:

| | |
|--------------------|--------|
| September 8, 2018 | 9:00am |
| September 12, 2016 | 5:00pm |

35. Mileage Reimbursement

36. Highway Agreement Document

37. Highway Map, Highway Specification and Highway Agreement

38. Official Town Newspapers

39. Insurance

40. Salaries

41. Salaries:

Motion to approve salaries as listed here and in the approved budget

| | | |
|--------------------|------------------|-------------|
| Supervisor | Edmond Theobald | \$40,079 |
| Deputy Supervisor | John Loeffler | \$1,000 |
| Councilor | John Loeffler | \$12,658 |
| Councilor | Nick Marzola | \$12,658 |
| Councilor | Vincent Giordano | \$12,658 |
| Councilor | Karen Green | \$12,658 |
| Councilor | Richard Rossetti | \$12,658 |
| Councilor | Sara Bollinger | \$12,658 |
| Highway | | |
| Superintendent | Robert Cushing | \$80,832 |
| Secretary to H'way | Janet Vollmer | \$39,422 |
| Town Clerk | | |
| Deputy Clerk | Allison Weber | \$52,871 |
| Deputy Clerk | Deborah Witzel | \$36,246 |
| Deputy Clerk | Lisa Beeman | \$36,246 |
| Receiver of Taxes | | |
| Typist I | Laurie Peschel | \$44,815 |
| | Sharon Lake | \$17,005.30 |

| | | |
|-----------------------|--------------------|-------------------|
| Clerk I | Mitzi Esposito | \$14.82/hour |
| Assessor | Patrick Duffy | \$83,486 |
| Assessment Clerk | Cristine DelFuoco | \$43,618 |
| Appraiser | Philip Murray | \$50,959 |
| Assessment Clerk | Jennifer Abbott | \$16.86/hour |
| Justice | Salvatore Pavone | \$35,661 |
| Justice | Robert O’Leary | \$35,661 |
| Clerk to Justice | Janet Stanley | \$49,350 |
| Clerk to Justice | Jeanette Zacharias | \$49,350 |
| Dep. Clerk to Court | Megan Vieau | \$15.93/hour |
| Rec. Director | Peggy Kenyon | \$68,102 |
| Rec. Supervisor | Kristine Zingaro | \$51,627 |
| Clerk I | Tina Galvin | \$33,220 |
| Custodial Worker I | William Miller | \$30,055 |
| Safety Coordinator | William Miller | \$ 1,000 |
| Records Officer | Allison Weber | \$ 3,000 |
| Town Manager | Ann Oot | \$65,097 |
| Secretary to Super. | Kayandra Blythe | \$34,850 |
| Trash/Brush Liaison | Sharon Lake | \$17,005.30 |
| Director of Code Enf. | Randy Capriotti | \$60,270 |
| Dep.Code Enf. Off. | David Corbett | \$18.30/hour |
| Dep. Code Enf Off. | Michael Grevelding | \$20.20 |
| Town Historian | Barbara Rivette | \$2,700 |
| Planning Chairman | Joseph Lupia | \$3,090 per year |
| Planning Board | 7 members @ | \$3,471 per year |
| Secretary | Lisa Beeman | \$257 per meeting |
| ZBA Chairman | K.P. Kelly | \$114 per meeting |
| ZBA | 4 members @ | \$83 per meeting |
| Secretary | Allison Weber | \$206 per meeting |
| Police Committee | Allison Weber | \$100 per meeting |
| Crossing Guard | Bev Boland | \$14.29/hour |
| Crossing Guard | Kristy Houghton | \$14.29/hour |
| Crossing Guard | Tom Peschel | \$14.29/hour |

| | | |
|---------------------|----------------|--------------|
| Board of Assessment | Ann Kelly | \$45.00/hour |
| Board of Assessment | James Campbell | \$40.00/hour |
| Board of Assessment | | \$40.00/hour |

| | | |
|--------------------|------------------|--------------|
| Recreation Leader | Darlene Houghton | \$15.40/hour |
| Recreation Leader | Joanne Smith | \$15.60/hour |
| Recreation Attend. | Mark Kenyon | \$12.40/hour |
| Recreation Attend. | Thomas Kenyon | \$11.93/hour |
| Recreation Attend. | Honesty Rohrer | \$12.40/hour |
| Recreation Attend. | Albert Smith | \$12.40/hour |
| Recreation Attend. | Ian Zingaro | \$11.10/hour |

Town of Manlius Police

| | | |
|-----------------|---------------------|--------------------|
| Chief | Michael Crowell | \$102,961 |
| Captain | Kevin Schafer | \$96,687 |
| Captain | Jeffrey Peckins | \$96,687 (Retired) |
| Lieutenant | Jeffrey Slater | \$88,673 |
| Sergeants | Christopher Cushman | \$78,632 |
| | Kenneth Hatter | \$78,632 |
| | Joseph Peters | \$78,632 |
| | Gregory Snyder | \$78,632 |
| | Tina Marie Stanton | \$78,632 |
| Police Officers | Matthew Applebee | \$54,122 |
| | Adam Bezek | \$72,731 |
| | Beth Brainard | \$72,731 |
| | Triston Campbell | \$59,200 |
| | Ross Carnie | \$72,731 |
| | Patrick Connelly | \$62,583 |
| | Brian Damon | \$72,731 |
| | Louis Dashno | \$70,477 |
| | Michael Desalvatore | \$70,477 |
| | Daniel Filip | \$72,731 |
| | James Gallup | \$72,731 |
| | Peter Gilchriest | \$59,200 |
| | Damien Golden | \$72,731 |
| | Shawn Gwilt | \$72,731 |
| | Alicia Hibbard | \$59,200 |
| | Rebecca Kammar | \$72,731 |
| | Phillip Knittel | \$54,122 |
| | Justin Lefebvre | \$70,477 |
| | Benjamin Lesperance | \$72,731 |
| | Stephen Muller | \$65,953 |
| | Angela Palmer | \$72,731 |
| | John Paul | \$72,731 |
| | Julia Quinlan | \$54,122 |
| | Zachary Shute | \$72,731 |
| | Cody Skinner | \$65,953 |
| | Brianna Sparks | \$59,200 |
| | Daniel Tyrel | \$72,731 |

| | | |
|-----------------------------|-------------------|-------------------------|
| | Samuel Williams | \$59,200 |
| Clerk 1 | Sharon Barkauskas | \$21.06/hour |
| Clerk 1 | Mary Alice Boyke | \$21.12/hour (Retired) |
| Clerk 1 | Linda Nyman | \$19.96/hour |
| Clerk 1 | Lynn Rybinski | \$19.96/hour |
| Clerk 1/CSO | Jade Taggart | \$15.92/hour |
| Mechanic | Paul Chapman | \$27.81/hour |
| Custodial Worker I | Erika Durfee | \$13.84/hour |
| Police Officer Salary Level | | |
| Entry Level | | \$54,122 |
| Step 1 | | \$59,200 |
| Step 2 | | \$62,584 |
| Step 3 | | \$65,953 |
| Step 4 | | \$70,477 |
| Step 5 | | \$72,731 |
| Sergeant Salary Level | | |
| Entry Level | | \$76,926 |
| Step 1 | | \$78,633 |
| Longevity Compensation* | | |
| After 5 or more years | | \$ 1,000 |
| After 8 or more years | | \$ 1,300 |
| After 11 or more years | | \$ 1,600 |
| After 14 or more years | | \$ 1,900 |
| After 17 or more years | | \$ 2,100 |
| After 20 or more years | | \$ 2,400 |
| After 25 or more years | | \$ 2,700 |

*Full time officers hired after July 15, 2013 are not entitled to Longevity Compensation until the completion of 11 years of service.

Town of Manlius Highway

| Name | Hourly Rate |
|----------------------|-------------|
| Monty Albanese | \$26.93 |
| John Barnwell | \$26.93 |
| William Beeman | \$27.47 |
| Thomas Burns | \$26.30 |
| David Daniels | \$27.88 |
| Christopher Dardaris | \$25.76 |
| Brian Edwards | \$28.06 |
| Thomas Emmons | \$25.76 |
| Justin Graser | \$22.02 |
| David Hale | \$26.93 |
| Justin Matt Laroche | \$23.18 |
| Joseph Mapstone | \$26.21 |
| Daniel Miller | \$18.31 |
| Matthew Pilcher | \$25.31 |
| Matthew Raterman | \$25.76 |
| Derek Rogers | \$22.02 |
| J. Robert Schepp | \$24.68 |
| Paul Stewart | \$26.71 |
| Mark Tily | \$24.59 |
| Randall Troast | \$25.76 |
| Zachary Van Auken | \$22.02 |
| Gary Vona | \$24.77 |

- 41. Handbook
- 42. Code Fee Schedule
- 43. Professional Fees Schedule
- 44. Town Clerk Fee Schedule
- 45. Official Undertaking