

APPROVED

At the ORGANIZATIONAL and REGULAR MEETING of the Town Board, Town of Clay, Onondaga County, held at the Town Hall, Clay, New York on the January 4, 2023 at 7:30 P.M., there were:

PRESENT:

- Damian Ulatowski Supervisor
- Joseph A. Bick Deputy Supervisor/Councilor
- Eugene Young Councilor
- Ryan Pleskach Councilor
- Kevin Meaker Councilor
- Deborah Magaro Dolan Councilor
- Jill Hageman-Clark Town Clerk
- Robert Germain Town Attorney

ABSENT:

- David Hess Councilor
- Mark V. Territo Commissioner of Planning and Development
- Ron DeTota Town Engineer

OTHERS PRESENT:

NONE

The meeting was called to order by Supervisor Ulatowski at 7:00 P.M. All present joined in the Pledge of Allegiance.

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ORGANIZATIONAL MEETING: 7:00 P.M.

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Official Rules of the Procedure – Roberts Rules of Order:

Supervisor Ulatowski moved the adoption of a resolution that Roberts Rules of Order be the official rules of procedures at Town Board Meetings, subject to the Rules provided by the Town Law and like Statutes which shall prevail (except that there shall be no second reading of resolutions at Town Board Meetings unless the same is requested, and that there shall be no votes taken when the question of a pending resolution is called, unless an objection is stated to voting upon such resolution forthwith). Motion was seconded by Councilor Pleskach.

Ayes – 6 and Noes – 0. *Motion carried.*

Town Board Meeting Schedule:

Supervisor Ulatowski moved the adoption of a resolution establishing the **first and third** Mondays of each month as the meeting nights for the **Town Board** and **7:30 P.M.**, local time, as the hour of commencement. Motion was seconded by Councilor Meaker.

Ayes – 6 and Noes – 0. *Motion carried.*

Supervisor Ulatowski moved the adoption of a resolution rescheduling the Monday, January 16, 2023 (Martin Luther King, Jr. Day) Town Board Meeting to Wednesday, January 18, 2023; rescheduling the Monday, September 4, 2023 (Labor Day) Town Board Meeting to Wednesday, September 6, 2023 and rescheduling the Monday, November 6, 2023 (Election Day - Tuesday, November 7) Town Board Meeting to Wednesday, November 8, 2023. Motion was seconded by Councilor Pleskach.

Ayes – 6 and Noes – 0. *Motion carried.*

Supervisor Ulatowski moved the adoption of a resolution cancelling the **July 3 and August 7, 2023** Town Board Meetings. **NOTE: The Town Board will meet only July 17 and August 21, 2023.** Motion was seconded by Councilor Pleskach.

Ayes – 6 and Noes – 0. *Motion carried.*

The Town Hall will be closed on the following Holidays in **2023**; New Year’s Day observance – Monday, January 2, Martin Luther King, Jr. Day – Monday, January 16, Presidents’ Day – Monday, February 20 cancelling the Town Board Meeting; Good Friday – April 7 (Town Hall to close at 12:15 P.M., Highway at 11:00 A.M.); Memorial Day Weekend – Friday, May 26 and Monday, May 29, Independence Day Tuesday, July 4; Labor Day – Monday September 4; Election Day – Tuesday, November 7; Veteran’s Day – Friday, November 10 (observed); Thanksgiving Day – Thursday, November 23 and Friday, November 24; Christmas Eve – Monday, December 25 (observed) and Christmas Day - Tuesday, December 26 (observed).

There was a brief discussion as to whether or not Juneteenth would be added. The Supervisor explained that the union contract states that there are 13 and a half paid holidays and said that he would discuss with the union what day will be traded for Juneteenth, if they decide to do so.

GENERAL COMMITTEE appointment by the Supervisor:

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| Special Districts | Councilor Damian Ulatowski |
| Finance | Councilor Damian Ulatowski / Ryan Pleskach |
| Parks & Recreation | Councilor Kevin Meaker |
| Public Safety | Councilor Eugene Young |
| Highway & Public Works | Councilor Kevin Meaker / David Hess |
| Planning & Development | Councilor Kevin Meaker / Deborah Magaro-Dolan |
| Zoning Board of Appeals | Councilor Ryan Pleskach |
| Personnel | Councilor Damian Ulatowski / Joseph Bick |
| Industrial Development | Councilor Joseph Bick / Ryan Pleskach |
| Recreation Facilities & Grants | |
| Special Committee | Councilor Joseph Bick / Deborah Magaro-Dolan |
| Liaison North Syracuse School District | Councilor Joseph Bick |
| Liaison Liverpool School District | Councilor Deborah Magaro-Dolan / Kevin Meaker |

Annual Salaries:

Councilor Meaker moved the adoption of a resolution that the annual salaries for the **Town Personnel** for the year **2023** be established as follows:

Supervisor	\$ 73,658.00
Deputy Supervisor	\$ 19,970.00
Councilpersons	\$ 17,294.00
Judges	\$ 49,930.00
Commissioner of Parks & Recreation	\$ 67,600.00
Commissioner of Finance	\$ 36,894.00
Commissioner of Planning & Development	\$ 94,994.00
Town Clerk	\$ 70,997.00
Receiver of Taxes	\$ 70,997.00
Assessor	\$ 97,184.00
Highway Superintendent	\$105,582.00
Water Superintendent	\$ 87,716.00

Motion was seconded by Councilor Pleskach.

Ayes – 6 and Noes – 0. *Motion carried.*

Appointments

Supervisor Ulatowski moved the adoption of a resolution appointing Councilperson Joseph Bick as **Deputy Supervisor**, by the Supervisor. Motion was seconded by Councilor Pleskach.

Ayes – 6 and Noes – 0. *Motion carried.*

Appointment of Special Districts:

Councilor Magaro-Dolan moved the adoption of a resolution appointing the **Supervisor** as **Administrator of Special Districts**. Motion was seconded by Councilor Meaker.

Ayes – 6 and Noes – 0. *Motion carried.*

Councilor Magaro-Dolan moved the adoption of a resolution approving the annual membership of the Town of Clay in the Association of Towns and payment of the annual dues in the amount of **\$1,950.00**. Motion was seconded by Councilor Meaker.

Ayes – 6 and Noes – 0. *Motion carried.*

Councilor Magaro-Dolan moved the adoption of a resolution appointing **Supervisor Ulatowski** as **delegate** to the **Association of Towns**. Motion was seconded by Councilor Meaker.

Ayes – 6 and Noes – 0. *Motion carried.*

Councilor Magaro-Dolan moved the adoption of a resolution appointing Councilperson **Meaker** as **alternate delegate** to the **Association of Towns**. Motion was seconded by Councilor Pleskach.

Ayes – 6 and Noes – 0. *Motion carried.*

Authorization – Check Signing:

Councilor Young moved the adoption of a resolution authorizing the **Deputy Supervisor** to sign checks drawn on Town funds in the absence of the Supervisor. Motion was seconded by Councilor Magaro-Dolan.

Ayes – 6 and Noes – 0. *Motion carried.*

Town Engineers:

Councilor Young moved the adoption of a resolution that **C & S Engineers, Inc.** be retained by the Town of Clay to perform such **Special District** services as the Town may require and authorizing the Supervisor to enter into an annual contract with said firm.

Councilor Pleskach asked if there was a monetary amount. Supervisor Ulatowski said that it is as needed. Motion was seconded by Councilor Bick.

Ayes – 6 and Noes – 0. *Motion carried.*

Councilor Young moved the adoption of a resolution authorizing the **C & S Engineers, Inc.** to update the **“Town of Clay Zoning Map”** annually, with payment for same to be authorized from the General Fund of the Town of Clay. Councilor Meaker asked if there was a monetary amount. Supervisor Ulatowski said that it is as needed. Motion was seconded by Councilor Bick.

Ayes – 6 and Noes – 0. *Motion carried.*

Town Attorneys:

Councilor Young moved the adoption of a resolution retaining **Germain & Germain** as attorney(s) for the **Zoning Board of Appeals**, and to receive **\$18,000.00** for the **Zoning Board of Appeals** work for the year **2023**. Motion was seconded by Councilor Magaro-Dolan.

Ayes – 6 and Noes – 0. *Motion carried.*

Councilor Young moved the adoption of a resolution retaining **Bond, Schoeneck, and King** as attorney(s) for the **Planning Board**, and to receive **\$36,000.00** for the **Planning Board** work for the year **2023**. Motion was seconded by Councilor.

Ayes – 6 and Noes – 0. *Motion carried.*

Bank Designation:

Councilor Pleskach moved the adoption of a resolution designating the following as the official **2023 depository banks** for the Town of Clay: **M & T Bank; JP Morgan Chase Bank; Bank of America Bank; Alliance Bank, N.A.; Solvay Bank, RBS Citizens Bank, Key Bank, NY CLASS and Pathfinder Bank** – pooled cash investment program (class), or successor. Motion was seconded by Councilor Magaro-Dolan.

Ayes – 6 and Noes – 0. *Motion carried.*

Newspaper Designation:

Councilor Pleskach moved the adoption of a resolution designating the **Syracuse Post Standard** as the official Town Newspaper for **2023** and designating the **Eagle Star Review** as an additional newspaper for the publication of legal notices. Motion was seconded by Councilor Magaro-Dolan.

Ayes – 6 and Noes – 0. *Motion carried.*

Appointments – Misc:

Councilor Pleskach moved the adoption of a resolution designating **Aaron Bellows** as an approved contractor to provide **Electrical Inspectors** service for **2023**. Motion was seconded by Councilor Meaker.

Ayes – 6 and Noes – 0. *Motion carried.*

Appointments – Town Officers:

Councilor Pleskach moved the adoption of a resolution appointing **Russ Mitchell** as **Chairman of the Planning Board** for the year **2023**. Motion was seconded by Councilor Magaro-Dolan.

Ayes – 6 and Noes – 0. *Motion carried.*

Councilor Pleskach moved the adoption of a resolution appointing **Russ Mitchell** as a **Member of the Planning Board**. Said term to expire **December 31, 2029**. Motion was

seconded by Councilor Meaker.

Ayes – 6 and Noes – 0. *Motion carried.*

Councilor Pleskach moved the adoption of a resolution appointing **Judy Rios** as a **Secretary of the Planning Board**. Said term to expire **December 31, 2023**. Motion was seconded by Councilor Bick.

Ayes – 6 and Noes – 0. *Motion carried.*

Councilor Pleskach moved the adoption of a resolution appointing **Ed Wisnowski** as **Chairman of the Zoning Board of Appeals** for the year **2023**. Motion was seconded by Councilor Bick.

Ayes – 6 and Noes – 0. *Motion carried.*

Councilor Pleskach moved the adoption of a resolution appointing **Ed Wisnowski** as a **Member of the Zoning Board of Appeals**. Said term to expire **December 31, 2027**. Motion was seconded by Councilor Bick.

Ayes – 6 and Noes – 0. *Motion carried.*

Councilor Bick moved the adoption of a resolution appointing **Dennis Lyons** as **Alternate Member of the Zoning Board of Appeals**. Said term to expire **December 31, 2023**. Motion was seconded by Councilor Young.

Ayes – 6 and Noes – 0. *Motion carried.*

Councilor Bick moved the adoption of a resolution appointing **Chelsea Clark** as a **Secretary of the Zoning Board of Appeals**. Said term to expire **December 31, 2023**. Motion was seconded by Councilor Young.

Ayes – 6 and Noes – 0. *Motion carried.*

Councilor Bick moved the adoption of a resolution appointing **James Rowley** for a term of 4 years as members of the **Board of Ethics**, pursuant to Ethics Law, Chapter 22, Article IV, Board of Ethics. Said term to expire **December 31, 2027**. Motion was seconded by Councilor Pleskach.

Ayes – 6 and Noes – 0. *Motion carried.*

Councilor Bick moved the adoption of a resolution appointing **Dorothy Heller** as **Town Historian** for the year **2023**. Motion was seconded by Councilor Pleskach.

Ayes – 6 and Noes – 0. *Motion carried.*

Councilor Bick moved the adoption of a resolution appointing **Judy Rios** as **Safety Committee Chairperson** for the year **2023** and **Chelsea Clark** as **Safety Co-Chairperson**. Motion was seconded by Councilor Pleskach.

Ayes – 6 and Noes – 0. *Motion carried.*

Councilor Bick moved the adoption of a resolution appointing **Mike McCarthy** as **Constable** for the year **2023**. Motion was seconded by Councilor Pleskach.

Ayes – 6 and Noes – 0. *Motion carried.*

Councilor Bick moved the adoption of a resolution appointing **Richard Helterline** as **Substitute Constable** for the year **2023**. Motion was seconded by Councilor Pleskach.

Ayes – 6 and Noes – 0. *Motion carried.*

Councilor Meaker moved the adoption of a resolution appointing **Jill Hageman-Clark**, as a **Marriage Officer** for the Town of Clay. Pursuant to Section 11 of the New York State Domestic Relations Law which states no public officer listed in Section 11 shall be prohibited from accepting any fee or compensation having a value of one hundred dollars or less, whether in the form of money, property, services, or entertainment, for the solemnization of the marriage by such public officer at a time and place other than the public officer’s normal public place of business and during normal hours of business. Said appointment expires **December 31, 2023**. Motion was seconded by Councilor Young.

Ayes – 6 and Noes – 0. *Motion carried.*

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REGULAR AGENDA – JANUARY 3, 2022

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APPROVAL of MINUTES:

Councilor made a motion to approve the minutes of the December 19, 2022 Regular Town Board Meeting. Motion was seconded by Councilor.

Ayes – 6 and Noes – 0. *Motion carried.*

CORRESPONDENCE:

None

CANCELLATIONS and/or REQUESTED ADJOURNMENTS:

None

**Licenses and Permits (PH) - CASUAL ESTATES (MOBILE HOME COURT) LLC,
d/b/a MADISON VILLAGE:**

A Public hearing to consider the application of CASUAL ESTATES, LLC D/B/A MADISON VILLAGE MOBILE HOME COURT, for the renewal of its license for the year 2023 was opened by the Supervisor.

There was no one present to speak on behalf of mobile home license. Councilor Pleskach made a motion to **adjourn** the public hearing to **January 18, 2023 at 7:41 P.M.** Motion was seconded by Councilor Meaker.

Ayes – 6 and Noes – 0. *Motion carried.*

Board of Ethics (schedule and responsibility):

Councilor Meaker moved the adoption of a resolution approving the Board of Ethics will meet at least once annually, and require the Chairman of the Ethics Board to provide a full in-person report to the Town Board at or immediately after the annual Organization Meeting of the Town. The Ethics Board will review all financial disclosure forms for completeness and shall have access to the inquiry procedure. A list of active Town vendors will also be supplied to the Board of Ethics annually for conflict screening review and maintained by the Board for consultation on a case-by-case basis. Motion was seconded by Councilor Magaro-Dolan.

Ayes – 6 and Noes – 0. *Motion carried.*

Agreement – (amending) – Intermunicipal Wastewater Agreement (IWA):

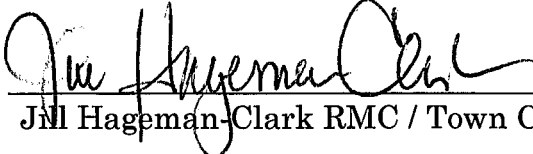
Councilor Magaro-Dolan moved the adoption of a resolution authorizing the Town Supervisor to execute an agreement with Onondaga County Department of Water Environment Protection (OCDWEP) to perform utility mark-outs of the Town Sanitary Sewers as noted under the Annual Sewer Maintenance Agreement – Section 4.C.1 (page 6) of the original Intermunicipal Wastewater Agreement (IWA). Motion was seconded by Councilor Pleskach.

Ayes – 6 and Noes – 0. *Motion carried.*

Adjournment:

The meeting was adjourned at 7:36 P.M. upon a motion by Councilor Young and seconded by Councilor Bick.

Ayes – 6 and Noes – 0. *Motion carried.*



Jill Hageman-Clark RMC / Town Clerk