

ORGANIZATIONAL AGENDA
TOWN BOARD
January 7, 2015

1. Pledge of Allegiance
2. Zoning Board of Appeals Appointment:
Motion to appoint Al Ruthig (5 year term expiring)
3. Zoning Board of Appeals Chairman Appointment:
Motion to appoint Henry McIntosh (1 year term expiring 12/31/15)
4. Planning Board Chairman Appointment
Motion to appoint Rich Rossetti (1 year term expiring 12/31/2015)
5. Planning and Zoning Board Attorney:
Motion to appoint Frateschi Law Firm and authorize Supervisor to enter into a contract
6. Engineer for the Town
Motion to appoint Miller Engineering and authorize Supervisor to enter into a contract
7. Attorney for the Town Appointment:
Motion to appoint Frateschi Law Firm as Attorney for the Town and authorize the Town Supervisor to enter into a contract
8. Town Accountant Appointment
Motion to appoint Matthew Dunn, Town Accountant and authorize Supervisor to enter into a contract
9. Town Information Technology Services Appointment:
Motion to appoint Garam Group and authorize Supervisor to enter into a contract
10. Marriage Officer Appointment:
Motion to appoint Allison Edsall
11. Records Officer Appointment:
Motion to appoint Allison Edsall
12. SEQR Officer Appointment:
Motion to appoint Barbara Smith at a salary of \$2000/annually
13. Safety Coordinator Appointment:
Motion to appoint William Miller at a salary of \$1000/annually
14. Historian Appointment:

Motion to appoint Barbara Rivette

15. Deputy Supervisor Appointment:

Motion to appoint John Loeffler

16. Tree Commission

Nancy Needham – Chairperson 3 year term expiring 12/31/2017

MaryEllen Letterman – 3 year term expiring 12/31/2017

Brian Skinner – 3 year term expiring 12/31/2017

Pat Tobin – 3 year term expiring 12/31/2017

Joan Hagenzieker – 3 year term expiring 12/31/2017

17. Health Insurance Split:

Motion to approve the health insurance premium split for non-collective bargaining unit members as 84% paid by the Town and 16% paid by the employee, and for the Town Board and Justices (active and retired) the health insurance premium split is 55% (Town)/45% (employee/retiree).

18. Board Rules and Procedures

Motion to accept Board rules and procedures

19. Procurement Policy:

Motion to adopt the procurement policy – as approved in November

20. Prepaid Expenses:

Motion to approve the Supervisor to authorize prepayment of utilities, phone and employee benefits

21. 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
Codes Enforcement Officer	Town Planning Board
Highway Superintendent	Town Zoning Board of Appeals
Clerk to Town Justice	Recreation Department
Town Justice	Police Department

22. Association of Towns Spending Limit:

Motion to set the maximum reimbursement limit for the Association of Towns' annual meeting as follows: meals at \$35 per day with receipts, plus hotel, registration fee and bus fee (\$80 maximum bus fee can be applied to other travel expenses).

23. Delegate to the Association of Towns' Annual meeting:
Motion to appoint Edmond Theobald as delegate to the Association of Towns' Annual meeting and Vince Giordano as an alternate delegate

24. Motion to set the reimbursement for meals when traveling on behalf of the Town as follows:

\$35/per day for all meals with receipts.

25. Holidays:

Motion to approve the following holidays as official Town holidays:

New Year's Day	Thursday, January 1, 2015
Martin Luther King Day	Monday, January 19, 2015
Presidents' Day	Monday, February 16, 2015
Good Friday (1/2 day)	Friday, April 3, 2015
Memorial Day	Monday, May 25, 2015
Independence Day	Friday, July 3, 2015
Labor Day	Monday, September 7, 2015
Columbus Day	Monday, October 12, 2015
Veterans' Day	Wednesday, November 11, 2015
Thanksgiving Day	Thursday, November 26, 2015
Day after Thanksgiving	Friday, November 27, 2015
Christmas Eve (1/2 day)	Thursday, December 24, 2015
Christmas Day	Friday, December 25, 2015

26. Committee and Department Liaison assignments:

Motion to approve the following committee assignments:

<u>Committee</u>	<u>Chairperson</u>	<u>Member</u>
Budget & Finance	Nick Marzola	John Loeffler
Buildings and Grounds	Vince Giordano	
Community & Economic Development/Chamber of Commerce	Karen Green	John Loeffler
Consolidation & Intermunicipal Cooperation Task Force	David Marnell, Sr.	Vince Giordano
Fire & EMS	Nick Marzola	Vince Giordano
Libraries	David Marnell, Sr.	

Recreation/ Community Events	Karen Green	Vince Giordano
Personnel & Employee Relations	David Marnell, Sr.	
Professional Services	Nick Marzola	David Marnell, Sr.
Technology	Nick Marzola	John Loeffler
Police Committee	John Loeffler	Karen Green

Motion to approve the following Liaison assignments:

Assessor	David Marnell, Sr.
Highway	Nick Marzola
Justice	David Marnell
Planning & Development	Vince Giordano
Police	Karen Green and John Loeffler
Recreation	Karen Green
Town Clerk	Karen Green
Receiver of Taxes	Karen Green

27. Banks:

Motion to approve the following list of official banks:

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

28. Veterinary Services Contract:

Motion to authorize Town Supervisor to enter into a contract for veterinary services with Dr. Chapman.

29. Town Board meeting schedule:

January 7, 2015	July 8, 2015
January 21, 2015	July 22, 2015
February 11, 2015	August 12, 2015
February 25, 2015	August 26, 2015
March 11, 2015	September 9, 2015
March 25, 2015	September 23, 2015
April 8, 2015	October 14, 2015
April 22, 2015	October 28, 2015

May 13, 2015	November 4, 2015
May 27, 2015	November 18, 2015
June 10, 2015	December 9, 2015
June 24, 2015	December 23, 2015

30. Town Board Budget Workshops:

September 5, 2015	8:00am
September 12, 2015	8:00am
September 19, 2015	8:00am

31. Mileage Reimbursement:

Motion to approve mileage at 57.5 cents per mile for business miles driven

32. Highway Agreement document:

Motion to enter into the annual agreement to spend Town highway funds

33. Approve Highway Map, Highway Specification and Highway Agreement

Motion to approve Highway Map, Highway Specifications and Highway Agreement

34. Approve updated Zoning Map

35. Official Town Newspapers:

Motion to designate the *Eagle Bulletin* as the official Town newspaper and the *Post Standard* as the alternate

36. Insurance:

Motion to authorize the Town to ratify existing contracts for Officers and Public Officials insurance with Haylor, Freyer and Coon

37. Salaries:

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

Supervisor	Edmond Theobald	\$37,027
Deputy Supervisor	John Loeffler	\$ 1,000
Councilor	John Loeffler	\$11,695
Councilor	Nick Marzola	\$11,695
Councilor	David Marnell, Sr	\$11,695
Councilor	Vincent Giordano	\$11,695
Councilor	Karen Green	\$11,695
Councilor		\$11,695
Highway Superintendent	Robert Cushing	\$73,231

Secretary to H'way	Janet Vollmer	\$33,947
Town Clerk	Allison Edsall	\$47,436
Deputy Clerk	Deborah Demmon	\$31,128
Receiver of Taxes	Laurie Peschel	\$41,000
Typist I	Sharon Lake	\$15,257
Assessor	Patrick Duffy	\$76,005
Assessment Clerk	Cristine DelFuoco	\$39,709
Appraiser	Philip Murray	\$46,392
Real Prop. Aide	Joseph Lesnau	\$28,091
Justice	Salvatore Pavone	\$32,947
Justice	Robert O'Leary	\$32,947
Clerk to Justice	Janet Stanley	\$44,051
Clerk to Justice	Jeanette Zacharias	\$45,251
Rec. Director	Peggy Kenyon	\$61,699
Rec. Supervisor	Kristine Zingaro	\$46,545
Secretary	Jacqueline Maher	\$25,440
Custodian	William Miller	\$27,451
Town Manager	Ann Oot	\$ 22.74/hour
Secretary to Super.	Lisa Baleno	\$32,077
Trash/Brush Liaison	Sharon Lake	\$15,257
Codes Enforcement		
Officer	Michael Jones	\$48,710
Clerk	Barbara Smith	\$40,201
Information Aide	Jennifer Abbott	\$ 15.20/hour
Town Historian	Barbara Rivette	\$ 2,700
Planning Chairman		\$ 3,090
Planning Board	7 members @	\$ 3,471 per year
Secretary	Barbara Smith	\$ 257 per meeting
ZBA Chairman	Henry McIntosh	\$ 114 per meeting
ZBA	4 members @	\$ 83 per meeting

Secretary	Deborah Demmon	\$ 206 per meeting
Police Committee	Allison Edsall	\$ 100 per meeting
SEQR Officer	Barbara Smith	\$ 2,000 per year

Part Time (hourly)

Crossing Guard	Richard Weber	\$13.00/hour
Crossing Guard	Kristy Houghton	\$13.00/hour
Crossing Guard	Beverly Boland	\$13.00/hour
Codes Enforc. Officer	David Weber	\$18.04/hour
Tax Clerk	Mary Esposito	\$13.42/hour
Deputy Town Clerk	Paulette Weber	\$18.09/hour
Fire Inspector	David Corbett	\$16.80/hour
Board of Assessment	Ann Kelly	\$45.00/hour
Board of Assessment	William Kendrat	\$40.00/hour
Board of Assessment	William Massey	\$40.00/hour
Recreation Leader	Darlene Houghton	\$11.87/hour
Recreation Leader	Joanne Smith	\$13.52/hour
Recreation Attend.	Mark Kenyon	\$ 9.66/hour
Recreation Attend.	Thomas Kenyon	\$ 9.07/hour
Recreation Attend.	Albert Smith	\$ 9.55/hour

Town of Manlius Police

Chief	Francis Marlowe	\$94,693
Captain	Brian Ackerman	85,876
	Kevin Schafer	85,876
Sergeants	Christopher Cushman	69,840
	Jeffrey Peckins	69,840
	Joseph Peters	69,840
	Jeffrey Slater	69,840
	Tina Marie Stanton	69,840

Police Officers	Adam Bezek	58,578
	Aaron Bonilla	48,070
	Michael Bort	64,598
	Beth Brainard	64,598
	Mark Buzzard	64,598
	Ross Carnie	62,597
	Brian Damon	64,598
	Louis Dashno	48,070
	Daniel Filip	62,597
	James Gallup	64,598
	Damien Golden	64,598
	Anthony Gucciardi	62,597
	Shawn Gwilt	64,598
	Kenneth Hatter II	64,598
	Alexander Hebert	64,598
	Rebecca Kammar	64,598
	Benjamin Kapusta	62,597
	Justin Lefebvre	48,070
	Benjamin Lesperance	64,598
	Angela Palmer	64,598
	Jeremy Reynolds	64,598
	Zachary Shute	64,598
	Gregory Snyder	62,597
	Daniel Tyrel	64,598
	Christopher Updike	64,598
	Stephen Watkins	64,598
	Kerri Wolongevicz	62,597
	Christopher Wood	64,598

Clerk 1	Sharon Barkauskas	18.26/hour
Clerk 1	Linda Nyman	18.26/Hour
Clerk 1	Anne Marie Orso	18.26/hour
Clerk 1	Lynn Rybinski	18.26/hour
Clerk 1	Mary Alice Boyke	19.81/hour
Mechanic	Paul Chapman	25.45/hour
Custodian	Susan Smith	11.82/hour
Custodian PT	Nicholas Capria	9.09/hour
Custodian PT	Kyle Stanley	9.09/hour

Police Officer Salary Level	
Entry Level	\$48,070
Step 1	\$52,580
Step 2	\$55,586
Step 3	\$58,578

Step 4	\$62,597
Step 5	\$64,598

Sergeant Salary Level	
Entry Level	\$68,324
Step 1	\$69,840

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
Frederick Ager	\$23.87
Monty Albanese	24.50
John Barnwell	24.50
David Barnwell	21.90
William Beeman	24.90
Thomas Burns	23.87
Jon Card	24.54
David Daniels	23.42
Chris Dardaris	24.86
Christopher Dardaris	23.33
Peter Dougherty	27.25
Brian Edwards	25.45
Albert Emmons	21.90
Thomas Emmons	23.33
Todd Emmons	25.04
David Hale	24.50
Joseph Mapstone	23.78
Robert Nicholas	23.06
Matthew Pilcher	22.88
Matthew Raterman	23.33
Paul Stewart	24.28
Jeffrey Taylor	22.70
Randall Troast	23.33
Gary Vona	16.76

38. Handbook:

Motion to ratify employee handbook

39. Code Fee Schedule:

Motion to ratify fee schedule

40. Professional Fees Schedule

41. Town Clerk Fee Schedule:

Motion to ratify fee schedule

42. Safety Grant

Motion to authorize Town Supervisor to sign and submit Highway Safety Grants for 2015.

43. Official Undertaking

Motion to adopt the Official Undertaking of Municipal Officers resolution as presented for 2015.