

Organizational Meeting

Organizational Meeting of the Town Board of the Town of Sparta was held January 11, 2022 at 6:30 PM.

Members Present: Supervisor Mark Schuster, Deputy Supervisor Deb Halpenny, Council Dan Maloney, Bill Smith and Mary Ellyn Calabrese.

A motion was made by Deb Halpenny and seconded by Bill Smith to accept the appointments as read:

TITLE	APPOINTMENT	ANNUAL SALARY	PAYMENT SCHEDULE	STANDARD HOURS/DAY
Accountant & Payroll	EFPR Solutions	\$11,761.00	Monthly	
Assessor 6 yr. term	Holley Smalt 9/30/25	\$11,527.00	Monthly	6
Assessment Review Board 5 yr. term	John L. Davis 9/30/23	Volunteer		
(3 member)	Roy Bailey 9/30/24	Volunteer		
	Barbara Bernard 9/30/26	Volunteer		
Attorney for the Town 2 yr. term	DiMatteo & Roach 12/31/23	Per Contract	Voucher	
Cemetery Caretakers	Levi Miller, Atlee & Jake Wengerd	\$1600.00	Annual	
Councilman (4 member) 4 yr. term	Elected	\$2,363.75/ea.	Monthly	6
Court Clerk	Sheila Duffy	\$3,708.00	Semi-Annual	6
Custodian	Sheila Duffy	\$765.00	Semi-annual	
Deputy Highway Superintendent	David Holbrook	\$1,500.00	Bi-weekly	
Deputy Registrar of Vital Statistics	Mark J Schuster	Volunteer		
Deputy Supervisor	Debra Halpenny	\$500.00	Semi-annual	
Deputy Town Clerk	John Duffy	Volunteer		
Engineer for the Town	CPL	Per Contract	Voucher	
Fair Housing Officer	Mark J. Schuster	Volunteer		
Highway Department Employees	David Holbrook	\$23.50/hr.	Bi-weekly	8
	Jeffery White	\$21.00/hr.	Bi-weekly	8
	Joseph Jerome	\$21.00/hr.	Bi-weekly	8
Highway Department Part Time	Steven Patterson	\$14.00/hr.	Bi-weekly	8
Part Time		\$14.00/hr.	Bi-weekly	8
Highway Superintendent 4yr Elected	Kevin Robinson 12/31/25	\$63,688.00	Bi-weekly	8
Historian	Mary Jo Marks	\$595.00	Annual	
Information Technology	Hurricane Technologies, Inc		Voucher	
Junk Law Officer	Charles Cagle	\$2,889.00	Monthly	
Justice 4yr Elected	Rodney Doe 12/31/24	\$3,090.00	Quarterly	6
Livingston Co. Planning Board 3yr	Mary Ellen Merle Calabrese 12/31/22	Volunteer		
Mileage	Town Officials for Town Business	\$0.585/mi	Voucher	
Office Rent	Historian	\$800.00	Annual	
	Planning Board Chairman	\$800.00	Annual	
	Supervisor	\$800.00	Annual	
Planning Board 5-year term	Michael Weber – Chairman 12/31/22	\$595.00	Annual	
(5 members)	Linda Carney 12/31/23	Volunteer		
	Barbara Bernard 12/31/24	Volunteer		
	Matthew Bourgoine 12/31/25	Volunteer		
	Beckie Johnson 12/31/26	Volunteer		
Planning Board/ZBA Clerk	Vacant	\$12.50/hr.	Voucher	
Registrar of Vital Statistics 4 yr.	Sheila Duffy 12/31/25	\$400.00	Annual	
Supervisor 4 yr. Elected	Mark Schuster 12/31/25	\$8,405.00	Monthly	6
Tax Collector 4 yr. Elected	Sheila Duffy 12/31/25	\$2,800.00	Bi-weekly	6
Town Clerk 4 yr. Elected	Sheila Duffy 12/31/25	\$15,000.00	Bi-weekly	6
Traffic Safety - Co. 3yr	Chris Scollon 12/31/24	Volunteer		
Traffic Safety Alt. – Co. 3yr	William Smith 12/31/24	Volunteer		
Youth Bureau Representative	Alise Rounsville	Volunteer		
Zoning Board of Appeals 5 yr.	Leo Marks 12/31/26	Volunteer		
(5 member)	Edward Johnston 12/31/22	Volunteer		
	Aaron Schreiner 12/31/23	Volunteer		
	Samantha Gibson-Chairman 12/31/24	Volunteer		
	Johnathan Merle 12/31/25	Volunteer		
CEO & Addressing Official	Charles Cagle	\$10,243.00	Monthly	

All voted yes, carried.

Continuing Committees: (Supervisor to be on all committees)
Buildings and Grounds - William Smith, Debra Halpenny, Mary Ellyn Calabrese
Finance Committee - Dan Maloney, Mary Ellyn Calabrese, Debra Halpenny
Highway Committee - Mary Ellyn Calabrese, Dan Maloney, William Smith
Special Projects - Debra Halpenny, William Smith, Dan Maloney

A motion was made by Deb Halpenny and seconded by Dan Maloney to accept the Appointments as read. All voted yes. Carried.

A motion was made by Bill Smith and seconded by Mary Ellyn Calabrese to use Five Star Bank, Dansville Branch Depository for: Joint General/Highway Checking and Savings Accounts, Town Clerk, Tax Collector, Trust & Agency, Justice and Special Accounts. All voted yes. Carried.

A motion was made by Mary Ellyn Calabrese and seconded by Dan Maloney to designate the Livingston County News as the Town's Official Newspaper. All voted yes. Carried.

A motion was made by Bill Smith and seconded by Dan Maloney to designate the second Tuesday each month at 7:00 PM at the Sparta Town Hall as the official meeting time and place. All voted yes. Carried.

Town Court will be held every second Wednesday of each month at 6:00 PM at the Scottsburg Community Center.

Town Clerk Office Hours: By appointment only (due to COVID). Closed on Sundays and Holidays.

A motion was made by Bill Smith and seconded by Mary Ellyn Calabrese to authorize the Town Fiscal Officer to pay any bill without a voucher that has a discount prior to the Town Board Audit (example-utility bills). These bills will then be audited at the next regular town board meeting. All voted yes. Carried.

A motion was made by Dan Maloney and seconded by Bill Smith to make the normal workday for the Highway Department 8 hours, 5 days per week. The workday may be 10 hours, 4 days per week from April 15th to October 31st or dates to be designated at the discretion of the Highway Superintendent. All voted yes. Carried.

A motion was made by Mary Ellyn Calabrese and seconded by Deb Halpenny to adjourn the meeting. All voted yes. Carried.

Next regular meeting will be held January 11, 2022 at 7:00 PM.

TOWN CLERK

Sheila Duffy