

## Organizational Meeting

Organizational Meeting of the Town Board of the Town of Sparta was held January 9<sup>th</sup>, 2018 at 6:30 PM.

Members present: Supervisor Mark Schuster, Deputy Supervisor Glenn Kreiley, Council Mark Caldwell, Deb Halpenny and Bill Smith.

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

TITLE	APPOINTMENT	ANNUAL SALARY	PAYMENT SCHEDULE	STANDARD HOURS/DAY
Accountant & Payroll	EFPR Solutions	\$9,500.00	Monthly	
Assessor – 6 yr. term	Holley Smalt 9/30/19	\$10,652.00	Monthly	6
Assessment Review Board- 5 yr term	Kimberly VanDunk 9/30/18	Volunteer		
(3 member)	Roy Bailey 9/30/19	Volunteer		
	Brian Cornbau 9/30/20	Volunteer		
Attorney for the Town – 2 yr. term	Louis Colella 12/31/18	\$2,500.00	Semi-annual	
Cemetery Caretaker	Vacant		Annual	
Councilman (4 member) – 4 yr. term	Elected	\$2,150.00/ea.	Monthly	6
Court Clerk	Sheila Duffy	\$3,600.00	Semi-Annual	6
Custodian	Sheila Duffy	\$750.00	Semi-annual	
Deputy Highway Superintendent	Seth Butler	\$1,000.00	Bi-weekly	
Deputy Registrar of Vital Statistics	Mark J Schuster	Volunteer		
Deputy Supervisor	Glenn Kreiley	\$500.00	Semi-annual	
Deputy Town Clerk	John Duffy	Volunteer		
Engineer for the Town	Fraser Engineering Services		Voucher	
Fair Housing Officer	Mark J. Schuster	Volunteer		
Highway Department Employees	Seth Butler	\$19.03/hr	Bi-weekly	8
	Garrett Bishop	\$17.48/hr	Bi-weekly	8
	David Holbrook	\$17.50/hr	Bi-weekly	8
Highway Department – Seasonal	Bryce Schuster	\$12.00/hr	Bi-weekly	8
Part Time	Richard Paul	\$14.00/hr	Bi-weekly	8
Highway Superintendent 4yr Elected	Kevin Robinson 12/31/21	\$55,700.00	Bi-weekly	8
Historian	Mary Jo Marks	\$575.00	Annual	
Junk Law Officer	Charles Cagle	\$2,500.00	Monthly	
Justice 4yr Elected	Christopher Scollon 12/31/20	\$2,600.00	Quarterly	6
Livingston Co. Planning Board 3yr	Graham Frazer 12/31/19	Volunteer		
Mileage	Town Officials for Town Business	\$0.545/mi	Voucher	
Office Rent	Town Clerk	\$800.00	Quarterly	
	Historian	\$800.00	Quarterly	
	Planning Board Chairman	\$800.00	Quarterly	
	Supervisor	\$800.00	Quarterly	
Planning Board - 5 year term	Michael Weber – Chairman 12/31/22	\$400.00	Annual	
(5 members)	Michael Scollon 12/31/18	Volunteer		
	Vacant 12/31/19	Volunteer		
	Matthew Bourgoine 12/31/20	Volunteer		
	Beckie Johnson 12/31/21	Volunteer		
Planning Board/ZBA Clerk	Vacant	\$12.00/hr	Voucher	
Recycling Attendant	Chris Scollon	\$13.70/hr	Voucher	
Recycling Attendant	Michael Scollon	\$13.70/hr		
Recycling Attendant	Beckie Johnson	\$13.70/hr		
Recycling Attendant	Patrick Murphy	\$11.60/hr	Voucher	
Registrar of Vital Statistics – 4 yr.	Sheila Duffy 12/31/21	\$150.00	Annual	
Supervisor 4 yr Elected	Mark Schuster 12/31/21	\$7,850.00	Monthly	6
Tax Collector 4 yr Elected	Sheila Duffy 12/31/21	\$2,600.00	Bi-weekly	6
Town Clerk 4 yr Elected	Sheila Duffy 12/31/21	\$11,800.00	Bi-weekly	6
Traffic Safety - Co. 3yr	Glenn Kreiley 12/31/18	Volunteer		
Traffic Safety Alt. – Co. 3yr	William Smith 12/31/18	Volunteer		
Website Administrator – (Clerk PT)	Sheila Duffy	\$780.00	Semi-annual	
Youth Bureau Representative - 2yr	Alise Rounsville 8/30/18	Volunteer		
Zoning Board of Appeals - 5 yr	Leo Marks 12/31/21	Volunteer		
(5 member)	Edward Johnston 12/31/22			
	Richard Fronk 12/31/18	Volunteer		
	Samantha Gibson-Chairman 12/31/19	Volunteer		
	Ted Scott 12/31/20	Volunteer		
CEO & Addressing Official	Charles Cagle (6mo. Probation)	\$9,000.00	Monthly	

All voted yes. Carried.

**Continuing Committees:**

(Supervisor to be on all committees)

Buildings and Grounds -	William Smith, Debra Halpenny, Glenn Kreiley
Finance Committee -	Mark Caldwell, Glenn Kreiley, Debra Halpenny
Highway Committee -	Glenn Kreiley, Mark Caldwell, William Smith
Special Projects -	Debra Halpenny, William Smith, Mark Caldwell

A motion was made by Bill Smith and seconded by Glenn Kreiley to accept the Appointments as read. All voted yes. Carried.

A motion was made by Bill Smith and seconded by Glenn Kreiley to use Five Star Bank, Dansville Branch Depository for General, Highway, Town Clerk/Tax Collector, Trust & Agency, and Special Accounts. All voted yes. Carried.

A motion was made by Deb Halpenny and seconded by Mark Caldwell to designate the Livingston County News as the Town's Official Newspaper. All voted yes. Carried.

A motion was made by Deb Halpenny and seconded by Mark Caldwell 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 fourth Monday of each month at 2:00 PM at the Scottsburg Community Center.

Town Clerk Office Hours: Monday 9am-1pm and Thursday 5pm-8pm  
and by appointment  
Closed on Sundays and Holidays  
Hours subject to change June, July and August

A motion was made by Deb Halpenny and seconded by Glenn Kreiley 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 Mark Caldwell and seconded by Deb Halpenny to open the transfer station from 8 AM - 1 PM on Saturdays all year and on Wednesdays from the first Wednesday in May through the first Wednesday in October from 4 PM - 7PM. Closed holidays. All voted yes. Carried.

A motion was made by Mark Caldwell and seconded by Deb Halpenny 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 15<sup>th</sup> to October 31<sup>st</sup> or dates to be designated at the discretion of the Highway Superintendent. All voted yes. Carried.

A motion was made by Deb Halpenny and seconded by Glenn Kreiley to adjourn the meeting. All voted yes. Carried.

Next regular meeting will be held January 9, 2018 at 7:00 PM.

TOWN CLERK  
Sheila Duffy