

TOWN OF CONSTANTIA
MINUTES – ORGANIZATIONAL MEETING - TOWN BOARD – January 2, 2025
6:00 pm Constantia Town Hall

Present: Frank Tomaino - Supervisor
Ronald Chapman, Michael Donegan, Thomas Moran, Daniel Poné– Council Members
Clare Haynes – Town Clerk
John Mura – Member Sewer Committee

CALL TO ORDER:

At 6:00 pm Mr. Tomaino called the town board meeting to order with the pledge of allegiance.

2025 TOWN OF CONSTANTIA APPOINTMENTS:

Mrs. Haynes brought to the board a letter of interest received by Byron Danis. Mr. Danis is interested in being appointed to the board of appeals as he understands there might be an opening. As there is currently not an opening the board members are interested in appointing Mr. Danis as an alternate.

After the above discussion, Mr. Tomaino read the following appointments into the minutes:

Official newspaper – Syracuse Newspaper

Meeting nights - 3rd Tuesday 5:30 bills 6:00 meeting

Depository - Pathfinder

Payroll service - ADP

Mileage rate – \$.60

Bookkeeper to the Supervisor -Nancy Butler, Term Expires 12/31/2025

Dog Control Officer – Clayton Conover III, Term Expires 12/31/2025

Deputy Supervisor - Thomas J. Moran, Term Expires 12/31/2025

Deputy Town Clerk and Deputy Registrar of Vital Statistics - Rhonda Cottet, Term Expires 12/31/2025

Park Director - Jeff DeRienzo, Term Expires 12/31/2025

Justice Clerk to Justice Mark Simpson - Julie Simpson, Term Expires 12/31/2025

Town Historian - Christene Kieffer, Term Expires 12/31/2025

Code Enforcement Officer – Patrick P. Dolan and William Hamacher Term Expires 12/31/2025

Court Security – Daniel Gibbs, Term Expires 12/31/2025

Board of Appeals – Cory Monroe – Member, Term Expires 12/31/2029 and Michael Doran as Alt Member Term Expires 12/31/2029 and Mr. Byron Danis as Alt Member Term expires 12/31/2030

Planning Board – Randall West, Term Expires 12/31/2031 and John Mura as Alternate Member, Term Expires 12/31/2031

Thomas Noonan – Board of Assessment Review, Term Expires 9/30/2029

Park and Recreation Commission – Michael Whitney – Member, Term Expires 12/31/2031

Secretary Planning/Board of Appeals/Zoning Commission – Kay Foster, Term Expires 12/31/2025

Mr. Chapman made the motion to accept the above read and discussed appointments with noted changes, seconded by Mr. Poné.

Carried: Ayes: Chapman, Donegan, Moran, Poné, Tomaino

HOLIDAYS:

Mr. Chapman made the motion to accept the following holidays for 2025:

| | |
|--------------------------------|--|
| New Years' Day | Wednesday, January 1st |
| Dr. Martin Luther King Jr. Day | Monday, January 20th |
| President Day | Monday, February 17th |
| Memorial Day | Monday, May 26 th |
| Juneteenth | Thursday, June 19 th |
| Primary Day | Floater - Holiday |
| Independence Day | Floater, July 4th |
| Labor Day | Monday, September 1st |
| Columbus Day | Monday, October 13 th |
| Election Day | Tuesday November 4 th Floater - Holiday |
| Veterans' Day | Tuesday, November 11 th |
| Thanksgiving Day | Thursday, November 27th |
| Christmas Day | Thursday, December 25th |

Seconded by Mr. Poné.

Carried: Ayes: Chapman, Donegan, Moran, Poné, Tomaino

2025 SALARIES:

Mr. Chapman made the motion to approve the salaries as listed for the General Fund employees, Park and Recreation employees, and Highway Fund employees:

Highway Fund (100)

| <u>Employee Title</u> | <u># of Employees</u> | | <u>Wage</u> |
|-------------------------------|-----------------------|---|--------------|
| Deputy Hwy Superintendent/MEO | 1 | @ | \$29.70 Hour |
| Machine Equipment Operator | 3 | @ | \$28.15 Hour |
| Light Equipment Operator | 1 | @ | \$25.20 Hour |
| Seasonal Labor | 4 | @ | \$20.00 Hour |

| | | | |
|----------------------------|---|---|--------------------|
| General Fund (200) | | | |
| Town Board | 4 | @ | \$ 4,000.00 Salary |
| Town Justice | 1 | @ | \$17,190.00 Salary |
| Justice Clerk | 1 | @ | \$13,740.00 Salary |
| Supervisor | 1 | @ | \$19,500.00 Salary |
| Supervisor's Clerk | 1 | @ | \$22,390.00 Salary |
| Assessor | 1 | @ | \$30,596.00 Salary |
| Town Clerk | 1 | @ | \$44,322.00 Salary |
| Deputy Town Clerk | 1 | @ | \$ 20.60 Hour |
| Registrar | 1 | @ | \$ 1,200.00 Salary |
| Town Attorney | 1 | @ | \$14,530.00 Salary |
| Dog Control Officer | 1 | @ | \$11,330.00 Salary |
| Code Enforcement Officer 1 | 1 | @ | \$31,827.00 Salary |
| Code Enforcement Officer 2 | 1 | @ | \$20,600.00 Salary |
| Highway Superintendent | 1 | @ | \$61,250.00 Salary |
| Director of Park and Rec | 1 | @ | \$ 4,000.00 Salary |

| | | | |
|------------------------------------|---|---|--------------|
| Park and Recreation (300) | | | |
| Rec Leader III (Supervisor) | 1 | @ | \$22.00 Hour |
| Rec Leader II (Weekend Supervisor) | 1 | @ | \$16.00 Hour |
| Rec Leader II (Ass't Supervisor) | 1 | @ | \$20.00 Hour |
| Rec Leader II (Evening Supervisor) | 1 | @ | \$16.00 Hour |
| Rec Leader I (Arts & Crafts) | 5 | @ | \$16.00 Hour |
| Rec Leader I (Activities) | 5 | @ | \$16.00 Hour |
| Rec Leader I (Counselors) | 2 | @ | \$16.00 Hour |
| Public Health Tech | 1 | @ | \$20.00 Hour |
| Aquatics Director | 2 | @ | \$20.00 Hour |
| Life-Guard I | 5 | @ | \$18.00 Hour |
| Life-Guard II | 1 | @ | \$18.00 Hour |

Mr. Moran noted the Public Health Tech was not included in the 2025 Budget, Mr. Tomaino will need to keep an eye on the Park PS account.

Stipends:

| | |
|--|-------------------|
| Planning Board Chair | \$1,500.00 Yearly |
| Member, Per Meeting Attended | \$ 80.00 |
| Secretary Per Hour | \$ 20.00 Hour |
| Board of Appeals Chair, Per Meeting Attended | \$ 100.00 |
| Member, Per Meeting Attended | \$ 60.00 |
| Secretary Per Hour | \$ 20.00 Hour |
| Board of Assessment Review Chair | \$400.00 Yearly |
| Member | \$300.00 Yearly |

Seconded by Mr. Donegan.

Carried: Ayes: Chapman, Donegan, Moran, Poné, Tomaino

2025 BOARD STIPENDS:

Mr. Chapman made the motion to accept the following stipends for 2025:

- 1) Planning Board

| | | |
|------------------------------|------------|----------------------|
| Chairman | \$1,500.00 | Yearly |
| Member, per meeting attended | \$80.00 | Per meeting attended |
| Secretary per hour | \$20.00 | Hourly |

- 2) Board of Appeals

| | | |
|--------------------------------|----------|----------------------|
| Chairman, per meeting attended | \$100.00 | Per meeting attended |
| Member, per meeting attended | \$60.00 | Per meeting attended |
| Secretary per hour | \$20.00 | Hourly |

- 3) Board of Assessment Review

| | | |
|----------|----------|--------|
| Chairman | \$400.00 | Yearly |
| Members | \$300.00 | Yearly |

Seconded by Mr. Donegan.

Carried: Ayes: Chapman, Donegan, Moran, Poné, Tomaino

PROCUREMENT POLICY:

With no changes to the current policy, Mr. Chapman made the motion to approve the following 2025 Procurement Policy as follows:

PROCUREMENT POLICY

Guideline 1 - Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML 103. Every town officer, board, department head or other personnel with the requisite purchasing authority (hereinafter Purchaser) shall estimate the cumulative amount of the items of supply or equipment needed in a given fiscal year. That estimate shall include the canvass of other town departments and past history to determine the likely yearly value of the commodity to be acquired. The information gathered and conclusions reached shall be documented and kept with the file or other documentation supporting the purchase activity.

Guideline 2 – All purchases of a) supplies or equipment which will exceed \$10,000 in the fiscal year or b) public works contracts over \$20,000 shall be formally bid pursuant to GML 103.

Guideline 3 – All estimated purchases of:

- Less than \$10,000 but greater than \$3,000 require a written request for a proposal (RFP) and written or internet quotes from 3 vendors
- Less than \$3,000 but greater than \$1,000 require an oral request for the goods and oral **or** internet quotes from 2 vendors
- Less than \$1,000 but greater than \$250 are left to the discretion of the Purchaser

All Estimated public works contracts of:

- Less than \$20,000 but greater than \$10,000 require a written RFP proposal from 3 contractors
- Less than \$10,000 but greater than \$ 3,000 require a written RFP proposal from 2 contractors
- Less than \$ 3,000 but greater than \$ 500 are left to the discretion of the Purchaser

Any written RFP shall describe the desired goods, quantity and the particulars of delivery. The Purchaser shall compile a list of all vendors from whom written/oral quotes have been requested and the written/oral quotes offered.

All information gathered in complying with the procedures of this Guideline shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract.

Guideline 4 – The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the Purchaser prepares a written justification providing reasons why it is in the best interest of the town and its taxpayers to make an award to other than the low bidder. If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement.

Guideline 5 – A good faith effort shall be made to obtain the required number of proposals or quotations. If the Purchaser is unable to obtain the required number of the proposals or quotations, the Purchaser shall document the attempt made at obtaining the proposals. In no event shall the inability to obtain the proposals or quotes be a bar to the procurement.

Guideline 6 – Except when directed by the Town Board, no solicitation of written proposals or quotations shall be required under the following circumstances:

- a) Acquisition of professional services
- b) Emergencies
- c) Sole source situations
- d) Goods purchased from agencies for the blind or severely handicapped
- e) Goods purchased from correctional facilities
- f) Goods purchased from another governmental agency
- g) Goods purchased from auction
- h) Goods purchased for less than \$250
- i) Public works contracts for less than \$500

Guideline 7 – This policy shall be reviewed annually by the Town Board at its organizational meeting or as soon thereafter as is reasonably practicable.

Seconded by Mr. Donegan.

Carried: Ayes: Chapman, Donegan, Moran, Poné, Tomaino

OFFICIAL UNDERTAKING:

Mr. Chapman made the motion to approve the official undertaking for 2025, seconded by Mr. Donegan.

Carried: Ayes: Chapman, Donegan, Moran, Poné, Tomaino

*signed undertaking will be at the end of this document.

WORKPLACE VIOLENCE AND SEXUAL HARRASSEMENT PREVENTION:

Mr. Chapman made the motion to accept the workplace violence and sexual harassment prevention policy for 2025

WORKPLACE VIOLENCE AND SEXUAL HARRASSEMENT PREVENTION POLICY 2025:

It is the Town of Constantia's policy to promote a safe environment for its employees. The Town is committed to working with its employees to maintain a work environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. While this kind of conduct is not pervasive at our agency, no agency is immune. Disruptive behavior at one time or another will affect every agency.

Violence, threats, harassment, intimidation, and other disruptive behavior in our workplace will not be tolerated; that is; all reports of incidents will be taken seriously and will be dealt with appropriately. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both.

We need your cooperation to implement this policy effectively and maintain a safe working environment. Do not ignore violent, threatening, harassing, intimidating, or other disruptive behavior. If you observe or experience

FUEL AGREEMENT:

COUNCILMAN: Donegan

Introduced the following and moved its adoption:

RESOLVED, that:

The town board for the town of Constantia will approve and authorize the Supervisor to sign the Fuel Island Agreement between the town of Constantia and Constantia Fire District #1.

Seconded by Councilman: Poné

The question of the adoption of the foregoing resolution was duly put to a vote, and upon roll call, the vote was as follows:

| | | |
|---------------------------|-------|-----|
| Frank Tomaino, Supervisor | Voted | Yes |
| Ronald Chapman Jr. | Voted | Yes |
| Michael Donegan II | Voted | Yes |
| Thomas Moran | Voted | Yes |
| Daniel Poné | Voted | Yes |

The foregoing resolution was thereupon declared duly adopted.

*signed contracts will be at the end of this document.

KENNEL AGREEMENT:

COUNCILMAN: Chapman

Introduced the following and moved its adoption:

RESOLVED, that:

The town board for the town of Constantia will approve and authorize the Supervisor to sign the Kennel Agreement between the town of Constantia and Clayton J. Conover III, Dog Control Officer in the amount of One Thousand Five Hundred (\$1,500.00) dollars to be paid in four (4) equal payments of \$375.00 per payment at the end of each quarter, March 31st, June 30th, September 30th and December 31, 2025.

Seconded by Councilman: Poné

The question of the adoption of the foregoing resolution was duly put to a vote, and upon roll call, the vote was as follows:

Carried: Moran – Yes Donegan - Yes Chapman – Yes Poné – Yes Tomaino – Yes

The foregoing resolution was thereupon declared duly adopted.

*signed contracts will be at the end of this document.

BUILDING PERMIT FEE SCHEDULE:

With no change to the Building Permit Fee Schedule, Mr. Poné made the motion to approve the Building Permit Fee Schedule for 2025:

Town of Constantia
BUILDING PERMIT FEE SCHEDULE

Residential Dwellings & Accessory Buildings:

A. One or Two Family Dwellings:

- Homes conventionally built on site including additions \$.25 sq ft
- Manufactured homes including additions \$.25 sq ft
- Modular homes including additions \$.25 sq ft

B. Accessory Buildings:

(Residential Pole Barns, Garage, Storage Buildings)

- Buildings 144 sq ft or less No Fee
- Manufactured Storage Building or Conventionality built on site \$.20 sq ft

C. Building Accessories and Equipment Permit:

- Open deck or porch under 50 sq ft \$50.00
- Open deck or porch over 50 sq ft, roofed decks and enclosed decks or porches \$75.00
- Heating and cooling systems for new homes, or boiler furnace heating systems. ie: HVAC including solid fuel appliances and replacement, corn and pellet stoves. \$50.00

Swimming Pools:

- In ground or above \$75.00

Septic Systems:

- New system or upgrade or repair to existing septic system \$75.00

Building Demolition Permit: \$75.00

New Roof/Siding: \$50.00

Renewal of Permits and Replacements: \$75.00

Commercial Buildings as Classified in Chapter 3 of NYS Building Code:

A. Buildings by group type:

- Group A Section 303 \$.30 sq ft
- Group B Section 304 \$.30 sq ft
- Group F Section 306 \$.35 sq ft
- Group H Section 307 \$.50 sq ft
- Group I Section 308 \$.30 sq ft
- Group M Section 309 \$.30 sq ft
- Group R Section 310 \$.30 sq ft
- Group S Section 311 \$.30 sq ft
- Group U Section 312 \$.30 sq ft

| | |
|---|---|
| i. Exceptions to sq ft unit pricing | |
| -Group S-2 storage building which has "NO" heating, plumbing and is installed on concrete slab construction | \$.15 sq ft |
| ii. Commercial Alterations as described in NYS Existing Building Code | |
| -Level 1 Alterations | \$.20 sq ft |
| -Level 2 Alterations | \$.25 sq ft |
| -Level 3 Alterations | \$.30 sq ft |
| B. Commercial Site Plan Review: | |
| - Change in use only | \$100.00 |
| - Change in use with expansion of facilities | \$ 350.00 |
| Telecommunications Facilities: | |
| -Non-co located/new structure/antenna Tower special permit application fee | \$5,000.00 |
| -Building permit fee | \$ 500.00 |
| -Co-located/existing structure/antenna building permit fee | \$2,000.00 |
| Fire Inspections: | |
| - Business including (1) re-inspection | \$ 50.00 |
| - Fire Inspection Manufacturing including (1) re-inspection | \$ 50.00 hr |
| Operating Permit A-2 | \$ 50.00 |
| Operating Permit Non-Profits | N/C |
| Site Plan Review: | |
| -Original Review | \$ 125.00 |
| -Change of Use | \$ 100.00 |
| -Expansion | \$ 350.00 |
| Subdivision Application Fee: | |
| -Minor 2 lot division | \$ 50.00 |
| -Minor 3 or 4 lot subdivision | per lot \$ 50.00 |
| -Major subdivision | \$ 200.00* |
| | *plus per lot \$ 50.00 |
| | plus any engineering or consulting fees |
| Mobile Home Park | \$ 50.00 plus \$5.00 per unit |
| Camping Park | \$ 50.00 plus \$3.00 per site |
| Recreational Camping Trailer Permit | \$ 50.00 |
| Storage Container | \$ 50.00 |
| Variance | \$ 75.00 |
| Solar Panels (PV) | \$.25 sq ft |
| Solar Farms | \$5,000.00 |
| Stop Work Order Lift Fee – only if no permit was issued | \$ 75.00 |
| Miscellaneous Fee | \$ 35.00 |
| Seconded by Mr. Poné. | |
| Carried: Ayes: Chapman, Donegan, Moran, Poné, Tomaino | |

ADJOURN:

With no other discussion, at 6:31 pm Mr. Chapman made the motion to adjourn, seconded by Mr. Donegan.

Carried: Ayes: Chapman, Donegan, Moran, Poné, Tomaino

Respectfully submitted:

Clare Haynes
Town Clerk