

**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 3<sup>rd</sup> of January, 2018 at 7:00 P.M., there were:

**PRESENT:**

Damian Ulatowski	Supervisor
Joseph A. Bick	Deputy Supervisor/Councilor
Eugene Young	Councilor
David Hess	Councilor
Brian Hall	Councilor
Kevin Meaker	Councilor
Ryan Pleskach	Councilor
Jill Hageman-Clark	Town Clerk
Mark V. Territo	Commissioner of Planning and Development
Robert Germain	Town Attorney
Ron DeTota	Town Engineer

**ABSENT:**

**OTHERS PRESENT:**

Russ Mitchell, Hal Henty; Members of the Planning Board & Dorothy Heller; Town Historian.

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 Procedure – Roberts Rules of Order:**

Supervisor Ulatowski moved the adoption of a resolution that Roberts Rules of Order be the official rules of procedure 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 Bick.

Ayes – 7 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 Hess.

Ayes – 7 and Noes – 0. *Motion carried.*

Supervisor Ulatowski moved the adoption of a resolution rescheduling the Monday, January 15<sup>th</sup>, 2018 (Martin Luther King, Jr. Day) Town Board Meeting to Wednesday, January 17<sup>th</sup>, 2018; rescheduling the Monday, September 3<sup>rd</sup>, 2018 (Labor Day) Town Board Meeting to Wednesday, September 5<sup>th</sup>, 2018 and rescheduling the Monday, November 5<sup>th</sup>, 2018 (Election Day - Tuesday, November 6<sup>th</sup>) Town Board Meeting to Wednesday, November 7<sup>th</sup>, 2018. Motion was seconded by Councilor Hess.

Ayes – 7 and Noes – 0. *Motion carried.*

Supervisor Ulatowski moved the adoption of a resolution cancelling the **July 2<sup>nd</sup> and August 6<sup>th</sup>, 2018** Town Board Meetings. **NOTE: The Town Board will meet only July 16<sup>th</sup> and August 20<sup>th</sup>, 2018.** Motion was seconded by Councilor Hess.

Ayes – 7 and Noes – 0. *Motion carried.*

Supervisor Ulatowski read the following schedule for the 2018 year:

The Town Hall will be closed on the following Holidays in **2018**; New Year's Day observance - Monday, January 1<sup>st</sup>; Martin Luther King, Jr. Day - Monday, January 15<sup>th</sup>; Presidents' Day - Monday, February 19<sup>th</sup> cancelling the Town Board Meeting; Good Friday – March 30<sup>th</sup> (Town Hall to close at 12:15 P.M., Highway at 11:00 A.M.); Memorial Day Weekend - Friday, May 25<sup>th</sup> and Monday, May 28<sup>th</sup>; Independence Day Wednesday, July 4<sup>th</sup>; Labor Day - Monday, September 3<sup>rd</sup>; Election Day - Tuesday, November 6<sup>th</sup>; Veteran's Day – Monday, November 12<sup>th</sup> (observed); Thanksgiving Day - Thursday, November 22<sup>nd</sup> and Friday, November 23<sup>rd</sup>; Christmas - Monday, December 24<sup>th</sup> and Tuesday, December 25<sup>th</sup>.

**GENERAL COMMITTEE** appointment by the Supervisor:

Special Districts  
Finance

Supervisor Ulatowski  
Supervisor Ulatowski /Councilor Pleskach

**ORGANIZATIONAL and REGULAR MEETING OF THE TOWN BOARD – January 3, 2018**

Town of Clay

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Parks & Recreation	Councilor Meaker
Public Safety	Councilor Young
Highway & Public Works	Councilor Hess
Planning & Development	Councilor Hall
Zoning Board of Appeals	Councilor Pleskach
Personnel	Supervisor Ulatowski
Industrial Development	Supervisor Ulatowski /Councilor Meaker
Building	Councilor Pleskach
Recreation Facilities & Grants	
Special Committee	Councilor Bick
Liaison North Syracuse School District	Councilor Meaker
Liaison Liverpool School District	Councilor(s) Young and Hall

Councilor Young moved the adoption of a resolution that the annual salaries for the **Town Personnel** for **2018** be established as follows:

Supervisor	\$ 56,217.00
Deputy Supervisor	\$ 14,481.00
Councilors	\$ 13,088.00
Judges	\$ 42,127.00
Commissioner of Parks & Recreation	\$ 67,913.00
Commissioner of Finance	\$ 31,519.00
Commissioner of Planning & Development	\$ 81,154.00
Town Clerk	\$ 57,619.00
Receiver of Taxes	\$ 57,619.00
Assessor	\$ 83,025.00
Highway Superintendent	\$ 90,200.00
Water Superintendent	\$ 71,258.00

Motion was seconded by Councilor Bick.

Ayes – 7 and Noes – 0. *Motion carried.*

**Appointments:**

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

Ayes – 7 and Noes – 0. *Motion carried.*

Councilor Bick moved the adoption of a resolution appointing the Supervisor as **Administrator of Special Districts**. Motion was seconded by Councilor Hess.

Ayes – 7 and Noes – 0. *Motion carried.*

Councilor Hess 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 \$1600.00. Motion was seconded by Councilor Pleskach.

Ayes – 7 and Noes – 0. *Motion carried.*

Councilor Hess moved the adoption of a resolution appointing Supervisor Ulatowski as **delegate** to the **Association of Towns**. Motion was seconded by Councilor Bick.

Ayes – 7 and Noes – 0. *Motion carried.*

Councilor Bick moved the adoption of a resolution appointing Councilor **Hess** as **alternate delegate** to the **Association of Towns**. Motion was seconded by Councilor Hall.

Ayes – 7 and Noes – 0. *Motion carried.*

**Authorization – Check Signing:**

Supervisor Ulatowski 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 Pleskach.

Ayes – 7 and Noes – 0. *Motion carried.*

**Town Engineers:**

Councilor Bick 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. Motion was seconded by Councilor Pleskach.

Ayes – 7 and Noes – 0. *Motion carried.*

Councilor Bick moved the adoption of a resolution authorizing the **Town Engineers** 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. Motion was seconded by Councilor Hess.

Ayes – 7 and Noes – 0. *Motion carried.*

**Town Attorneys:**

Councilor Bick moved the adoption of a resolution retaining **Germain and Germain** as attorney(s) for the Town of Clay for a term of two (2) years. Motion was seconded by Councilor Pleskach.

Ayes – 7 and Noes – 0. *Motion carried.*

Councilor Bick moved the adoption of a resolution retaining **Germain and Germain** as attorney(s) for the **Zoning Board of Appeals**, and to receive **\$16,000.00** for the **Zoning Board of Appeals** work for the year **2018**. Motion was seconded by Councilor Pleskach.

Ayes – 7 and Noes – 0. *Motion carried.*

**Bank Designation:**

Councilor Pleskach moved the adoption of a resolution designating the following as the official **2018 depository banks** for the Town of Clay: **M & T Bank; JP Morgan Chase Bank; Key Bank National Association; 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 Hess.

Ayes – 7 and Noes – 0. *Motion carried.*

**Newspaper Designation:**

Councilor Hess moved the adoption of a resolution designating the **Syracuse Post Standard** as the official Town Newspaper for **2018** and designating the **Eagle Star Review** as an additional newspaper for the publication of legal notices. Motion was seconded by Councilor Bick.

Ayes – 7 and Noes – 0. *Motion carried.*

**Appointment – Town Officers:**

Councilor Hess moved the adoption of a resolution appointing **Joe Niccoletti** as **Highway Superintendent** for a term of two (2) years. Motion was seconded by Councilor Bick.

Ayes – 7 and Noes – 0. *Motion carried.*

Councilor Hess moved the adoption of a resolution appointing **Frank Mazzye** as **Water Superintendent** for a term of two (2) years. Motion was seconded by Councilor Pleskach.

Ayes – 7 and Noes – 0. *Motion carried.*

Councilor Meaker moved the adoption of a resolution appointing **Mark Territo** as **Commissioner of Planning & Development** for a term of two (2) years. Motion was seconded by Councilor Young.

Ayes – 7 and Noes – 0. *Motion carried.*

Councilor Meaker moved the adoption of a resolution appointing **John Shehadi** as **Commissioner of Finance** for a term of two (2) years. Motion was seconded by Councilor Young.

Ayes – 7 and Noes – 0. *Motion carried.*

Councilor Meaker moved the adoption of a resolution appointing **Wayne Morris** as **Commissioner of Recreation** for a term of two (2) years. Motion was seconded by Councilor Young.

Ayes – 7 and Noes – 0. *Motion carried.*

Councilor Hall moved the adoption of a resolution appointing **Russ Mitchell** as **Chairman of the Planning Board** for the year **2018**. Motion was seconded by Councilor Young.

Ayes – 7 and Noes – 0. *Motion carried.*

Move the adoption of a resolution appointing \_\_\_\_\_ as a **Member of the Planning Board**. Said term to expire December 31, 2024.

#### **NO ACTION**

Councilor Young moved the adoption of a resolution appointing **Charles Mangan** as **Chairman of the Zoning Board of Appeals** for the year **2018**. Motion was seconded by Councilor Bick.

Ayes – 7 and Noes – 0. *Motion carried.*

Councilor Young moved the adoption of a resolution appointing **Luella Miller-Allgaier** to fill the unexpired term of Ryan Pleskach as a **member of the Zoning**

**Board of Appeals.** Said term to expire December 31, 2018. Motion was seconded by Councilor Hess.

Ayes – 7 and Noes – 0. *Motion carried.*

Move the adoption of a resolution appointing \_\_\_\_\_ as a **member of the Zoning Board of Appeals.** Said term to expire December 31, 2022.

**NO ACTION**

Move the adoption of a resolution appointing \_\_\_\_\_ as an **alternate member of the Zoning Board of Appeals.** Said term to expire December 31, 2018.

**NO ACTION**

Councilor Pleskach moved the adoption of a resolution appointing **James Rowley** for a term of 5 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, 2022. Motion was seconded by Councilor Hess.

Ayes – 7 and Noes – 0. *Motion carried.*

Councilor Bick moved the adoption of a resolution appointing **Michael Ploski** and **James Bowles** as **Dog Control Officers** for the year **2018**. Motion was seconded by Councilor Hess.

Ayes – 7 and Noes – 0. *Motion carried.*

Councilor Bick moved the adoption of a resolution appointing **Dorothy Heller** and **Harold Baker** as **Town Historians** for the year **2018**. Motion was seconded by Councilor Hall.

Ayes – 7 and Noes – 0. *Motion carried.*

Councilor Hess moved the adoption of a resolution appointing **Wayne Morris** as **Safety Committee Chairman** and **Judy Rios** as **Alternate Safety Committee Chair** for the year **2018**. Motion was seconded by Councilor Bick.

Ayes – 7 and Noes – 0. *Motion carried.*

Councilor Bick moved the adoption of a resolution appointing **Michael McCarthy** as **Constable** for the year **2018**. Motion was seconded by Councilor Pleskach.

Ayes – 7 and Noes – 0. *Motion carried.*

Councilor Bick moved the adoption of a resolution appointing **Robert Capria** as **Substitute Constable** for the year **2018**. Motion was seconded by Councilor Hess.

Ayes – 7 and Noes – 0. *Motion carried.*

Councilor Hess 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, effective immediately. Said appointment expires **December 31, 2018**. Motion was seconded by Councilor Bick.

Ayes – 7 and Noes – 0. *Motion carried.*

Councilor Pleskach moved the adoption of a resolution appointing **Gloria Wetmore** and **Krissy Alpuerto** as **Deputy Town Clerks** for a term of two (2) years. Said term to expire December 31, 2019. Motion was seconded by Councilor Hess.

Ayes – 7 and Noes – 0. *Motion carried.*

Councilor Meaker moved the adoption of a resolution appointing **Robin Joss** as **Deputy Tax Receiver** for a term of four (4) years. Said term to expire December 31, 2021. Motion was seconded by Councilor Young.

Ayes – 7 and Noes – 0. *Motion carried.*

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**REGULAR AGENDA – JANUARY 3, 2018.**

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**Approval of Minutes:**

Councilor Hess made a motion to approve the minutes of the December 18, 2017 meeting. Motion was seconded by Councilor Bick.

Ayes – 4 and Noes – 0 and 3 New Members Abstaining.

**Cancellation and/or requested adjournments.**

Supervisor Ulatowski said that he knew of no cancellations or requests for adjournments.

**Correspondence:**

Supervisor Ulatowski asked if anyone wished to address the Board on any items not on the agenda. No one responded.

### **MOBILE HOME LICENSE 2018 (PH)**

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 **2018** was opened by the Supervisor; proof of publication and posting was furnished by the Town Clerk.

Peter Russo spoke on behalf of the applicant. Mr. Russo began by explaining that he is the Assistant Community Manager; Rebekah Steele, who is usually present for the renewal hearing, is out of town. He continued that there have been 10-11 trailers demolished recently with more in the works. Supervisor Ulatowski asked if they have been totally removed. Mr. Russo said that Syracuse Haulers took them away. He said that they are bringing in 30-40 new units in the spring. Out of the 3-4 hundred mobile homes around 100 are rentals and they are owned and maintained by Madison Village. Madison Village follows a scheduled maintenance program.

Supervisor Ulatowski asked about the landscaping, a topic that comes up annually. Mr. Russo agreed that they will be doing more landscaping in the spring and the money has been budgeted for it.

The Supervisor asked the Commissioner of Planning and Development if the annual inspection had been done. The Commissioner said that it had and that it was satisfactory, however there is no letter. The Supervisor asked if there were any violations and the Commissioner said that there are not.

Councilor Meaker asked if residents that owned their home could sublet it out. Mr. Russo said that they do not encourage subletting. He added that if it does happen they must still apply for residency and if they are not approved they are unable to live there and ultimately any responsibility would fall on the homeowner.

Supervisor Ulatowski asked if there were any additional questions or comments. Hearing none he **closed** the public hearing.

### **MOBILE HOME LICENSE 2018 (A)**

Councilor Young moved the adoption of a resolution **approving** the application of **CASUAL ESTATES, LLC D/B/A MADISON VILLAGE MOBILE HOME COURT** for the renewal of its license for the year **2018**. Motion was seconded by Councilor Hess.

Ayes – 7 and Noes – 0. *Motion carried.*

**Adjournment:**

The meeting was adjourned at 7:44 P.M. upon motion by Councilor Young and seconded by Councilor Bick.

Ayes – 7 and Noes – 0. *Motion carried.*

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Jill Hageman-Clark RMC / Town Clerk