

**TOWN OF SULLIVAN
ORGANIZATIONAL MEETING
JANUARY 17, 2024 AT 9:00 A.M.**

An organizational meeting of the Town Board of the Town of Sullivan was convened at 9:00 A.M. on January 17, 2024 by Supervisor Thomas G. Daviau.

The meeting was held at the Town Office Building located at 7507 Lakeport Road.

Present were: Supervisor Thomas G. Daviau; Town Councilors David Montroy, Jeffrey Martin, Daniel Gibbons, and Kerry Ranger; Attorney for the Town John Langey; Comptroller Beth Ellis; Highway Superintendent Andrew Busa; Clerk to Highway Superintendent Mary Cate Voss; Deputy Clerk Jill Doss; and Town Clerk Amy Bettinger-Wells.

Also, in attendance: Members of the public.

Pledge to the flag was led by Supervisor Thomas Daviau.

APPROVAL OF JANUARY 3, 2024 MEETING MINUTES

A motion was duly made by Councilor Gibbons, seconded by Councilor Martin to approve the minutes of January 3, 2024, as corrected, and, with no further discussion, the following vote was recorded to adopt the Town Board meeting minutes of January 3, 2024.

DAVID MONTROY	COUNCILOR	VOTED	YES
DANIEL GIBBONS	COUNCILOR	VOTED	YES
KERRY RANGER	COUNCILOR	VOTED	YES
JEFFREY MARTIN	COUNCILOR	VOTED	YES
THOMAS G. DAVIAU	SUPERVISOR	VOTED	YES

Motion carried.

ORGANIZATIONAL MEETING

THE FOLLOWING APPOINTMENTS, COMMITTEES, DESIGNATIONS, WAGES AND OTHER ORGANIZATIONAL MATTERS ARE HEREBY MADE AND DETERMINED:

A motion was duly made by Councilor Martin, seconded by Councilor Montroy and unanimously passed by the Board DESIGNATING THE FIRST AND THIRD WEDNESDAYS OF EACH MONTH AS THE OFFICIAL DATES OF THE REGULAR MEETINGS OF THE TOWN BOARD; THE REGULAR MEETING ON THE FIRST WEDNESDAY OF THE MONTH AT 7:00 P.M. AND THE REGULAR MEETING ON THE

THIRD WEDNESDAY OF THE MONTH AT 9:00 A.M. ALL MEETINGS TO BE HELD AT THE TOWN HALL OF THE TOWN OF SULLIVAN LOCATED AT 7507 LAKEPORT ROAD, CHITTENANGO NEW YORK, UNLESS OTHERWISE DETERMINED.

A motion was duly made by Councilor Gibbons, seconded by Councilor Martin and unanimously passed by the Board DESIGNATING THAT THE TOWN OF SULLIVAN PLANNING BOARD MEETINGS WILL BE HELD ON THE FIRST TUESDAY OF EACH MONTH AT 7:00 P.M. AND THE TOWN OF SULLIVAN ZONING BOARD OF APPEALS MEETINGS WILL BE HELD ON THE SECOND THURSDAY OF EACH MONTH AT 7:00 P.M. ALL MEETINGS TO BE HELD AT THE TOWN HALL OF THE TOWN OF SULLIVAN LOCATED AT 7507 LAKEPORT ROAD, CHITTENANGO, NEW YORK, UNLESS OTHERWISE DETERMINED.

NOTE: THE TOWN CLERK SHALL PROVIDE PUBLIC NOTICE OF THE REGULAR MEETING DATES AND TIMES, AND SPECIAL MEETINGS AS THEY OCCUR, BY POSTING ON THE TOWN'S OFFICIAL BULLETIN BOARD AND ON THE TOWN'S WEBSITE AND PROVIDING SAME TO THE OFFICIAL TOWN NEWSPAPERS IN ACCORDANCE WITH THE OPEN MEETINGS LAW OF THE STATE OF NEW YORK.

A motion was duly made by Councilor Montroy, seconded by Councilor Martin, and unanimously passed by the Board DESIGNATING THE ONEIDA DISPATCH and THE POST-STANDARD AS OFFICIAL NEWSPAPERS.

A motion was duly made by Councilor Martin, seconded by Councilor Montroy, and unanimously passed by the Board DESIGNATING COMMUNITY BANK, N.A.; JPMORGAN CHASE BANK, N.A., M&T BANK, SENECA FEDERAL SAVINGS BANK AND NYCLASS; AS OFFICIAL DEPOSITORIES OF ALL TOWN FUNDS.

A motion was duly made by Councilor Gibbons, seconded by Councilor Martin, and unanimously passed by the Board AUTHORIZING THE SUPERVISOR AND THE COMPTROLLER TO INVEST TOWN MONIES IN SAVINGS MONEY MARKET ACCOUNTS AND CERTIFICATES OF DEPOSIT IN AN OFFICIAL DEPOSITORY WITH PLEDGE SECURITIES REQUIRED FOR ANY INDIVIDUAL ACCOUNT OR CERTIFICATE OF DEPOSIT OVER \$100,000.00.

A motion was duly made by Councilor Martin, seconded by Councilor Montroy, and unanimously passed by the Board AUTHORIZING THE RECEIVER OF TAXES ON JANUARY 15, 2024 TO PAY THE SUPERVISOR ANY MONIES AVAILABLE AT THAT TIME AND TO AUTHORIZE THE SUPERVISOR AND THE COMPTROLLER TO DEPOSIT THOSE MONIES IN SUCH SAVINGS MONEY MARKET ACCOUNTS AND CERTIFICATES OF DEPOSIT IN AN OFFICIAL DEPOSITORY AS THEY DEEM APPROPRIATE.

A motion was duly made by Councilor Gibbons, seconded by Councilor Martin, and unanimously passed by the Board RENEWING THE TOWN CLERK'S PETTY CASH FUND FOR \$200.00.

A motion was duly made by Councilor Martin, seconded by Councilor Montroy, and unanimously passed by the Board ADOPTING THE IRS MILEAGE RATE IN EFFECT FOR THE YEAR 2024 FOR TOWN EMPLOYEES USING THEIR OWN AUTOMOBILE IN THE DISCHARGE OF OFFICIAL DUTIES.

A motion was duly made by Councilor Ranger, seconded by Councilor Montroy, and unanimously passed by the Board AUTHORIZING THE HIGHWAY SUPERINTENDENT TO ENTER INTO A CONTRACT FOR PUBLIC WORKS INVOLVING AN EXPENDITURE OF \$35,000.00 OR LESS AND ALL PURCHASE CONTRACTS FOR THE HIGHWAY DEPARTMENT INVOLVING AN EXPENDITURE OF \$20,000.00 OR LESS, WITHOUT BID, BUT IN ACCORDANCE WITH THE MOST RECENTLY ADOPTED PROCUREMENT POLICY OF THE TOWN.

A motion was duly made by Councilor Martin, seconded by Councilor Montroy, and unanimously passed by the board to table the salaries of all employees of the Town be paid every two weeks, with the week ending on Wednesday current by the Board DIRECTING THAT THE MEMBERS OF THE PARK BOARD, PLANNING BOARD AND THE ZONING BOARD OF APPEALS BE PAID QUARTERLY; AND THE SALARIES OF ALL EMPLOYEES OF THE TOWN BE PAID EVERY TWO WEEKS, WITH THE WEEK ENDING ON WEDNESDAY.

A motion was duly made by Councilor Montroy, seconded by Councilor Martin, and unanimously passed by the Board SETTING THE HOURLY RATES OF NON-SALARIED EMPLOYEES OF THE DEPARTMENT OF PARKS & RECREATION, HIGHWAY DEPARTMENT AND TOWN CLERK'S OFFICE AT THE AMOUNTS SET FORTH IN THE BUDGET.

A motion was duly made by Councilor Martin, seconded by Councilor Montroy, and unanimously passed by the Board ACKNOWLEDGING THE APPOINTMENT BY AMY B. WELLS, TOWN CLERK, OF ROSEMARY CZERNIAK AND JILL DOSS AS DEPUTY TOWN CLERKS AT THE HOURLY RATE STIPULATED IN THE BUDGET.

A motion was duly made by Councilor Martin, seconded by Councilor Ranger, and unanimously passed by the Board APPOINTING AMY B. WELLS THE REGISTRAR OF VITAL STATISTICS FOR THE YEAR 2024 AT THE BUDGETED SALARY OF \$2,000.00

A motion was duly made by Councilor Martin, seconded by Councilor Gibbons, and unanimously passed by the Board APPOINTING ROSEMARY CZERNIAK AS THE DEPUTY REGISTRAR OF VITAL STATISTICS FOR THE YEAR 2024 AT NO ADDITIONAL COMPENSATION.

A motion was duly made by Councilor Montroy, seconded by Councilor Ranger, and unanimously passed by the Board APPOINTING LARRY BALL AS THE FAIR HOUSING OFFICER FOR ONE YEAR AT NO ADDITIONAL COMPENSATION.

A motion was duly made by Councilor Martin, seconded by Councilor Gibbons, and unanimously passed by the Board APPOINTING LARRY BALL AS THE ZONING ADMINISTRATIVE OFFICER, MS4 (SWPPP) OFFICER AND BUILDING ADMINISTRATIVE OFFICER FOR ONE YEAR AT NO ADDITIONAL COMPENSATION.

A motion was duly made by Councilor Montroy, seconded by Councilor Martin, and unanimously passed by the Board APPOINTING JERI LEE ROWLINGSON AS THE CLERK TO THE ZONING ADMINISTRATIVE OFFICER AND BUILDING ADMINISTRATIVE OFFICER AT THE BUDGETED SALARY.

A motion was duly made by Councilor Martin, seconded by Councilor Ranger, and unanimously passed by the Board APPOINTING WILLIAM PINDLE AS THE FIRE ADMINISTRATIVE OFFICER FOR ONE YEAR AT THE BUDGETED SALARY.

A motion was duly made by Councilor Martin, seconded by Councilor Gibbons, and unanimously passed by the Board APPOINTING KIMBERLY MUEHLENBEIN AS THE DOG CONTROL OFFICER AND ANIMAL CONTROL OFFICER ON A MONTHLY BASIS AT THE BUDGETED SALARY AND SERVING AT THE PLEASURE OF THE TOWN BOARD.

A motion was duly made by Councilor Montroy, seconded by Councilor Martin, and unanimously passed by the Board RETAINING COSTELLO, COONEY & FEARON, PLLC (JOHN R. LANGEY, ESQ.) AS ATTORNEY FOR THE TOWN OF SULLIVAN FOR THE YEAR 2024.

A motion was duly made by Councilor Ranger, seconded by Councilor Gibbons, and unanimously passed by the Board ACKNOWLEDGING THE APPOINTMENT BY ANDY BUSA, HIGHWAY SUPERINTENDENT, OF ZACHARY BELEY AS THE DEPUTY HIGHWAY SUPERINTENDENT AT THE HOURLY RATE STIPULATED IN THE BUDGET.

A motion was duly made by Councilor Martin, seconded by Councilor Gibbons, and unanimously passed by the Board APPOINTING CORY JENNER AS A MEMBER OF THE PLANNING BOARD FOR A TERM ENDING DECEMBER 31, 2024 AT THE BUDGETED SALARY.

A motion was duly made by Councilor Ranger, seconded by Councilor Martin, and unanimously passed by the Board APPOINTING Sherry Menninger AS A MEMBER OF THE PLANNING BOARD FOR A TERM ENDING DECEMBER 31, 2028 AT THE BUDGETED SALARY.

A motion was duly made by Councilor Montroy, seconded by Councilor Gibbons, and unanimously passed by the Board appointing Ray Carney & Paul Lindsay AS AN ALTERNATE MEMBER OF THE PLANNING BOARD FOR A TERM ENDING DECEMBER 31, 2024

A motion was duly made by Councilor Martin, seconded by Councilor Montroy, and unanimously passed by the Board DESIGNATING DAVE ALLEN AS THE CHAIRMAN OF THE PLANNING BOARD FOR A ONE YEAR TERM ENDING DECEMBER 31, 2024.

A motion was duly made by Councilor Martin, seconded by Councilor Montroy, and unanimously passed by the Board APPOINTING JERI-LEE ROWLINGSON AS THE SECRETARY OF THE PLANNING BOARD AT THE BUDGETED SALARY.

A motion was duly made by Councilor Gibbons, seconded by Councilor Ranger, and unanimously passed by the Board APPOINTING LUKE CAPRIA AS MEMBER OF THE ZONING BOARD OF APPEALS FOR A TERM ENDING DECEMBER 31, 2028 AT THE BUDGETED SALARY.

A motion was duly made by Councilor Martin, seconded by Councilor Montroy, and unanimously passed by the Board DESIGNATING STEVE DURFEE AS CHAIRMAN OF THE ZONING BOARD OF APPEALS FOR A ONE YEAR TERM ENDING DECEMBER 31, 2024.

A motion was duly made by Councilor Montroy, seconded by Councilor Gibbons, and unanimously passed by the Board APPOINTING JERI LEE ROWLINGSON AS THE SECRETARY OF THE ZONING BOARD OF APPEALS AT THE BUDGETED SALARY.

A motion was duly made by Councilor Martin, seconded by Councilor Gibbons, and unanimously passed by the Board APPOINTING COUNCILOR DAVID MONTROY AS THE DEPUTY SUPERVISOR FOR A ONE-YEAR TERM ENDING DECEMBER 31, 2024.

APPOINTMENT OF FIRE CHIEFS FOR THE FIRE COMPANIES COMPRISING THE SULLIVAN FIRE DISTRICT

A motion was duly made by Councilor Gibbons, seconded by Councilor Ranger, and unanimously passed by the Board ACTING AS THE BOARD OF FIRE COMMISSIONERS, APPOINTING JAMES OSTROWSKI AS THE CHIEF OF THE BRIDGEPORT FIRE COMPANY; JASON BAKER AS THE CHIEF OF THE CHITTENANGO FIRE COMPANY; and TIMOTHY FLYNN AS THE CHIEF OF THE NORTH CHITTENANGO FIRE COMPANY.

COMMITTEE APPOINTMENTS

A motion was duly made by Councilor Montroy, seconded by Councilor Ranger, and unanimously passed by the Board to appoint the following individuals to the following

Committees for the Year 2024:

HIGHWAY – COUNCILOR RANGER
FIRE DEPARTMENT – COUNCILOR GIBBONS
PARKS & RECREATION DEPARTMENT – COUNCILOR MARTIN
PERSONNEL – COUNCILOR MONTROY & COUNCILOR GIBBONS

A motion was duly made by Councilor Martin, seconded by Councilor Ranger, and unanimously passed by the Board NAMING THE FOLLOWING THREE MEMBERS TO THE GRIEVANCE BOARD (PER PERSONNEL POLICY), TO WIT: SUPERVISOR DAVIAU; COUNCILOR MONTROY and COUNCILOR GIBBONS.

CONTRACTS AND LEASES

A motion was duly made by Councilor Montroy, seconded by Councilor Gibbons, and unanimously passed by the Board AUTHORIZING THE SUPERVISOR, ON BEHALF OF THE TOWN OF SULLIVAN, TO SIGN THE CONTRACT BETWEEN THE TOWN OF SULLIVAN AND THE TOWN OF FENNER FOR FIRE PROTECTION FOR THE YEAR 2024 AS PER THE AGREEMENT PRESENTED TO THE BOARD SUBJECT TO REVIEW BY THE TOWN ATTORNEY, a copy of which shall be on file in the Office of the Town Clerk.

A motion was duly made by Councilor Martin, seconded by Councilor Montroy, and unanimously passed by the Board AUTHORIZING THE SUPERVISOR, ON BEHALF OF THE TOWN OF SULLIVAN, TO SIGN THE CONTRACT BETWEEN THE TOWN OF SULLIVAN AND THE TOWN OF CICERO FOR FIRE PROTECTION FOR THE YEAR 2024 AS PER THE AGREEMENT PRESENTED TO THE BOARD SUBJECT TO REVIEW BY THE TOWN ATTORNEY, a copy of which shall be on file in the Office of the Town Clerk.

A motion was duly made by Councilor Martin, seconded by Councilor Montroy , and unanimously passed by the Board be it: RESOLVED, THAT THE SUPERVISOR, ON BEHALF OF THE TOWN OF SULLIVAN, BE AND HEREBY IS AUTHORIZED TO EXTEND THE TERM OF THE LEASE BETWEEN THE TOWN OF SULLIVAN AND THE COUNTY OF MADISON FOR THE COMPOSTING SITE AT THE TOWN OF SULLIVAN PROPERTY ON BOLIVAR ROAD IN PROXIMITY OF THE TRANSFER STATION THROUGH TO DECEMBER 31, 2024 AS PER THE EXTENSION OF LEASE PRESENTED TO THE TOWN BOARD, a copy shall be on file in the Office of the Town Clerk, subject to review by legal counsel.

APPROVAL OF THE 2024 HOLIDAY SCHEDULE

A motion was duly made by Councilor Martin, seconded by Councilor Gibbons, and unanimously passed by the Board, adopting the holiday schedule presented to the Board as follows:

2024

New Year's Day (Observed)	Monday	January 1, 2024
Dr. Martin Luther King, Jr. Day	Monday	January 15, 2024
Presidents' Day	Monday	February 19, 2024
Good Friday	Friday	March 29, 2024
Memorial Day	Monday	May 27, 2024
Juneteenth	Wednesday	June 19, 2024
Independence Day (Observed)	Thursday	July 4, 2024
Labor Day	Monday	September 2, 2024
Columbus Day	Monday	October 14, 2024
Election Day	Tuesday	November 5, 2024
Veterans' Day (Observed)	Monday	November 11, 2024
Thanksgiving Day	Thursday	November 28, 2024
Friday after Thanksgiving	Friday	November 29, 2024
Christmas Eve (1/2 day – leave at noon)	Tuesday	December 24, 2024
Christmas Day	Wednesday	December 25, 2024
New Year's Eve (1/2 day – Leave at noon)	Tuesday	December 31, 2024

OTHER MATTERS

Councilor Ranger commented that the Board of Assessment Review needs two members and stated they will need to attend training.

POLLING PLACES LEASE AGREEMENT

Supervisor Daviau stated that the Madison County Board of Elections sent a letter requesting the Town to certify the polling site(s).

A motion was duly made by Councilor Gibbons, seconded by Councilor Ranger, and unanimously passed by the Board to designate the polling places for the 2024 Election year.

JANITORIAL SERVICES BID OPENING DATE

Supervisor Daviau reported that he would like to set a bid opening date for Janitorial Services at the Town Office Building and the Town Parks & Recreation Department. Upon motion made by Councilor Montroy, seconded by Councilor Martin and unanimously passed by the Board to designate a bid opening date of February 21, 2024 at 9:00 A.M. will be scheduled with no further discussion on the motion, the Board all voted in favor.

PROPANE BIDS FOR HIGHWAY DEPARTMENT

Two bids were received for propane. Supervisor Daviau opened the bids and turned them over to Highway Superintendent Busa for his review. A motion was made by Councilor Martin, seconded by Councilor Montroy, and unanimously approved to accept the Buell Fuels LLC bid for the 2024 season.

Buell Fuels, LLC – Deansboro, NY

Base	.9978
Differential	+.2495
Fluctuating Net	1.2473
Fixed	1.5990

Mirabito Firm bid price \$1.7500

DASNY GRANT

Attorney Langey stated that the Town received a \$75,000 Crest Grant and stated that he has reviewed the grant materials that were sent. Attorney Langey commented that he has prepared the legal opinion for the grant. With no further discussion and upon the motion made by Councilor Gibbons, seconded by Councilor Montroy the Town Board unanimously authorized the Supervisor and Comptroller to sign the DASNY paperwork.

**PLANNING BOARD REFERRAL
JEFFREY TAYLOR AND TAYLOR'S WILD SAFARI, LLC
REQUEST TO AMEND LOCAL LAW NO. 2-2022 ("A LOCAL LAW CREATING
THE WILD RV CAMPGROUND/MIXED USE RECREATIONAL
PLANNED DEVELOPMENT DISTRICT)**

Attorney Langey stated that the Town Board had previously created a Planned Development District ("PDD") for property owned by Jeffrey Taylor and Taylor's Wild Safari, LLC located at 1861 New Boston Road. Mr. Taylor has now requested that a portion of those lands located on the north side of New Boston Road be removed (approximately 2.861+/- acres) from the previously approved PDD and returned back to its original zoning designation of "Agricultural".

COMMENTS HIGHWAY SUPERINTENDENT BUSA

Highway Superintendent Busa shared a couple experiences and stated that people want to be heard and that he is focused on working together and being on the same team. He thanked everyone, along with the previous administration and stated that he appreciates everyone. Superintendent Busa stated that his door is always open.

RESIDENT QUESTION

Ms. Shannon Emmons (1639 Route 31, Chittenango) asked if the members that were appointed to the Planning Board had their training yet.

EXECUTIVE SESSION

A motion was duly made by Councilor Montroy, seconded by Councilor Gibbons and unanimously passed by the Board to enter into Executive Session at 9:42 a.m. to discuss matters leading to the appointment of a particular person and invited Attorney Langey into the session to seek advice of Counsel.

A motion was duly made by Councilor Ranger, seconded by Councilor Gibbons, and unanimously passed by the Board to come out of Executive Session at 10:55 A.M.

ORGANIZATIONAL PORTION OF MEETING
FOLLOW-UP ACTIVITIES

A motion was duly made by Councilor Gibbons and seconded by Councilor Montroy, APPOINTING AMY B. WELLS AS THE RECEIVER OF TAXES EFFECTIVE JANUARY 1, 2024 AT AN ANNUAL SALARY OF \$8,000.00 AND FOR THE STATUTORY TERM FOR SAID APPOINTED POSITION AS SET FORTH IN TOWN LAW §24.

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

DAVID MONTROY	COUNCILOR	VOTED	YES
DANIEL GIBBONS	COUNCILOR	VOTED	YES
KERRY RANGER	COUNCILOR	VOTED	YES
JEFFREY MARTIN	COUNCILOR	VOTED	NO
THOMAS G. DAVIAU	SUPERVISOR	VOTED	ABSTAIN

The foregoing resolution was thereupon declared duly adopted.

ADJOURNMENT

With no further business and upon the motion made by Councilor Martin and seconded by Councilor Gibbons, the Town Board meeting was adjourned at 11:06 A.M. with all Town Board Members voting in favor.

Respectfully submitted,

Amy Bettinger-Wells
Town Clerk