

ORGANIZATIONAL MEETING

Organizational Meeting of the Town Board of the Town of Sparta was held January 12, 2021 at 6:30 PM.

Members Present: Supervisor Mark Schuster, Deputy Supervisor Glenn Kreiley, Council Dan Maloney and Bill Smith.

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 | \$11,440.00 | Monthly | |
| Assessor 6 yr. term | Holley Smalt 9/30/25 | \$11,191.00 | Monthly | 6 |
| Assessment Review Board 5 yr. term | John L. Davis 9/30/21 | Volunteer | | |
| (3 member) | Roy Bailey 9/30/22 | Volunteer | | |
| | Brian Cornbau 9/30/23 | Volunteer | | |
| Attorney for the Town 2 yr. term | Louis Colella 12/31/22 | \$2,500.00 | Semi-annual | |
| Cemetery Caretakers | Levi Miller, Atlee & Jake Wengerd, | \$1600.00 | Annual | |
| Councilman (4 member) 4 yr. term | Elected | \$2,295.00/ea. | Monthly | 6 |
| Court Clerk | Sheila Duffy | \$3,600.00 | 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 | Glenn Kreiley | \$500.00 | Semi-annual | |
| Deputy Town Clerk | John Duffy | Volunteer | | |
| Engineer for the Town | CPL | | Voucher | |
| Fair Housing Officer | Mark J. Schuster | Volunteer | | |
| Highway Department Employees | David Holbrook | \$20.40/hr. | Bi-weekly | 8 |
| | Jeffery White | \$18.36/hr. | Bi-weekly | 8 |
| | Michael Kuhn | \$18.36/hr. | Bi-weekly | 8 |
| Highway Department Part Time | | \$14.00/hr. | Bi-weekly | 8 |
| Part Time | | \$14.00/hr. | Bi-weekly | 8 |
| Highway Superintendent 4yr Elected | Kevin Robinson 12/31/21 | \$59,688.00 | Bi-weekly | 8 |
| Historian | Mary Jo Marks | \$575.00 | Annual | |
| Information Technology | Hurricane Technologies,Inc | | Voucher | |
| Junk Law Officer | Charles Cagle | \$2,805.00 | Monthly | |
| Justice 4yr Elected | Rodney Doe 12/31/24 | \$3,000.00 | Quarterly | 6 |
| Livingston Co. Planning Board 3yr | Mary Ellen Merle Calabrese 12/31/22 | Volunteer | | |
| Mileage | Town Officials for Town Business | \$0.56/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 | \$400.00 | Annual | |
| (5 members) | Linda Carney 12/31/23 | Volunteer | | |
| | Barbara Bernard 12/31/24 | Volunteer | | |
| | Matthew Bourgoine 12/31/25 | Volunteer | | |
| | Beckie Johnson 12/31/21 | Volunteer | | |
| Planning Board/ZBA Clerk | Vacant | \$12.50/hr. | Voucher | |
| Registrar of Vital Statistics 4 yr. | Sheila Duffy 12/31/21 | \$400.00 | Annual | |
| Supervisor 4 yr. | Mark Schuster 12/31/21 | \$8,160.00 | Monthly | 6 |
| Elected | | | | |
| Tax Collector 4 yr. | Sheila Duffy 12/31/21 | \$2,700.00 | Bi-weekly | 6 |
| Elected | | | | |
| Town Clerk 4 yr. | Sheila Duffy 12/31/21 | \$13,665.00 | Bi-weekly | 6 |
| Elected | | | | |
| Traffic Safety - Co. 3yr | | 12/31/21 | Volunteer | |
| Traffic Safety Alt. – Co. 3yr | William Smith 12/31/21 | Volunteer | | |
| Youth Bureau Representative | Alise Rounsville | Volunteer | | |
| Zoning Board of Appeals 5 yr. | Leo Marks 12/31/21 | Volunteer | | |
| (5 member) | Edward Johnston 12/31/22 | | | |
| | Vacant 12/31/23 | Volunteer | | |
| | Samantha Gibson-Chairman 12/31/24 | Volunteer | | |
| | Mary Ellen Merle Calabrese 12/31/25 | Volunteer | | |
| CEO & Addressing Official | Charles Cagle | \$9,945.00 | Monthly | |

All voted yes. Carried.

Continuing Committees: (Supervisor to be on all committees)
Buildings and Grounds - William Smith, Debra Halpenny, Glenn Kreiley
Finance Committee - Dan Maloney, Glenn Kreiley, Debra Halpenny
Highway Committee - Glenn Kreiley, 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 Glenn Kreiley 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 Glenn Kreiley 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: Monday 9am-1pm: Thursday 5pm-8pm
and by appointment

Closed on Sundays and Holidays

Hours subject to change June through December

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

Next regular meeting will be held January 12, 2021 at 7:00 PM.

TOWN CLERK