

**ORGANIZATIONAL MEETING**

**Organizational Meeting of the Town Board of the Town of Sparta was held January 8, 2019 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 Glenn Kreiley to accept the appointments as read:**

<b>TITLE</b>	<b>APPOINTMENT</b>		<b>ANNUAL SALARY</b>	<b>PAYMENT SCHEDULE</b>	<b>STANDARD HOURS/DAY</b>
Accountant & Payroll	EFPR Solutions		\$10,250.00	Monthly	
Assessor – 6 yr. term	Holley Smalt	9/30/19	\$10,972.00	Monthly	6
Assessment Review Board- 5 yr term	John L. Davis	9/30/21	Volunteer		
(3 member)	Roy Bailey	9/30/19	Volunteer		
	Brian Cornbau	9/30/20	Volunteer		
Attorney for the Town – 2 yr. term	Louis Colella	12/31/20	\$2,500.00	Semi-annual	
Cemetery Caretaker	Adam Fitzpatrick		\$2000.00	Monthly	
Councilman (4 member) – 4 yr. term	Elected		\$2,250.00/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		\$1,000.00	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	David Holbrook		\$18.75/hr.	Bi-weekly	8
	Jeffery White		\$17.00/hr	Bi-weekly	8
				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	\$56,814.00	Bi-weekly	8
Historian	Mary Jo Marks		\$575.00	Annual	
Junk Law Officer	Charles Cagle		\$2,750.00	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		\$0.58/mi	Voucher	
Office Rent	Town Clerk		\$575.00	Annual	
	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)	Michael Scollon	12/31/23	Volunteer		
	Seth Butler	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		\$12.70/hr	Voucher	
Registrar of Vital Statistics – 4 yr.	Sheila Duffy	12/31/21	\$400.00	Annual	
Supervisor 4 yr Elected	Mark Schuster	12/31/21	\$8,000.00	Monthly	6
Tax Collector 4 yr Elected	Sheila Duffy	12/31/21	\$2,700.00	Bi-weekly	6
Town Clerk 4 yr Elected	Sheila Duffy	12/31/21	\$12,275.00	Bi-weekly	6
Traffic Safety - Co. 3yr	Glenn Kreiley	12/31/21	Volunteer		
Traffic Safety Alt. – Co. 3yr	William Smith	12/31/21	Volunteer		
Website Administrator – (Clerk PT)	Sheila Duffy		\$815.00	Semi-annual	
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	12/31/19	Volunteer		
	Ted Scott	12/31/20	Volunteer		
CEO & Addressing Official	Charles Cagle		\$9,750.00	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 Deb Halpenny and seconded by Mark Caldwell 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 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: Tuesday and Thursday 5pm-8pm  
and by appointment  
Closed on Sundays and Holidays  
Hours subject to change June through December

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 Glenn Kreiley and seconded by Bill Smith to adjourn the meeting. All voted yes. Carried.

Next regular meeting will be held January 8, 2019 at 7:00 PM.

TOWN CLERK  
Sheila Duffy