

Organization Meeting

Organization Meeting of the Town Board of the Town of Sparta was held January 10, 2023 at 6:30 pm.

Members present: Supervisor Mark Schuster, Deputy Supervisor Deb Halpenny, Council Bill Smith and Mary Ellyn Calabrese.

Absent: Aaron Schreiner

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		\$11,981.00	Monthly	
Assessor	6 yr. term	Holley Smalt	9/30/25	\$11,873.00	Monthly	6
Assessment Review Board 5 yr. term		John L. Davis	9/30/23	Volunteer		
	(3 member)	Roy Bailey	9/30/24	Volunteer		
		Barbara Bernard	9/30/26	Volunteer		
Attorney for the Town	2 yr. term	DiMatteo & Roach	12/31/23	Per Contract	Voucher	
Cemetery Caretakers		Levi Miller, Atlee & Jake Wengerd		\$1600.00	Annual	
Councilman (4 member)	4 yr. term	Elected		\$2,434.75/ea.	Monthly	6
Court Clerk		Sheila Duffy		\$3,708.00	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		Debra Halpenny		\$500.00	Semi-annual	
Deputy Town Clerk		John Duffy		\$500.00	Annual	
Engineer for the Town		CPL		Per Contract	Voucher	
Fair Housing Officer		Mark J. Schuster		Volunteer		
Highway Department Employees		David Holbrook		\$24.44/hr.	Bi-weekly	8
		Jeffery White		\$21.84/hr.	Bi-weekly	8
		Joseph Jerome		\$21.84/hr.	Bi-weekly	8
Highway Department	Part Time	Steven Patterson		\$15.00/hr.	Bi-weekly	8
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Highway Superintendent	4yr Elected	Kevin Robinson	12/31/25	\$66,873.00	Bi-weekly	8
Historian		Chad Schuster		\$595.00	Annual	
Information Technology		Hurricane Technologies, Inc			Voucher	
Junk Law Officer		Charles Cagle		\$2,918.00	Monthly	
Justice	4yr Elected	Rodney Doe	12/31/24	\$3,090.00	Quarterly	6
Livingston Co. Planning Board	3yr	Jacob Calabrese	12/31/25	Volunteer		
Mileage		Town Officials for Town Business		\$0.625/mi	Voucher	
Office Rent		Planning Board Chairman		\$800.00	Annual	
		Supervisor		\$800.00	Annual	
Planning Board	5-year term	Michael Weber – Chairman	12/31/27	\$595.00	Annual	
	(5 members)	Linda Carney	12/31/23	Volunteer		
		Barbara Bernard	12/31/24	Volunteer		
		Matthew Bourgoine	12/31/25	Volunteer		
		Beckie Johnson	12/31/26	Volunteer		
Planning Board/ZBA Clerk		Vacant		\$12.50/hr.	Voucher	
Registrar of Vital Statistics	4 yr.	Sheila Duffy	12/31/25	\$400.00	Annual	
Supervisor	4 yr. Elected	Mark Schuster	12/31/25	\$8,657.00	Monthly	6
Tax Collector	4 yr. Elected	Sheila Duffy	12/31/25	\$2,800.00	Bi-weekly	6
Town Clerk	4 yr. Elected	Sheila Duffy	12/31/25	\$15,000.00	Bi-weekly	6
Traffic Safety - Co.	3yr	Chris Scollon	12/31/24	Volunteer		
Traffic Safety Alt. – Co.	3yr	William Smith	12/31/24	Volunteer		
Youth Bureau Representative		Vacant		Volunteer		
Zoning Board of Appeals	5 yr.	Vacant	12/31/26	Volunteer		
	(5 member)	Edward Johnston	12/31/22	Volunteer		
		Shane Fitzpatrick	12/31/23	Volunteer		
		Samantha Gibson-Chairman	12/31/24	Volunteer		
		Johnathan Merle	12/31/25	Volunteer		
CEO & Addressing Official		Charles Cagle		\$10,345.00	Monthly	

All voted yes, carried.

**Continuing Committees:** (Supervisor to be on all committees)  
Buildings and Grounds - Aaron Schreiner, Debra Halpenny, Mary Ellyn Calabrese  
Finance Committee - Mary Ellyn Calabrese, William Smith, Debra Halpenny  
Highway Committee - William Smith, Mary Ellyn Calabrese, Aaron Schreiner  
Special Projects - Debra Halpenny, William Smith, Aaron Schreiner

A motion was made by Bill Smith and seconded by Mary Ellyn Calabrese 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 Mary Ellyn Calabrese and seconded by Deb Halpenny 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 Deb Halpenny 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: By appointment only. Closed on Sundays and Holidays.

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

Next regular meeting will be held January 10, 2023 at 7:00 PM.

TOWN CLERK

Sheila Duffy