

Organization Meeting

Organization Meeting of the Town Board of the Town of Sparta was held January 9, 2024 at 6:30 pm.

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

Town Clerk Sheila Duffy swore in Mary Ellyn Calabrese, Aaron Schreiner and David Avery.

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		Local Government Support Services		\$14,401.00	Monthly	
Assessor	6 yr. term	Holley Smalt	9/30/25	\$12,229.00	Monthly	6
Assessment Review Board 5 yr. term		Damon Flick	9/30/28	Volunteer		
	(3 member)	Roy Bailey	9/30/24	Volunteer		
		Barbara Bernard	9/30/26	Volunteer		
Attorney for the Town	2 yr. term	DiMatteo & Roach	12/31/25	Per Contract	Voucher	
Cemetery Caretakers		Levi Miller, Atlee & Jake Wengerd		\$1600.00	Annual	
Councilman (4 member)	4 yr. term	Elected		\$2,507.75/ea.	Monthly	6
Court Clerk		Sheila Duffy		\$3,819.00	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		\$25.17/hr.	Bi-weekly	8
		Jeffery White		\$22.50/hr.	Bi-weekly	8
		Joseph Jerome		\$22.50/hr.	Bi-weekly	8
Highway Department	Part Time	Steven Patterson		\$15.50/hr.	Bi-weekly	8
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Highway Superintendent	4yr Elected	Kevin Robinson	12/31/25	\$69,550.00	Bi-weekly	8
Historian		Chad Schuster		\$595.00	Annual	
Information Technology		Hurricane Technologies, Inc			Voucher	
Junk Law Officer		David Avery		\$2,918.00	Monthly	
Justice	4yr Elected	Rodney Doe	12/31/24	\$3,183.00	Quarterly	6
Livingston Co. Planning Board 3yr		Jacob Calabrese 12/31/25		Volunteer		
Mileage		Town Officials for Town Business		\$0.67/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	12/31/28	Volunteer		
		Barbara Bernard	12/31/24	Volunteer		
		Matthew Bourgoine	12/31/25	Volunteer		
		Beckie Johnson	12/31/26	Volunteer		
Planning Board/ZBA Clerk		Vacant		\$15.50/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	\$8,917.00	Monthly	6
Tax Collector	4 yr. Elected	Sheila Duffy	12/31/25	\$3,000.00	Bi-weekly	6
Town Clerk	4 yr. Elected	Sheila Duffy	12/31/25	\$16,000.00	Bi-weekly	6
Traffic Safety - Co.	3yr	Nikki Jerome	12/31/24	Volunteer		
Traffic Safety Alt. – Co.	3yr	William Smith	12/31/24	Volunteer		
Youth Bureau Representative		Lorilyn Doe		Volunteer		
Zoning Board of Appeals	5 yr.	Vacant 12/31/26		Volunteer		
	(5 member)	Edward Johnston	12/31/22	Volunteer		
		Shane Fitzpatrick	12/31/28	Volunteer		
		Samantha Gibson-Chairman	12/31/24	Volunteer		
		Johnathan Merle	12/31/25	Volunteer		
CEO & Addressing Official		David Avery		\$10,345.00	Monthly	

All voted yes, carried.

Continuing Committees:

Buildings and Grounds -
Finance Committee -
Highway Committee -
Special Projects -

(Supervisor to be on all committees)

Aaron Schreiner, Debra Halpenny, William Smith
Mary Ellyn Calabrese, William Smith, Debra Halpenny
William Smith, Mary Ellyn Calabrese, Aaron Schreiner
Debra Halpenny, Mary Ellyn Calabrese, 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 5:00 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 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 Mary Ellyn Calabrese and seconded by Deb Halpenny to adjourn the meeting. All voted yes. Carried.

Next regular meeting will be held January 9, 2024 at 7:00 PM.

TOWN CLERK

Sheila Duffy