

**TOWN OF WEST SPARTA
ORGANIZATIONAL MEETING
LIVINGSTON COUNTY
JAN. 4, 2021**

Meeting called to order at 7:01 pm

Roll call: Councilwoman Cosimano, Councilman Little, Councilman Mann, Supervisor Erdle
Arrived at 7:03 pm Councilman Cotter

Pledge to the flag led by: Supervisor Erdle

Present: Doug Reniff, Laura Moffat, Gerri Long, Mark Millikin and Laura Candfield

Resolution 1 of 2021

To use the following for Legal Business:

NYCLASS	Investment
Town Attorney	John Vogel
Insurance Agency	Genesee Valley Agency
Town Management Consultant	Baldwin Business Service
Bank Depositing	Five Star Bank
Legal Newspaper	Genesee Country Express
Legal Advertising	Genesee Valley Penneysaver
Mileage	.56 cents / mile
Town Website	townofwestsparta.org

A motion by Councilman Mann to adopt Resolution 1, 2021 and seconded by Councilman Little

Adopted By:	Councilman Cotter	Aye
	Councilwomen Cosimano	Aye
	Councilman Little	Aye
	Councilman Mann	Aye
	Supervisor Erdle	Aye

Resolution 2 of 2021

To authorize petty cash in the amount of for the following positions:

Town Clerk	\$100.00
Court Clerk	\$100.00
CEO/Zoning	\$50.00

A motion by Councilman Little to adopt Resolution 2, 2021 and seconded by Councilwomen Cosimano

Adopted By:	Councilman Cotter	Aye
	Councilwomen Cosimano	Aye
	Councilman Little	Aye
	Councilman Mann	Aye
	Supervisor Erdle	Aye

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Resolution 3 of 2021

To appoint the following for said positions:

Deputy Supervisor	Shawn Mann
Deputy Town Clerk	Luanna Gilbert
Deputy Tax Collector	Ken Long
Deputy Superintendent	Darrell McKinney
911 Numbering	Mark Mullikin
Town Historian	Sarah Luther
Justice Clerk	Gerri Long
Planning Board Chairman	Jill Kalmar
Planning Board Vice-chairman	Mark Mullikin
Planning Board Alternate # 1	Gail Valentino
Planning Board Alternate # 2	Laura Canfield
Representative to County Planning Board	Jill Kalmar
ZBA Chairman	Ken Long
ZBA Vice-Chairman	Laura Moffat
Code Enforcement	Mark Mullikin
Zoning Officer	Mark Mullikin
Youth Director	TBD
Livingston County Traffic Board	Laurie Cosimano
Livingston County Traffic Board Alternate	Stacie Cosimano

A motion by Councilman Mann to adopt Resolution 3, 2021 and seconded by Councilman Little

Adopted By:	Councilman Cotter	Aye
	Councilwomen Cosimano	Aye
	Councilman Little	Aye
	Councilman Mann	Aye
	Supervisor Erdle	Aye

Resolution 4 of 2021

To fix salaries and stipends at the following amounts and pay dates with the correction of Mark Mullikin paid Bi-Weekly for 911/Addressing

Name	Office	Annual salary	Disbursed
Susan Erdle	Town Supervisor	\$5,510.00	Monthly
Laurie Cosimano	Town Councilman	\$2,100.00	Monthly
Charles Little	Town Councilman	\$2,100.00	Monthly
Shawn Mann	Town Councilman	\$2,100.00	Monthly
Kreag Cotter	Town Councilman	\$2,100.00	Monthly
Marie Powell	Town Clerk	\$11,300.00	Monthly
Luanna Gilbert	Deputy Town Clerk	NYS Minimum wage	Bi-weekly
Eugene Moffat	Town Justice	\$5,640.00	Quarterly
Terri S. Mahany	Town Justice	\$5,640.00	Monthly
Gerri Long	Court Clerk	\$8,000.00	Monthly
Holley Smalt	Assessor	\$12,000.00	Monthly

Marie Powell	Tax Collector	\$1,950.00	Monthly
Ken Long	Deputy Tax Collector	\$300.00	First pay period of the year
Doug Reniff	Highway Superintendent	\$49,500.00	Bi-weekly
Darrell McKinney	Deputy Superintendent Hourly (set forth in contract)	\$21.30	Bi-weekly
Highway MEO Don Shaffer	Hourly (set forth in contract)	\$20.80	Bi-weekly
Highway MEO Jeremy Abbey	Hourly (set forth in contract)	\$18.80	Bi-weekly
Highway MEO	Part time hourly	\$14.00	Bi-weekly
Inspectors of Election	County Employees		
Sarah Luther	Historian	\$1,000.00	Quarterly
Mark Mullikin	911/Addressing official	Salary	Bi-weekly
TBD	Youth Director	\$50.00	Voucher
Marie Powell	Registrar	\$100.00	Last pay period of the year
Mark Mullikin	Code Enforcement	\$7,750.00	Bi-weekly
Mark Mullikin	Zoning Officer	\$4,900.00	Bi-weekly
Baldwin Business	Accountant	\$7,400.00	Quarterly
Baldwin Business	Payroll	\$2,400.00	Quarterly
Jill Kalmar	Planning Board	\$50.00	Voucher
Barbara Kurtz	Planning Board	\$50.00	Voucher
Jeff Kalmar	Planning Board	\$50.00	Voucher
Ron Eschenlauer	Planning Board	\$50.00	Voucher
Mark Mullikin	Planning Board	\$50.00	Voucher
Gail Valentino	Planning Board Alternate #1	\$50.00	Voucher
Laura Canfield	Planning Board Alternate # 2	\$50.00	Voucher
Ken Long	Zoning Board of Appeals	\$50.00	Voucher
Laura Moffat	Zoning Board of Appeals	\$50.00	Voucher
Janice Roth	Zoning Board of Appeals	\$50.00	Voucher
Fred Bundschuh	Zoning Board of Appeals Alternate	\$50.00	Voucher
Lawrence Valentino	Board of Assessment Review	\$50.00	Voucher
Laura Moffat	Board of Assessment Review	\$50.00	Voucher
Ken Long	Board of Assessment Review	\$50.00	Voucher
Laurie Cosimano	Traffic Control Board	\$50.00	Voucher
Stacie Cosimano	Traffic Control Board Alternate	\$50.00	Voucher

A motion by Councilman Little to adopt Resolution 4, 2021 and seconded by Councilwomen Cosimano

Adopted By:

Councilman Cotter	Aye
Councilwomen Cosimano	Aye
Councilman Little	Aye
Councilman Mann	Aye
Supervisor Erdle	Aye

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Resolution 5 of 2021

To authorize the Town Highway Superintendent to purchase equipment, tools, supplies, and implements during the year without prior approval of the Town Board in an amount not to exceed \$4,000.00 per expenditure

A motion by Councilman Mann to adopt Resolution 5, 2021 and seconded by Councilman Little
Adopted By:

Councilman Cotter	Aye
Councilwomen Cosimano	Aye
Councilman Little	Aye
Councilman Mann	Aye
Supervisor Erdle	Aye

Resolution 6 of 2021

To direct that the fees for licenses and permits issues by the Code Enforcement/Zoning Officer shall be payable to and collected by such officer instead of by the receiver of taxes and assessments.

A motion by Councilman Mann to adopt Resolution 6, 2021 and seconded by Councilwomen Cosimano
Adopted By:

Councilman Cotter	Aye
Councilwomen Cosimano	Aye
Councilman Little	Aye
Councilman Mann	Aye
Supervisor Erdle	Aye

Resolution 7 of 2021

To schedule regular meetings for the year 2021

Town Board	Second Thursday of each month at 7 pm
Planning Board	Fourth Wednesday of the month for January – October
	Third Wednesday for the months of November and December at 7 pm
ZBA	As needed
Civil Court	First and third Monday at 4 pm except holidays
Town Court	First and Third Thursday of the month at 4pm

A motion by Councilman Little to adopt Resolution 7, 2021 and seconded by Councilwomen Cosimano
Adopted By:

Councilman Cotter	Aye
Councilwomen Cosimano	Aye
Councilman Little	Aye
Councilman Mann	Aye
Supervisor Erdle	Aye

Resolution 8 of 2021

To establish Waste and Recycling hours for 2021 Saturdays from 9 am to 12 noon

A motion by Councilman Mann to adopt Resolution 8, 2021 and seconded by Councilwomen C0simano
Adopted By:

Councilman Cotter	Aye
Councilwomen Cosimano	Aye
Councilman Little	Aye
Councilman Mann	Aye
Supervisor Erdle	Aye

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Resolution 9 of 2021

To continue with the following policies

Garbage and Recycling Volunteer Policy 2018
Procurement Policy 2017
Credit Card Policy 2016
Internet & Acceptable Use - Computer System Security Breach Policy 2016
Driveway Regulations and Conditions 2016
Waste & Recycling Guidelines 2016
Snow & Ice Control Policy 2016
Records Management Policy 2015
Employee Handbook 2014
Investment Policy 2019 amended 2020 NYCLASS
Code of Ethics 2014
Comprehensive Plan 2007

A motion by Councilman Little to adopt Resolution 9, 2021 and seconded by Councilman Mann

Adopted By:	Councilman Cotter	Aye
	Councilwomen Cosimano	Aye
	Councilman Little	Aye
	Councilman Mann	Aye
	Supervisor Erdle	Aye

Volunteers:

Mary & Carl Guldenschuh – Maintenance in the Park
Recycling/Waste – Ken Long, Jerry Hartman, Glenn Gates and Richard & Cora Powers
Building/Grounds – Mark Mullikin

A motion by Councilman Mann to accept the volunteers for the town and seconded by Councilwomen Cosimano
Carried

A motion by Councilman Mann to table the discussion to hire Vicky Levee as an employee for the town's Custodian until the Jan. 14, 2021 board meeting and seconded by Councilman Cosimano
Carried

A motion by Councilman Mann to adjourn at 7:36 pm and seconded by Councilman Cotter
Carried

Respectfully yours:

Marie A. Powell
Town Clerk