

## January 13, 2025

Minutes of the Annual Organizational Meeting, Public Hearings and the Regular Monthly Meeting of the Town of Otisco held on January 13, 2025 at 6:30 PM at the Otisco Town Hall, 1924 Barker Street, and Town of Otisco with the following members present:

PRESENT: Supervisor Glenn R. Hall  
Councilman Jesse Spaulding  
Councilman Roger Volles  
Councilman Tyler Knapp  
Councilman Doug LaFrance

OTHERS PRESENT: Financial Advisor Thomas Chartrand; Highway Superintendent Douglas Hoffman; Craig Billinson, Attorney for the Town; Cheryl Brunet, Town Clerk; Mandie Young Deputy Town Clerk; Catherine Fitzpatrick, Town Historian; Timothy Cusick, Code Enforcement Officer and 12 others.

### ANNUAL ORGANIZATIONAL MEETING

The Annual Organizational meeting was called to order at 6:35 PM by Supervisor Glenn R. Hall and the pledge to the flag was given.

Supervisor Hall then called for a Motion to approve the following proposed Resolutions:

#### **RESOLUTION #1 2025**

To designate the official depository for the town monies to be NBT Bank and NYCLASS Inter-municipal investment Plan.

#### **RESOLUTION #2 2025**

That the official newspaper for the year 2025 be The Post-Standard, published by Advanced Media New York.

#### **RESOLUTION #3 2025**

Designating that the regular monthly meetings be held on the second Monday of every calendar month at 7:00 PM at the Otisco Town Hall, 1924 Barker Street, Town of Otisco, except for the month of November which is established by the Town Board at the October monthly Board Meeting due to the November elections, unless otherwise published.

#### **RESOLUTION #4 2025**

That the appointments for the year 2025 are as follows:

Deputy Supervisor: Jesse Spaulding

Deputy Town Clerk: Mandie Spaulding

Historian: Catherine Fitzpatrick

Constable: vacant

Financial Advisor: Thomas Chartrand

Attorney for the Town: Craig J. Billinson

Code Enforcement Officer: Timothy Cusick

Dog Control Officer: Laura Holt

Deputy Dog Control Officer: Thomas Lester

Records Management Officer: Cheryl Brunet

Bookkeeper to the Assessors: Cheryl Brunet

Court Clerk: Amy Zilberman

It shall also be noted that all the town appointments are subject to proper performance by the individual and that any appointments could be rescinded by the town board at any time.

**RESOLUTION #5 2025**

That the elected and appointed official's salaries be paid as follows:

Monthly: Town Clerk, Court Clerk, Town Justice, Tax Collector, Bookkeeper to Assessors and Dog Control Officer

Quarterly: Councilman (4), Supervisor, and Assessors (3) and Town Historian

**RESOLUTION #6 2025**

Setting the reimbursement for mileage while on town business be \$.70 per mile.

**RESOLUTION #7 2025**

That reimbursement for meals while on town business shall be made in accordance with the federal IRS standard per diem rates.

**RESOLUTION #8 2025**

That the Procurement Policies and Procedures for the year 2025 be the same as for the year 2024.

**RESOLUTION #9 2025**

Authorizing the Supervisor to sign the contract with Thomas Chartrand Accounting in the amount of \$17,900.00 for the year 2025.

**RESOLUTION #10 2025**

Designating Town Justice Terrence F. Fischer as the voting delegate to attend the 2025 Annual Meeting of the Association of Towns to be held in New York City on February 16th-19th, 2025. The alternate is Town Clerk Cheryl Brunet. Necessary expenses incurred shall be reimbursed when proper vouchers are submitted.

**RESOLUTION #11 2025**

Authorizing the signing of the Agreement to Spend Town Highway Funds.

**RESOLUTION #12 2025**

That the standard workday for elected and appointed officials is to be six (6) hours for the purpose of determining days worked reportable to the New York State Local Employees Retirement System.

**RESOLUTION #13 2025**

Authorizing the payment of utilities by Supervisor Glenn R. Hall as they come in so as not to incur a late charge on billing. It shall also be noted that the Supervisor is authorized to approve vouchers for postage stamps.

**RESOLUTION #14 2025**

To amend the part-time highway laborer's wage to be subject to the same percentage of the collective bargaining agreement.

**RESOLUTION #15 2025**

Designating the following polling place to be used for General Elections and Primaries for the town of Otisco: District #1 & # 2: the Otisco Highway Garage at 4283 Cauty Hill Rd, subject to approval by the Onondaga County Board of Elections. The alternate location would be the Otisco Town Hall at 1924 Barker Street.

**RESOLUTION #16 2025**

Appointing Bruce Graham, Deborah Grousset and Lucas Smith as members of the Board of Assessment Review.

**RESOLUTION #17 2025**

Setting the pay scale for jurors in the Town of Otisco at \$22.00 per day.

**RESOLUTION #18 2025**

To set the fines in the applicable Town Laws and Ordinances for the Year 2025 the same as for the year 2024 unless new or revised Laws or Ordinances have been passed by the Town Board establishing different fines, in which case such fines and penalties shall apply.

**RESOLUTION #19 2025**

To provide health insurance to Highway Superintendent, Douglas Hoffman, a full-time employee. The Town of Otisco pays 80% of premiums for health and dental insurance coverage and the employee pays 20% of premiums for health and dental insurance coverage and the employee is also responsible for paying their own vision in full through the OCEBA plan X. For retired employees and for the Highway Superintendent, the Town of Otisco pays 100% of health insurance for single coverage through the OCEBA plan X.

**Motion was made** by Councilman Jesse Spaulding and seconded by Councilman Roger Volles to approve the preceding 19 **RESOLUTIONS**, at this time.

All in favor, motion carried.

(Hall, Spaulding, Volles, Knapp and LaFrance) Ayes 5 Noes 0

**PUBLIC HEARING ON EXTENDING THE EXISTING MORATORIUM  
ON COMMERCIAL & INDUSTRIAL CONSTRUCTION**

Motion was made by Councilman Doug LaFrance and seconded by Councilman Jesse Spaulding to open the Public Hearing on **Extending the *Moratorium on Commercial and Industrial Construction* for 6 months.**

All in favor, motion carried.

(Hall, Spaulding, Volles, Knapp and LaFrance) Ayes 5 Noes 0

Supervisor Glenn Hall gave a brief discussion on the proposed **Local Law #1 2025**. This Local Law covers commercial construction. Jayne Baritell had a question about how property buyers/owners become aware of the constraints for commercial development. Supervisor Hall stressed that the town has followed all the procedures for public notification. The buyer needs to do their due diligence on local rules and laws. Attorney for the town Craig Billinson clarified that the moratorium is on new construction, not creation of a new business within an existing building.

Motion was made by Councilman Jesse Spaulding and seconded by Roger Volles to close the Public Hearing on **The 6 Month Extension on the Moratorium on Commercial and Industrial Construction.**

All in favor, motion carried

(Hall, Spaulding, Volles, Knapp and LaFrance) Ayes 5 Noes 0

**Motion was made** by Tyler Knapp and seconded by Councilman Jesse Spaulding to approve **Local Law #1 2025 6 Month Extension of the Moratorium Commercial and Industrial Construction.**

All in favor, motion carried  
(Hall, Spaulding, Volles, Knapp and LaFrance) Ayes 5 Noes 0

**Motion was made** Councilman Doug LaFrance and seconded by Councilman Jesse Spaulding to open the Regular Monthly Town Board Meeting @ 6:53 PM.

All in favor, motion carried  
(Hall, Spaulding, Volles, Knapp and LaFrance) Ayes 5 Noes 0

### **REGULAR MONTHLY TOWN BOARD MEETING**

The minutes of the December 9, 2024, Regular Monthly Town Board Meeting have been distributed via email to all members of the town board by the Town Clerk prior to the meeting.

**Motion was made** by Councilman Roger Volles and seconded by Councilman Jesse Spaulding to accept the December 9, 2024 minutes.

All in favor, motion carried  
(Hall, Spaulding, Volles, Knapp and LaFrance) Ayes 5 Noes 0

### **HIGHWAY SUPERINTENDENT'S REPORT**

No update on the fuel computer.  
SNOW- plowing and keeping the trucks running  
Replacing mailboxes  
Recognition that the highway department has done a wonderful job this season.

### **SUPERVISOR'S REPORT:**

Thomas Chartrand, Financial Advisor gave monthly statement of receipts and disbursements for December 2024.

**Motion was made** by Councilman Doug LaFrance and seconded by Councilman Jesse Spaulding to accept the Supervisors Report.

All in favor, motion carried  
(Hall, Spaulding, Volles, Knapp and LaFrance) Ayes 5 Noes 0

**Motion was made** by Councilman Doug LaFrance, seconded by Councilman Roger Volles to approve the bank reconciliation.

All in favor, motion carried  
(Hall, Spaulding, Volles, Knapp and LaFrance) Ayes 5 Noes 0

**Motion was made** by Councilman Jesse Spaulding and seconded by Councilman Roger Volles to pay these bills out of the proper funds. They are General Abstract #1 in the amount of \$68,820.80 and Highway Abstract # 1 in the amount of \$65,756.45.

All in favor, motion carried  
(Hall, Spaulding, Volles, Knapp and LaFrance) Ayes 5 Noes 0

**Motion was made** by Councilman Doug LaFrance and seconded by Councilman Tyler Knapp to allow Supervisor Hall to sign the SPCA Contract for Animal Cruelty. Accountant Chartrand gave a synopsis of the benefits of the contract.

All in favor, motion carried  
(Hall, Spaulding, Volles, Knapp and LaFrance) Ayes 5 Noes 0

## **BUSINESS DISCUSSION**

Supervisor Hall responded to Jayne Baritell’s question regarding the \$30,000 reserve discussed in the December 2024 minutes. The intention is to set aside funds every year for eventual replacement of the town hall.

Supervisor Hall also addressed Jayne Baritell’s question regarding the proposed law concerning Adult Use Restrictions. The intention is to be proactive and not reactive should the situation arise in the future. There are state laws that need to be followed and the intention is to have local restrictions in place also. Supervisor Hall also reiterated that he has no knowledge of any potential adult use venues in Otisco. The public hearing will likely be in March.

The cell tower is up! Finally! Trenching power from the road to the tower is next. Then the communication gear will be installed. Probably won’t be “on line” right away. Verizon customers will be the first to see the benefits of the new tower but other providers are expected to sign on.

Supervisor Hall decided not to have Palmer Capital come to the February Board Meeting. It was noted that the WindWatch group has a status meeting with Palmer Capital on January 29, at Tully High School.

Olin Stratton questioned the town's allocation of surplus funds. Accountant Chartrand and Supervisor Hall spoke to how excess funds are utilized and noted that the town is in good shape financially and have been able to keep town taxes low.

The monthly bill for TripleCitiesTech was reviewed and discussed. Town Clerk Cheryl Brunet will reach out to Kurtis and ask him to see if our current usage warrants a reduction in our monthly rate.

### **EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTERS**

The Town Board has to discuss certain matters pertaining to the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation and these discussions should take place in Executive Session with the Board meeting in private since sensitive issues relating to these matters will be discussed. Disclosure of these discussions at this time could have a significant impact on the Town Board's ability to address such matters in the best interests of the Town and the public.

**Motion was made** by Councilman Jesse Spaulding and seconded by Councilman Roger Volles to enter into Executive Session at 7:30 PM.

All in favor, motion carried

(Hall, Spaulding, Volles, Knapp and LaFrance) Ayes 5 Noes 0

AT THE CONCLUSION OF THE EXECUTIVE SESSION:

**Motion was made** by Jesse Spaulding and seconded by Tyler Knapp to adjourn the executive session and resume the Regular Monthly meeting.

All in favor, motion carried

(Hall, Spaulding, Volles, Knapp and LaFrance) Ayes 5 Noes 0

**Motion was made** by councilman Tyler Knapp and seconded by Councilman Doug LaFrance to accept the Historian's Annual Report.

ADJOURNMENT

Motion to Adjourn was made by Councilman Roger Volles and seconded by Councilman Jesse Spaulding at 7:58 PM.

All in favor, motion carried

(Hall, Spaulding, Volles, Knapp and LaFrance) Ayes 5 Noes 0

Respectfully submitted: \_\_\_\_\_  
Cheryl Brunet, Town Clerk