

**Town of Oswego
Town Board Meeting
January 4, 2016**

The organizational meeting of the Town Board was held on January 4, 2016 at town hall. Supervisor Mullen opened the meeting at 6:30 PM with the Pledge of Allegiance and a moment of silence for Ford Babcock a founding member of the Oswego Town Volunteer Fire Department.

Present:

Supervisor	Richard Kaulfuss
Councilor	Tim DeSacia
Councilor	Greg Herrmann
Councilor	Margaret Mahaney
Councilor	Richard Tesoriero
Attorney	

Others Present:

Assessor	Richard Hogan
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Public Comment: None

Resolution 2016-1 Approval of Minutes

On motion by Councilor DeSacia, second Councilor Tesoriero the following resolution was adopted 5 Ayes, DeSacia, Herrmann, Kaulfuss, Mahaney, Tesoriero, 0 Nays.
Resolved the Oswego Town Board approves the minutes from the December 28, 2015 meeting.

Resolution 2016-2 Audit of Claims

On motion by Councilor Herrmann, second Councilor DeSacia, the following resolution was adopted 5 Ayes, DeSacia, Herrmann, Mahaney, Kaulfuss, Tesoriero, 0 Nays.
Resolved the Oswego Town Board approves the bills on Abstract 1 as follows:

General Fund	\$3644.45	v1-5
Highway Fund	\$3329.86	v1-8

Resolution 2016-3 Appointment List

On motion by Councilor Tesoriero, second Councilor Mahaney the following resolution was adopted 5 Ayes, DeSacia, Herrmann, Kaulfuss, Mahaney, Tesoriero, 0 Nays.
Resolved the Oswego Town Board approves the appointment list found in **Attachment A**.

Resolution 2016-4 Salary List

On motion by Councilor Mahaney, second Councilor Hermann the following resolution was adopted 5 Ayes, DeSacia, Herrmann, Kaulfuss, Mahaney, Tesoriero, 0 Nays.
Resolved the Oswego Town Board approves the salary list for elected and appointed officials for 2015 as identified in **Attachment B**.

January 4, 2016

Resolution 2016-5 Payroll Schedule

On motion by Councilor DeSacia, second Councilor Mahaney the following resolution was adopted 5 Ayes, DeSacia, Herrmann, Kaulfuss, Mahaney, Tesoriero, 0 Nays
Resolved the Oswego Town Board approves the 2016 Payroll Schedule identified as **Attachment C**.

Resolution 2016-6 Holiday Calendar

On motion by Councilor Hermann, second Councilor DeSacia the following resolution was adopted 5 Ayes, DeSacia, Herrmann, Kaulfuss, Mahaney, Tesoriero, 0 Nays
Resolved the Oswego Town Board approves the 2016 Holiday Calendar identified as **Attachment D**.

Resolution 2016-7 Code of Ethics

On motion by Councilor Mahaney, second Councilor Tesoriero the following resolution was adopted 5 Ayes, DeSacia, Herrmann, Kaulfuss, Mahaney, Tesoriero, 0 Nays
Resolved the Oswego Town Board adopts the Code of Ethics as identified in **Attachment E**

Resolution 2016-8 Rules of Order

On motion by Councilor Tesoriero, second Councilor Hermann the following resolution was adopted 5 Ayes, DeSacia, Herrmann, Kaulfuss, Mahaney, Tesoriero, 0 Nays
Resolved the Oswego Town Board adopts the Rules of Order of the Town Board of the Town of Oswego as identified in **Attachment F**.

Resolution 2016-9 Voucher Calendar

On motion by Councilor Mahaney, second Councilor DeSacia the following resolution was adopted 5 Ayes, DeSacia, Herrmann, Kaulfuss, Mahaney, Tesoriero, 0 Nays
Resolved the Oswego Town Board adopts the 2016 Voucher Calendar as identified in **Attachment G**.

Resolution 2016-10 Town Board Meeting Schedule

On motion by Councilor Tesoriero, second Councilor Hermann the following resolution was adopted 5 Ayes, DeSacia, Herrmann, Kaulfuss, Mahaney, Tesoriero, 0 Nays
Resolved the Oswego Town Board approves the monthly Town Board and Workshop Meeting schedule as identified in **Attachment H**.

Resolution 2016-11 Historical Society Schedule

On motion by Councilor Mahaney, second Councilor Tesoriero the following resolution was adopted 5 Ayes, DeSacia, Herrmann, Kaulfuss, Mahaney, Tesoriero, 0 Nays
Resolved the Oswego Town Board accepts the 2015 Historical Society Events Schedule as identified in **Attachment I**.

January 4, 2016

Resolution 2016-12 Official Newspaper

On motion by Councilor Tesoriero, second Councilor Hermann the following resolution was adopted 5 Ayes, DeSacia, Herrmann, Kaulfuss Mahaney, Tesoriero, 0 Nays.
Resolved the Oswego Town Board designates the Palladium Times as the official Town newspaper.

Resolution 2016-13 Official Bank

On motion by Councilor DeSacia, second Councilor Tesoriero the following resolution was adopted 5 Ayes, DeSacia, Herrmann, Kaulfuss, Mahaney, Tesoriero, 0 Nays.
Resolved the Oswego Town Board designates Community Bank, N.A. as the Town's depository for 2016.

Resolution 2016-14 Supervisor's Duties

On motion by Councilor Hermann, second Councilor DeSacia the following resolution was adopted 5 Ayes, DeSacia, Herrmann, Kaulfuss, Mahaney, Tesoriero, 0 Nays.
Resolved the Oswego Town Board imposes on the Supervisor powers and duties of administration and supervision of the town or special improvement district functions to be performed on behalf of the board.

Resolution 2016-15 Sleepy Hollow Sewer District

On motion by Councilor Mahaney, second Councilor DeSacia the following resolution was adopted 5 Ayes, DeSacia, Herrmann, Kaulfuss, Mahaney, Tesoriero, 0 Nays
Resolved the Oswego Town Board contracts with G&G Wastewater for the operation and maintenance of the Sleepy Hollow Sewage Treatment Plant.

Resolution 2016-16 Petty Cash Funds

On motion by Councilor Tesoriero, second Councilor Mahaney the following resolution was adopted 5 Ayes, DeSacia, Herrmann, Kaulfuss, Mahaney, Tesoriero, 0 Nays
Resolved the Oswego Town Board establishes a Highway Superintendent and Town Clerk Petty Cash funds of \$100.00 each; Town Justices' Petty Cash fund of \$100.00 each per justice; and a Supervisor's Petty Cash fund of \$200.00.

Resolution 2016-17 Pre-paid Claims

On motion by Councilor Hermann, second Councilor DeSacia the following resolution was adopted 5 Ayes, DeSacia, Herrmann, Kaulfuss, Mahaney, Tesoriero, 0 Nays
Resolved the Oswego Town Board authorizes the Supervisor to pay in advance the audit of claims for public utility services such as gas, electric, water, sewer, fuel oil, telephone services, as well as postage, freight, express charges, NYS retirement and employee health insurance. Claims for these payments shall be presented at the next regular meeting for audit.

January 4, 2016

Resolution 2016-18 Ethics Committee

On motion by Councilor Tesoriero, second Councilor Mahaney the following resolution was adopted 5 Ayes, DeSacia, Herrmann, Kaulfuss, Mahaney, Tesoriero, 0 Nays
Resolved the Oswego Town Board appoints Catherin K. Mears, JoEllen Smith and Joseph Oleyourryk to the Ethics Committee. Be it further resolved these appointments shall run until December 31, 2016.

Resolution 2016-19 Planning Board Appointment

On motion by Councilor Tesoriero, second Councilor Hermann the following resolution was adopted 5 Ayes, DeSacia, Herrmann, Kaulfuss, Mahaney, Tesoriero, 0 Nays
Resolved the Oswego Town Board appoints Dr. Ernest Mears as Planning Board Member for a term to expire February 2020 and thanks him for his willingness to serve the Town of Oswego.

Resolution 2016-20 Zoning Board Appointment

On motion by Councilor Mahaney, second Councilor DeSacia the following resolution was adopted 5 Ayes, DeSacia, Herrmann, Kaulfuss, Mahaney, Tesoriero, 0 Nays
Resolved the Oswego Town Board reappoints Michael Asmolik as Zoning Board of Appeals Member for a term to expire February 2021 and thanks him for his willingness to serve the Town of Oswego.

Resolution 2016-21 Official Undertaking

On motion by Councilor Tesoriero, second Councilor Mahaney the following resolution was adopted 5 Ayes, DeSacia, Herrmann, Kaulfuss, Mahaney, Tesoriero, 0 Nays.
Resolved the Oswego Town Board establishes the following Official Undertaking of Municipal Officers.

WHEREAS, various sections of the State Town Law and Public Officers Law require that certain municipal officials execute an Official Undertaking and;

WHEREAS, it is required by law that the Town Board approve the Official Undertaking as to its form and manner of execution and the sufficiency of the insurance, and

WHEREAS, we, the Town Board of the Town of Oswego hereby require the Supervisor, Richard Kaulfuss, Town Clerk/Tax Collector Nikki Fowler; Town Justices Michael Sterio and Donald H. Dodd; and Highway Superintendent, David Sterio, to execute said Official Undertaking as required by said law;

NOW, THEREFORE BE IT RESOLVED, that we, the Town Board of the Town of Oswego approve the document entitled "Town of Oswego Official Undertaking of Municipal Officers" as to its form and manner of execution and the sufficiency of the insurance and

BE IT FURTHER RESOLVED, THAT SAID Official Undertaking containing the notarized signatures of those named municipal officials be filed in the Office of the Town Clerk, as well as the original copies of the insurance policies indicating the sufficiency of the sureties to indemnify the Town against losses which may arise from failure of such officials to properly discharge their duties.

January 4, 2016

Resolution 2016-22 Town Clerk Audit

On motion by Councilor Tesoriero, second Councilor Desacia the following resolution was adopted 5 Ayes, DeSacia, , Herrmann, Kaulfuss, Mahaney, Tesoriero, 0 Nays.

Resolved the Oswego Town Board accepts the audit of the Town Clerk's office conducted by Town Councilor Margaret Mahaney.

Executive Session was held from 6:55Pm-7:17PM to discuss Labor Contract. No Business decisions will be made.

Motion by Councilor Tesoriero, second Councilor Mahaney to close the meeting at 7:18 PM.

Respectfully submitted

Nikki Fowler
Oswego Town Clerk

Attachments A-H

2016 Appointments

Job Title	Name
Attorney to the Oswego Town Board	Kevin Caraccioli
Attorney to the Planning Board	Stephen C. Greene, Jr.
Attorney to Zoning Board of Appeals	Kevin Caraccioli
Budget Officer	Richard Kaulfuss
Cemetery Superintendent	Timothy Gibson
Asst. Cemetery Superintendent	Gerry Michalski
Clerk to the CEO/ZEO	Debbie Hogan
Code/Zoning Enforcement Officer	Wayne Newton
Constable	Frederick Ferguson
Court Clerk	Theresa Cooper
Senior Court Clerk	Myrtis Sterio
Custodian – Town Hall	Maureen Polky
Deputy Highway Superintendent	Frank Ferguson
Deputy Supervisor	Timothy DeSacia
Deputy Tax Collector	Julie DeSacia
Deputy Town Clerk	Julie DeSacia
Dog Control Officer	Daniel Sullivan
Laborers	Dennis Knopp (Sub) Samuel Oleyourryk Zachariah DeSacia
Registrar	Nikki Fowler
Deputy Registrar	Julie DeSacia
Secretary-Planning Board and ZBA	Debra Hogan
Webmaster	Jeff Adkins
Town Historian	George DeMass

2016 SALARIES by POSITION

POSITION	SALARY
Assessment Board of Review	\$141.40 per day/ea.
Sole Assessor	\$20,905.00 Annually
Assistant Cemetery Superintendent	\$12.39/hr.
Budget Officer	\$2,032.00 Annually
Cemetery Superintendent	\$14.17/hr.
Clerk to the CEO/ZEO	\$952.00 Annually
Code/Zoning Enforcement Officer	\$11,406.00 Annually
Custodian	\$4,283.00 Annually
Deputy Highway Superintendent	\$0.50/hr.
Deputy Supervisor	\$1,500.00 Annually
Deputy Town Clerk	\$9.00/hr.
Dog Control Officer	\$10,414.00 Annually
General Laborer	\$10.00/hr.
Historian	\$275.00 Annually
Registrar	\$285.00 Annually
Secretary - Planning Board and ZBA	\$2,500 Annually
Justice Clerk	\$9,363.00 Annually
Town Justice	\$18,269.50 Annually
Senior Justice Clerk	\$9,598.00 Annually
Supervisor	\$14,039.00 Annually
Town Board Members	\$4,351.00 Annually
Town Clerk	\$30,000.00 Annually
Town Constable	\$10,928.00 Annually
Highway Supt/Super Bldg. & Grounds	\$55,000.00 Annually

2015 Employee PAY SCHEDULE			
From	- To	Pay Date	
01/01	- 01/09	1	01/14/16
01/10	- 01/23	2	01/28/16
01/24	- 02/06	3	02/11/16
02/07	- 02/20	4	02/25/16
02/21	- 03/05	5	03/10/16
03/06	- 03/19	6	03/24/16
03/20	- 04/02	7	04/07/16
04/03	- 04/16	8	04/21/16
04/17	- 04/30	9	05/05/16
05/01	- 05/14	10	05/19/16
05/15	- 05/28	11	06/02/16
05/29	- 06/11	12	06/16/16
06/12	- 06/25	13	06/30/16
06/26	- 07/09	14	07/14/16
07/10	- 07/23	15	07/28/16
07/24	- 08/06	16	08/11/16
08/07	- 08/20	17	08/25/16
08/21	- 09/03	18	09/08/16
09/04	- 09/17	19	09/22/16
09/18	- 10/01	20	10/06/16
10/02	- 10/15	21	10/20/16
10/16	- 10/29	22	11/03/16
10/30	- 11/12	23	11/17/16
11/13	- 11/26	24	12/01/16
11/27	- 12/10	25	12/15/16
12/11	- 12/31	26	12/31/16

NOTE: During a holiday week, payroll could be one day late.
Additionally, mailed checks could be more than one day late.
Last check of the year may be delayed due to holidays.

**TOWN HOLIDAYS
2016**

Friday, January 01, 2016	New Year's Day
Monday, January 18, 2016	Martin Luther King, Jr. Day
Monday, February 15, 2016	Presidents Day
Monday, May 30, 2016	Memorial Day
Monday, July 04, 2016	Independence Day
Monday, September 05, 2016	Labor Day
Monday, October 10, 2016	Columbus Day
Tuesday, November 08, 2016	Election Day
Friday, November 11, 2016	Veterans' Day
Thursday, November 24, 2016	Thanksgiving Day
Friday, November 25, 2016	Thanksgiving Recess
Monday, December 26, 2016	Christmas Day (Observed)

One Floater Day (Teamsters ONLY)

CODE OF ETHICS

1. Definition. As used in this section: The term “Town Agency” shall mean any department, division, board, commission, or bureau of any department or office of the Town of Oswego, New York. The term “Board” shall mean Town Board of the Town of Oswego, New York.
2. Rule with respect to conflicts of interest. No officer or employee of a Town Agency or member of the Board should have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity or incur any obligation of any nature, which is in substantial conflict with the proper discharge of duties in the public interest.
3. Standards.
 - a. No such officer or employee or member of the Board should accept other employment which will impair independence of judgment in the exercise of official duties.
 - b. No such officer or employee or member of the Board should accept employment or engage in any business or professional activity which will require disclosure of confidential information gained by reason of official position or authority.
 - c. No such officer or employee or member of the Board should disclose confidential information neither acquired in the course of official duties nor use such information to further personal interests.
 - d. No such officer or employee or member of the Board should use or attempt to use an official position to secure unwarranted privileges or exemption(s) for anyone.
 - e. No such officer or employee or member of the Board shall engage in any transaction as representative or agent of the Town of Oswego, New York, with any business entity in which the individual has a direct or indirect financial interest that might reasonably tend to conflict with the proper discharge of official duties.
 - f. An officer or employee or member of the Board should not by his conduct give reasonable basis for the impression that any person can improperly influence his or unduly enjoy his favor in the performance of official duties, or that he is affected by the kinship, rank, position or influence of any party or person.
 - g. An officer or employee or member of the Board should abstain from making personal investments in enterprises which he has reason to believe they may be directly involved

in decisions to be made by him or which will otherwise create substantial conflict between duty in the public interest and private interest.

- h. An officer or employee or member of the Board should endeavor to pursue a course of conduct which will not raise suspicion among the public that the individual is likely to be engage in acts that are in violation of the public interest.
 - i. No such officer or employee or member of the Board employed on a full-time basis nor any firm or association of which such officer or employee or member of the Board is a member nor corporation a substantial portion of the stock of which is owned or controlled directly or indirectly by such officer or employee or member of the Board should sell goods or services to any person, firm, corporation or association which is licensed or whose rates are fixed by the Town Agency in which such officer or employee or member of the Board serves or is employed.
 - j. If any such officer or employee or member of the Board shall have a financial interest, direct or indirect, having a value of ten thousand dollars or more in any activity which is subject to the jurisdiction of a town regulatory agency, a written statement must be filed with the Town Clerk attesting to such a financial interest in such activity, which statement shall be open to public inspection.
4. Violations. In addition to any penalty contained in any other provision of law any such officer, member or employee who shall knowingly and intentionally violate any of the provisions of this section may be fined, suspended or removed from office or employment in the manner provided by law.

Rules of Order of the Town Board of the Town of Oswego

1. The Supervisor shall preside at all meetings of the Board and shall preserve order and decorum in the conduct of the meeting.
2. The Supervisor, immediately following the opening of every regular meeting of the Board, shall proceed to the regular order of town business as follows: Roll call, Town Clerk Report, Supervisor report, reception of petitions and other communications addressed to the Town Board, reports of committees, reports of officers and department, and introduction of resolutions and motions.
3. The Supervisor will hold a public comment prior to the resolutions and motions. At this time the public will be invited to comment.
4. Every resolution or motion must be seconded before being put to a vote by the Supervisor and all resolutions or motions shall be recorded in their entirety in the official minutes of the Town Board.
5. The Supervisor may offer or second a resolution or a motion and need not relinquish the chair for such purpose.
6. No motion or resolution may be brought to a vote except by the majority consent of those Town Board members present unless printed or typewritten copies thereof are presented to each member of the board 48 hours prior to the opening of the meeting at which such motion or resolution is offered.
7. No Town Board member shall speak more than once on any question until every Board member choosing to speak shall have spoken.
8. When a question is under debate, no motion shall be entered unless (a) for an adjournment or recess, (b) for the previous question to lay on the table, (c) to postpone to refer to a committee, or (d) to amend. These latter motions are neither amenable nor debatable.
9. No motion shall be made to offer an amendment to an amendment already before the Board on any proposition.
10. A majority vote of all the members of the Board shall be required to suspend these rules of order. A majority of the Board shall constitute a quorum.
11. If the above rules are or become at any time in conflict with the statutory law, the statutory law shall take precedence.
12. No member of the public shall engage in any demonstration, booing, hand clapping or otherwise disrupt the town board meeting.
13. Any person speaking to the town board with the consent of the supervisor shall address his/her remarks to the town board, no to the other members of the audience in the form of a debate or otherwise.
14. The public will be invited to comment on any motion or resolution not listed on the publicized agenda that is brought before the town board during a meeting.

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Town Board Meetings and Workshops Calendar
2016

WORKSHOPS:

Workshops will be
scheduled as needed

TOWN BOARD MEETINGS:

(Second Tuesday of Month)

February 09 @ 6pm

March 08 @ 6pm

April 12 @ 6pm

May 10 @ 6pm

June 14 @ 6pm

July 12 @ 6pm

August 09 @ 6pm

September 13 @ 6pm

September 27 (Budget Meeting) @ 6pm

October 11 @ 6pm

October 25 (Budget Public Hearing) @ 6pm

November 09 (Wednesday) @ 6pm

December 13 @ 6pm

December 27 @ 6pm

Attachment I

January 4, 2016
Organizational Meeting

OSWEGO TOWN HISTORICAL SOCIETY

2016 MEETINGS AND EVENTS

MARCH 16

APRIL 20

MAY 18

MAY 30 MEMORIAL DAY SERVICE

JUNE 15

JULY 6 ICE CREAM SOCIAL

SEPTEMBER 21

OCTOBER 19

NOVEMBER 5 VETERANS DAY SERVICE

DECEMBER 2 @ 6pm CHRISTMAS SUPPER