

Minutes of the Organizational and Regular Meeting of the Town Board of the Town of Kirkland held at the Town of Kirkland Municipal Building, 3699 State Route 12-B, Clinton, Oneida County, New York on January 02, 2024, at 12:00 p.m.

Present:

Councilman Garry F. Colarusso  
Councilwoman Donna E. Yando  
Councilman Richard J. Maxam  
Councilwoman Melanie L. O'Neil

Absent:

Supervisor Robert J. Meelan  
Attorney Anthony Hallak

Deputy Supervisor Colarusso called the organizational meeting to order and asked those present to stand for the Pledge of Allegiance.

At 12:00 p.m. the Oath of Office was administered to elected officials: Councilman Richard J. Maxam and Councilwoman Melanie L. O'Neil.

The following motions were introduced for the 2024 appointments and salaries:

That the annual salaries for Councilpeople Colarusso, Yando, Maxam, and O'Neil be the sum of \$6,666. each.

That the annual salaries for Jay G. Williams III and Daniel English Town Justices, be the sum of \$16,985 each.

That Patricia Maxam and Mary Jane Roberts be appointed Justice Clerks and the annual salaries be the sum of \$13,713. each.

That the annual salary for Town Supervisor Robert Meelan be \$21,191.

That Supervisor Meelan appoint Anthony Arcuri as Town Budget Director and the salary be \$43,500. with stipend for Annual Report of \$5000. and \$300. per payroll for Grant Administration until the Grant process ends.

That Supervisor Meelan appoint Garry F. Colarusso, Deputy Town Supervisor, with annual salary of \$1,000.

That Breana Young be appointed Supervisor's Secretary and the annual salary be \$46,500.

That Sarida Rosario be appointed Office Specialist 1 and the annual salary be \$36,233. plus a \$3,400 stipend for highway.

That the annual salary for Sarah McCullough, Receiver of Taxes, be the sum of \$11,715.

That the Receiver of Taxes appoint James Benson as Deputy Receiver of Taxes at the annual salary of \$1,147

That the annual salary for Nina Wallace, Town Assessor, be the sum of \$21,131.

That each member of the Board of Assessment Review be paid an annual salary of \$332.

That John Hecklau be reappointed to the Planning Board with term to expire December 31, 2028.

That Robert Kellogg be reappointed to the Zoning Board of Appeals with term to expire December 31, 2028.

That the annual salary for Donna B. Maxam, Town Clerk, be the sum of \$50,000.

That the Town Clerk appoint TBD, full-time Deputy Town Clerk at an annual salary of TBD.

That the annual salary of Donna B. Maxam, Registrar of Vital Statistics, be \$1,800.

That the annual salary of TBD, Deputy Registrar of Vital Statistics, be TBD.

That the annual salary for Matthew Albertine, Records Management be \$1,100.

That the Town Board appoint Felt Evans, L.L.P. as Attorney for the Town at a sum of \$25,000 for general matters and \$9,000 for litigation and non-retainer matters.

That the annual salary for Jonathan Scott, Superintendent of Highways, be the sum of \$74,485.

That Jonathan Scott be appointed MS4 Officer (Municipal Separate Storm Water Sewer System) and the stipend be \$5,465.

That Highway Superintendent Jonathan Scott appoint David Roy Jr. as Deputy Highway Superintendent with a stipend of \$6,378. in addition to his MEO pay.

That the Highway Department employees' salaries are set by the union contract.

That Patricia Maxam be appointed Recreation Manager and the annual salary be \$55,192.

That Wayne Clipston be appointed Maintenance Manager for the Parks and Recreation Department with an annual salary of \$54,275

That Park & Rec part-time staff salary set at individual rates, set by supervisor.

That James Nolan, be appointed Director of the Senior Citizen Center and the annual salary be \$10,500.

That Supervisor Meelan appoint Richard L. Williams as Town Historian and the annual salary be \$1,494.

That Supervisor Meelan appoints himself as Town Police Commissioner at no salary.

That Shawn Occhipinti be appointed Full Time Police Officer and Administrative Officer of the Kirkland Police Department and the annual salary be \$54,523. Plus a stipend for Officer in Charge of \$7,000

That Joseph McCormick be appointed full time Police Officer and the annual salary be \$60,000.

That Horace Knight, Rex Mazur, Robert Roberts, Larre A. Harris Jr, Matthew Acee, David Humphries II, Brittany Pohoreskey, and Andrew Covell Jr., be appointed part-time Town Police Officers and the rate of pay be \$27.25 per hour.

That Robert Harris be appointed Building Inspector and Flood Control Officer, Zoning & Codes Enforcement Official and Fire Code Inspector and the annual salary be \$22,320.

That Michael Getnick be appointed Secretary and Counsel to the Zoning Board of Appeals and the annual salary be \$11,230.

That each Zoning Board of Appeals member be paid the annual salary of \$1,850.

That Melinda Albertine be appointed Secretary to the Planning Board and the annual salary be \$4,000

That Melinda Albertine be appointed Planning Coordinator and the annual salary be \$32,768.

That Matthew Albertine be appointed part-time Planning and Codes Clerk and the salary be \$15.45 per hour.

That Planning Board members be paid the annual salary of \$1,842. and Chairman \$2,282.

That the rate of pay for Transfer Station Attendant is not to exceed \$17.74 per hour.

Further, that Town officials be allowed a mileage allowance for use of personally owned automobiles used for Town business at the rate of 40 cents per mile.

That the Waterville Times be named the Town Official Newspaper and the Rome Sentinel as an alternate Town Official Newspaper.

That the two regular monthly meetings of the Town Board be held at 5:00 p.m. at the Town of Kirkland Municipal Building, 3699 State Route 12-B, Clinton, with the first regular meeting to be held the second Monday of each month except in the months of January, March, July, October and November.

That the National Bank and Trust Company be named Depository of Town Funds and that the Town Supervisor is authorized to sign contractual agreements with NBT, N. A. for all banking programs and purposes.

That salaries of Town Officials and employees shall be paid bi-weekly with the following exceptions:

--- Justice and Justice Clerks, Receiver of Taxes, Town Supervisor, Town Board members shall be paid monthly.

---Deputy Town Supervisor, Registrar of Vital Statistics and Deputy Registrar, Records Management, Historian and members of the Board of Assessment Review, Planning Board & Zoning Board of Appeals shall be paid annually.

Supervisor Meelan made Committee assignments for the year 2024 as follows:

HIGHWAY DEPT. LIAISON – Councilman Colarusso

RECREATION DEPT. LIAISON, ARENA & TOWN PARK – Councilwoman O'Neil

BUILDINGS & GROUNDS – Councilwoman Yando

FIRE LIAISON – Councilman Maxam/ Supervisor Meelan

SENIOR CITIZENS LIAISON– Councilwoman Yando  
SEWER LIAISON – Councilman Maxam  
SOLID WASTE (SWOCO) – Councilman Maxam  
PLANNING BOARD LIAISON– Supervisor Meelan and Councilman Colarusso  
INSURANCE – Supervisor Meelan

### **RESOLUTION #1**

Upon motion of Councilwoman Yando, seconded by Councilman Maxam and the following resolution was presented:

**RESOLVED**, that the Town Board approve the preceding appointments, salaries and directives.

Upon the roll call vote, all voted aye, none opposed and the resolution was declared adopted.

### **RESOLUTION #2**

Upon motion by Councilwoman O’Neil, seconded by Councilman Maxam the following resolution was presented:

**RESOLVED**, that the Town Board adopt the Cash Management and Investment Policy as printed in the Town of Kirkland Code Book.

Upon the roll call vote, all voted aye, none opposed and the resolution was declared adopted.

The Organizational Meeting was adjourned at 12:10 and the regular meeting was called to order by Deputy Supervisor Colarusso.

### **RESOLUTION #3**

Upon motion by Councilman Maxam, seconded by Councilwoman O’Neil, the following resolution was ADOPTED:

**RESOLVED**, that the Kirkland Town Board approve the minutes of December 27, 2023 as printed.

**Roll Call Vote:**

<u>NAME</u>	<u>VOTE</u>
Supervisor Robert J. Meelan	Absent
Councilman Garry F. Colarusso	Aye
Councilwoman Donna E. Yando	Abstain
Councilman Richard J. Maxam	Aye
Councilwoman Melanie L. O'Neil	Aye

**RESOLUTION #4**

Upon motion by Councilwoman Yando, seconded by Councilman Maxam, the following resolution was ADOPTED:

**RESOLVED**, that the Kirkland Town Board approve the appointment of Alma Lowry as Climate Smart Task Coordinator.

WHEREAS, Deputy Supervisor Garry Colarusso presented the name of Alma Lowry, a resident of the Town of Kirkland, forward to the Kirkland Town Board on January 2, 2024 for appointment as the Clinton-Kirkland Task Force Coordinator, pursuant to Department of Environmental Conservation for the State of New York to coordinate the activities of the Clinton-Kirkland Task Force with duties to include, but not limited to be chair of the task force; serve as liaison between the task force, the Supervisor of the Town and other officials; provide leadership to the task force to assist the community and the Town to build a climate-smart community; develop a plan for climate action; in concert with the Town implement the approved climate action plan; work with the community to inform and inspire environmentally responsible

actions; work with the community to engage in evolving climate action; and serve as a point of contact for the Climate Smart Communities Program.

NOW, THEREFORE, BE IT:

RESOLVED, pursuant to requirements of the Department of Environmental Conservation of the State of New York, and in consultation with and approval of the Town Board, Alma Lowry is hereby appointed Coordinator of the Clinton-Kirkland Climate Smart Community Task Force with duties to include, but not limited to be chair of the task force; serve as liaison between the task force, the Supervisor of the Town and other officials; provide leadership to the task force to assist the community and the Town to build a climate-smart community; develop a plan for climate action; in concert with the Town implement the approved climate action plan; work with the community to inform and inspire environmentally responsible actions; work with the community to engage in evolving climate action; and serve as a point of contact for the Climate Smart Communities Program.

**Roll Call Vote:**

<u>NAME</u>	<u>VOTE</u>
Supervisor Robert J. Meelan	Absent
Councilman Garry F. Colarusso	Aye
Councilwoman Donna E. Yando	Aye
Councilman Richard J. Maxam	Aye
Councilwoman Melanie L. O'Neil	Aye

GENERAL ORDER

Attorney Anthony Hallak – Absent  
Town Clerk Donna Maxam – No report

Highway Supt. Jon Scott – Absent, Councilman Colarusso – Roof is finished and so far no leaks!

Police Dept. - Administrative Officer Occhipinti – Absent

Building and Grounds Liaison Councilwoman Yando – No report

Recreation Liaison Councilwoman O’Neil – Had a great response to the Lights Around the Park

Seniors Liaison Councilwoman Yando – All is well

Sewer Liaison Councilman Maxam – No report

SWOCO Liaison Councilman Maxam – No meeting has been held yet this year

The monthly Safety Inspectors’ Reports and Animal Control Officer’s Reports were reviewed by the Town Board Members.

Steve Orvis, past Coordinator of the Climate Smart Taskforce, informed the Board of things that have been happening. There has been Heat Smart Education, a meeting regarding Climate adaptation, there was a table at the Farmers Market this past season and are planning a sustainable agricultural event. The Taskforce is also working to get points to achieve Bronze Certification.

There being no further business to come before the Town Board, upon motion by Councilwoman O’Neil, seconded by Councilwoman Yando, the meeting was adjourned at 12:19 p.m.

Donna B. Maxam, Town Clerk