

STATE OF NEW YORK  
ONONDAGA COUNTY  
TOWN OF CICERO

SS:

The Cicero Town Board held their Organizational Meeting on Friday, January 4, 2013 at 9:00 a.m. at the Cicero Town Hall, 8236 Brewerton Road, Cicero, NY 13039.

**PRESENT:** James Corl, Jr. Supervisor  
Jessica Zambrano, Councilor  
C. Vernon Conway, Councilor  
Tim Burtis, Councilor

**OTHERS PRESENT:** Tracy Cosilmon, Town Clerk  
Sharon Edick, Receiver of Taxes  
Jody Rogers, Director of Parks and Recreation  
Steve Procopio, Planning and Zoning  
Joseph Snell, Police Chief  
Ron DeTota, C & S Engineers  
Robert Germain, Germain & Germain, Town Attorney

**ABSENT:** Lynn Jennings, Councilor

Supervisor Corl read the following statement:

At this time please turn off your cell phones and indicated where the fire exits were in the event of an emergency.

The meeting was opened at 9:00 a.m. with the Pledge of Allegiance.

A moment of silence was observed in remembrance of our men and women serving in the Armed Forces in harms way.

**OFFICIAL RULES OF PROCEDURE – ROBERTS RULES OF ORDER:**

Supervisor Corl moved the adoption of a resolution that Roberts Rules of Order be the official rules of procedures at Town Board Meetings, subject to the Rules provided by Town law and like Statute which shall prevail (except that there shall be no second reading of resolutions at Town Board Meetings unless the same is requested, and that there shall be no votes taken when the question of a pending resolution is called unless an objection is stated to voting upon such resolution forthwith). Motion was seconded by Councilor Zambrano.

Ayes – 4 and Noes – 0. *Motion carried.*

**Supervisor Corl stated All Salaries set at this organizational meeting are effective January 1, 2013.**

**TOWN BOARD MEETING SCHEDULE**

Supervisor Corl moved the adoption of a resolution to designate the second and fourth Wednesday of the month for Regular Town Board Meetings to begin at 6:30 p.m. One Town Board Meeting for the months of July and August to be held on Wednesday, July 24, 2013 and Wednesday, August, 28, 2013. There will be no Regular Town Board Meeting on Wednesday, December 25, 2013. Motion was seconded by Councilor Burtis.

Ayes – 4 and Noes – 0. *Motion carried.*

**PROCUREMENT POLICY FOR THE TOWN OF CICERO**

Supervisor Corl moved the adoption of a resolution to continue using the current Procurement Policy the town has in place. Motion was seconded by Councilor Zambrano.

Ayes – 4 and Noes – 0. *Motion carried.*

**TOWN HALL BUSINESS HOURS**

Supervisor Corl moved the adoption of a resolution to establish the business hours at the Cicero Town Hall for 8:30 a.m. to 4:30 p.m., Monday through Friday. Motion was seconded by Councilor Zambrano.

Ayes – 4 and Noes – 0. *Motion carried.*

**TOWN HALL CLOSED – HOLIDAY SCHEDULE**

Supervisor Corl moved the adoption of a resolution to approve the 2013 Town Hall Holiday Schedule as follows:

January 1	Tuesday	New Years Day
January 21	Monday	Dr. Martin Luther King Jr. Day
February 18	Monday	Presidents Day
March 29	Friday	Good Friday
May 27	Monday	Memorial Day
July 4	Thursday	In observance of Independence Day
September 2	Monday	Labor Day
October 14	Monday	Columbus Day
November 11	Monday	Veteran’s Day (observed)
November 28	Thursday	Thanksgiving Day
November 29	Friday	In observance of Thanksgiving
December 24	Tuesday	In observance of Christmas Eve
December 25	Wednesday	Christmas Day

Non Union Employees:  
Three Floating Holidays and Three Personal Days at the discretion of Department Heads, for Full-time employees only.

Motion was seconded by Councilor Zambrano.

Ayes – 4 and Noes – 0. *Motion carried.*

**APPOINTMENTS BY SUPERVISOR**

Deputy Supervisor – Jessica Zambrano  
Secretary to Town Supervisor – Jolee Olszewski

**LIAISON ASSIGNMENTS**

Councilor Jennings – Parks & Recreation, Town Clerk  
Councilor Conway - Highway, Assessor, ZBA  
Councilor Burtis - Comptroller, Unions, Highway  
Councilor Zambrano – Zoning and Planning Department, Planning Board, Tax Receiver  
Supervisor Corl – Police, Justice Court, School Districts

**ENGINEER FOR THE TOWN**

Supervisor Corl moved the adoption of a resolution to retain C&S Companies as Town Engineer to perform such Special District, drainage and highway engineering and authorize Supervisor to enter into annual contracts with said firm as provided. Motion was seconded by Councilor Burtis.

Ayes – 4 and Noes – 0. *Motion carried.*

**TOWN PERSONNEL**

Supervisor Corl moved the adoption of a resolution to adopt the annual salaries for Town Personnel for 2013 as follows:

Supervisor	Jim Corl	\$44,053.00
Deputy Supervisor	Jessica Zambrano	\$10,462.00
Councilors	C. Vernon Conway	\$10,462.00
	Lynn Jennings	\$10,462.00
	Tim Burtis	\$10,462.00

Judges	Douglas DeMarche', Jr.	\$36,720.00
	David Bruffett, Jr.	\$36,720.00
Town Clerk	Tracy Cosilmon	\$43,480.00
Receiver of Taxes	Sharon Edick	\$49,125.00
Highway Superintendent	Chris Woznica	\$59,127.00

Motion was seconded by Councilor Zambrano.

Ayes – 4 and Noes – 0. *Motion carried.*

**APPOINTMENTS TOWN OFFICERS**

Supervisor Corl moved the adoption of a resolution to appoint the following Town Officers and salaries as follows:

Comptroller	Shirlie Stuart	\$60,154.85
Director of Youth Bureau, Parks & Recreation	Jody Rogers	\$63,399.87
Police Chief	Joseph Snell	\$70,495.68
Budget Officer	Jim Rowley	\$ 8,000.00

Motion was seconded by Councilor Zambrano.

Ayes – 4 and Noes – 0. *Motion carried.*

**2013 NYS ASSOCIATION OF TOWNS ANNUAL MEETING DELEGATE**

Supervisor Corl stated that due to budgetary constraints there will be no delegates or alternate delegate for 2013.

Supervisor Corl moved the adoption of a resolution to pay \$1,500.00 for the NYS Association of Towns annual dues. Motion was seconded by Councilor Burtis.

Ayes – 4 and Noes – 0. *Motion carried.*

**2013 BENEFIT ELIGIBILITY**

Councilor Zambrano moved the adoption of a resolution that the 2013 permanent part-time position must work 1040 hours per year to be eligible for part-time benefits and the 2013 full-time positions must work 40 hours per week to be eligible for full-time employee benefits. Motion was seconded by Councilor Burtis.

Ayes – 4 and Noes – 0. *Motion carried.*

**DIRECTOR OF PURCHASING**

Councilor Zambrano moved the adoption of a resolution to appoint Jolee Olszewski as the Director of Purchasing for the town. Motion was seconded by Councilor Conway.

Ayes – 4 and Noes – 0. *Motion carried.*

**APPOINTMENT OF PARK & RECREATION COMMISSION MEMBER**

Councilor Zambrano moved the adoption of a resolution to appoint Lori Lake-Toms as Chairperson to the Park & Recreation Commission, for a one year term, to expire on 12/31/2013. Motion was seconded by Councilor Conway.

Ayes – 4 and Noes – 0. *Motion carried.*

**GREATER CICERO COMMUNITY CONNECTIONS FOR YOUTH  
REAPPOINTMENT TO THE YOUTH BOARD 3 YEAR TERM  
AND THE CHAIRMAN TO A ONE YEAR TERM**

Councilor Zambrano moved the adoption of a resolution to appoint the following persons to the Greater Cicero Community Connections for Youth: Valerie DiFlorio Director for Diverse Learning and Student Support, Zondra Van der Walker, John Ginnan, Youth Pastor, Laurie Cook, Information Officer OCM Boces/NSCSD, for the term 1/1/13 to 12/31/15 and reappoint Vince Hollopeter as the 2013 Chairperson. Motion was seconded by Councilor Conway.

Ayes – 4 and Noes – 0. *Motion carried.*

**MISCELLANEOUS POSITIONS FOR THE TOWN**

Councilor Zambrano moved the adoption of a resolution to approve the following salaries for 2013:

Anthony Desimone	Bingo Inspector	\$ 4,647.00 per year
Thomas Mafri	Town Historian	\$ 500.00 per year
Paul Deischer	Board of Assessment Review Chairman	\$ 145.00 per occasion
Tonia Mosley	Planning Board Clerk	\$ 207.00 per occasion
Nancy Morgan	Zoning Board of Appeals Clerk	\$ 150.00 per occasion
C. Dawn Maurer	Parks & Recreation Comm. Clerk	\$ 80.00 per occasion
Lynette Wood	Board of Assessment Review Clerk	\$ 11.50/hour
Eloise Corbett	Clerk I	\$ 13.25/hour-max (538)
*Thomas Edick	Clerk I	\$ 13.77/hour
*Sharon Hollenbeck	Clerk I	\$ 13.77/hour

\*Max. 800 hours for both positions, scheduling discretion by the Tax Receiver

Motion was seconded by Councilor Conway.

Ayes – 4 and Noes – 0. *Motion carried.*

**2013 CITIZEN BOARD MEMBERS**

Councilor Zambrano moved the adoption of a resolution to approve the following Citizen Board member’s fees:

Zoning Board of Appeals/Ad-Hoc	\$100.00 per occasion
Planning Board	\$103.50 per occasion
Board of Assessment Review	\$ 93.15 per occasion

Motion was seconded by Councilor Burtis.

Ayes – 4 and Noes – 0. *Motion carried.*

**2013 BOARD OF ETHICS COMMITTEE**

Councilor Zambrano moved the adoption of a resolution to approve the following Board of Ethics members:

		<u>TERM</u>
Bill Bradley	6340 Asa Eastwood, Cicero, NY	12/31/17
Chuck Abbey	7959 Thompson Road, Cicero, NY	12/31/16
Dennis Cook	8132 Creekview Drive, Bridgeport, NY	12/31/15
Bill Stewart	5440 Jerome Street, Brewerton, NY	12/31/14
David Kirk	5961 Farrington Road, Cicero, NY	12/31/13

Motion was seconded by Councilor Conway.

Ayes – 4 and Noes – 0. *Motion carried.*

**APPROVAL OF TOWN CUSTODIAN AND PAYRATE**

Councilor Conway moved the adoption of a resolution to approve the custodial pay rate for Richard Boisey at the annual rate of \$13,405.00 for cleaning the town hall and at the annual pay rate of \$6,620.00 to clean the Senior Center. Motion was seconded by Councilor Zambrano.

Ayes – 4 and Noes – 0. *Motion carried.*

**APPROVAL OF POLICE AND HIGHWAY CUSTODIAN AND PAYRATE**

Councilor Conway moved the adoption of a resolution to approve the Police and Highway custodial cleaning contract with Imre Uhos, Blue Seal Janitorial at the annual rate of \$820.00 a month. Motion was seconded by Councilor Zambrano.

Ayes – 4 and Noes – 0. *Motion carried.*

**INVESTMENT FIRMS FOR THE TOWN**

Councilor Conway moved the adoption of a resolution to designate NY Class, J.P. Morgan Chase, M&T Bank and First Niagara as investment firms for the town. Motion was seconded by Councilor Burtis.

Ayes – 4 and Noes – 0. *Motion carried.*

**HEALTH AND DENTAL INSURANCE CARRIER**

Councilor Conway moved the adoption of a resolution to approve Excellus Simply Blue as the Town’s Health insurance carrier and Blue Cross/Blue Shield for dental coverage and each employee must pay contributions. Non Union employees will pay 8% and all others are pursuant to the Collective Bargaining Agreement. Motion was seconded by Councilor Zambrano.

Ayes – 4 and Noes – 0. *Motion carried.*

**OFFICIAL TOWN NEWSPAPER**

Councilor Conway moved the adoption of a resolution to designate the Star Review, as the official town newspaper with the Post Standard as an alternate. Motion was seconded by Councilor Zambrano.

Ayes – 4 and Noes – 0. *Motion carried.*

**2013 MILEAGE REIMBURSEMENT**

Councilor Zambrano moved the adoption of a resolution that all town employees using their own vehicles for town business shall be allowed a mileage reimbursement rate of 56.5 cents per mile, as adopted by the Internal Revenue Service, when authorized by the Town Board for such use during the year 2013. This amount is subject to change in the event that the Internal Revenue changes this amount. Motion was seconded by Councilor Burtis.

Ayes – 4 and Noes – 0. *Motion carried.*

**2013 PETTY CASH ALLOTMENTS**

The motion was made by Councilor Zambrano to approve the following petty cash allotments:

Town Clerk	Tracy Cosilmon	\$200.00 change bank
Highway Superintendent	Christopher Woznica	\$200.00 petty cash
Central Petty Cash	Jolee Olszewski	\$200.00 petty cash
Receiver of Taxes	Sharon Edick	\$250.00 change bank
Youth Bureau, Park & Recreation	Jody Rogers	\$200.00 petty cash
Court Clerk (Bruffett, Jr.)	Teresa Luke	\$150.00 change bank
Court Clerk (DeMarche’)	Michele Ottaway	\$150.00 change bank
Police Department	Joseph Snell	\$200.00 petty cash
Zoning/Planning Office	Shirlie Stuart	\$200.00 change bank

Motion was seconded by Councilor Burtis.

Ayes – 4 and Noes – 0. *Motion carried.*

**SIGNATURE AUTHORIZATION FOR OTHER CHECKS**

Councilor Burtis moved the adoption of a resolution to authorize all checks to require the signature of the Town Supervisor or Deputy Supervisor and the signature of the Comptroller or Deputy Comptroller. Motion was seconded by Councilor Zambrano.

Ayes – 4 and Noes – 0. *Motion carried.*

**PHOTO COPY FEE**

Councilor Zambrano moved the adoption of a resolution to approve charging \$.25 per page for photo copies. Motion was seconded by Councilor Zambrano.

Ayes – 4 and Noes – 0. *Motion carried.*

**COORDINATOR FOR HANDICAPPED REGULATIONS**

Councilor Conway moved the adoption of a resolution to appoint Steve Procopio as Coordinator for Handicapped Regulations. Motion was seconded by Councilor Zambrano.

Ayes – 4 and Noes – 0. *Motion carried.*

**APPOINT FREEDOM OF INFORMATION LAW  
RECORDS ACCESS OFFICER AND APPEALS OFFICER**

Councilor Burtis moved the adoption of a resolution to appoint Tracy Cosilmon Records Access Officer per Freedom of Information Law and Jody Rogers as the Appeals Officer. Motion was seconded by Councilor Zambrano.

Ayes – 4 and Noes – 0. *Motion carried.*

**NUISANCE ANIMAL CONTROL AND BACK UP DOG CONTROL SERVICES**

Councilor Burtis moved the adoption of a resolution to approve the 2013 Agreements between the Town of Cicero and Berry's Wildlife Control, to provide Nuisance Animal Control at an annual rate of \$1,000.00 . Patricia Richards or Jessica Fowler as backup dog control service in the absence of Barbara Chiarizia at the pay rate of \$15.00 per hour and for the Supervisor to Execute the Agreements. Motion was seconded by Councilor Zambrano.

Ayes – 4 and Noes – 0. *Motion carried.*

**APPROVAL FOR PLANNING BOARD CHAIRMAN AND PAY RATE**

Councilor Burtis moved the adoption of a resolution to reappoint Bob Smith, serving as Planning Board Chairman to his expiration date of 12/31/2013 at the pay rate of \$210.00 per occasion. Motion was seconded by Councilor Conway.

Ayes – 4 and Noes – 0. *Motion carried.*

**APPROVE PAYRATE FOR ZONING BOARD CHAIRMAN**

Councilor Burtis moved the adoption of a resolution to reappoint Gary Natali as ZBA member for the term 01/01/2013 through 12/31/2017 and serving as Chairman to the Zoning Board of Appeals for term 01/01/2013 to 12/31/2013 and approve the pay rate of \$190.00 per occasion. Motion was seconded by Councilor Conway.

Ayes – 4 and Noes – 0. *Motion carried.*

**APPROVE APPOINTMENT OF ZONING BOARD OF APPEALS ATTORNEY**

Councilor Burtis moved the adoption of a resolution to appoint Terry Kirwan as Attorney for the Zoning Board of Appeals at a pay rate of \$3,500.00 per year for 2013. Motion was seconded by Councilor Zambrano.

Ayes – 4 and Noes – 0. *Motion carried.*

**APPROVE SALARIES OF DESIGNATED APPOINTEES**

The following are appointments for 2013, which do not require Town Board approval:

Councilor Zambrano moved the adoption of a resolution to approve the following employee salaries for 2013, effective 01/01/2013.

Jolee Olszewski, Secretary to Supervisor	\$31,939.26
Bonnie Smith, Deputy Town Clerk	\$32,640.00
Sharon Krasowski, Deputy Receiver of Taxes	\$33,964.53
Michele Ottaway, Justice Clerk	\$35,995.72
Teresa Luke, Justice Clerk	\$35,995.72
Terri Walsh, Secretary to Highway Superintendent	\$33,464.17

**EMPLOYEE SALARIES 2013**

Councilor Zambrano moved the adoption of a resolution to approve the following Employee salaries for 2013, effective 01/01/2013:

Judy Dickson, Senior Center Coordinator	\$35,810.11
Deborah Cooley, Recreation Attendant	\$ 12.59 per hour-Max. 1040 hours
Nancy Noble, Recreation Attendant	\$ 12.28 per hour-Max. 1040 hours
Toni'Lyn Brauchle, Youth Services Coordinator	\$37,425.75
Diane Cellucci, Deputy Comptroller/Account Clerk 1	\$43,241.63
Angela Kleist, Clerk I (Police Dept.)	\$ 13.31 per hour - Max 1040 hours
Candy Chinn, Clerk I (Police Dept.)	\$ 12.00 per hour - Max 1040 hours
Susan Coppins, Clerk 1(Police Dept.)	\$ 13.31 per hour - Max 100 hours

Motion was seconded by Councilor Conway.

Ayes – 4 and Noes – 0. *Motion carried.*

**ALL UNION EMPLOYEE SALARIES**

All Union Employee Salaries are subject to current Teamsters, PBA and CSEA Contracts/Agreements.

**SENIOR ADVOCATE ASSIGNMENT**

Supervisor Corl moved the adoption of a resolution to appoint Katie Bloss, Catholic Charities, Neighborhood Advisor Program as Senior Advocate. Motion was seconded by Councilor Zambrano.

Ayes – 4 and Noes – 0. *Motion carried.*

**HAYLOR FREYER & COON AS BROKERS OF RECORD FOR THE TOWN**

Supervisor Corl moved the adoption of a resolution to appoint Haylor Freyer & Coon as Broker of Record for the Town of Cicero, for 2013. Motion was seconded by Councilor Burtis.

Ayes – 4 and Noes – 0. *Motion carried.*

**ESTABLISH TWO (2) BANK ACCOUNTS FOR JUDGE DAVID C. BRUFFETT, JR.**

Supervisor Corl moved the adoption of a resolution to establish two (2) bank accounts for Judge David C. Bruffett, Jr., one for fines and one for bail monies. Motion was seconded by Councilor Zambrano.

Ayes – 4 and Noes – 0. *Motion carried.*

Supervisor Corl stated that the next Town Board Meeting will be held on Wednesday January 9, 2013, at 6:30 p.m.

**ADJOURNMENT**

Motion was made by Supervisor Corl to adjourn the meeting.

Motion was seconded by Councilor Zambrano.

Ayes – 4 and Noes – 0. *Motion carried.*

There being no further business before the board, the meeting was adjourned at 9:33 a.m.

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Tracy M. Cosilmon  
Town Clerk