

**Town of Schroepfel  
Organizational Meeting  
January 9<sup>th</sup> 2024**

**Present:** Town Supervisor JoAnn Nazarian, Town Board Members Zachary Gelling, Thomas Millert, Matthew Notaro and Town Clerk Darlene Owens.

At 5:00 p.m. Nazarian called the meeting to order with the Pledge Allegiance.

Nazarian intruded the Town Board Members Zachary Gelling, Tom Millert, Matt Notaro Town Clerk Darlene Owens and Town Supervisor JoAnn Nazarian.

**SEQR Motion:**

Gelling made a **Motion** that all actions taken tonight are excluded, exempt or Type II actions for the purpose of the State Environmental Quality Review Law unless otherwise stated, seconded by Nazarian. All ayes: Gelling, Millert, Notaro and Nazarian.

**Supervisor' Yearly Appointments:**

Deputy Supervisor: Zachary Gelling  
Clerk to Supervisor: Tabled  
Budget Officer: JoAnn Nazarian  
Historian: Tabled

**Town Clerk's Yearly Appointment:**

Deputy Town Clerk: Michele Swidowski

**Highway Superintendent Yearly Appointment:**

Deputy Highway Superintendent: Chad Jewell

**Receiver of Taxes Yearly Appointment**

Deputy Receiver of Taxes: Michele Swidowski

**Marriage Officer** JoAnn Nazarian & Zachary Gelling

Motion: Nazarian      Seconded: Gelling

**Town Board Appointments:**

Liaison to Community Services: Millert	(Yearly)
Liaison to Ethics Board: Millert	(Yearly)
Liaison to Fire Departments: Gelling	(Yearly)
Liaison to Highway Department: Nazarian	(Yearly)
Liaison to Building & Grounds: Millert	(Yearly)
Liaison to Planning Board: Millert	(Yearly)
Liaison to Village of Phoenix: Gelling	(Yearly)
Liaison to ZBA: Notaro	(Yearly)
Liaison to the Town Engineer: Nazarian	(Yearly)
Liaison to Assessor: Nazarian	(Yearly)
Motion: Nazarian      Second: Gelling	All aye; Gelling, Millert, Notaro and Nazarian.
Town Counsel: Graham Seiter	(Yearly)
Motion: Nazarian      Second: Gelling	All aye; Gelling, Millert, Notaro and Nazarian.
Town Engineer C2AE & C&S and Barton & Loguidice,	(Yearly)
Motion: Nazarian      Second: Gelling	All aye; Gelling, Millert, Notaro and Nazarian.

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Comptroller: Brenda Weissenberg  
Motion: Nazarian      Second: Gelling      All aye; Gelling, Millert, Notaro and Nazarian.

Clerk to Comptroller: Desiree Salvagni      (Yearly)  
Motion: Nazarian      Second: Gelling      All aye; Gelling, Millert, Notaro and Nazarian.

Deputy Registrar of Vital Stats. Michele Swidowski  
Motion: Nazarian      Second: Gelling      All aye; Gelling, Millert, Notaro and Nazarian.

Records Management Officer: Darlene Owens      (1 Year Term)  
Motion: Nazarian      Second: Gilling      All aye; Gelling, Millert, Notaro and Nazarian.

Highway Clerk: Pamela Najdul      (Yearly)  
Motion: Nazarian      Second: Gelling      All aye; Gelling, Millert, Notaro and Nazarian.

Justice Clerk: Christina Mitchelson      (Yearly)  
Motion: Nazarian      Second: Gelling      All aye; Gelling, Millert, Notaro and Nazarian.

Justice Clerk: Diane Breene      (Yearly) 2<sup>nd</sup> Clerk  
Motion: Nazarian      Second: Gelling      All aye; Gelling, Millert, Notaro and Nazarian.

Head of Buildings and Grounds: Ken Thomas      (Yearly)  
Motion: Gelling      Second: Millert      All aye; Gelling, Millert and Notaro. Abstain Nazarian.

Community Services Coordinator: Tabled      (Yearly)  
Motion: \_\_\_\_\_      Second: \_\_\_\_\_      All aye; Gelling, Millert, Notaro and Nazarian.

Custodian of Fixed Assets: Ken Thomas      (Yearly)  
Motion: Gelling      Second: Millert      All aye; Gelling, Millert and Notaro. Abstain Nazarian.

Dog Control Officer: Harry Hankey Jr.      (Yearly)  
Motion: Nazarian      Second: Gelling      All aye; Gelling, Millert, Notaro and Nazarian.

Assistant Dog Control Officer: Eileen Hankey      (Yearly)  
Motion: Nazarian      Second: Gelling      All aye; Gelling, Millert, Notaro and Nazarian.

Constables:  
Harry Hankey Jr., / DCO, Mike Wood, Mitchell Eastman, Lee Dusharm, Herb Hawker, Luis Maxwell, Megan Smith, Daniel Gibbs, Micheal York, Robert Pellegrino, Peter Kelley (reserve) and Michael Morrison (park).  
(Yearly)

Motion: Nazarian      Second: Gelling      All aye: Gelling, Millert, Notaro and Nazarian.

**Planning Board Appointments**

**Planning Board Appointments** Planning Board: Chairman Don Clark      (1 Year Term)

Planning Board: Don Clark      (7 Year Term)      exp. (2030)  
Planning Board: Chairman Don Clark      (1 Year Term)  
Planning Board Secretary: Leslie Orman      (1 Year Term)  
Planning Board Alternate: David Mosher      (1 Year Term)

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Motion: Nazarian      Second: Gelling      All aye; Gelling, Millert, Notaro and Nazarian.

**Zoning Board of Appeals Appointments**

Zoning Board of Appeals: Robert Morrow      (exp. 2027) 5 Year Term  
Zoning Board Chairperson: Doug Deeb      Yearly  
Zoning Board of Appeals – Nick Hoyt      Alternate: (Yearly)  
Zoning Board Secretary – Michele Swidowski      (1 Year Term)

Motion: Nazarian      Second: Gelling      All aye; Gelling, Millert, Notaro and Nazarian.

**Board of Assessment Review Appointments**

Board of Assessment Review: Robert Loreman      09/30/2028  
Motion: Nazarian      Second: Gelling      All Ayes; Gelling, Millert, Notaro and Nazarian.

Board of Assessment Review  
Motion: \_\_\_\_\_      Second: \_\_\_\_\_      All Ayes;

**Board of Ethics Appointments**

Board of Ethics: Janice Johst      Chairperson (1 Year term)

Board of Ethics: \_\_\_\_\_      exp. 2028      (5 year Term)  
Board of Ethics: Gail Quaco      exp. 2028      (5 Year term)

Motion: Nazarian:      Second: Gelling      All aye; Gelling, Millert, Notaro and Nazarian.

Official Newspaper: Sample News Groups - Valley News, Oswego County Weeklies and Palladium Times (Yearly)  
Motion: Nazarian      Second: Gelling      All aye; Gelling, Millert, Notaro and Nazarian.

Official Depository: M & T Bank      (Yearly)  
Motion: Nazarian      Second: Gelling      All aye; Gelling, Millert, Notaro and Nazarian.

**Meeting Dates:**

Official meeting dates for the Town Board will be set as the second and fourth Tuesday of the month. Meetings will start at 6:00 p.m. and will be posted as needed. The Town Board may change the location and dates. Town Board Meeting will be in the Court Room. The dates are as follows:

January 9 <sup>th</sup> and 23 <sup>rd</sup>	May 14 <sup>th</sup> and 28 <sup>th</sup>	September 10 <sup>th</sup> and 24 <sup>th</sup>
February 13 <sup>th</sup> and 27 <sup>th</sup>	June 11 <sup>th</sup> and 25 <sup>th</sup>	October 8 <sup>th</sup> and 22 <sup>nd</sup>
March 12 <sup>th</sup> and 26 <sup>th</sup>	July 9 <sup>th</sup> and 23 <sup>rd</sup>	November 12 <sup>th</sup> and 26 <sup>th</sup>
April 9 <sup>th</sup> and 23 <sup>rd</sup>	August 13 <sup>th</sup> and 27 <sup>th</sup>	December 10 <sup>th</sup>

Motion: Nazarian      Second: Gelling      All aye; Gelling, Millert, Notaro and Nazarian.

**2024– Holiday List:**

Martin L. King Day 01/15/24 Mon	Independence 07/04/24 Thurs	Veterans Day 11/11/24 Mon
President’s Day 02/19/24 Mon	Labor Day 09/02/24 Mon	Thanksgiving Day 11/28/24 Thurs
Memorial Day 05/27/24 Mon	Columbus Day 10/14/24 Mon	Christmas Day 12/25/24 Wed
Juneteenth Day 06/19/24 Wed	Election Day 11/05/24 Tues	New Year’s Day 01/01/25 Wed

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Motion: Nazarian      Second: Gelling      All aye; Gelling, Millert, Notaro and Nazarian.

**Vouchers:**

All vouchers will be reviewed by the Town Comptroller, the Town Supervisor. Abstracts are to be e-mailed to the Board Member and Board Members are to reply that they have received the abstract.

Motion: Nazarian      Second: Gelling      All aye; Gelling, Millert, Notaro and Nazarian.

**Official Undertaking:**

Employees of the Town of Schroepel are bonded for 100,000.00 per claim except for the following:  
Highway Superintendent \$150,000.00 and Receiver of Taxes: \$500,000.00. (Attached to minutes)

Motion: Nazarian      Second: Gelling      All aye; Gelling, Millert, Notaro and Nazarian.

**Polling Places for 2024:**

- District #1 – Town of Schroepel Town Hall
- District #2 – Town of Schroepel Town Hall
- District #3 – Town of Schroepel Town Hall
- District #4 – Pennellville United Methodist Church
- District #5 – Pennellville United Methodist Church

Motion: Nazarian      Second: Gelling      All aye; Gelling, Millert, Notaro and Nazarian.

**Policies:**

Each Department will receive a copy of their departmental balances (Comparison Budget) from the Comptroller for the end of each month, therefore, if a department needs something and the money **is not** available in their budget, they will need prior Board approval before purchases are made. There will be no more purchases of any items and then come to the Board for their approval and automatically expect payment.

Funds have been put into budgets for schooling and conferences. All departments have Board approval to attend so long as the money is in their budget and the schooling or conference is department related.

No personal vehicles are to be parked in the Town Building.

Each Department Head will be required to submit a **written via email only** Departmental Report **each and every month**; email should be submitted to each of the Board Members, the Town Clerk and the Clerk to the Supervisor.

Members of the public shall be permitted to address the Town Board when recognized by the Town Supervisor for the Town Board Meeting. In no event may any such person speak on one occasion for more than **three (3) minutes** unless the Town Board approves.

Constables on Court duty are to be paid a minimum of three (3) hours a time.

Mileage Rates as of January 2024 will be .67 cents. Mileage vouchers will be turned in monthly or by the end of the next month otherwise mileage will be forfeited back to the Town.

Anyone wishing to have something placed on the agenda for the Town Board Meetings, except Town Board Members must submit information to the Town Clerk or Supervisor and or Town Board members, who will then copy the Town Board Members, on or before the Friday prior to the scheduled Town Board meetings of the month.

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Exceptions are at the discretion of the Town Supervisor. A form will also be put on the website for residents and employee's that wishes to speak to the Town Board at the meeting.

A copy of any and all request, reports and or paperwork submitted to the Town Board Members for action to be taken at a Town Board Meeting must also be submitted to the Town Clerk.

Return Check Fee charge will be set at \$20.00 (Twenty) above the banks charge for all departments.

Nazarian made the **Motion** to accept every policy from the Return Check fee up seconded by Gelling. All aye; Gelling, Millert, Notaro and Nazarian.

Petty Cash amounts for departments are set as follows:

Assessor / Code Enforcement:	\$ 50.00	Justice Department:	\$ 150.00	Clerk to Comptroller:	\$250.00
Buildings & Grounds:	\$ 200.00	Receiver of Taxes:	\$ 250.00	Highway Department	\$200.00
Community Services:	\$ 200.00	Town Clerk:	\$ 250.00		

Motion: Nazarian                      Second: Gelling                      All aye; Gelling, Millert, Notaro and Nazarian.

**Salaries and Hourly Rates for 2024:**

**Elected Officials:**

<b><u>Name:</u></b>	<b><u>Title:</u></b>	<b><u>Yearly Rate:</u></b>
JoAnn Nazarian	Town Supervisor	\$ 18,006.47
Zachery Gelling	Councilman	\$ 3,949.58
Thomas Millert	Councilman	\$ 3,949.58
Matthew Notaro	Councilman	\$ 3,949.58
	Councilman	<u>\$ 3,949.58</u>
	Town Board Total:	\$ 33,804.79
Darlene M Owens	Town Clerk / Records Management Officer and Registrar of Vital Statistics	\$ 38,950.00
Jeffery Jones	Highway Superintendent	\$ 70,713.00
Steven Kempisty	Town Justice	\$ 15,154.40
Michael Trask	Town Justice	<u>\$ 15,154.40</u>
	<b>Total Justice:</b>	<b>\$ 30,308.80</b>
Ryan Wood	Receiver of Taxes	\$ 18,190.01

Motion: Nazarian                      Second: Gelling                      All aye; Gelling, Millert, Notaro and Nazarian.

**Salary Employees:**

<b><u>Name:</u></b>	<b><u>Title:</u></b>	<b><u>Yearly Rate:</u></b>
Brenda Weissenberg	Comptroller	\$ 19,297.69
Brenda Weissenberg	Budget Officer Asst. (Yearly)	\$ 5,202.34
Harold Henty	Assessor	\$ 18,000.00
_____	Community Services Coordinator	\$ 19,500.00
Vickey Morrison	Clerk to Assessor / Code Enforcement (832 hours for each)	\$ 32,248.32
_____	Clerk to the Supervisor	\$ 4,524.00

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Desiree Salvagni	Clerk to Comptroller (1040 hours)	\$ 19,344.00
Desiree Salvagni	Water Clerk 1	\$ 3,126.00
Christina Mitchelson	Court Clerk	\$ 43,570.80
_____	Historian	\$ 780.45
Harry Hankey Jr.	Animal Control	\$ 21,095.77
Eileen Hankey	Animal Control Asst. (450)	\$ 6,750.00
Patrick Dolan	Codes Part Time	\$ 23,900.00
Don Clark	Planning Director of Community Development	\$ 12,000.00

Motion: Nazarian                      Second: Gelling                      All aye; Gelling, Millert, Notaro and Nazarian.

**Hourly Employees:**

<b><u>Name:</u></b>	<b><u>Title:</u></b>	<b><u>Hourly Rate:</u></b>
Chip Thomas	Buildings and Grounds	\$ 22.50
Michele Swidowski	Deputy Town Clerk (520 Hours)	\$ 16.50
Michele Swidowski	Deputy Tax Receiver up to (300) hours	\$ 16.50
Diane Breen	Clerk to the Justices (624 Hours)	\$ 18.16
Jack Haven	Clerk to Justice (6 hours) a month	\$ 15.00
Pamela Najdul	Highway Secretary (520 Hours)	\$ 16.50
Douglas Shaffer	Building & Grounds (1040 Hours)	\$ 16.50
_____	Building & Grounds PT Summer (400)	\$ 16.00
_____	Asst. Coordinator / Soccer Coordinator	\$ 6,500.00
_____	Arts & Craft Instructure (100 hours) \$16.50	\$ 1,650.00
_____	Park Coordinator (100 hours) \$16.20	\$ 1,650.00
_____	Comm Services Asst. Coordinator (288 Hours) @16.50	\$ 4,752.00
Constables PT – Park	100 Hours @ 22.50	\$2,250.00
Constables PT – Court	373 Hours @ 22.50	\$8,392.00

**Board of Assessment**

Robert Loreman	09/30/2028	Board of Assessment Review Member	\$100.00 Total
Laurie Ennis	09/30/2024	Board of Assessment Review Member	\$100.00 Total
Randy Polmanteer	09/30/2025	Board of Assessment Review Member	\$100.00 Total
Adriana Armstrong	09/30/2027	Board of Assessment Review Member	\$100.00 Total
_____	09/30/2026	Board of Assessment Review Member	\$100.00 Total

Nazarian made the **Motion** to approve the salaries and hourly rate seconded Gelling aye; All aye; Gelling, Millert, Notaro and Nazarian.

**Highway Workers:**

**Highway Payroll**

<b><u>Name:</u></b>	<b><u>Title:</u></b>	<b><u>Hourly Rate: *See Union Contract*</u></b>
Chad Jewell	Deputy Highway Superintendent – Foreman / MEO	\$ 30.04 +\$.30 Longevity
Brian Dailey	Highway Worker Medium Equipment Operator	\$ 28.14 probationary
Travis Baum	Highway Worker – Medium Equipment Operator	\$ 28.64 + \$.10 Longevity
Matthew Lenway	Highway Worker – Medium Equipment Operator	\$ 28.64 + \$.10 Longevity 1/18/24
Matthew Jones	Highway Worker – Medium Equipment Operator	\$ 28.64
Tyler Redhead	Highway Worker – Medium Equipment Operator	\$ 28.64
Scott Trask	Highway Worker – Medium Equipment Operator	\$ 28.04 + \$.40 Longevity
Clifford Hoyt Jr.	Highway Worker – HEO/Mechanic, NYS Inspect. Cert.	\$ 29.54 + \$.15 Longevity

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Chris Harvey Highway Worker – HEO \$ 29.04

Longevity pay will be issued as follows:

- 0 to 3 years - \$0
- 3 to 5 years - \$.10
- 5 to 10 years - \$.15
- 10 to 15 years - \$.20
- 15 to 20 years - \$.30
- 20 + years - \$.40

Highway Worker – Seasonal / Sub \$ 20.00

Douglas Shaffer, Chip Thomas, Jeff Barley, Chuck Baum, Jason Moss and Jedi Jewell.

Motion: Nazarian Second Gelling All aye; All aye; Gelling, Millert, Notaro and Nazarian.

**Planning Board:**

Donald Clark	Yearly	Planning Board Chairman	\$200.00 per meeting
Donald Clark	(2030)	Planning Board Member	
Robert Loreman	(2029)	Planning Board Member	\$100.00 per meeting
Peter Stancampiano	(2028)	Planning Board Member	per person
Lee Goodman	(2027)	Planning Board Member	(7 year Term exp. 2027)
Regina Drumm	(2026)	Planning Board Member	Total 10 Meetings
Gordon Walts Jr.	(2025)	Planning Board Member	
William MacDonald	(2024)	Planning Board Member	
Dave Mosher	Alternate	Planning Board Member	
Leslie Orman		Planning Board Secretary	(\$100.00 per Meeting Held)

Motion: Nazarian Second: Gelling All aye; Gelling, Millert, Notaro and Nazarian.

**ZBA:**

Douglas Deeb	Yearly	Zoning Board of Appeals Chairman	\$240.00 per meeting
Douglas Deeb	(2028)	Zoning Board of Appeals Member	(exp. 2023)
Jason Connolly	(2025)	Zoning Board of Appeals Member	\$100.00 per meeting
Ronald Johst	(2025)	Zoning Board of Appeals Member	per person 4 meetings total
Robert Morrow	(2027)	Zoning Board of Appeals Member	
Timothy Dunnigan	(2026)	Zoning Board of Appeals Member	
Nicklaus Hoyt	Alternate	Zoning Board of Appeals Member	
Michele Swidowski		Zoning Board of Appeals Secretary	(\$100.00 per Meeting Held)

Motion: Nazarian Second: Gelling All aye; Gelling, Millert, Notaro and Nazarian.

**Constables:**

3 Hour Minimum  
4 Hour Minimum for DA Night

Michael Wood	Constable	\$ 22.50
Peter Kelley (Reserve)	Constable	\$ 22.50
Harry Hankey Jr.	Constable / DCO	\$ 22.50
Mitch Eastman	Constable	\$ 22.50
Lee Dusharm	Constable	\$ 22.50
Herb Hawker	Constable	\$ 22.50
Michael Morrison (Park)	Constable	\$ 22.50
Luis Maxwell	Constable	\$ 22.50

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Megan Smith	Constable	\$ 22.50
Daniel Gills	Constable	\$ 22.50
Michael York	Constable	\$ 22.50
Robert Pellegrino	Constable	\$ 22.50

**Motion:** Nazarian      **Second:** Gelling      All aye; Gelling, Millert, Notaro and Nazarian.

**2024 Fire Contracts:**

2024 Fire Protection Contracts for Fire Protection District No. 1 –in the amount of Two Hundred Eighty Two Thousand Seven Hundred and Sixty Eight Dollars and Twenty Six Cents (\$282,768.26); Fire Protection District No. 2 –in the amount of Two Hundred Thirty One Thousand Four Hundred and Ninety Seven Dollars and Ninety Seven Cents (\$231,497.97) and Fire Protection District No. 3 – in the amount of One Hundred Eighty Four Thousand One Hundred Twenty Four Dollars and Five Cents (\$184,124.05) as prepared and submitted by Town Clerk Darlene Owens. Attached to Minutes

Motion: Nazarian      Second: Gelling      All aye; Gelling, Millert, Notaro and Nazarian.

Gelling made the **Motion** to give JoAnn Nazarian delegated Authority in order to keep the town running from day to day seconded by Millert. All aye; Gelling, Millert and Notaro. Abstain Nazarian.

**Justice Audit**

Nazarian said Pursuant to the Uniform Justice Court Act 2019-a the Justice Audit has to be done yearly and the records and dockets are ready to be audited. Nazarian made the **Motion** for Justice Dockets & Records to be seconded by Gelling. All aye; Gelling, Millert, Notaro and Nazarian. (Attached to minute)

**Town Insurance**

Nazarian made the **Motion** to accept Haylor, Freyer & Coon Town Insurance Policy 2024 for the year in the amount of \$70,740.18 seconded by Gelling. All aye; Gelling, Millert, Notaro and Nazarian. (Attached to minutes)

**2024 Tax Bills**

Nazarian said 2024 tax bills there is a line items for outside the Village General which there was a substantial increase over 600 percent for that line item 2022, 2023, 2024 substantial increase in salt and we went over in the budget and had to borrow from the General Fund and now we have to pay it back.

At 5:32 Nazarian made the **Motion** to adjourn the Meeting seconded by Gelling. All aye; Gelling, Millert, Notaro and Nazarian.

Respectfully submitted,

Darlene M. Owens  
Town Clerk