

AGENDA  
ORGANIZATIONAL MEETING FOR 2014

CALL TO ORDER

PLEDGE OF ALLEGIANCE

PUBLIC SWEARING-IN CEREMONY:

LISA DELL, TOWN CLERK (by Town Justice Mantione)  
ROMAN DIAMOND, TOWN COUNCILOR (By Town Clerk Lisa Dell)  
EUGENE DINSMORE, HIGHWAY SUPERINTENDENT (By Town Clerk Lisa Dell)  
ROBERT GERACI, TOWN COUNCILOR (By Town Clerk Lisa Dell)

SUPERVISOR COMMENTS - explanation of meeting protocol

\*\*\*\*\*

APPOINTMENTS

SUPERVISOR'S COMMITTEES

Finance & Personnel: Responsible for matters involving budget & appropriations, tax collection, insurance, employee actions & relations, special districts, and others matters deemed appropriate by the Supervisor.

Committee Members: Chair David Rahrle, Ann Smiley, Melinda Shimer, John Salisbury and Daniel Boccardo.

Government Affairs: Responsible for matters involving internal governmental affairs and internal consolidation of services, town fees, and others matters deemed appropriate by the Supervisor.

Committee Members: Chair- Tim Wolsey, John Salisbury, Lisa Dell, Roman Diamond

Highway: Responsible for matters involving Highway, Town Engineer, and others matters deemed appropriate by the Supervisor.

Committee Members: Chair- Andy Reeves, Gene Dinsmore, Melinda Shimer, and 1 MEO from highway (to be appointed)

Safety, Building & Grounds: Responsible for matters involving physical building, services, and Systems, Justice, Codes, internal safety and security, dog control, abandoned buildings and other matters deemed appropriate by the Supervisor.

Committee Members: Chair- Dan Boccardo, Karen Rice, Al Yager, Tim Wolsey

Consumer Affairs: Responsible for matters involving Senior Citizen Center, cable television franchise, information and technology/web site, and other matters deemed appropriate by the Supervisor.

Committee Members: Chair -Tony Burkinshaw, John Salisbury, Bob Geraci, Dan Boccardo

Fire & Public Safety: Local fire protection

Representatives to Public Safety Committee: Fred Allen, Bob Geraci, Roman Diamond

Parks and Recreation:

Committee Members: Chair-Ann Smiley, Tony Burkinshaw, John Salisbury

Municipal Agreements, Consolidation, Collective Bargaining, Real Property Transactions

Committee Members: John Salisbury, Andy Reeves, Town Attorney

**1. OTHER APPOINTMENTS FOR ONE-YEAR TERM EXPIRING DECEMBER 31, 2014:**

A. BY SUPERVISOR, John A. Salisbury

Melinda Shimer, Deputy Supervisor  
Bonnie Kisselstein, Historian  
David J. Rahrle, Budget Officer  
Robin McIntyre, Secretary to the Supervisor  
Robert Geraci, Representative to Canton Woods Board of Directors  
Dan Boccardo, Bookkeeper to Supervisor, also responsible for Security System, Computer Network, Website, HVAC System, and Telephone System.

B. BY TOWN CLERK, Lisa Dell:

Elaine McMahon, Deputy Town Clerk, full time, full benefits  
Terrie L. Massaro, Deputy Town Clerk, part time, part time benefits

C. BY HIGHWAY SUPERINTENDENT, Eugene Dinsmore:

Full time, full benefits  
Jonathan Butler, MEO  
Bruce R. Cook, MEO  
John Gilbert, MEO  
Albert J. Markham, MEO  
David Power, MEO  
Steven J. Power, MEO  
John A. Lathrop, MEO  
Dan Parrish, MEO  
Richard W. Schader, MEO

Full time/Seasonal, full benefits (November 15 – April 15)  
Robert Lathrop, Laborer

Part time/Seasonal  
Charles E. Claver, Laborer  
Jason Hahn, Laborer  
James Lee, Laborer  
Anthony P. McEwen, Laborer  
Harvey R. Weller, Laborer  
Bill Brotherton, Laborer  
Tony Albanese, Laborer  
Edward Calkins, Laborer  
Kristopher Pierce, Laborer

\*\*\*\*\*

**TOWN BOARD APPOINTMENTS**

**RES. #1/2014** Motion by \_\_\_\_\_, Second by \_\_\_\_\_

**RESOLVED** that the following appointments be made for 2014:

1. Parks & Recreation Dept., one-year appt., term exp. 12/31/14
  - A. Full Time: Robert Lathrop, Labor Crew Leader, full benefits ( April 16- November 14)
  - B. Seasonal p/t: Mary Lathrop, Laborer  
James Lee, Part Time Laborer
  
2. Full time, with full benefits, one-year appt. except as otherwise noted

Karen A. Rice: Clerk to Planning Board (These three positions constitute one full time  
Clerk to Zoning Board of Appeals position with full  
Clerk I to Codes Enforcement Officer) benefits for Karen Rice.)  
Cindy Halstead, Assessment Clerk, Assessor's Office  
Ann M. Smiley, Recreation Director  
Anthony Burkinshaw, Senior Recreation Leader  
Julie Nicolini, Administrative Aid, Assessor's Office  
Allen J. Yager, Town Engineer, 2 year term (to expire 12/31/14)  
David J. Rahrle, Comptroller, 2 year term (to expire 12-31-15)  
Daniel Boccardo, Dog Control Officer/Bookkeeper to Supervisor
  
3. Other Annual Appointments

Lisa Dell, Records Management Officer
  
4. Part time, maximum 20 hours per week

Nancy Mott, Account Clerk  
Gregory Payne, Data Collector, Assessor's Office  
Brandy Litterbrant, Maintenance
  
5. Part time, maximum 25 hours per week

Dan Boccardo, Dog Control Officer  
Cindy Rahrle, Secretary to Highway Superintendent  
Patricia Maguire, Clerk to Town Justice  
Shannon Priest, Clerk to Town Justice  
Edward Barlow, Bingo Inspector

Charles McAuliffe, Water Meter Reader  
Karen A. Rice, Clerk to Zoning/Planning Ad Hoc Committee

6. Part Time as needed  
Richard Billings, Dog Control Officer  
Elizabeth Nardelli, Deputy Receiver of Taxes  
Ronald E. Patchett, Codes/Zoning Clerk  
Michael Stock, Sexton, Cemeteries
8. Planning Board Member, 7 year term:  
Joanne Daprano, term to expire 12/31/20
9. Zoning Board of Appeals Member, 5-year term:  
Frank Costanzo, 5-year term to expire 12/31/18
10. Chairpersons of Boards/Commissions:
  - a. Zoning Board of Appeals: Lawrence M. Ordway
  - b. Parks & Recreation Commission: Robert Ellis
  - c. Planning Board: Frederick Allen
11. Appointments to positions with NO additional compensation:  
Assessor for Dog Damage to Domestic Animals: Dan Boccardo  
Cemetery Administrator: Lisa Dell  
Handicapped Parking Permits Administrator: Lisa Dell  
Records Access Officer (F.O.I.L): Dan Boccardo  
F.O.I.L. Appeals Officer: John A. Salisbury

\*\*\*\*\*

**SALARIES AND HOURLY RATES FOR 2014**

**RES. #2/2014** Motion by \_\_\_\_\_, Second by \_\_\_\_\_

**RESOLVED** that the rates of pay for 2014 be set as follows:

| <b><u>A. HOURLY RATES:</u></b>               | <b><u>PER HOUR</u></b> | <b>+</b> | <b><u>STIPEND</u></b> |
|--|------------------------|----------|-----------------------|
| Gregory Payne, Data Collector                | \$14.55                |          |                       |
| Robin McIntyre, Secretary to Supervisor      | \$14.55                |          |                       |
| Elizabeth Nardelli, Deputy Rec. of Taxes     | \$16.08                |          |                       |
| Shannon Priest, Clerk to Town Justice        | \$15.55                |          |                       |
| Patricia Maguire, Clerk to Town Justice      | \$15.55                |          |                       |
| Dan Boccardo, Dog Control Officer/Bookkeeper | \$16.25                |          |                       |
| Richard Billings, Dog Control Officer        | \$15.00                |          |                       |
| Ronald Patchett, Codes/Zoning Clerk          | \$14.60                |          |                       |
| Mary Lathrop, Laborer/Park                   | \$12.60                |          |                       |
| Michael Stock, Sexton                        | \$13.58                |          |                       |
| David Power, MEO                             | \$20.50                |          | \$ 300.00             |
| Albert J. Markham, MEO                       | \$20.50                |          | \$1,400.00            |
| Bruce R. Cook, MEO                           | \$20.50                |          | \$1,400.00            |
| Steven J. Power, MEO                         | \$20.50                |          | \$1,400.00            |
| Richard W. Schader, MEO                      | \$20.50                |          | \$1,050.00            |
| John Gilbert, MEO                            | \$20.50                |          | \$ 300.00             |
| Charles E. Claver, Laborer                   | \$14.54                |          |                       |
| Jonathan Butler, MEO                         | \$20.50                |          | \$ 300.00             |
| John Lathrop, MEO                            | \$20.50                |          | \$ 300.00             |
| Robert Lathrop, Labor Crew Leader, Laborer   | \$17.09                |          |                       |

|  |         |
|--|---------|
| Tony Albanese, Laborer                 | \$14.54 |
| Anthony P. McEwen, Laborer             | \$14.54 |
| Bill Brotherton, Laborer               | \$14.54 |
| Danny D. Parrish, MEO                  | \$20.50 |
| Jason Hahn, Laborer                    | \$14.54 |
| Harvey R. Weller, Laborer              | \$14.54 |
| James Lee, Laborer                     | \$14.54 |
| Edward Calkins, Laborer                | \$13.54 |
| Kristopher Pierce, Laborer             | \$13.54 |
| Assessment Board of Review Members     | \$16.00 |
| Assessment Board of Review Chairperson | \$19.00 |
| Nancy Mott, Account Clerk              | \$15.55 |
| Cindy Rahrle, Secy. to Hwy. Supt.      | \$15.55 |
| Brandy Litterbrant, Janitor            | \$12.60 |
| Terrie L. Massaro, Deputy Town Clerk   | \$15.55 |

**B. PER MEETING (OR EVENT) RATES:**

**PER MEETING**

|  |   |
|--|---|
| Edward Barlow, Bingo Inspector                   | \$30.00 per inspection                        |
| Michael Stock, Sexton                            | \$525.00 per burial                           |
| "    "    "                                      | \$725.00 burial off-season (Nov.15-April 1)   |
| "    "    "                                      | \$725.00 burial - weekends                    |
| "    "    "                                      | \$100.00 burial of ashes                      |
| Planning Board members                           | \$ 50.00 per meeting                          |
| Zoning Board of Appeals members                  | \$ 50.00 per meeting                          |
| Charles McAuliffe, Water Meter Reader            | \$ 2.00 per meter per qtr. for reading        |
| "    "    "                                      | \$ 12.85 per hr. for extra services requested |
| Karen Rice, Clerk to ZBA, Planning, Ad Hoc       | \$100.00 per meeting                          |
| Catherine Thompson, Clerk to Public Safety Comm. | \$50.00 per meeting                           |
| Richard Billings, Dog Control Officer            | \$125.00 per dog                              |

**C. SALARIES:**

**PER YEAR**

**STIPEND**

|   |  |            |
|---|--|------------|
| Allen Yager, Town Engineer (40 hrs. p/wk.)    | \$ 90,000.00 (term to expire 12/31/14) |            |
| Bonnie Kisselstein, Historian                 | \$ 850.00                              |            |
| Chairman of Planning Board                    | \$ 4,600.00                            |            |
| Chairman of the Zoning Board                  | \$ 2,000.00                            |            |
| John A. Salisbury, Supervisor                 | \$52,955.00                            |            |
| Robert Geraci, Councilor                      | \$10,005.00                            |            |
| Andrew O. Reeves, Councilor                   | \$10,005.00                            |            |
| Melinda J. Shimer, Councilor                  | \$10,005.00                            |            |
| Roman Diamond, Councilor                      | \$10,005.00                            |            |
| David J. Rahrle, Comptroller (40 hrs. p/wk.)  | \$72,858.00 (term to expire 12/31/15)  | \$ 1050.00 |
| Charles J. Mantione, Jr., Justice             | \$26,567.00                            |            |
| Michael M. Bryant, Justice                    | \$26,567.00                            |            |
| Lisa Dell, Town Clerk                         | \$43,232.00                            |            |
| Elaine McMahon, Deputy Town Clerk             | \$35,326.00                            | \$500.00   |
| Eugene Dinsmore, Highway Superintendent       | \$55,000.00                            |            |
| Ann M. Smiley, Recreation Director            | \$51,233.00                            | \$1050.00  |
| Karen A. Rice, Clerk to Planning Board        | \$14,444.00                            |            |
| Clerk to Zoning Board of Appeals              | \$ 3,610.00                            |            |
| Clerk I, Codes Enforcement                    | \$18,054.00                            | \$1,050.00 |
| Anthony Burkinshaw, Sr. Recreation Leader     | \$35,818.00                            | \$ 300.00  |
| Julie Nicolini, Administrative Aide, Assessor | \$36,127.00                            | \$ 500.00  |
| Cindy Halstead, Assessment Clerk              | \$35,290.00                            |            |

**D. PARKS AND RECREATION DEPARTMENT RATES:**

| <b>POSITION</b>                          | <b>STARTING RATE</b> |
|--|----------------------|
| Basketball Supervisor                    | \$ 7.50              |
| Park Attendant                           | \$ 9.00              |
| Day Camp Specialty                       | \$ 7.50              |
| Day Camp Group Counselors                | \$ 7.50              |
| Day Camp Lifeguard                       | \$ 7.50              |
| Assistant Day Camp Director/Senior Staff | \$ 9.00              |
| Extended Day Camp Supervisor             | \$ 9.00              |
| Aquatics Supervisor                      | \$10.00              |
| Day Camp Director                        | \$13.00              |

Increases of \$.25 will be granted per hour, annually, for returning employees

\*\*\*\*\*

**BANKING, OFFICIAL BANKS**

**RES. #3/2014** Motion by \_\_\_\_\_, Second by \_\_\_\_\_

**RESOLVED** that the following Department Heads be authorized to deposit in their names as head of the respective department, all moneys collected which are due to the Supervisor for the year 2014 beginning January 1, 2014, and are instructed to pay all such moneys to the Supervisor not later than the 15th day of each month following receipt thereof; and be it further

**RESOLVED** that the following banks be designated as the OFFICIAL BANKS for said department heads:

1. Elizabeth Nardelli, Deputy Receiver of Taxes: NBT Bank, Baldwinsville branch
2. Lisa Dell, Town Clerk: NBT Bank, Baldwinsville branch
3. Ann M. Smiley, Recreation Director: NBT Bank, Baldwinsville branch  
M & T Bank (Concert Series Partnership)
4. John A. Salisbury, Supervisor/David Rahrle, Comptroller, M & T Bank, Baldwinsville branch, and NBT Bank, Baldwinsville branch and NYCLASS MBIA

The Comptroller is authorized to deposit the moneys of the various accounts with the bank that is paying the best rate of interest at the time of deposit.

5. Michael M. Bryant, Justice and Charles J. Mantione Jr., Justice, NBT Bank, Baldwinsville branch

\*\*\*\*\*

**SIGNATORS**

**RES. #4/2014** Motion by \_\_\_\_\_, Second by \_\_\_\_\_

**RESOLVED** that John A. Salisbury, Supervisor, Melinda Shimer, Deputy Supervisor, be designated as authorized signers on the Town's checking and savings account.

\*\*\*\*\*

**FEES**

**RES. #5/2014** Motion by \_\_\_\_\_, Second by \_\_\_\_\_

**E. GENERAL CHARGES:**

**RESOLVED** when the Town Engineer works on Special Districts or plan reviews chargeable to developer escrow accounts the rate for such work shall be at \$75.00 per hour.

**RESOLVED** that Road Millings are to be sold at \$2.00 per ton, or wholesale market value, whichever is higher, cash and carry.

\*\*\*\*\*

**PETTY CASH FUNDS**

**RES. #6/2014** Motion by \_\_\_\_\_, Second by \_\_\_\_\_

**RESOLVED** that the PETTY CASH FUNDS established for the following persons be approved and that the totals remaining in the funds from 2013 become the petty cash funds for 2014 as follows:

|  |                     |
|--|---------------------|
| Elizabeth Nardelli, Deputy Receiver of Taxes | \$400.00            |
| Lisa Dell, Town Clerk                        | \$200.00            |
| Shannon Priest, Clerk to Justice             | \$100.00            |
| Patricia Maguire, Clerk to Justice           | \$100.00            |
| Ann Smiley, Recreation Director              | \$200.00 9/1 – 4/30 |
|  | \$400.00 5/1 – 8/31 |

\*\*\*\*\*

**TOWN ATTORNEY**

**RES. #7/2014** Motion by \_\_\_\_\_, Second by \_\_\_\_\_

**RESOLVED** that **Anthony P. Rivizzigno, Esq. of Gilberti Stinziano Heintz & Smith, Law Firm**, be appointed as LEGAL COUNSEL to the Lysander Town Board on a month-to-month basis until the Board makes a permanent appointment.

**RESOLVED** that the fees for legal services are \$4,166.66 per month.

\*\*\*\*\*

**PROCUREMENT POLICY**

**RES. #8/2014** Motion by \_\_\_\_\_, Second by \_\_\_\_\_

WHEREAS, Section 104-b of the General Municipal Law requires that the governing body of every municipality adopt a procurement policy for all goods and services which are not required by law to be publicly bid, and

WHEREAS, comments have been solicited from all officers and department heads in the Town of Lysander who are involved in the procurement process,

NOW, THEREFORE, BE IT

RESOLVED, that the Town of Lysander does hereby adopt the following guidelines which are intended to apply to all goods and services which are not required by law to be competitively bid.

Guideline 1. Each purchase to be made by the Town of Lysander, or any department thereof, must be initially reviewed to determine whether it is a purchase contract or a public works contract, and a good faith effort made to determine whether or not the proposed purchase is subject to competitive bidding pursuant to Section 103 of the General Municipal Law. A determination that a purchase is not subject to competitive bidding shall be documented in writing by the individual or board responsible for making the purchase. Such documentation may include written quotes, written notes relating to verbal quotes solicited, a memo from the purchaser indicating how the decision was arrive at, a copy of the contract indicating the source which makes the item or service exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase, or other appropriate written documentation.

Guideline 2. All goods and services not subject to competitive bidding will be secured by use of written requests for proposals, written quotations, verbal quotations, or any other method which assures that quality goods will be purchased at the lowest responsible price and that favoritism will be avoided, except purchases or contracts pursuant to Subdivision 6 of this policy.

Guideline 3. The following methods will be used when required by this policy:

(A) Purchase contracts:

| <u>Estimated Amount of<br/>Purchase Contract</u> | <u>Method</u>   |
|--|---|
| \$1,000 - \$ 2,999                               | Two (2) verbal quotations or written / FAX quotations                             |
| \$3,000 – \$19,999                               | Three (3) written / FAX quotations or responses to written requests for proposals |

(B) Public works contracts:

| <u>Estimated Amount of<br/>Public Works Contract</u> | <u>Method</u>   |
|--|---|
| \$1,000 - \$ 6,999                                   | Two (2) verbal quotations or written / FAX quotations                             |
| \$7,000 - \$34,999                                   | Three (3) written / FAX quotations or responses to written requests for proposals |

(C) Professional Services:

The Town Board has the discretion to determine if it is economically reasonable to request quotes or bids. The Town Board should approve any written agreements with each professional service provider that clearly stipulates the contract period, the services to be provided, and the basis for compensation.

(D) A good faith effort shall be made to obtain more than one quotation or proposal. If the purchaser is unable to obtain more than one proposal or quotation, the purchaser will document the attempt made at obtaining proposals or quotations. In no event shall the failure to obtain quotations or proposals be a bar to the procurement.

Guideline 4. Written documentation is required of each action taken in connection with each procurement.

Guideline 5. Written documentation and a written explanation are required whenever a contract is awarded to other than the offeror with the lowest price. This documentation will include an explanation of how the purchase will achieve savings or how the offeror was not responsible. A determination that the offeror is not responsible shall be made by the purchaser and may not be challenged under and circumstances.

Guideline 6. Except when directed by the Town Board, no solicitation of written proposals or quotations shall be required under the following circumstances:

- (a) Emergencies;
- (b) Sole Source situations;
- (c) Goods purchased from agencies for the blind or severely handicapped;
- (d) Goods purchased from correctional facilities;
- (e) Goods purchased from another governmental agency;
- (f) Goods purchased at auction;
- (g) Goods purchased for less than \$500;
- (h) Public works contracts for less than \$500;
- (i) Goods purchased at or below published State or County bid prices

Guideline 7. This policy shall go into effect immediately and will be reviewed annually.

Guideline 8. This policy is intended to be a guideline for Town of Lysander personnel involved in purchase of goods and services, and no unintentional violations of this policy shall be deemed to create a claim or cause of action, or form the basis of any claim or cause of action against the Town of Lysander.

Guideline 9. The persons and titles of Town of Lysander personnel responsible for purchases under this policy are Gene Dinsmore, Highway Superintendent, (for Highway purchases under this policy) and John Salisbury, Supervisor, (for non-Highway purchases under this policy – purchases may be proposed, proposals made and responses or quotations obtained by or under the supervision of Town Department Heads, but all such purchases shall be approved by the Town Supervisor).

\*\*\*\*\*

**TOWN BOARD MEETING SCHEDULE FOR 2014**

**RES. #10/2014** Motion by \_\_\_\_\_, Second by \_\_\_\_\_

**RESOLVED** to adopt the following Town Board Meeting Schedule for 2014:

**TOWN BOARD MEETING SCHEDULE FOR 2014**

(Any necessary changes will be posted on the web-site)

**2<sup>nd</sup> and 4<sup>th</sup> Mondays – 7:00 p.m. (Normally)**  
**Work Session 6:00 pm – 7:00 pm**

|              |   |            |   |
|--------------|---|------------|---|
| <b>JAN</b>   | <b>January 2, 2014 (Organizational/Regular)</b><br><b>(Thursday)</b><br><b>January 27, 2014</b> | <b>JUL</b> | <b>July 14, 2014</b><br><b>July 28, 2014</b>                |
| <b>FEB</b>   | <b>February 10, 2014</b>  | <b>AUG</b> | <b>August 11, 2014</b><br><b>August 25, 2014</b>            |
| <b>MAR</b>   | <b>March 10, 2014</b><br><b>March 24, 2014</b>  | <b>SEP</b> | <b>September 8, 2014</b><br><b>September 22, 2014</b>       |
| <b>APRIL</b> | <b>April 14, 2014</b><br><b>April 28, 2014</b>  | <b>OCT</b> | <b>October 2, 2014 (Thurs)</b><br><b>October 20, 2014</b>   |
| <b>MAY</b>   | <b>May 05, 2014</b><br><b>May 19, 2014</b>  | <b>NOV</b> | <b>November 6, 2014 (Thurs)</b><br><b>November 17, 2014</b> |
| <b>JUNE</b>  | <b>June 09, 2014</b><br><b>June 23, 2014</b>  | <b>DEC</b> | <b>December 1, 2014</b><br><b>December 15, 2014</b>         |

**In May, the meeting dates were selected for the 1<sup>st</sup> and 3<sup>rd</sup> Monday because of Memorial Day falling on Monday May 26<sup>th</sup>.**

\*\*\*\*\*

**TOWN BOARD HOLIDAY SCHEDULE FOR 2014**

**RES. #11/2014** Motion by \_\_\_\_\_, Second by \_\_\_\_\_

**RESOLVED** to adopt the following Town of Lysander Holiday Schedule for Non-Bargaining Employees for 2014:

**TOWN OF LYSANDER**  
**Official Holidays --2014**  
**For NON-Bargaining Unit Employees Only**

|                  |           |  |
|------------------|-----------|--|
| <b>January</b>   | <b>1</b>  | <b>New Year's Day</b>                            |
|                  | <b>20</b> | <b>Martin Luther King Day</b>                    |
| <b>February</b>  | <b>17</b> | <b>President's Day</b>                           |
| <b>May</b>       | <b>26</b> | <b>Memorial Day</b>                              |
| <b>July</b>      | <b>4</b>  | <b>Independence Day</b>                          |
| <b>September</b> | <b>1</b>  | <b>Labor Day</b>                                 |
| <b>October</b>   | <b>13</b> | <b>Columbus Day</b>                              |
| <b>November</b>  | <b>11</b> | <b>Veteran's Day Observed</b>                    |
|                  | <b>27</b> | <b>Thanksgiving Day</b>                          |
|                  | <b>28</b> | <b>Day after Thanksgiving</b>                    |
| <b>December</b>  | <b>24</b> | <b>½ day Christmas Eve, close at 12:30 p.m.</b>  |
|                  | <b>25</b> | <b>Christmas Day</b>                             |
|                  | <b>26</b> | <b>Floating Holiday</b>                          |
|                  | <b>31</b> | <b>½ day New Year's Eve, close at 12:30 p.m.</b> |

**OFFICIAL NEWSPAPER**

**RES. #12/2014** Motion by \_\_\_\_\_, Second by \_\_\_\_\_

**RESOLVED** that the BALDWINSVILLE MESSENGER and/or THE POST STANDARD be designated as the primary OFFICIAL NEWSPAPER of the Town of Lysander

\*\*\*\*\*

**OFFICIAL UNDERTAKING**

**RES. #13/2014** Motion by \_\_\_\_\_, Second by \_\_\_\_\_

**RESOLVED** that an official blanket undertaking be procured instead of individual undertakings covering the Town Supervisor, Deputy Supervisor, Town Clerk, Collector and Receiver of Taxes, Town Justices, Town Superintendent of Highways, Comptroller, Budget Officer, Town Zoning and Code Enforcement Officer, Director of Parks and Recreation, and that such undertaking contain provisions indemnifying against losses,

Through the failure of the officers, clerk and employees covered there under to faithfully perform their duties or to account properly for all monies or property received by virtue of their positions or employment, and

Through fraudulent or dishonest acts committed by the officers, clerks and employees and covered there under.

\*\*\*\*\*

**TOWN HALL BUILDING USE FORM**

**RES. #14/2014** Motion by \_\_\_\_\_, Second by \_\_\_\_\_

**RESOLVED** to approve the revised building use form for the Town of Lysander Town Hall.

\*\*\*\*\**End of Organizational Meeting*\*\*\*\*\*