

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, 2025, at 12:00 p.m.

Present:

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

Absent:

Supervisor Robert J. Meelan  
Councilwoman Donna E. Yando  
Attorney Anthony Hallak

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

The following motions were introduced for the 2025 appointments and salaries:

That the annual salaries for Councilpeople Colarusso, Yando, Maxam and O'Neil be the sum of \$6,866. each.

That the annual salaries for Jay G. Williams III and Daniel English Town Justices, be the sum of \$17,495 each.

That Patricia Maxam and Mary Jane Roberts be appointed Justice Clerks and the annual salaries be the sum of \$14,124. each.

That the annual salary for Town Supervisor Robert Meelan be \$21,827.

That Supervisor Meelan appoint Anthony Arcuri as Town Budget Director and the salary be \$44,805. with stipend for Annual Report of \$6,500. and \$700. per month for Grant Administration until the Grant process ends.

That Supervisor Meelan appoint Garry F. Colarusso, Deputy Town Supervisor, with annual salary of \$4,000.

That Breana Young be appointed Supervisor's Secretary and the annual salary be \$47,895.

That Sarida Rosario be appointed Office Specialist 1 and the annual salary be \$37,413. plus a \$3,400 stipend for highway.

That the annual salary for Donna Maxam, Receiver of Taxes, be the sum of \$12,066.

That the Receiver of Taxes appoint Michael D. Gaska Jr. as Deputy Receiver of Taxes at the annual salary of \$1,181.

That the annual salary for Nina Wallace, Town Assessor, be the sum of \$25,131.

That the hourly rate of \$18.50 be paid to the Assessor's Clerk.

That each member of the Board of Assessment Review be paid an annual salary of \$342.

That Michael Teesdale be reappointed to the Planning Board with term to expire December 31, 2029.

That F. Christopher Hubbell be reappointed to the Zoning Board of Appeals with term to expire December 31, 2029.

That the annual salary for Donna B. Maxam, Town Clerk, be the sum of \$51,500.

That the Town Clerk appoint Michael D. Gaska Jr., full-time Deputy Town Clerk at an annual salary of \$35,020.

That the annual salary of Donna B. Maxam, Registrar of Vital Statistics, be \$1,854.

That the annual salary of Michael D. Gaska Jr., Deputy Registrar of Vital Statistics, be \$927.

That the annual salary for Matthew Albertine, Records Management be \$1,500.

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 \$76,720.

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

That Highway Superintendent appoint Deputy Highway Superintendent David Roy Jr. 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 \$56,848.

That Wayne Clipston be appointed Maintenance Manager for the Parks and Recreation Department an annual salary of \$55,903.

That Park & Rec part time staff salary set at individual rates, set by parks manager.

That Sharleen Machold, be appointed Director of the Senior Citizen Center and the annual salary be \$10,815.

That Supervisor Meelan appoint Michael Revenaugh as Town Historian and the annual salary be \$1,539.

That Supervisor Meelan appoint Richard L. Williams as Deputy Town Historian and the annual salary be \$1,539.

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 \$63,000. plus a stipend for Officer in Charge of \$10,000.

That Horace Knight, Rex Mazur, Larre A. Harris Jr, Andrew Covell Jr., Brandon Jones, Scott Bush, Joseph Zwijacz, David Humphries II, Brittany Pohoresky and Samantha Morton be appointed part-time Town Police Officers and the rate of pay be \$29.00 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 Mark Elefante be appointed Fire Inspector and the annual salary be \$15,000.

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 \$33,751.

That Matthew Albertine be appointed part-time Planning and Codes Clerk and the salary be \$21.00 per hour.

That Planning Board members be paid the annual salary of \$3,000. and Chairman \$3,500.

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, 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 2025 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 O’Neil, 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 Councilman Maxam, seconded by Councilwoman O’Neil 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 regular meeting was called to order by Deputy Supervisor Colarusso.

**RESOLUTION #3**

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

**RESOLVED**, that the Kirkland Town Board approve the minutes of December 09, 2024 as printed.

**Roll Call Vote:**

NAME

VOTE

Supervisor Robert J. Meelan

Absent

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

**RESOLUTION #4**

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

**RESOLVED**, that the Kirkland Town Board accept the resignation of Police Officer Matthew Acee.

**Roll Call Vote:**

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

**RESOLUTION #5**

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

**RESOLVED**, that the Kirkland Town Board review and approve the December 23, 2024 bills as audited: The totals were:

<b>A -</b>	52,022.10
<b>B -</b>	13,096.36

DA -	123,433.52
SS1 -	10,512.60
SS4-	36.27

**Roll Call Vote:**

<u>NAME</u>	<u>VOTE</u>
Supervisor Robert J. Meelan	Absent
Councilman Garry F. Colarusso	Aye
Councilwoman Donna E. Yando	Absent
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  
Police Dept. - Administrative Officer Occhipinti – Absent  
Building and Grounds Liaison Councilwoman Yando – Absent  
Recreation Liaison Councilwoman O'Neil – Lights Around the Park was a huge success  
Seniors Liaison Councilwoman Yando – Absent  
Sewer Liaison Councilman Maxam – No report  
SWOCO Liaison Councilman Maxam – No report

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

There being no further business to come before the Town Board, upon motion by Councilwoman O'Neil, seconded by Councilman Maxam, the meeting was adjourned at 12:10 p.m.

Donna B. Maxam, Town Clerk

