

**Town of Schroepfel  
Organizational Meeting  
January 7<sup>th</sup> 2025**

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

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

Nazarian introduced 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  
Budget Officer: JoAnn Nazarian

**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: Notaro

**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: Hart      (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, Hart and Nazarian.**

Town Counsel: Graham Seiter      (Yearly)  
Town Engineer C2AE & C&S and Barton & Loguidice, (Yearly)  
Comptroller: Brenda Weissenberg  
Clerk to Comptroller: Desiree Salvagni      (Yearly)  
Deputy Registrar of Vital Stats. Michele Swidowski  
Records Management Officer: Darlene Owens      (1 Year Term)  
Highway Clerk : Marguerite Root      (Yearly)

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Justice Clerk: Christina Mitchelson (Yearly)  
Justice Clerk: Diane Breene (Yearly) 2<sup>nd</sup> Clerk  
Code Enforcement Officer / Building Inspector (Yearly)  
Fire Inspector: Patrick Dolan  
Codes Clerk: Gordan Walts (Yearly)  
Head of Buildings and Grounds: Ken Thomas (Yearly)  
Community Services Coordinator: Helen Knipp (Yearly)  
Custodian of Fixed Assets: Ken Thomas (Yearly)  
Dog Control Officer: Harry Hankey Jr. (Yearly)  
Assistant Dog Control Officer: Eileen Hankey (Yearly)

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

Constables:

Harry Hankey Jr., / DCO, Mike Wood, Lee Dusharm, Luis Maxwell, Megan Smith, Daniel Gibbs, Michael York, Robert Pellegrino, Pat Sacco, Peter Kelley (reserve) and Michael Morrison (park). (Yearly) Nazarian said they are all certified for 2025.

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

**Planning Board Appointments**

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

Planning Board: Chairman Don Clark (1 Year Term)  
Planning Board Member: William McDonald (7 Year Term) exp 3031  
Planning Board Attorney: Wendy Lougnot (1 Year Term)  
Planning Board Secretary: Leslie Orman (1 Year Term)  
Planning Board Alternate: David Mosher (1 Year Term)

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

**Zoning Board of Appeals Appointments**

Zoning Board of Appeals: Ronald Johst (exp. 2029) 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: Notaro All aye; Gelling, Millert, Notaro, Hart and Nazarian.**

**Board of Assessment Review Appointments**

Board of Assessment Review: Laurie Ennis 09/30/2029

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

**Board of Ethics Appointments**

Board of Ethics: Janice Johst Chairperson (1 Year term)  
Board of Ethics: Mary Orr exp. 2029 (5 year Term)

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

Official Newspaper: Sample News Groups - Valley News, Oswego County Weeklies and Palladium Times (Yearly)

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

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(Yearly)

Official Depository: M & T Bank

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

**Meeting Dates:**

Official meeting dates for the Town Board will be set as the second 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 Meetings will be in the Court Room. The dates are as follows:

January 7 <sup>th</sup>	May 13 <sup>th</sup>	September 9 <sup>th</sup>
February 11 <sup>th</sup>	June 10 <sup>th</sup>	October 14 <sup>th</sup>
March 11 <sup>th</sup>	July 8 <sup>th</sup>	November 6 <sup>th</sup> (Thursday)
April 8 <sup>th</sup>	August 12 <sup>th</sup>	December 9 <sup>th</sup>

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

**2025 – Holiday List:**

Martin L. King Day 01/20/25 Mon	Independence 07/04/25 Fri	Veterans Day 11/11/25 Mon
President's Day 02/17/25 Mon	Labor Day 09/01/25 Mon	Thanksgiving Day 11/27/25 Thurs
Memorial Day 05/26/25 Mon	Columbus Day 10/13/25 Mon	Christmas Day 12/25/25 Thurs
Juneteenth Day 06/19/25 Thur	Election Day 11/04/25 Tues	New Year's Day 01/01/26 Thurs

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

**Official Undertaking:**

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

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

Director of Community Development: Donald Clark

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

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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 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 2025 will be .70 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. 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.

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

Petty Cash amounts for departments are set as follows:

Assessor / Code Enforcement:	\$ 50.00	Justice Department:	\$ 150.00	Clerk to Comptroller:	\$450.00
Buildings & Grounds:	\$ 200.00	Receiver of Taxes:	\$ 250.00		
Community Services:	\$ 200.00	Town Clerk:	\$ 250.00		

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

**Salaries and Hourly Rates for 2025:**

The Town Board will pay salaries and hourly rates as set forth in the 2025 budget and the Highway employee's current labor union agreement that expires on December 31<sup>st</sup> 2026.

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

**2025 Fire Contracts:**

2025 Fire Protection Contracts for Fire Protection District No. 1 –in the amount of Two Hundred Eighty Five Thousand Five Hundred and Ninety Five Dollars and Ninety Five Cents (\$285,595.95); Fire Protection District No. 2 –in the amount of Two Hundred Thirty Three Thousand Eight Hundred and Twelve Dollars and Ninety Five Cents (\$233,812.95) and Fire Protection District No. 3 – in the amount of One Hundred Eighty Five Thousand Nine Hundred Sixty Five Dollars and Twenty Nine Cents (\$185,965.29) as prepared and submitted by Town Clerk Darlene Owens. Attached to Minutes

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

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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, Notaro and Hart. Abstain Nazarian.**

**Town Insurance**

Nazarian made the **Motion** to accept Haylor, Freyer & Coon for the 2025 Town Insurance Policy 2025 in the amount of \$74,334.32 seconded by Gelling. All aye; Gelling, Millert, Notaro and Nazarian. (Attached to minutes)

**William J. Farley Park Designation Resolution**

Nazarian read part of the Resolution. Nazarian made the **Motion** to accept the changes to the survey the two separate parcels to Parkland the State legal description seconded by Notaro. All aye; Gelling, Millert, Notaro, Hart and Nazarian. (Attached to minutes)

**2024 Uniform Justice Audit**

Nazarian said the Town has received that the Justice Court records are ready to be audited. Nazarian made the **Motion** to accept the Uniform Audit seconded by Hart. All aye; Gelling, Millert, Notaro, Hart and Nazarian.

**Public Hearing Solar Moratorium**

Nazarian made the **Motion** to hold a Public Hearing on the Solar Moratorium on February 11<sup>th</sup> 2025 at 6:05 pm seconded by Gelling. All aye; Gelling, Millert, Notaro, Hart and Nazarian.

At 5:27 Nazarian made the **Motion** to adjourn the Meeting seconded by Millert. All aye; Gelling, Millert, Notaro, Hart and Nazarian.

Respectfully submitted,

Darlene M. Owens  
Town Clerk