

TOWN OF CONSTANTIA  
**MINUTES – ORGANIZATIONAL MEETING - TOWN BOARD – January 6, 2026**  
6:00 pm Constantia Town Hall

Present: Ronald Chapman Jr. - Supervisor  
Michael Donegan, Cory Monroe, Thomas Moran, Daniel Poné– Council Members  
Clare Haynes – Town Clerk  
E. John Whitney – Highway Superintendent  
William Hamacher – Code Enforcement Officer  
Christene Kieffer – Town Historian

**CALL TO ORDER:**

At 6:00 pm Mr. Chapman called the town board meeting to order with the pledge of allegiance.

**2026 TOWN OF CONSTANTIA APPOINTMENTS:**

The board considered the following appointment:

Official newspaper –**Queen Central**

Meeting nights - **3<sup>rd</sup> Tuesday 5:30pm bills 6:00pm meeting**

Depository - **Pathfinder**

Payroll service - **ADP**

Mileage rate – **.60**

Bookkeeper to the Supervisor -**Nancy Butler, Term Expires 12/31/26**

Dog Control Officer – **Clayton Conover, Term Expires 12/31/26**

Deputy Supervisor - **Thomas J. Moran, Term Expires 12/31/26**

Deputy Town Clerk and Deputy Registrar of Vital Statistics - **Rhonda Cottet, Term Expires 12/31/26**

Registrar of Vital Statistics - **Clare Haynes, Expires 12/31/26**

Records Management Officer and GIS Point of Contact - **Clare Haynes, Expires 12/31/26**

Park Director – **Jeff DeRienzo, Term Expires 12/31/26**

Justice Clerk to Justice Mark Simpson - **Julie Simpson, Term Expires 12/31/26**

Deputy Highway Superintendent – **Dillon Kinsey, Expires 12/31/26**

Town Historian – **Christene Kieffer, Term Expires 12/31/26**

Town Attorney - **Warren Bader Expires 12/31/2026**

Code Enforcement Officer – **William Hamacher, Term Expires 12/31/26**

Court Security – **Daniel Gibbs, Term Expires 12/31/2026**

Board of Appeals –**Mark Somers, Term Expires 12/31/2031, Steven Rockwell, Chair Rowlan Hrywnak Alternate Member, Term Expires 12/31/2029**

Planning Board – **Sandra Retajczyk, Term Expires 12/31/2032**

Board of Assessment Review – **Kirstina Donegan, Term Expires 9/30/2030**

Park and Recreation Commission – **Richard Colesante –Term Expires 12/31/2030**

Secretary Planning/Board of Appeals/Zoning Commission – **Brenda Mosher Term Expires 12/31/2026**

NorCog Representative for the Town of Constantia: **Ronald Chapman Jr. & Daniel Poné**

With no changes, Mr. Poné made the motion to accept 2025 appointments, seconded by Mr. Donegan.

Carried: Ayes: Moran, Monroe, Poné, Donegan, Chapman

**HOLIDAYS:**

Mr. Poné made the motion to accept the following holidays for 2026:

New Years' Day	Wednesday, January 1st
Dr. Martin Luther King Jr. Day	Monday, January 20th
President Day	Monday, February 17th
Memorial Day	Monday, May 26 <sup>th</sup>
Juneteenth	Thursday, June 19 <sup>th</sup>
Primary Day	Floater - Holiday
Independence Day	Floater, July 4th
Labor Day	Monday, September 1st
Columbus Day	Monday, October 13 <sup>th</sup>
Election Day	Tuesday November 4 <sup>th</sup> Floater - Holiday
Veterans' Day	Tuesday, November 11 <sup>th</sup>
Thanksgiving Day	Thursday, November 27th
Christmas Day	Thursday, December 25th

Seconded by Mr. Donegan.

Carried: Ayes: Moran, Monroe, Poné, Donegan, Chapman

**2026 SALARIES & STIPENDS:**

Mr. Poné made the motion to approve the salaries listed for the General Fund employees, Park and Recreation employees, and Highway Fund employees and stipends for town boards:

Highway Fund (100)

<u>Employee Title</u>	<u># of Employees</u>		<u>Wage</u>
Deputy Hwy Superintendent/MEO	1	@	\$30.05 Hour
Machine Equipment Operator	3	@	\$30.05 Hour
Light Equipment Operator	1	@	\$26.50 Hour
Seasonal Labor	4	@	\$23.00 Hour
General Fund (200)			
Town Board	4	@	\$ 4,500.00 Salary
Town Justice	1	@	\$18,000.00 Salary
Justice Clerk	1	@	\$14,500.00 Salary
Supervisor	1	@	\$19,500.00 Salary
Supervisor's Clerk	1	@	\$23,060.00 Salary
Assessor	1	@	\$32,126.00 Salary
Town Clerk	1	@	\$46,538.00 Salary
Deputy Town Clerk	1	@	\$ 21.65 Hour
Registrar	1	@	\$ 1,200.00 Salary
Town Attorney	1	@	\$14,970.00 Salary
Dog Control Officer	1	@	\$11,670.00 Salary
Code Enforcement Officer	1	@	\$50,000.00 Salary
Highway Superintendent	1	@	\$80,000.00 Salary
Director of Park and Rec	1	@	\$ 4,000.00 Salary
Park and Recreation (300)			
Rec Leader III (Supervisor)	1	@	\$22.00 Hour
Rec Leader II (Weekend Supervisor)	1	@	\$17.00 Hour
Rec Leader II (Ass't Supervisor)	1	@	\$20.60 Hour
Rec Leader II (Evening Supervisor)	1	@	\$17.00 Hour
Rec Leader I (Arts & Crafts)	5	@	\$16.00 Hour
Rec Leader I (Activities)	5	@	\$16.50 Hour
Rec Leader I (Counselors)	2	@	\$16.50 Hour
Aquatics Director	2	@	\$20.60 Hour
Life-Guard I	5	@	\$18.50 Hour
Life-Guard II	1	@	\$18.50 Hour
Stipends:			
Planning Board Chair			\$1,500.00 Yearly
Member, Per Meeting Attended			\$ 80.00
Secretary Per Hour			\$ 20.00 Hour
Board of Appeals Chair, Per Meeting Attended			\$ 100.00
Member, Per Meeting Attended			\$ 60.00
Secretary Per Hour			\$ 20.00 Hour
Board of Assessment Review Chair			\$400.00 Yearly
Member			\$300.00 Yearly

Seconded by Mr. Monroe.  
Carried: Ayes: Moran, Monroe, Poné, Donegan, Chapman

**BUILDING PERMIT FEE SCHEDULE:**

Mr. Hamacher, Code Enforcement Officer, was in attendance to speak to the board about increasing building permit fees by \$.10 for both commercial and residential fees. This will bring our fees in line with other adjacent towns. Mr. Poné made the motion to approve the Building Permit Fee Schedule for 2026:

**Town of Constantia**  
**BUILDING PERMIT FEE SCHEDULE**

Residential Dwellings & Accessory Buildings:		
A. One or Two Family Dwellings:		
- Homes conventionally built on site including additions		\$ .35 sq ft
-Manufactured homes including additions		\$ .35 sq ft
-Modular homes including additions		\$ .35 sq ft
B. Accessory Buildings:		
(Residential Pole Barns, Garage, Storage Buildings)		
- Buildings 144 sq ft or less		No Fee
-Manufactured Storage Building or Conventionality built on site		\$ .40 sq ft
C. Building Accessories and Equipment Permit:		
-Open deck or porch under 50 sq ft		\$50.00
-Open deck or porch over 50 sq ft, roofed decks and enclosed decks or porches		\$75.00
-Heating and cooling systems for new homes, or boiler furnace heating systems. ie: HVAC including solid fuel appliances and replacement, corn and pellet stoves.		\$50.00
Swimming Pools:		
-In ground or above		\$75.00

Septic Systems:	
-New system or upgrade or repair to existing septic system	\$75.00
Building Demolition Permit:	\$75.00
New Roof/Siding:	\$50.00
Renewal of Permits and Replacements:	½ original permit fee good for 6 months extension only
Commercial Buildings as Classified in Chapter 3 of NYS Building Code:	
A. Commercial Alterations as described in NYS Existing Building Code	
-Level 1 Alterations	\$.30 sq ft
-Level 2 Alterations	\$.45 sq ft
-Level 3 Alterations	\$.40 sq ft
B. Commercial Site Plan Review:	
- Change in use only	\$100.00
- Change in use with expansion of facilities	\$ 350.00
Telecommunications Facilities:	
-Non-co located/new structure/antenna Tower special permit application fee	\$5,000.00
-Building permit fee	\$ 500.00
-Co-located/existing structure/antenna building permit fee	\$2,000.00
Fire Inspections:	
- Business including (1) re-inspection	\$ 50.00
- Fire Inspection Manufacturing including (1) re-inspection	\$ 50.00 hr
Operating Permit A-2	\$ 50.00
Operating Permit Non-Profits	N/C
Site Plan Review:	
-Original Review	\$ 125.00
-Change of Use	\$ 100.00
-Expansion	\$ 350.00
Subdivision Application Fee:	
-Minor 2 lot division	\$ 50.00
-Minor 3 or 4 lot subdivision	per lot \$ 50.00
-Major subdivision	\$ 200.00*
	*plus per lot \$ 50.00
	plus any engineering or consulting fees
Mobile Home Park	\$ 50.00 plus \$5.00 per unit
Camping Park	\$ 50.00 plus \$3.00 per site
Recreational Camping Trailer Permit	\$ 50.00
Storage Container	\$ 50.00
Variance	\$ 75.00
Solar Panels (PV)	\$ .45 sq ft
Solar Farms	\$5,000.00
Stop Work Order Lift Fee – only if no permit was issued	\$ 75.00
Miscellaneous Fee	\$ 35.00
Seconded by Mr. Poné.	
Carried: Ayes: Chapman, Donegan, Moran, Poné, Chapman	

Discussion turned to solar farms, Mr. Donegan believes this fee should be at least doubled. Mr. Moran pointed out that there is a section in the Land Development Law that speaks to solar farms. Mr. Hamacher is in favor of increasing the fee and will bring documents at the next town board meeting showing what other towns have increased to.

**PROCUREMENT POLICY:**

With no changes to the current policy, Mr. Donegan made the motion to approve the following 2026 Procurement Policy as follows:

**PROCUREMENT POLICY**

**Guideline 1** - Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML 103. Every town officer, board, department head or other personnel with the requisite purchasing authority (hereinafter Purchaser) shall estimate the cumulative amount of the items of supply or equipment needed in a given fiscal year. That estimate shall include the canvass of other town departments and past history to determine the likely yearly value of the commodity to be acquired. The information gathered and conclusions reached shall be documented and kept with the file or other documentation supporting the purchase activity.

**Guideline 2** – All purchases of a) supplies or equipment which will exceed \$10,000 in the fiscal year or b) public works contracts over \$20,000 shall be formally bid pursuant to GML 103.

**Guideline 3** – All estimated purchases of:

- Less than \$10,000 but greater than \$3,000 require a written request for a proposal (RFP) and written or internet quotes from 3 vendors
- Less than \$3,000 but greater than \$1,000 require an oral request for the goods and oral **or** internet quotes from 2 vendors
- Less than \$1,000 but greater than \$250 are left to the discretion of the Purchaser

All Estimated public works contracts of:

- Less than \$20,000 but greater than \$10,000 require a written RFP proposal from 3 contractors
- Less than \$10,000 but greater than \$ 3,000 require a written RFP proposal from 2 contractors
- Less than \$ 3,000 but greater than \$ 500 are left to the discretion of the Purchaser

Any written RFP shall describe the desired goods, quantity and the particulars of delivery. The Purchaser shall compile a list of all vendors from whom written/oral quotes have been requested and the written/oral quotes offered.

All information gathered in complying with the procedures of this Guideline shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract.

**Guideline 4** – The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the Purchaser prepares a written justification providing reasons why it is in the best interest of the town and its taxpayers to make an award to other than the low bidder. If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement.

**Guideline 5** – A good faith effort shall be made to obtain the required number of proposals or quotations. If the Purchaser is unable to obtain the required number of the proposals or quotations, the Purchaser shall document the attempt made at obtaining the proposals. In no event shall the inability to obtain the proposals or quotes be a bar to the procurement.

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

- Acquisition of professional services
- Emergencies
- Sole source situations
- Goods purchased from agencies for the blind or severely handicapped
- Goods purchased from correctional facilities
- Goods purchased from another governmental agency
- Goods purchased from auction
- Goods purchased for less than \$250
- Public works contracts for less than \$500

**Guideline 7** – This policy shall be reviewed annually by the Town Board at its organizational meeting or as soon thereafter as is reasonably practicable.

Seconded by Mr. Poné.

Carried: Ayes: Moran, Monroe, Poné, Donegan, Chapman

#### **OFFICIAL UNDERTAKING:**

Mr. Donegan made the motion to approve the official undertaking for 2026, seconded by Mr. Monroe.

Carried: Ayes: Moran, Monroe, Poné, Donegan, Chapman

\*signed undertaking will be at the end of this document.

#### **WORKPLACE VIOLENCE AND SEXUAL HARASSEMENT PREVENTION POLICY 2026:**

It is the Town of Constantia's policy to promote a safe environment for its employees. The Town is committed to working with its employees to maintain a work environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. While this kind of conduct is not pervasive at our agency, no agency is immune. Disruptive behavior at one time or another will affect every agency.

Violence, threats, harassment, intimidation, and other disruptive behavior in our workplace will not be tolerated; that is; all reports of incidents will be taken seriously and will be dealt with appropriately. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both.

We need your cooperation to implement this policy effectively and maintain a safe working environment. Do not ignore violent, threatening, harassing, intimidating, or other disruptive behavior. If you observe or experience such behavior by anyone on agency premises, whether he or she is an agency employee or not, report it immediately to their Department Head or the Town Supervisor. Supervisor or Department Heads who receive such reports should advise the Town Board regarding investigating the incident and the appropriate action.

(Please Note: Threats or assaults that require immediate attention should be reported to the Sheriff's Department or New York State Troopers.)

We will support all efforts made by Department Heads or the Town Supervisor in dealing with violent, threatening, harassing, intimidating or other disruptive behavior in our workplace and will monitor whether this policy is being implemented effectively.

#### **DESIGNATED CONTACT PEOPLE:**

NAME: Ronald Chapman Jr.

TITLE: Town Supervisor

NAME: Warren Bader

TITLE: Town Attorney

Seconded by Mr. Monroe.

Carried: Ayes: Moran, Monroe, Poné, Donegan, Chapman

#### **OFFICIAL UNDERTAKING:**

Mr. Donegan made the motion to approve the official undertaking for 2026, seconded by Mr. Monroe.

Carried: Ayes: Moran, Monroe, Poné, Donegan, Chapman

\*signed undertaking will be at the end of this document.

### **AUDIT OF CLAIMS:**

COUNCILMAN: **Donegan**

Introduced the following and moved its adoption:

RESOLVED, that:

**The Constantia Town Board authorizes the Supervisor to pay in advance the audit of claims for public utilities services such as electric, water, fuel oil, and telephones services as well as postage, freight, express charges and health insurance. Additionally, any claims if not paid would incur late charges. Claims for these payments shall be presented at the next regular meeting for audit.**

Seconded by Councilman: **Poné**

The question of the adoption of the foregoing resolution was duly put to a vote, and upon roll call, the vote was as follows:

Carried: Moran – Yes Donegan - Yes Monroe – Yes Poné – Yes Chapman – Yes

The foregoing resolution was thereupon declared duly adopted.

### **FIRE CONTRACTS:**

COUNCILMAN: **Poné**

Introduced the following and moved its adoption:

RESOLVED, that:

**The town board for the town of Constantia will approve and authorize the Supervisor to sign the Fire District Contract between the town of Constantia and Constantia Fire District #1 in the amount of One Hundred Forty-Four Thousand Three Hundred Twenty-Four (\$144,324) dollars to be paid on or before April 1, 2026.**

Seconded by Councilman: **Monroe**

The question of the adoption of the foregoing resolution was duly put to a vote, and upon roll call, the vote was as follows:

Carried: Moran – Yes Donegan - Yes Monroe – Yes Poné – Yes Chapman – Yes

The foregoing resolution was thereupon declared duly adopted.

\*signed contracts will be at the end of this document.

COUNCILMAN: **Poné**

Introduced the following and moved its adoption:

RESOLVED, that:

**The town board for the town of Constantia will approve and authorize the Supervisor to sign the Fire Protection Contract between the town of Constantia and the village of Cleveland in the amount of One Hundred Five Thousand Five Hundred Sixty Two (\$105,562) dollars to be paid on or before April 1, 2026.**

Seconded by Councilman: **Monroe**

The question of the adoption of the foregoing resolution was duly put to a vote, and upon roll call, the vote was as follows:

Carried: Moran – Yes Donegan - Yes Monroe – Yes Poné – Yes Chapman – Yes

The foregoing resolution was thereupon declared duly adopted.

\*signed contracts will be at the end of this document.

COUNCILMAN: **Poné**

Introduced the following and moved its adoption:

RESOLVED, that:

**The town board for the town of Constantia will approve and authorize the Supervisor to sign the Fire Protection Contract between the town of Constantia and Constantia Fire District #1 in the amount of One Hundred and Eight Thousand Five Hundred One (\$108,501) dollars to be paid on or before April 1, 2026.**

Seconded by Councilman: **Monroe**

The question of the adoption of the foregoing resolution was duly put to a vote, and upon roll call, the vote was as follows:

Carried: Moran – Yes Donegan - Yes Monroe – Yes Poné – Yes Chapman – Yes

The foregoing resolution was thereupon declared duly adopted.

\*signed contracts will be at the end of this document.

### **FUEL AGREEMENT:**

COUNCILMAN: **Poné**

Introduced the following and moved its adoption:

RESOLVED, that:

**The town board for the town of Constantia will approve and authorize the Supervisor to sign the Fuel Island Agreement between the town of Constantia and Constantia Fire District #1.**

Seconded by Councilman: **Monroe**

The question of the adoption of the foregoing resolution was duly put to a vote, and upon roll call, the vote was as follows:

Carried: Moran – Yes Donegan - Yes Monroe – Yes Poné – Yes Chapman – Yes

The foregoing resolution was thereupon declared duly adopted.

\*signed contracts will be at the end of this document.

### **KENNEL AGREEMENT:**

COUNCILMAN: **Donegan**

Introduced the following and moved its adoption:

RESOLVED, that:

**The town board for the town of Constantia will approve and authorize the Supervisor to sign the Kennel Agreement between the town of Constantia and Clayton J. Conover III, Dog Control Officer in the amount of One Thousand Five Hundred (\$1,500.00) dollars to be paid in four (4) equal payments of \$375.00 per payment at the end of each quarter, March 31st, June 30th, September 30th and December 31, 2026.**

Seconded by Councilman: **Poné**

The question of the adoption of the foregoing resolution was duly put to a vote, and upon roll call, the vote was as follows:

Carried: Moran – Yes Donegan - Yes Monroe – Yes Poné – Yes Chapman – Yes

The foregoing resolution was thereupon declared duly adopted.

\*signed contracts will be at the end of this document.

#### **BOARD DISCUSSION:**

Mr. Chapman asked the board if everyone had a chance to look at the proposed local law on opening the three roads in the Town for ATVs. Mr. Moran's only concern is about the Town's liability; Mr. Moran and Mr. Chapman will reach out to the attorneys for their opinion. After discussion it was decided to move forward with the Local Law, paperwork should be ready for the January town board meeting to set the public hearing in February.

Update on 1667 St Rt 49, the new town hall building. As discussed at the last meeting, this project needs to go back out to bid to comply with Wick's Law. This law has been in the books for many years and as a municipality we must put out separate contracts for construction, plumbing mechanical and electrical. The board members are unsure why it was not done this way. Conversations with Mr. King from RAV Architects told Mr. Chapman that Mr. King will need to rewrite a portion of the front end of the project manual. The goal is to put the advertisement for bid back out on January 20<sup>th</sup> with bid opening on February 10<sup>th</sup>.

Mr. Chapman wanted to thank the highway department for their work the last few weeks with all the snow removal.

#### **ADJOURN:**

With no other discussion, at 6:29 pm Mr. Poné made the motion to adjourn, seconded by Mr. Donegan.

Carried: Ayes: Monroe, Donegan, Moran, Poné, Chapman

Respectfully submitted:

*Clare Haynes*  
*Town Clerk*