

Organization Meeting

Organization Meeting of the Town Board of the Town of Sparta was held on January 13, 2026 at 6:30 pm.

Members present: Supervisor Mark Schuster, Deb Halpenny, Aaron Schreiner, Bill Smith and Mary Ellyn Calabrese.

A motion was made by Deb Halpenny and seconded by Mary Ellyn Calabrese to accept the appointments as read:

APPOINTMENTS AND SALARY SCHEDULES						
TITLE		APPOINTMENT		ANNUAL SALARY	PAYMENT SCHEDULE	STANDARD HOURS/DAY
Accountant & Payroll		Local Government Support Services		\$13,500.00	Monthly	
Assessor	6 yr. term	Holley Smalt	9/30/31	\$13,100.00	Monthly	6
Assessment Review Board	5 yr. term	Damon Flick	9/30/28	Volunteer		
	(3 members)	Roy Bailey	9/30/29	Volunteer		
		Barbara Bernard	9/30/26	Volunteer		
Attorney for the Town	2 yr. term	DiMatteo & Roach	12/31/26	Per Contract	Voucher	
Cemetery Caretakers		Vacant, Atlee & Jake Wengerd		\$1600.00	Annual	
Councilman (4 members)	3 yr. term	Elected		\$2,685.75/ea.	Monthly	6
Court Clerk		Sheila Duffy		\$4,050.00	Semi-Annual	6
Custodian		John Duffy		\$788.00	Semi-annual	
Deputy Highway Superintendent		David Holbrook		\$1,500.00	Bi-weekly	
Deputy Registrar of Vital Statistics		Mark J Schuster		Volunteer		
Deputy Supervisor		Debra Halpenny		\$500.00	Semi-annual	
Deputy Town Clerk		John Duffy		\$3,000.00	Annual	
Engineer for the Town		CPL		Per Contract	Voucher	
Fair Housing Officer		Mark J. Schuster		Volunteer		
Highway Department Employees		David Holbrook		\$28.01/hr.	Bi-weekly	8
		Jeffery White		\$25.04/hr.	Bi-weekly	8
		Joseph Jerome		\$25.04/hr.	Bi-weekly	8
Highway Department	Part-Time	Steven Patterson		\$18.00/hr.	Bi-weekly	8
Highway Superintendent	3 yr Elected	Kevin Robinson	12/31/28	\$77,471.00	Bi-weekly	8
Historian		Chad Schuster		\$595.00	Annual	
Information Technology		Hurricane Technologies, Inc			Voucher	
Junk Law Officer		Ronald Maxwell		\$3,096.00	Monthly	
Justice	4yr Elected	Rodney Doe	12/31/28	\$3,380.00	Quarterly	6
Livingston Co. Planning Board	3 yr	Jacob Calabrese	12/31/28	Volunteer		
Mileage		Town Officials for Town Business		\$0.725/mi	Voucher	
Office Rent		Planning Board Chairman		\$800.00	Quarterly	
		Supervisor		\$800.00	Quarterly	
		Zoning Board of Appeals Chairman		\$800.00	Quarterly	
Planning Board	5-year term	Michael Weber – Chairman	12/31/27	\$595.00	Annual	
	(5 members)	Linda Carney	12/31/28	Volunteer		
		Barbara Bernard	12/31/29	Volunteer		
		Matthew Bourgoine	12/31/30	Volunteer		
		Beckie Johnson	12/31/26	Volunteer		
Planning Board/ZBA Clerk		Vacant		\$15.50/hr.	Voucher	
Registrar of Vital Statistics	4 yr.	Sheila Duffy	12/31/29	\$500.00	Annual	
Supervisor	3 yr. Elected	Mark Schuster	12/31/28	\$10,195.00	Monthly	6
Tax Collector	4 yr. Appointed	Sheila Duffy	12/31/29	\$3,200.00	Bi-weekly	6
Town Clerk	3 yr. Elected	Sheila Duffy	12/31/28	\$14,500.00	Bi-weekly	6
Traffic Safety - Co.	3yr	Richard Paul	12/31/27	Volunteer		
Traffic Safety Alt. – Co.	3yr	William Smith	12/31/27	Volunteer		
Youth Bureau Representative		Lorilyn Doe		Volunteer		
Zoning Board of Appeals	5 yr.	Vacant	12/31/26	Volunteer		
	(5 members)	Edward Johnston	12/31/27	Volunteer		
		Shane Fitzpatrick	12/31/28	Volunteer		
		Nikki Jerome	12/31/29	Volunteer		
		Johnathan Merle – Chairman	12/31/30	\$50/Meeting	Voucher	
CEO & Addressing Official		Ronald Maxwell		\$15,450.00	Monthly	

All voted yes. Carried.

<b>Continuing Committees:</b>	(Supervisor to be on all committees)
Buildings and Grounds -	Aaron Schreiner, Debra Halpenny, Mary Ellyn Calabrese
Finance Committee -	Mary Ellyn Calabrese, William Smith, Debra Halpenny
Highway Committee -	William Smith, Mary Ellyn Calabrese, Aaron Schreiner
Special Projects -	Debra Halpenny, William Smith, Aaron Schreiner

A motion was made by Bill Smith and seconded by Mary Ellyn Calabrese to use Five Star Bank, Dansville Branch Depository for: Joint General/Highway Checking and Savings Accounts, Town Clerk, Tax Collector, Trust & Agency, Justice and Special Accounts. All voted yes. Carried.

A motion was made by Mary Ellyn Calabrese and seconded by Deb Halpenny to designate the Livingston County News as the Town’s Official Newspaper. All voted yes. Carried.

A motion was made by Bill Smith and seconded by Deb Halpenny to designate the second Tuesday each month at 7:00 PM at the Sparta Town Hall as the official meeting time and place. All voted yes. Carried.

Town Court will be held every second Wednesday of each month at 5:00 PM at the Scottsburg Community Center.

Town Clerk Office Hours: By appointment only. Closed on Sundays and Holidays.

A motion was made by Bill Smith and seconded by Mary Ellyn Calabrese to authorize the Town Fiscal Officer to pay any bill without a voucher that has a discount prior to the Town Board Audit (example-utility bills). These bills will then be audited at the next regular town board meeting. All voted yes. Carried.

A motion was made by Mary Ellyn Calabrese and seconded by Bill Smith to make the normal workday for the Highway Department 8 hours, 5 days per week. The workday may be 10 hours, 4 days per week from April 15<sup>th</sup> to October 31<sup>st</sup> or dates to be designated at the discretion of the Highway Superintendent. All voted yes. Carried.

A motion was made by Mary Ellyn Calabrese and seconded by Deb Halpenny to adjourn the meeting. All voted yes. Carried.

Next regular meeting will be held January 13, 2026 at 7:00 PM.

TOWN CLERK  
Sheila Duffy