

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 (3 members)	Damon Flick 9/30/28 Roy Bailey 9/30/29 Barbara Bernard 9/30/26	Volunteer Volunteer 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.

Continuing Committees:
Buildings and Grounds -
Finance Committee -
Highway Committee -
Special Projects -

(Supervisor to be on all committees)
Aaron Schreiner, Debra Halpenny, Mary Ellyn Calabrese
Mary Ellyn Calabrese, William Smith, Debra Halpenny
William Smith, Mary Ellyn Calabrese, Aaron Schreiner
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 15th to October 31st 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