

Work Session 2a
(a-b)

THE
ASSOCIATION OF TOWNS
OF THE
STATE OF NEW YORK

GERALD K. GEIST
Executive Director

KIMBERLY A. SPLAIN
Deputy Director

150 State Street
Albany, NY 12207

Telephone
Area Code 518 -- 465-7933
Fax # 518 -- 465-0724

LORI A. MITHEN-DeMASI
Counsel

SARAH B. BRANCATELLA
Associate Counsel

KATHLEEN N. HODGDON
Associate Counsel

December 31, 2014

Dear Town Clerk:

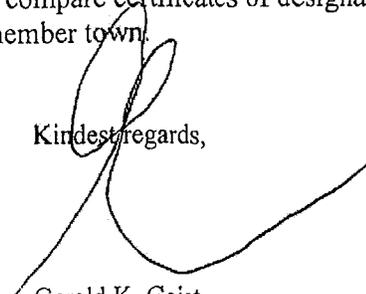
I am writing to encourage your town board to designate a delegate and alternate delegate to send to the Association's Annual Business meeting, which is scheduled for the last day of the Annual Meeting (Wednesday, February 18, 2015). Our bylaws provide that delegates, from member towns, serve an important function at the Annual Business Meeting including electing the president, five vice presidents and approving the Association's legislative platform. In addition, the delegates will hear a presentation on the Association's budget and will be afforded an opportunity to comment or ask questions at the budget hearing on Sunday, February 15th. While it is customary to designate the town supervisor to serve as the town's voting delegate, it is important to note that the town board may also designate another town officer who will be attending the meeting to serve as the town's alternate delegate.

In any event, in order for your town to have a vote at our annual business meeting, the delegate form must be submitted prior to the meeting and someone must be physically present in order for the towns vote to count.

In order for your town's delegate to vote at the Annual Business Meeting the town board must adopt a resolution designating a delegate. I also encourage your town board to designate an alternate in the event that the delegate is unable to attend the meeting. Please submit the enclosed Certificate of Designation to the Association of Towns no later than February 6, 2015.

In order for your towns delegate or alternate to vote at the annual business meeting your towns 2015 dues must be paid on or before February 17th. We respectfully request that you adhere to the February 17th deadline because the credentials committee is required to compare certificates of designation against dues paid to ensure that the delegate or alternate is representing a member town.

Kindest regards,



Gerald K. Geist
Executive Director



GERALD K. GEIST
EXECUTIVE DIRECTOR

WWW.NYTOWNS.ORG

LORI MITHEN DEMASI
COUNSEL

December 2014

Dear Town Clerk:

PLEASE READ AT FIRST 2015 TOWN BOARD MEETING
Contains Dated Material to be Returned

The 2015 Training School and Annual Meeting of this Association will be held at the New York Hilton Midtown, New York City, February 15-18, 2015. This is a training session for town officials. The following is a brief outline of events:

INFORMATIONAL HEARING from 3:00-5:00 p.m., Sunday Afternoon,
February 15 - Beekman Parlor.

GENERAL OPENING SESSION for all town officers, 8:45 a.m., Monday
Morning, February 16 - Grand Ballroom.

GROUP SESSIONS for various categories of town officers and special programs
follow the Opening Session as will be set forth in the printed program:

- | | |
|---------------------------------------|------------------------|
| Town Board Members | Fiscal Officers |
| Building Officials | Public Works & Highway |
| Planning & Zoning Officials | Town Clerks |
| Town Justices Generally | Town Court Clerks |
| Town Justices (Advanced, Accredited)* | Town Attorneys |
| Tax Collecting Officers | |

BREAKFAST WITH THE ASSOCIATION 8:00 a.m., Tuesday Morning,
February 17 - Grand Ballroom

ANNUAL BUSINESS SESSION (Official Delegates) 8:00 a.m., Wednesday
Morning, February 18 - Beekman & Sutton (N) Parlors

**Funding Available to Repair Homes in Onondaga, Tompkins, Cortland, Chenango,
Tioga, Broome, and Cayuga Counties**

CORTLAND, NEW YORK, January 16, 2015- USDA Rural Development announced today that funds are available to help repair homes in rural New York. The Rural Housing Service Loan and Grant Home Repair Program offers very-low income homeowners living in eligible rural areas, loans to make general home repairs or modifications, which may improve or modernize a home.

“Loans of up to \$20,000 for a maximum of 20 years are available,” said Jennifer Jackson, USDA NY Rural Development Single Family Housing Program Director. “Under these terms, a \$5,000 loan would have a monthly payment of just \$23. Applicants must own and occupy the home in need of repair and meet the ‘very-low income’ criteria.”

To be eligible for home repair loans, an applicant must have the ability to repay the loan, an acceptable credit history, live in a rural area and an income that falls within the very-low income category for the size of their household. ‘Very-low income’ varies throughout New York State. For example, a household of two in Chenango County whose income is at or below \$23,100 may be income-eligible for the program. A one percent interest rate for a maximum term of 20 years may allow eligible homeowners the opportunity to make the home improvements they have been planning. Applicants may obtain multiple loans, with a maximum outstanding loan balance at a given time of \$20,000.

Grants are available to senior rural home owners age 62 or older who cannot afford a loan. Grants are limited to a lifetime assistance of \$7,500 and must be used to remove health and safety hazards or make a home more handicap accessible. To see if you meet the income and property eligibility, please visit [click here](#).

For more information on the Home Repair Program and other USDA Rural Development programs, please contact the Cortland office at (607) 753-0851, ext. 4. The Cortland office services Onondaga, Tompkins, Cortland, Chenango, Tioga, Broome, and Cayuga counties.

President Obama's historic investments in rural America have made our rural communities stronger. Under his leadership, these investments in housing, community facilities, businesses and infrastructure have empowered rural America to continue leading the way – strengthening America's economy, small towns and rural communities.

#

USDA is an equal opportunity provider and employer. To file a complaint of discrimination, write: USDA, Office of the Assistant Secretary for Civil Rights, Office of Adjudication, 1400 Independence Ave., SW, Washington, DC 20250-9410 or call (866) 632-9992 (Toll-free Customer Service), (800) 877-8339 (Local or Federal relay), (866) 377-8642 (Relay voice users)

Vl a,
(a1-a3)

November 2014 – December 2014 Assessors' Report

All exemption renewals for 2015 have been sent the deadline for all exemption applications is March 1st 2015. Reminder post cards are being mailed to property owners with Enhanced Star, Senior Citizen and Disability exemptions that haven't renewed.

A review of residential sales/assessments by neighborhood was completed for sales between July 1st 2013 and June 30th 2014. Additional years were also reviewed to make final LOA determination. Residential appraisal work for 2015 will include 2 neighborhoods in the Village of Baldwinsville and 4 neighborhoods in the Town of Lysander.

A review of commercial sales/assessments will determine 2015 appraisal work by used as code. A spreadsheet by used as code will be completed and submitted to the ORPTS by the deadline of February 1st.

The trend for vacant land for 2015 is 0, so mass appraisal of vacant land should not be needed for 2015. A sales/assessment review will be completed for verification.

Final building permit review for 2015 will be completed before March 1st, as weather permits.

Preliminary assessment change notices will be mailed in mid March. Informal meetings with the assessor will be scheduled for 6 weeks from mid March thru April.

The assessor attended a One Day Seminar "What is Income" in Liverpool on January 23, 2015.

Please see attached "Continuing Education Status Report" dated 12/4/2014.



**STATE OF NEW YORK
DEPARTMENT OF TAXATION AND FINANCE
OFFICE OF REAL PROPERTY TAX SERVICES**

Educational Services
W. A. Harriman Campus
Albany, New York 12227
www.tax.ny.gov
orpts.edservices@tax.ny.gov
Telephone (518) 474-1764
FAX (518) 435-8628

Continuing Education Status Report

report date: 12/04/2014

Theresa Golden
Assessor in Multiple Towns
Town Hall
7575 Van Buren Rd.
Baldwinsville, NY 13027-6706
Email: assessor@townofvanburen.com

State Certified Assessor: 07/30/2001
State Certified Assessor, Advanced: 10/07/2002
State Certified Assessor, Professional: 09/28/2010

CE Begin Date: 10/01/2001

Current Continuing Education Year is October 1, 2014 - September 30, 2015

Continuing Education Year	Credits Awarded	Requirement Status
2011 / 2012	12	Met
2012 / 2013	12	Met
2013 / 2014	12	Met
2014 / 2015	0	

You are eligible to accumulate and be reimbursed for a maximum of 24 credits this C. E. year.

Your ethics recertification requirement is satisfied for the current term of office.

Jurisdiction(s)

(SWIS: 313600) Town of Lysander

(SWIS: 315600) Town of Van Buren

Course Date	Course, Seminar, or Conference	Hours Attended	Method	C.E. Credits Awarded
04/30/1999	Assessor Orientation	Basic	classroom	N/A
06/14/1999	Data Collection R/F/V, Fundamentals of	Basic	classroom	N/A
08/02/1999	Assessment Administration	Basic	web on-line	N/A
04/13/2000	Exempt Review-Tug Hill	5	classroom	N/A
07/31/2000	(R-1) Real Estate Appraisal, Introduction to	Basic	classroom	N/A
08/21/2000	Exemption Administration, Fundamentals of	Basic	classroom	N/A
11/13/2000	RPS V4 (Basic)	12	classroom	12
02/19/2001	Association of Towns Conference	6	classroom	6
04/11/2001	Farm Building Valuation	7	classroom	7
05/01/2001	BAR Training	3	classroom	3
06/08/2001	(R-2) Valuation Principles and Procedures	Basic	classroom	N/A
07/30/2001	(G-1) Income Property Valuation, Introduction	Basic	classroom	N/A
10/29/2001	GIS Conference 2001	10	classroom	10
02/18/2002	Association of Towns Conference	12	classroom	12
08/05/2002	Mass Appraisal and the Reassessment	24	classroom	24
09/13/2002	One Day Seminar - Land Valuation	6	classroom	6
10/07/2002	Farm Appraisal , Introduction to	30	classroom	30

V1 a3

Continuing Education Status Report

report date: 12/04/2014

Theresa Golden (continued)

Course Date	Course, Seminar, or Conference	Hours Attended	Method	C.E. Credits Awarded
07/14/2003	(R-3) Applied Residential Property Valuation	30	classroom	10
04/23/2004	One Day Seminar - Preparation For Bar &	6	classroom	6
07/21/2004	Golf Course Appraisal	15	classroom	15
09/12/2005	Assessors Association Conference	12	classroom	12
11/29/2005	Applied LOA Analysis Unit 3	6	classroom	Excluded
12/13/2005	RPS V4 Cost / Comparable Sales	12	classroom	Excluded
06/20/2006	Equalization Seminar	2	classroom	Excluded
08/07/2006	RPS V4 - Land Valuation	12	classroom	12
10/11/2007	RPS V4 - Trend Development	2	classroom	2
05/30/2008	Ethics and the Assessor	6	classroom	6
10/10/2008	One Day Seminar- Value Affordable Housing	6	classroom	6
11/05/2008	RPS V4 Commercial Valuation	12	classroom	12
10/09/2009	One Day Seminar - Self Storage Valuation	6	classroom	6
07/12/2010	IAO - 1 - Assessment Methods & Techniques	30	classroom	30
07/17/2010	IAO Exam	0	classroom	0
09/27/2010	Assessors Association Conference	12	classroom	12
09/28/2010	Professional Designation: IAO	5	classroom	1
09/12/2011	Assessors Association Conference	12	classroom	12
10/07/2011	One Day Seminar - Condominium Valuation	6	classroom	6
10/28/2011	One Day Seminar - Critiquing Appraisals	6	classroom	6
10/01/2012	Assessors Association Conference	12	classroom	12
11/15/2013	Ethics and the Assessor	Recert	classroom	0

!!!! END OF REPORT !!!!

SUBJECT: USE OF TOWN CREDIT CARDS

It shall be the policy of the Board to encourage the safety of the Town credit cards and to enforce proper and prudent rules in connection with their use per all applicable laws and regulations of the State of New York. The Town Board has adopted the following regulations

1. The Town Board permits the use of Town credit cards by certain employees/officials to pay for actual and necessary expenses incurred in the performance work-related duties for the Town. A list of those individuals who are authorized to use a Town credit card will be maintained by the Town Clerk and reported to the Board each year at its January organizational meeting. All credit cards will be in the name of the Town of Lysander.
2. The Town shall establish a credit line not to exceed \$5,000 for each card issued.
3. The following credit cards are authorized for Town business related to expenses
 Visa Card (1)
4. The following procurement cards are authorized for Town business expenses:
 Home Depot (1)
 Staples (1)
 Walmart (1)
5. When not in use, credit cards shall be kept in a secure location in the Town Comptroller's office. After use, the credit card shall be immediately returned to the secure location from which it was obtained. All receipts shall be submitted to the Town Comptroller.
6. The designated employee to whom a credit card is issued shall be responsible for its use and shall not allow the card to be used by anyone else or any unauthorized purchases. Any unauthorized use shall subject the cardholder to disciplinary action in accordance with the law and Town policy.

SUBJECT: USE OF TOWN CREDIT CARDS

7. The board shall ensure that the relationship between the Town and the credit card company is such that the Town preserves its right to refuse to pay any claim or portion thereof that is not expressly authorized, does not constitute a proper Town charge, or violates any laws, rules, regulations, or policies otherwise applicable. In addition, the Town Board will ensure that no claim shall be paid unless an itemized voucher shall have been presented and shall have been audited and allowed.
8. Credit Cards may only be used for legitimate Town business expenditures. The use of the credit cards is not intended to circumvent the Town policy on purchasing. The credit cards will only be for those purchases of goods and services that require a credit card and do not accept other payment methods. Any other reason for credit card use must be approved by the Town Board prior to use.
9. Users must take proper care of these credit cards and take all reasonable precautions against damage, loss, or theft. Any damage, loss or theft must be reported immediately to the Town Comptroller, Town Clerk, or the Town Supervisor and to the appropriate financial institution. Failure to take proper care of credit cards or failure to report damage, loss or theft may subject the employee to financial liability.
10. Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature or violate the intent of this policy may result in credit card revocation and discipline of the employee. Any individual who makes an unauthorized purchase with a Town Credit card shall be required to reimburse the Town for the purchase.
11. Users must submit detailed documentation, including itemized receipts for commodities, services, travel and/or other actual and necessary expenses which have been incurred in connection with Town-related business for which the credit card has been used, Town credit cards are to be used for re-approved reimbursable travel expenses, such as hotel accommodations, car rental, transportation, and meals (exclusive of alcoholic beverages). Credit card expenditures will be charged to appropriate budget codes and original receipts must be forwarded to the Town Comptroller for all charges. Failure to submit original receipts for charges made will result in the officer/employee being held personally liable for the undocumented charges.

SUBJECT: USE OF TOWN CREDIT CARDS

12. The Town Board shall establish regulations governing the issuance and use of credit cards. Each cardholder shall apprise of the procedures governing the use of the credit card and a copy of this policy and accompanying regulations shall be given to each cardholder.

13. Expenses incurred on each credit card shall be paid in such a manner as to avoid interest charges. Credit card balances shall be paid each thirty days. Unpaid balances may not be carried forward as revolving credit balances subject to interest payments. The Town Comptroller shall receive and review monthly reports from the card(s) provided which enumerate the purchasing activity undertaken. The Town Comptroller shall bring any questions regarding unauthorized card use to the prompt attention of the Town Board.

14. Town credit cards shall be used for the purchase of items in an emergency or crises situation or as otherwise deemed appropriate by the Town Supervisor, the Town Board or their designee.

15. The Town Comptroller shall also periodically, but no less than twice a year, monitor the use of each credit card and report any serious problems and/or discrepancies directly to the Town Board.

16. The Town Board shall select credit cards that serve the best financial interests of the Town. For example, all other conditions being equal, the credit card that gives “cash back” or “no annual fee” to the user should be selected.

Adopted:

Town of Lysander
Assessor's Office
8220 Loop Rd
Baldwinsville, NY 13027

January 6, 2015

Town of Lysander Supervisor
Mr. John Salisbury
8220 Loop Rd
Baldwinsville, New York 13027

Dear Mr. Salisbury,

This is to notify you and the other Town Board Member that effective February 5, 2015 I am resigning as fulltime Assessment Clerk. The reason I am resigning is that I am taking my retirement and Social Security.

Sincerely,


Cindy Halstead

2015 PROPOSED FEES**ROTARY PAVILION**

- \$60.00 (+\$10) non-refundable "use fee" plus a \$25.00 refundable security deposit. (Up to 99)
- \$75.00 (+\$15) non-refundable "use fee" plus a \$25.00 refundable security deposit. (100 - 150)
- \$30.00 (+\$5) fee for Baldwinsville scout troops, nursery schools, day care, etc. to cover administrative costs and trash removal. (Monday – Friday ONLY).
- \$10 for use of power by all parties if used.

SMALL PAVILION

- \$40.00 (+\$10) non-refundable "use fee" plus a \$25.00 refundable security deposit (Up to 50 only)
- \$50.00 (+\$10) non-refundable "use fee" plus a \$25.00 refundable security deposit (50 – 100)
- \$20.00 (+\$5) fee (up to 75) for Baldwinsville scout troops, nursery schools, day care, etc. to cover administrative costs. (Monday – Friday ONLY).

COMMUNITY ROOM

- Weekend Fee – \$80 (maximum 8 hours) plus security deposit
- Weekday Fee – (Mon – Fri) - \$70 (Maximum 8 hours) plus security deposit
- 2 hr block minimum weekday, 4 hr block minimum weekends - \$10/hr plus security deposit
- Security Deposit - \$100 refundable (if left in order), for all parties except Baldwinsville not for profit.

MISCELLANEOUS

- ADULT BASKETBALL \$ 2.00 per person per day
- BOUNCED CHECK FEE \$ 20.00
- CANCELLATION FEE \$ 10.00 (Check, charge or cash)

ADMINISTRATIVE FEES

- One Day Program \$6.00 (+\$1)
- Multi Day Program Up to \$10.00 (+\$2)

FIELD USE FEE

- | | | | |
|---------------------------------------|-----------------|-------------|----------------------------------------------------------------------------------------|
| <input type="checkbox"/> Non Contract | Softball | (not lined) | \$ 20.00 (+\$5) for 2 hours |
| <input type="checkbox"/> Seasonal | Softball | (lined) | \$ 150.00 per field per season |
| <input type="checkbox"/> Non Contract | Soccer/Football | (not lined) | \$ 20.00 (+\$5) for 2 hours |
| <input type="checkbox"/> Seasonal | Soccer/Football | (not lined) | \$ 150.00 (+\$50 to level out cost compared to Softball Seasonal) per field per season |

DAY CAMP

- | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------|------------------|---------------------|
| <input type="checkbox"/> Early Registration - Resident of The Baldwinsville School District | \$100.00 (+\$30) | includes field trip |
| <input type="checkbox"/> Early Registration - Non Resident of the Baldwinsville School District | \$110.00 (+\$30) | includes field trip |
| <input type="checkbox"/> Late Registration – Resident of The Baldwinsville School District | \$110.00 (+\$35) | includes field trip |
| <input type="checkbox"/> Late Registration – Non Resident of The Baldwinsville School District | \$120.00 (+\$35) | includes field trip |
| <input type="checkbox"/> Counselor In Training (CIT) | \$30.00 (+\$10) | includes field trip |
| <input type="checkbox"/> Refund Policy: Full refund minus \$15.00 up until the Wednesday before the session registered for. No refunds after that. | | |

EXTENDED DAY CAMP

- | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------|------------------|---------------------|
| <input type="checkbox"/> Early Registration - Resident of The Baldwinsville School District | \$165.00 (+\$45) | includes field trip |
| <input type="checkbox"/> Early Registration - Non Resident of the Baldwinsville School District | \$175.00 (+\$40) | includes field trip |
| <input type="checkbox"/> Late Registration – Resident of The Baldwinsville School District | \$175.00 (+\$35) | includes field trip |
| <input type="checkbox"/> Late Registration – Non Resident of The Baldwinsville School District | \$185.00 (+\$40) | includes field trip |
| <input type="checkbox"/> Refund Policy: Full refund minus \$15.00 up until the Wednesday before the session registered for. No refunds after that. | | |

Item E

TOWN OF LYSANDER

OFFICE OF THE SUPERVISOR

John A. Salisbury
Supervisor
Tel: (315) 857-0281

8220 LOOP ROAD
BALDWINSVILLE, NEW YORK 13027
Fax: (315) 635-1515

David J. Rahrle
Comptroller
Tel: (315) 635-1443

December 15, 2014

To: John Supervisor-Town Supervisor

From: David J. Rahrle-Comptroller

Subject: Retirement

I wish to inform you and the Town Board that due to retirement, I will be resigning from my full time position as Town Comptroller effective January 23, 2015.

RECEIVED

JAN 02 2015

SUPERVISOR'S OFFICE
TOWN OF LYSANDER

JAN 16 2015

Writer's Direct E-mail: arivizzigno@gilbertilaw.com

SUPERVISOR'S OFFICE
TOWN OF LYSANDER

January 13, 2015

Hon. John A. Salisbury
Town Supervisor
Town of Lysander
8220 Loop Road
Baldwinsville, New York 13027

Dear John:

As the Town Attorney for the Town of Lysander, Onondaga County, New York (the "Town"), a municipal corporation of the State of New York, and I have acted as counsel to the Town Board of the Town (the "Town Board") in connection with the creation of proposed Extension No. 2 (the "Extension") to the West Genesee Sewer District of the Town.

This opinion is rendered pursuant to section 85.5 of chapter III of title 2 of the Official Compilation of Codes, Rules and Regulations of the State of New York with the express understanding that the State Comptroller may rely thereon. All capitalized terms used but not defined herein shall have the respective meanings assigned thereto in 2 NYCRR Part 85.

In my capacity as legal counsel for the Town, I have examined originals or true and complete copies of those records, documents and other instruments necessary to render my opinion, including but not limited to:

1. the Constitution of the State of New York and relevant statutes, including but not limited to the Town Law of the State of New York (the statute pursuant to which the application is made) and the State Environmental Quality Review Act;
2. all orders and resolutions of the Town Board pertaining to such application;
3. proof of any posting and publication of any required notices;
4. any map or plan required by statute;
5. the Engineering Report referred to in the application;
6. the certificate stating that no petition requesting a referendum was received on or before May 28, 2014; and

Hon. John A. Salisbury
Page 2
January 13, 2015

7. the application to be submitted to this office.

Based upon my examination of the foregoing, I am of the opinion that:

1. the application contains all information required by the applicable statutes and regulations;

2. the Town, in relation to the proposed Extension, for which the permission or consent of the Comptroller is sought, has undertaken all actions and proceedings required by applicable provisions of law;

3. such Extension has been duly authorized by the Town as required by statute except for: (i) obtaining the permission or consent of the Comptroller; (ii) the adoption of any order or resolution required to be adopted after the Comptroller has granted such consent or permission; and (iii) any publication of any notice required to be published after receipt of such consent or permission;

4. the procedures followed by the Town in giving notice relating to the establishment of said extension as well as the procedures followed in conducting the requested referendum complied in all respects with applicable provisions of the Town Law, notwithstanding the omission of the boundary description from the publication of the notice of public hearing. However, the Town substantially complied with giving notice of the boundaries of the proposed extension by virtue of the following factors: the Town held an informational meeting at the beginning of the district formation process. The district boundaries encompassed two streets. Each parcel owner on the two streets was given written notice of the meeting. Later in the process, postcards were sent to each parcel owner of the proposed district, requesting an expression of approval of the formation of the district. All postcards were mailed and none were returned as undeliverable. At the public hearing, notice was given that the boundary description was on file with the Town Clerk and was also on the Town website. The website contained the boundary description since the inception of the map, plan and report associated with the proposed extension district formation. It is my opinion that all residents in the proposed extension district had at least constructive notice of the boundary description and most, if not all, had actual notice of the boundary description;

5. the Town Board is not aware of any material pending or threatened lawsuits or claims relating to the Extension for which permission or consent is being sought; and

6. any assessments, charges or taxes to be levied or imposed to finance the improvements or services to be provided are authorized by statute and all necessary action has

Hon. John A. Salisbury
Page 3
January 13, 2015

been taken by the municipality to authorize the imposition or levy of such assessments, charges or taxes.

I have not been requested to opine, and I do not opine, as to any issues other than those expressly set forth herein. The opinion expressed herein may be relied upon by the Comptroller of the State of New York.

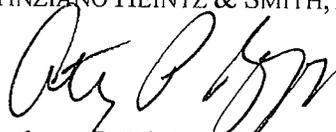
I have examined the proposed intermunicipal agreements between the Town and Onondaga County for provision of services to the proposed extension.

I am a member of the Bar of the State of New York, and the foregoing opinion should be considered to be given with respect to the federal laws of the United States of America and the laws of the State of New York.

The opinion expressed herein is solely for your benefit under 2 NYCRR Section 85.5 in connection with the creation of the proposed Extension, and may not be used, reproduced, quoted or relied on by any other person for any purpose without my prior written consent.

Very truly yours,

GILBERTI STINZIANO HEINTZ & SMITH, P.C.



Anthony P. Rivizzigno

APR:jbl

Item N,
(1-3)

Daniel Boccardo

From: Tony Burkinshaw
Sent: Thursday, January 22, 2015 11:14 AM
To: Daniel Boccardo
Subject: FW: Two Repair Quotes From Mullen Industrial
Attachments: Lysander Ice Rink 4752-MP.pdf; Lysander Ice Rink 4753-MP.pdf

Tony Burkinshaw
315-635-5999
Like us on Facebook:
Lysander Parks & Recreation

From: Tony Burkinshaw
Sent: Monday, January 12, 2015 9:24 AM
To: John Salisbury (supervisor@townoflysander.org)
Cc: Lysander Ice Arena
Subject: FW: Two Repair Quotes From Mullen Industrial

Please add to the agenda for next meeting:
To repair both set of Main Doors to the Ice Rink One Quote for the left set & one the Right

Left Doors (Main Door) looking at the Ice Rink

- Door sticks & doesn't close properly - fix the crash bar
- Has been not locking properly
- And fix any vandalism that has been done in the past

Right Doors looking at the Ice Rink

- Fix the space between the doors
- Replace crash bar (nothing there now)
- Replace door hinge (nothing there now)
- Bring the door back up to code
- Lock will have to be replaced to match the new key

Broken Glass has been replaced by B'ville Glass

Tony Burkinshaw
315-635-5999
Like us on Facebook:
Lysander Parks & Recreation

From: joel.reming@mullenindustrial.com [<mailto:joel.reming@mullenindustrial.com>]
Sent: Friday, January 09, 2015 4:25 PM
To: Tony Burkinshaw
Subject: Two Repair Quotes From Mullen Industrial

Dear Mr. Burkinshaw,

N2



Lysander Ice Rink
Attn: Tony Burkinshaw
2725 West Entry Rd.
Baldwinsville, NY 13027

Quote #: 4752-MP
Date: 1/9/15
Terms: Net Due Upon Receipt
Quoted Prices Valid For 30 Days

Upon inspection of the above equipment, our technician has found the following and Mullen recommends:

RE: Make: Vista Wall | Model#: 1085 | Device #2

- Repair Left Side Double Doors
- Quote Includes Travel, Labor, Parts & Supplies
- Quote Is Based On Immediate Access To The Door Being Repaired
- Waiting Time Or Return Trips Will Result In Additional Billings

Estimated Cost of above Repairs:	\$925.25
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SALES TAX AND/OR FREIGHT COST NOT INCLUDED

Thank you for allowing us to quote your needs. If you should have any questions or concerns regarding this matter, please contact me at your convenience.

Best Regards,

Mike Procopio
Product Support
315-437-3386 ext.151
315-374-9140
Mike.Procopio@MullenIndustrial.com

Authorized Signature

MP/jr

Date Purchase Order #

PLEASE RETURN ONE COPY OF THIS QUOTE WITH YOUR APPROVAL IN ORDER FOR US TO BEGIN THE SERVICE/REPAIRS OUTLINED



Lysander Ice Rink
Attn: Tony Burkinshaw
2725 West Entry Rd.
Baldwinsville, NY 13027

Quote #: 4753-MP
Date: 1/9/15
Terms: Net Due Upon Receipt
Quoted Prices Valid For 30 Days

Upon inspection of the above equipment, our technician has found the following and Mullen recommends:

RE: Make: Vista Wall | Model#: 1085 | Device #1

- Repair Right Side Double Doors
- Quote Includes Travel, Labor, Parts & Supplies
- Quote Is Based On Immediate Access To The Door Being Repaired
- Waiting Time Or Return Trips Will Result In Additional Billings

Estimated Cost of above Repairs:	\$925.25
----------------------------------	----------

SALES TAX AND/OR FREIGHT COST NOT INCLUDED

Thank you for allowing us to quote your needs. If you should have any questions or concerns regarding this matter, please contact me at your convenience.

Best Regards,

Mike Procopio
Product Support
315-437-3386 ext.151
315-374-9140
Mike.Procopio@MullenIndustrial.com

Authorized Signature

MP/jr

Date Purchase Order #

PLEASE RETURN ONE COPY OF THIS QUOTE WITH YOUR APPROVAL IN ORDER FOR US TO BEGIN THE SERVICE/REPAIRS OUTLINED

Daniel Boccardo

From: Tony Burkinshaw
Sent: Thursday, January 22, 2015 11:18 AM
To: Daniel Boccardo
Subject: FW: Heat and hot water

Town Mechanical to Repair the Heat to the Liverpool High School & the Junior AA Locker rooms for \$651.28

Tony Burkinshaw
315-635-5999
Like us on Facebook:
Lysander Parks & Recreation

-----Original Message-----

From: Tony Burkinshaw
Sent: Friday, January 09, 2015 11:10 AM
To: John Salisbury; Andy Reeves (aoreeves@att.net); Anthony Rivizzigno (arivizzigno@gilbertilaw.com); Melinda Shimer (mshimer1@verizon.net); Robert Geraci; Roman Diamond (rdiamond207@gmail.com)
Cc: Lysander Ice Arena
Subject: RE: Heat and hot water

We are currently working on the front doors being fixed and locked properly at the end of the night & Lighting in the Red Rink for games & practice and secondary the fact there is No heat in the locker rooms, so the list continues to grow ... We'll have a bid on both the lights & the doors by next week

Tony Burkinshaw
315-635-5999
Like us on Facebook:
Lysander Parks & Recreation

-----Original Message-----

From: John Salisbury
Sent: Friday, January 09, 2015 11:02 AM
To: Andy Reeves (aoreeves@att.net); Anthony Rivizzigno (arivizzigno@gilbertilaw.com); Melinda Shimer (mshimer1@verizon.net); Robert Geraci; Roman Diamond (rdiamond207@gmail.com)
Cc: Tony Burkinshaw; Robyn L. Bentley-Graham (robyn@icehotconcepts.com)
Subject: FW: Heat and hot water

FYI! We will have to have someone come in to investigate the problem and give an estimate on the repair. Every day is a hassle with regards to the ice rink. John

John A. Salisbury
Supervisor Town of Lysander
8220 Loop Rd
Baldwinsville NY 13027
(315) 857-0281
(315) 635-1515 Fax
supervisor@townoflysander.org

Item P,
(1-3)

January 22, 2015



Supervisor John A. Salisbury
Town of Lysander
8220 Loop Road
Baldwinsville, NY 13027

RE: Proposed Code Revisions

Dear Supervisor Salisbury:

As a follow up to my letter dated January 7, 2015 I wanted to provide you a cap on the cost of legal services.

Based on the scope of the revisions discussed to date and the ability to obtain a word version of 2009 draft, we anticipate the cost to the Town would not exceed \$3,000. In the event the scope of the revisions "mushrooms" we would discuss the situation with you before charging the Town additional services.

Please contact me should you have any questions.

Very truly yours,

MACKENZIE HUGHES LLP

Edward J. Spencer III

EJS/eg

cc: William Lester
Al Yager

EDWARD J. SPENCER III
ATTORNEY AT LAW
DIRECT DIAL: (315) 233-8205
FAX: (315) 474-4215
EMAIL: TSPENCER@MACKENZIEHUGHES.COM

(M0342997.1)

MAILING ADDRESS:
PO BOX 4967, SYRACUSE, NY 13221-4967
STREET ADDRESS:
101 S. SALINA ST., SUITE 600, SYRACUSE, NY 13202
PHONE: (315) 474-7571
MAIN FAX: (315) 474-8400
WWW.MACKENZIEHUGHES.COM

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RECEIVED

JAN 06 2015

SUPERVISOR'S OFFICE
TOWN OF LYSANDER

January 7, 2015



Supervisor John A. Salisbury
Town of Lysander
8220 Loop Road
Baldwinsville, NY 13027

RE: Proposed Code Revisions

Dear Supervisor Salisbury:

Thank you for the opportunity to assist Bill Lester's Committee with developing the proposed update to the Comprehensive Land Use Plan.

With respect to the possibility of assisting with the subdivision and zoning code revisions, Brad Hunt and I would be willing to do that also. Our proposal would be for Brad and I to charge \$170 per hour for our legal services. The plan would be that Brad or I would draft the text for revisions; we would have one of our staff folks handle the computer input for incorporating and tracking revisions. We would not charge for the time spent by staff on inputting revisions.

Brad and I appreciate the Town's concern with costs and would do our best to keep things manageable in that regard.

As discussed at the December 11, 2014 meeting, the revisions to the Code would be facilitated if someone can locate Word versions of the work Tim Frateschi did back in 2009. Otherwise getting the current code into a user friendly format for editing may be more of a challenge (I am not much of a tech guy so perhaps it won't be as difficult as I am thinking.).

Thank you for the opportunity to submit our proposal. I have copied Bill Lester and Al Yager on this to keep them in the loop.

EDWARD J. SPENCER III
ATTORNEY AT LAW
DIRECT DIAL: (315) 233-8205
FAX: (315) 474-4216
EMAIL: TSPENCER@MACKENZIEHUGHES.COM

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MAIN FAX: (315) 474-6409
WWW.MACKENZIEHUGHES.COM

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Supervisor John A. Salisbury
January 7, 2015
Page 2



Please let us know if you would like us to assist with the code update.

Very truly yours,

MACKENZIE HUGHES LLP

A handwritten signature in black ink that reads "TED SPENCER". The signature is written in a cursive, slightly slanted style.

Edward J. Spencer III

EJS/eg

cc: William Lester
Al Yager