

**A Regular Town Board meeting was held on January 4, 2018 at Lysander Town Hall, 8220 Loop Road, Baldwinsville, New York.**

**MEMBERS PRESENT:** Joseph Saraceni, Supervisor  
Robert Ellis, Councilor  
Peter Moore, Councilor  
Robert Geraci, Councilor  
Roman Diamond, Councilor

**MEMBERS ABSENT:** NONE

**OTHERS PRESENT:** Attorney Anthony Rivizzigno; Jerald Hole, Highway Superintendent; Dina Falcone, Town Clerk; Al Yager, Town Engineer; David Rahrle, Comptroller; Tony Burkinshaw, Parks and Recreation Supervisor, and several residents.

**Supervisor Saraceni called the meeting to order at 7:00 PM with the Pledge to the Flag.**

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The meeting began with the swearing in ceremony of elected officials by Honorable Charles Mantione. The elected officials are: Town Justice Michael Bryant, Jerald Hole, Highway Superintendent, Councilor Robert Geraci, Councilor Roman Diamond, and Town Clerk, Dina Falcone.

**Supervisor Saraceni** stated that a draft copy was posted for the public earlier in the week, and there were a few modifications to the Organizational Agenda items which occurred up until the time of the meeting. He introduced the Organizational Meeting Agenda accordingly. *Changes are reflected in these minutes.*

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**CITIZENS COMMENTS REGARDING AGENDA ITEMS**

NONE.

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**TOWN BOARD COMMENTS**

**Councilor Diamond** recognized Sal Caruso, who recently passed away at 92 years old, and was a member of the Knights of Columbus as the Grand Knight. He was a WWII Veteran, and received a Purple Heart for his service in the Philippines. Mr. Caruso was a pillar in the community.

**Councilor Moore** wished everyone a happy new year and mentioned that he has served on the Board for two years, and he looks forward to serving this year and looking forward to good things to come in the future.

**Councilor Geraci** wished everyone a happy new year and said he has been on the Board for four years and is looking forward to another four more. He congratulated all who won the election, and gave a special congratulations to Jerald Hole in his new role as HW Superintendent.

**Councilor Ellis** wished everyone a happy new year as well, and congratulated the newly elected officials.

**Supervisor Saraceni** wished everyone a happy new year and said he is excited about the individuals who were sworn in, and said he is confident they are going to continue to strengthen the great team in the Town of Lysander. He mentioned HW Superintendent Hole, and the [bad] weather that has been occurring, and told him the Board would support him in any way it can. He mentioned the Councilors and the Town Clerk, and said that he is excited about continuing to work with them on any issues that face the Town.

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**ADOPTION OF MINUTES**

**RES#1/2018**

**Motion by Councilor Geraci seconded by Councilor Moore** to adopt the December 21, 2017 Town Board Meeting minutes.

Supervisor Saraceni	Aye	Councilor Ellis	Aye	Councilor Geraci	Aye
Councilor Moore	Aye	Councilor Diamond	Abstain		

**Four Ayes, one abstention, motion carried and adopted**

**ORGANIZATIONAL AGENDA ITEMS**

**MOTION TO APPROVE 2018 TOWN BOARD APPOINTMENTS**

**RES#2/2018**

**Motion made by Councilor Geraci and seconded by Councilor Diamond** to approve the Town Board Appointments for 2018.

Supervisor Saraceni	Aye	Councilor Ellis	Aye	Councilor Geraci	Aye
Councilor Moore	Aye	Councilor Diamond	Aye		

**All Ayes, motion carried and adopted**

**MOTION TO APPROVE 2018 SALARY AND HOURLY RATES**

**RES#3/2018**

**Motion made by Councilor Diamond and seconded by Councilor Ellis** to approve the salary and hourly rates for 2018.

Supervisor Saraceni	Aye	Councilor Ellis	Aye	Councilor Geraci	Aye
Councilor Moore	Aye	Councilor Diamond	Aye		

**All Ayes, motion carried and adopted**

**MOTION TO APPROVE 2018 OFFICAL  
BANKS FOR PARTICULAR DEPARTMENT HEADS**

**RES#4/2018**

**Motion made by Councilor Geraci and seconded by Councilor Diamond** to approve the official banks for said department heads for 2018.

Supervisor Saraceni	Aye	Councilor Ellis	Aye	Councilor Geraci	Aye
Councilor Moore	Aye	Councilor Diamond	Aye		

**All Ayes, motion carried and adopted**

**MOTION TO APPROVE JOSEPH SARACENI AND ROBERT GERACI  
AS AUTHORIZED SIGNERS OF TOWN'S CHECKING AND SAVINGS ACCOUNTS FOR 2018**

**RES#5/2018**

**Motion made by Councilor Diamond and seconded by Councilor Ellis** to approve Supervisor Joseph Saraceni and Robert Geraci as the designated authorized signers on the Town's checking and savings accounts for 2018.

Supervisor Saraceni	Aye	Councilor Ellis	Aye	Councilor Geraci	Aye
Councilor Moore	Aye	Councilor Diamond	Aye		

**All Ayes, motion carried and adopted**

**MOTION TO APPROVE DINA FALCONE AS AUTHORIZED  
SIGNER FOR THE TOWN CLERK CHECKING ACCOUNT FOR 2018**

**RES#6/2018**

**Motion made by Councilor Moore and seconded by Councilor Ellis** to approve Dina Falcone, Town Clerk, as an authorized signer of the Town Clerk checking account for 2018.

Supervisor Saraceni	Aye	Councilor Ellis	Aye	Councilor Geraci	Aye
Councilor Moore	Aye	Councilor Diamond	Aye		

**All Ayes, motion carried and adopted**

**MOTION TO APPROVE NANCY MOTT  
RECEIVER OF TAXES AS AUTHORIZED SIGNER FOR  
THE TAX RECEIVER'S CHECKING AND SAVINGS ACCOUNT FOR 2018**

**RES#7/2018**

**Motion made by Councilor Ellis and seconded by Councilor Diamond** to approve Nancy Mott, Receiver of Taxes, as an authorized signor of the Receiver of Taxes checking and savings accounts for 2018.

Supervisor Saraceni	Aye	Councilor Ellis	Aye	Councilor Geraci	Aye
Councilor Moore	Aye	Councilor Diamond	Aye		

**All Ayes, motion carried and adopted**

**MOTION TO APPROVE THE 2018 FEES FOR THE TOWN ENGINEER**

**RES#8/2018**

**Motion made by Councilor Moore and seconded by Councilor Ellis** to approve the 2018 fees for the Town Engineer.

Supervisor Saraceni	Aye	Councilor Ellis	Aye	Councilor Geraci	Aye
Councilor Moore	Aye	Councilor Diamond	Aye		

**All Ayes, motion carried and adopted**

*Discussion:*

*The fees were adjusted. Fees are \$125 per hour toward districts and \$150 for developer fees for site planning. It was \$100 for both last year. Supervisor Saraceni said it was determined that based on Mr. Yager's experience and the work he has been doing that rate is in line (although still low) for representing the Town.*

**MOTION TO APPROVE THE 2018 FEES FOR ROAD MILLINGS**

**RES#9/2018**

**Motion made by Councilor Ellis and seconded by Councilor Moore** to approve the 2018 fees for road millings.

Supervisor Saraceni	Aye	Councilor Ellis	Aye	Councilor Geraci	Aye
Councilor Moore	Aye	Councilor Diamond	Aye		

**All Ayes, motion carried and adopted**

**MOTION TO APPROVE THE 2018 CEMETERY FEES**

**RES#10/2018**

**Motion made by Councilor Diamond and seconded by Councilor Ellis** to approve the cemetery fees for 2018 as proposed by Town Clerk Dina Falcone.

Supervisor Saraceni	Aye	Councilor Ellis	Aye	Councilor Geraci	Aye
Councilor Moore	Aye	Councilor Diamond	Aye		

**All Ayes, motion carried and adopted**

*Discussion:*

*Town Clerk Dina Falcone said the Town is keeping in line with what other Town's fees are regarding cemetery/burial fees; they [burials] were raised by \$100 and .25 respectively, .25 being for cornerstones per square inch.*

**MOTION TO APPROVE 2018 PETTY CASH FUNDS**

**RES#11/2018**

**Motion made by Councilor Diamond and seconded by Councilor Ellis** to approve petty cash funds for 2018.

Supervisor Saraceni	Aye	Councilor Ellis	Aye	Councilor Geraci	Aye
Councilor Moore	Aye	Councilor Diamond	Aye		

**All Ayes, motion carried and adopted**

**MOTION TO APPOINT ANTHONY RIVIZZIGNO AS LEGAL COUNSEL FOR 2018**

**RES#12/2018**

**Motion made by Councilor Geraci and seconded by Councilor Ellis** to appoint Anthony P. Rivizzigno, Esq. of Barclay Damon, LLC be appointed as Town of Lysander legal counsel for the year 2018.

Supervisor Saraceni	Aye	Councilor Ellis	Aye	Councilor Geraci	Aye
Councilor Moore	Aye	Councilor Diamond	Aye		

**All Ayes, motion carried and adopted**

**MOTION TO ADOPT THE 2018 PROCUREMENT POLICY**

**RES#13/2018**

**Motion made by Councilor Diamond and seconded by Councilor Ellis** to adopt the 2018 procurement policy.

Supervisor Saraceni	Aye	Councilor Ellis	Aye	Councilor Geraci	Aye
Councilor Moore	Aye	Councilor Diamond	Aye		

**All Ayes, motion carried and adopted**

**MOTION TO ADOPT THE 2018 TOWN HOLIDAY SCHEDULE FOR NON-BARGAINING UNIT EMPLOYEES**

**RES#14/2018**

**Motion made by Councilor Ellis and seconded by Councilor Moore** to adopt the 2018 Town Holiday Schedule for non-bargaining unit employees.

Supervisor Saraceni	Aye	Councilor Ellis	Aye	Councilor Geraci	Aye
Councilor Moore	Aye	Councilor Diamond	Aye		

**All Ayes, motion carried and adopted**

**MOTION TO DESIGNATE OFFICIAL NEWSPAPERS FOR 2018**

**RES#15/2018**

**Motion made by Councilor Diamond and seconded by Councilor Geraci** to designate the Baldwinsville Messenger and/or the Post Standard the primary official newspaper(s) of the Town of Lysander.

Supervisor Saraceni	Aye	Councilor Ellis	Aye	Councilor Geraci	Aye
Councilor Moore	Aye	Councilor Diamond	Aye		

**All Ayes, motion carried and adopted**

*Discussion:*

*Supervisor Saraceni said there have been some factual errors in the Messenger's reporting in the past. He said that as that newspaper comes out he will correct those errors. He is asking that they be a bit more thorough in their reporting and hopes that they feel they can reach out to anyone on the Board and Department Heads as well. He said he hopes the reporting gets more accurate in this year, or the Board will have to revisit this motion going into 2019.*

**MOTION TO ALLOW BLANKET UNDERTAKING FOR 2018**

**RES#16/2018**

**Motion made by Councilor Diamond and seconded by Councilor Geraci** to allow the official blanket undertaking be procured instead of individual undertakings covering the Town Supervisor, Deputy Supervisor, Town Clerk, Receiver of Taxes, Town Justices, Town Superintendent of Highways, Comptroller/Budget Officer, Town Zoning and Code Enforcement Officer, Parks and Recreation Supervisor, and that such undertaking contain provisions indemnifying against losses for 2018.

Supervisor Saraceni	Aye	Councilor Ellis	Aye	Councilor Geraci	Aye
Councilor Moore	Aye	Councilor Diamond	Aye		

**All Ayes, motion carried and adopted**

**MOTION TO ADOPT THE TOWN FEES FOR SERVICES SCHEDULE FOR 2018**

**RES#17/2018**

**Motion made by Councilor Ellis and seconded by Councilor Moore** to adopt the Town fees for services schedule(s) for 2018.

Supervisor Saraceni	Aye	Councilor Ellis	Aye	Councilor Geraci	Aye
Councilor Moore	Aye	Councilor Diamond	Aye		

**All Ayes, motion carried and adopted**

**MOTION TO ADOPT TRASH HAULER FEES FOR 2018**

**RES#18/2018**

**Motion made by Councilor Geraci and seconded by Councilor Ellis** to accept the 2018 trash hauler fees as proposed by Town Clerk Dina Falcone.

Supervisor Saraceni	Aye	Councilor Ellis	Aye	Councilor Geraci	Aye
Councilor Moore	Aye	Councilor Diamond	Aye		

**All Ayes, motion carried and adopted**

*Discussion:*

*Supervisor Saraceni said there may be a revision in fees in the future, but for now they will be the same proposed fees.*

**MOTION TO ADOPT PARKS FEES FOR 2018**

**RES#19/2018**

**Motion made by Councilor Ellis and seconded by Councilor Geraci** to accept the 2018 Parks fees as proposed by Parks and Recreation Supervisor Anthony Burkinshaw.

Supervisor Saraceni	Aye	Councilor Ellis	Aye	Councilor Geraci	Aye
Councilor Moore	Aye	Councilor Diamond	Aye		

**All Ayes, motion carried and adopted**

## **COMMITTEES**

### **Government Affairs Committee**

Responsible for matters involving internal governmental affairs, town fees, municipal agreements, consolidation, real property transactions, and others matters deemed appropriate by the Supervisor.

Committee Members: Chair-Joseph Saraceni, Dina Falcone, Peter Moore, and Tony Rivizzigno

### **Highway Committee**

Responsible for matters involving Highway, Town Engineer, and other matters deemed appropriate by the Supervisor.

Committee Members: Chair-Robert Ellis, Jerald Hole, Peter Moore, Dan Boccardo, and Al Yager

### **Building & Grounds Committee**

Responsible for matters involving physical building, services and systems, codes, security systems, and other matters deemed appropriate by the Supervisor.

Committee Members: Chair-Joseph Saraceni, Karen Rice, Tim Wolsey, Al Yager and Tony Burkinshaw

### **Workplace Safety Committee**

Responsible for matters involving the safety of town employees, the workplace environment, and other matters deemed appropriate by the Supervisor.

Committee Members: Chair-David Rahrle, Jerald Hole, Robert Geraci, Tony Burkinshaw, Bruce Cook, Karen Rice and Roman Diamond

### **Fire & Public Safety Committee**

Matters dealing with fire control, public safety, and dog control.

Committee Members: Chair-Joseph Saraceni, Tim Wolsey, Kitt Thompson and Dan Boccardo

### **Parks and Recreation Committee**

Responsible for overseeing operation of town parks, recreation facilities, and future expansion of park lands.

Committee Members: Chair-Tony Burkinshaw, Joseph Saraceni, and Robert Geraci

### **Employee Relations Committee**

Committee Members: Chair-Joseph Saraceni, Robert Geraci, and Town Attorney Rivizzigno

### **Cemetery Committee**

Committee Members: Chair-Robert Ellis, Karen Rice, Dina Falcone and Roman Diamond

### **Economic Development Committee**

Committee Members: Chair-Joseph Saraceni, Steve Darcangelo, David Mackowitz, Al Yager, John Corey, William Lester, Quinn Hubbard, and Anthony Rivizzigno, Esq.

**OTHER APPOINTMENTS FOR ONE YEAR TERM EXPIRING DECEMBER 31, 2018**

**A. BY SUPERVISOR, Joseph Saraceni**

Robert Geraci, Deputy Supervisor  
Nancy Mott, Secretary to Supervisor  
Bonnie Kisselstein, Historian  
David J. Rahrle, Budget Officer  
Robert Geraci, Representative to Canton Woods Board of Directors  
Dan Boccoardo, Bookkeeper to Supervisor

**B. BY TOWN CLERK, Dina Falcone**

Janet Falconer, Deputy Town Clerk, full time, full benefits

**C. BY HIGHWAY SUPERINTENDENT, Jerald Hole**

Full time, Full Benefits

Jonathan Butler, MEO  
Bruce R. Cook, MEO  
John Gilbert, MEO  
Albert Markham, MEO  
David Power, MEO  
Steven J. Power, MEO  
John A. Lathrop, MEO  
Dan Parrish, MEO  
Richard W. Schader, MEO

Part time/Supplemental

Charles E. Claver, Laborer  
Jason Hahn, Laborer  
James Lee, Laborer  
Eugene Akins, Laborer  
Harvey R. Weller, Laborer  
Tony Albanese, Laborer  
Edward Calkins, Laborer  
George Timmons, Laborer  
Douglas Weller, Laborer  
Paul Flaherty, Laborer  
Joseph Briere, Laborer  
Jamie Kratz, Laborer  
Jenny Martin, Laborer  
Carl Mariani, Laborer

## TOWN BOARD APPOINTMENTS

1. Parks and Recreation Department: One-year Appointment  
(Term expires on 12/31/2018)
  - A. Seasonal f/t: Mary Lathrop, Laborer  
Seasonal f/t: James Lee, Laborer
2. Full time, with full benefits, One-year Appointment, except as otherwise noted  
(Term expires on 12/31/2018)  
Karen A. Rice: Clerk to Planning Board  
Clerk to Zoning Board of Appeals  
Clerk I to Codes Enforcement Officer

(The above three positions constitute one full time position with full benefits for Karen Rice.)

Nancy Mott, Account Clerk and Receiver of Taxes  
Anthony Burkinshaw, Parks and Recreation Supervisor  
Daniel Boccardo, Dog Control Officer  
Gregory Payne, Data Collector, Assessor's Office  
Katherine Kisselstein, Assessment Clerk  
Timothy Wolsey, Code Enforcement Officer  
Allen Yager, Town Engineer (2 year term expires on 12/31/2019)

3. Other Annual Appointments  
Dina Falcone, Records Management Officer and FOIL (Records Access Officer)
4. Part time, maximum 20 hours per week  
Cindy Halstead, Assessment Clerk, Assessor's Office  
Brandy Litterbrant, Maintenance
5. Part time, maximum 25 hours per week  
David Rahrle, Comptroller (2 year term expires on 12/31/2019)  
Cindy Rahrle, Secretary to Highway Superintendent  
Patricia Maguire, Clerk to Town Justice  
Jillian Herrera, Clerk to Town Justice  
Edward Barlow, Bingo Inspector
6. Part Time as needed  
Richard Billings, Dog Control Officer  
Ronald E. Patchett, Codes/Zoning Clerk  
Mark Williamson, Sexton, Cemeteries  
Ann Smiley, Clerk to Parks Department  
William Logan, Deputy Code Enforcement  
Thomas Derby, Deputy Code Enforcement
7. Planning Board Member, 7 year term  
Keith Ewald - Term expires on 12/31/2024  
T/B/A – Vacancy (Term expires on 12/31/2022)
8. Zoning Board of Appeals Member, 5 –year term:  
Frank O'Donnell (Term expires on 12/31/2022)
9. Board of Assessment Review – 5 year term  
John W. Power (Term expires on 9/30/2022)
10. Chairpersons of Boards/Commissions
  - a. Zoning Board of Appeals: Richard Jarvis
  - b. Parks & Recreation Commission: Tony Burkinshaw
  - c. Planning Board: John Corey

11. Appointments to positions with NO additional compensation:

Assessor for Dog Damage to Domestic Animals:	Dan Boccardo
Town Operated Cemetery Administrator:	Dina Falcone
Handicapped Parking Permits Administrator:	Dina Falcone
Records Access Officer (FOIL)/Records Manager Officer	Dina Falcone
FOIL Appeals Officer:	Joseph Saraceni

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**SALARIES AND HOURLY RATES FOR 2018**

<b>A. <u>HOURLY RATES:</u></b>	<b><u>PER HOUR</u></b>	+	<b><u>STIPEND</u></b>
Jillian Herrera, Clerk to Town Justice	\$16.34		
Patricia Maguire, Clerk to Town Justice	\$16.67		
Dan Boccardo, Dog Control Officer/Bookkeeper	\$17.42		
Richard Billings, Dog Control Officer	\$16.07		
Ronald Patchett, Codes/Zoning Clerk	\$15.65		
Ann Smiley, Parks Clerk	\$16.40		
Mary Lathrop, Laborer/Park	\$14.52		
James Lee, Laborer/Park	\$14.52		
Mark Williamson, Sexton	\$14.56		
David Power, MEO	\$23.64		\$ 500.00
Albert J. Markham, MEO	\$23.64		\$1,400.00
Bruce R. Cook, MEO	\$23.64		\$1,400.00
Steven J. Power, MEO	\$23.64		\$1,400.00
Richard W. Schader, MEO	\$23.64		\$1,400.00
John Gilbert, MEO	\$23.64		\$ 500.00
Charles E. Claver, Laborer	\$16.77		
Jonathan Butler, MEO	\$23.64		\$ 500.00
John Lathrop, MEO	\$23.64		\$ 500.00
Paul Flaherty, Laborer	\$16.77		
Tony Albanese, Laborer	\$16.77		
Eugene Akins, Laborer	\$16.77		
Danny D. Parrish, MEO	\$23.64		\$ 300.00
Jason Hahn, Laborer	\$16.77		
Harvey R. Weller, Laborer	\$16.77		
James Lee, Laborer	\$16.77		
Edward Calkins, Laborer	\$16.77		
George Timmons, Laborer	\$16.77		
Joseph Briere, Laborer	\$16.77		
Jenny Martin, Laborer	\$15.77		
Carl Mariani, Laborer	\$15.77		
Jamie Kratz, Laborer	\$15.77		
Doug Weller, Laborer	\$16.77		
Cindy Rahrle, Secretary to HW Dept.	\$16.67		
Brandy Litterbrant, Janitor	\$13.51		
Cindy Halstead, Clerk	\$16.67		
William Logan, Code Enforcement	\$15.00		
Thomas Derby, Code Enforcement	\$15.00		

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<b>B.</b>	<b><u>PER MEETING (OR EVENT) RATES:</u></b>	<b><u>PER MEETING</u></b>	
	Edward Barlow, Bingo Inspector	\$30.00 per inspection	
	Planning Board Members	\$70.00 per meeting	
	Zoning Board of Review Members	\$50.00 per meeting	
	Assessment Board of Review Members	\$400.00 per year	
	Karen Rice, Clerk to ZBA, Planning, Ad Hoc	\$100.00 per meeting	
	Catherine Thompson, Clerk to Public Safety Comm.	\$50.00 per meeting	
	Richard Billings, Dog Control Officer	\$125.00 per dog	
<b>C.</b>	<b><u>SALARIES:</u></b>	<b><u>PER YEAR</u></b>	<b><u>STIPEND</u></b>
	Allen Yager, Town Engineer (40 hrs. p/wk)	\$96,445.00	\$300.00
	Bonnie Kisselstein, Historian	\$1,000.00	
	Chairman of Planning Board	\$4,600.00	
	Chairman of the Zoning Board	\$2,000.00	
	Joseph Saraceni, Supervisor	\$52,955.00	
	Robert Geraci, Councilor	\$10,005.00	
	Peter Moore, Councilor	\$10,005.00	
	Robert Ellis, Councilor	\$10,005.00	
	Roman Diamond, Councilor	\$10,005.00	
	David Rahrle, Comptroller	\$35,000.00	
	Charles J. Mantione, Jr. Justice	\$26,567.00	
	Michael M. Bryant, Justice	\$26,567.00	
	Dina Falcone, Town Clerk	\$43,232.00	
	Janet Falconer, Deputy Town Clerk	\$36,716.00	
	Jerald Hole, Highway Superintendent	\$55,000.00	
	Karen A. Rice, Clerk to Planning Board	\$15,478.00	\$1,400.00
	Clerk to Zoning Board of Appeals	\$3,870.00	
	Clerk I, Codes Enforcement	\$19,346.00	
	Anthony Burkinshaw, Recreation Supervisor	\$48,223.00	\$500.00
	Gregory Payne, Data Collector	\$37,819.00	
	Nancy Mott, Receiver of Taxes, Secretary		
	To Supervisor, Account Clerk	\$38,250.00	
	Timothy Wolsey, Code Enforcement Officer	\$48,758.00	
	Katherine Kisselstein, Assessment Clerk	\$37,819.00	
	Chair, Board of Assessment Review	\$500.00	
<b>D.</b>	<b><u>PARKS AND RECREATION DEPARTMENT RATES:</u></b>		
	Basketball Supervisor	\$10.40	
	Park Attendant	\$10.40	

**BANKING, OFFICIAL BANKS**

The following banks are designated as the OFFICIAL BANKS for said department heads:

1. Nancy Mott, Receiver of Taxes: NBT Bank, Baldwinsville branch.
2. Dina Falcone, Town Clerk: NBT Bank, Baldwinsville branch.
3. Anthony Burkinshaw, Recreation Supervisor: NBT Bank, Baldwinsville branch,  
NBT Bank (Concert Series Partnership)
4. Joseph Saraceni, Supervisor/David Rahrle, Comptroller, M & T Bank, Baldwinsville branch, NBT Bank, Baldwinsville branch and Solvay Bank.

The Comptroller is authorized to deposit the moneys of the various accounts with the bank that is paying the best rate of interest at the time of deposit.

5. Michael M. Bryant, Justice and Charles J. Mantione Jr., Justice, NBT Bank, Baldwinsville branch.

**SIGNATORS**

Joseph Saraceni, Supervisor, Robert Geraci, Deputy Supervisor, and Nancy Mott, Receiver of Taxes shall be designated as authorized signers on the Town’s checking and savings account.

Dina Falcone, Town Clerk, be designated as an authorized signer on the Town Clerk’s checking account.

Nancy Mott, Receiver of Taxes, be designated as an authorized signer on the Receiver of Taxes checking and savings account.

**GENERAL CHARGES: FEES**

When the Town Engineer works on a Special Districts or plan reviews chargeable to developer escrow accounts the rate for such work shall be set at \$150.00 per hour for developer work, and \$125.00 per hour for constituent work.

Road Millings are to be sold at \$2.00 per ton, or wholesale market value, whichever is higher, cash and carry, and require that there be a certificate of insurance for liability indemnifying the Town of Lysander in the amount of one million dollars.

**CEMETERY FEES**

Burial in Town cemetery:	\$625.00
(Off season (11/15-4/1)	\$825.00
Weekends	\$825.00
Burial of ashes in Town cemetery:	\$200.00
Cornerstones for cemetery lot:	\$70.00
Veteran's marker for grave:	\$60.00
Vaultage fee:	\$35.00
Monument foundation:	(75 cents per square inch)

**PETTY CASH FUNDS**

PETTY CASH FUNDS established for the following persons be approved and that the totals remaining in the funds from 2018 become the petty cash funds for 2018 as follows:

Nancy Mott, Receiver of Taxes	\$400.00
Dina Falcone, Town Clerk	\$100.00
Jillian Herrera, Clerk to Justice	\$100.00
Patricia Maguire, Clerk to Justice	\$100.00
Anthony Burkinshaw, Recreation Supervisor	\$400.00

**TOWN ATTORNEY**

**Anthony P. Rivizzigno, Esq. of Barclay Damon Law Firm, LLC** be appointed as LEGAL COUNSEL for the year 2018.

Fees for legal services are \$5,250.00 per month.

**PROCUREMENT POLICY**

WHEREAS, Section 104-b of the General Municipal Law requires that the governing body of every municipality adopt a procurement policy for all goods and services which are not required by law to be publicly bid, and

WHEREAS, comments have been solicited from all officers and department heads in the Town of Lysander who are involved in the procurement process,

NOW, THEREFORE, BE IT

RESOLVED, that the Town of Lysander does hereby adopt the following guidelines which are intended to apply to all goods and services which are not required by law to be competitively bid.

Guideline 1. Each purchase to be made by the Town of Lysander, or any department thereof, must be initially reviewed to determine whether it is a purchase contract or a public works contract, and a good faith effort made to determine whether or not the proposed purchase is subject to competitive bidding pursuant to Section 103 of the General Municipal Law. A determination that a purchase is not subject to competitive bidding shall be documented in writing by the individual or board responsible for making the purchase. Such documentation may include written quotes, written notes relating to verbal quotes solicited, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase, or other appropriate written documentation.

Guideline 2. All goods and services not subject to competitive bidding will be secured by use of written requests for proposals, written quotations, verbal quotations, or any other method which assures that quality goods will be purchased at the lowest responsible price and that favoritism will be avoided, except purchases or contracts pursuant to Subdivision 6 of this policy.

Guideline 3. The following methods will be used when required by this policy:

(A) Purchase contracts:

<u>Estimated Amount of Purchase Contract</u>	<u>Method</u>
\$1,000 - \$ 2,999	Two (2) verbal quotations or written / FAX quotations
\$3,000 – \$19,999	Three (3) written / FAX quotations or responses to written requests for proposals

Public works contracts:

<u>Estimated Amount of Public Works Contract</u>	<u>Method</u>
\$1,000 - \$ 6,999	Two (2) verbal quotations or written / FAX quotations
\$7,000 - \$34,999	Three (3) written / FAX quotations or responses to written requests for proposals

(C) Professional Services:

The Town Board has the discretion to determine if it is economically reasonable to request quotes or bids. The Town Board should approve any written agreements with each professional service provider that clearly stipulates the contract period, the services to be provided, and the basis for compensation. A good faith effort shall be made to obtain more than one quotation or proposal. If the purchaser is unable to obtain more than one proposal or quotation, the purchaser will document the attempt made at obtaining proposals or quotations. In no event shall the failure to obtain quotations or proposals be a bar to the procurement.

Guideline 4. Written documentation is required of each action taken in connection with each procurement.

Guideline 5. Written documentation and a written explanation are required whenever a contract is awarded to other than the offeror with the lowest price. This documentation will include an explanation of how the purchase will achieve savings or how the offeror was not responsible. A determination that the offeror is not responsible shall be made by the purchaser and may not be challenged under any circumstances.

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

- (a) Emergencies;
- (b) Sole Source situations;
- (c) Goods purchased from agencies for the blind or severely handicapped;
- (d) Goods purchased from correctional facilities;
- (e) Goods purchased from another governmental agency;
- (f) Goods purchased at auction;
- (g) Goods purchased for less than \$500;
- (h) Public works contracts for less than \$500;
- (i) Goods purchased at or below published State or County bid prices

Guideline 7. This policy shall go into effect immediately and will be reviewed annually.

Guideline 8. This policy is intended to be a guideline for Town of Lysander personnel involved in purchase of goods and services, and no unintentional violations of this policy shall be deemed to create a claim or cause of action, or form the basis of any claim or cause of action against the Town of Lysander.

Guideline 9. The persons and titles of Town of Lysander personnel responsible for purchases under this policy are Jerald Hole, Highway Superintendent, (for Highway purchases under this policy) and Joseph Saraceni, Supervisor, (for non-Highway purchases under this policy – purchases may be proposed, proposals made and responses or quotations obtained by or under the supervision of Town Department Heads, but all such purchases shall be approved by the Town Supervisor).

**TOWN BOARD MEETING SCHEDULE FOR 2018**

**Meetings 1<sup>st</sup> and 3<sup>rd</sup> Thursday at 7:00 pm  
Work Session prior to Board meetings at 5:30 pm**

<b>January</b>	<b>July</b>
January 4, 2018 (Organizational/Regular)	July 5, 2018
January 18, 2018	July 19, 2018
<b>February</b>	<b>August</b>
February 1, 2018	August 2, 2018
February 15, 2018	August 16, 2018
<b>March</b>	<b>September</b>
March 1, 2018	September 6, 2018
March 15, 2018	September 20, 2018
<b>April</b>	<b>October</b>
April 5, 2018	October 4, 2018
April 19, 2018	October 18, 2018
<b>May</b>	<b>November</b>
May 3, 2018	November 1, 2018
May 17, 2018	November 15, 2018
<b>June</b>	<b>December</b>
June 7, 2018	December 6, 2018
June 21, 2018	December 20, 2018

**HOLIDAY SCHEDULE FOR 2018**

<b>January</b>	<b>1</b> (Monday)	New Year's Day
	<b>15</b> (Monday)	Martin Luther King Day
<b>February</b>	<b>19</b> (Monday)	Presidents' Day
<b>May</b>	<b>28</b> (Monday)	Memorial Day
<b>July</b>	<b>4</b> (Wednesday)	Independence Day
<b>September</b>	<b>3</b> (Monday)	Labor Day
<b>October</b>	<b>8</b> (Monday)	Columbus Day
<b>November</b>	<b>12</b> (Monday)	Veterans Day
	<b>22</b> (Thursday)	Thanksgiving Day
	<b>23</b> (Friday)	Day after Thanksgiving
<b>December</b>	<b>24</b> (Monday)	Christmas Eve ½ Holiday ½ Floater
	<b>25</b> (Tuesday)	Christmas Day
	<b>31</b> (Monday)	New Year's Eve ½ Holiday ½ Floater

**OFFICIAL NEWSPAPER**

The THE POST STANDARD and/or the BALDWINSVILLE MESSENGER are to be designated as the primary OFFICIAL NEWSPAPER of the Town of Lysander.

**OFFICIAL UNDERTAKING**

An official blanket undertaking be procured instead of individual undertakings covering the Town Supervisor, Deputy Supervisor, Town Clerk, Receiver of Taxes, Town Justices, Town Superintendent of Highways, Comptroller/Budget Officer, Town Zoning and Code Enforcement Officer, Parks and Recreation Supervisor, and that such undertaking contain provisions indemnifying against losses through the failure of the officers, clerk and employees covered thereunder to faithfully perform their duties or to account properly for all monies or property received by virtue of their positions or employment; and through fraudulent or dishonest acts committed by the officers, clerks and employees and covered there under.

**TOWN FEES FOR SERVICES SCHEDULE FOR 2018**

**BUILDING PERMITS:**

1. Permit for solid fuel, gas burning device, generators, solar arrays: \$100.00
2. Permit for fireworks displays: \$300.00
3. Property Records Search: \$ 50.00
4. Swimming Pools, in ground/above ground: Same as type of construction
5. Permit fee for all other work including new construction, additions, alterations, repairs, and demolition:
  - A. Zero to \$1,000.00:\* \$30.00
  - B. \$1,000.00 and over:\* \$30.00 for the first thousand AND \$ 5.00 for each additional thousand or any portion thereof

\* THE FOLLOWING CHART IS TO BE USED BY CONTRACTORS TO ESTIMATE THE COST OF A PROJECT:

Commercial	\$80/sq.ft.
New Construction (excluding garages)	\$60/sq.ft.
Additions (to houses)	\$50/sq.ft.
Garages--attached	\$25/sq.ft.
Garages--detached	\$17/sq.ft.
Pole Barns	\$15/sq.ft.
Porches	\$12/sq.ft.
Decks	\$12/sq.ft.
Sheds	\$12/sq.ft.

Certificates of Occupancy:

Residential – Building Permit in effect \$ 0  
Commercial First Inspection \$ 0  
Second Inspection, re-inspection (each additional) \$75.00

Fee to rescind stop work order:

Residential \$ 75.00  
Commercial \$150.00

Fire Inspections Residential Multi-Occupancy, Each Building:

Common Areas, Utility Rooms, Storage Room \$35.00  
(Each additional dwelling unit / Common area inspected or re-inspection \$35.00)

Fire Inspection Commercial

Includes one re-inspection for violation

\$50.00 Up to 1500 sq. ft.	\$100.00 3001-7500 sq. ft.
\$75.00 1501-3000 sq. ft.	\$150.00 7501 sq. ft. and over

**TRASH HAULER FEES:**

A trash hauler’s license for the Town of Lysander shall cover the period of July 1, 2018 to June 30, 2019. The Town’s Local Law on Solid Waste and insurance requirements is stated in the Code of the Town of Lysander, Chapter 112. A completed application, a current Certificate of Insurance naming the Town of Lysander as “an additional insured”, and a check in the amount of \$250.00 made payable to the Lysander Town Clerk is required by each trash hauler.

**PARKS AND RECREATION FEES:**

**ROTARY PAVILION:**

\$60.00 “use fee” plus a \$25.00 refundable security deposit.  
AM Rental 9:00 am to 2:00 pm OR PM Rental 3:00 to 8:00 pm

\$90.00 “use fee” plus a \$25.00 refundable security deposit.  
All Day Rental 9:00 am to 8:00 pm

\$40.00 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 “use fee” plus a \$25.00 refundable security deposit.  
AM Rental 9:00 am to 2:00 pm OR PM Rental 3:00 to 8:00 pm

\$60.00 “use fee” plus a \$25.00 refundable security deposit.  
All Day Rental 9:00 am to 8:00 pm

\$30.00 fee for Baldwinsville scout troops, nursery schools, day care, etc. to cover administrative costs and trash removal. (Monday – Friday **ONLY**)

**COMMUNITY ROOM:**

Weekend Fee – \$95 (maximum 11 hours) plus security deposit  
4 hour block minimum weekends - \$10 per/hour for additional hours plus security deposit  
Weekday Fee – (Mon – Fri) - \$10 per/hour for additional hours plus security deposit  
Security Deposit - \$100 refundable (if left in order), for all parties except Baldwinsville not for profit.  
Pop Warner use \$10 per/hour (pending availability)

**MISCELLANEOUS ADMINISTRATIVE FEES:**

ADULT BASKETBALL \$ 2.00 per person per day \* One Day Program \$ 7.00  
BOUNCED CHECK FEE \$ 20.00 \* Multi Day Program  
Up to \$10.00  
CANCELLATION FEE \$ 15.00 (Check, charge or cash) \* Park Attendant Staff  
\$12.00 per hour  
Seasonal Brochure Mailing (Year) \$ 5.00

**FIELD USE / TENNIS COURT’S / OPEN GREEN SPACE FEE:**

Green Space Seasonal Practice Space \$ 50.00 per season  
(Spring/Summer/Fall)  
Non Contract Softball/Baseball (not lined) \$ 20.00 for 2 hours  
Seasonal Softball (lined) \$ 150.00 per season  
Non Contract Rugby/Soccer/Football (not lined) \$ 20.00 for 2 hours  
Seasonal Soccer/Football (not lined) \$ 150.00 per field / per season  
Rugby/Football Field 2 (not lined) \$ 120.00 per season  
Tennis Courts Tennis/Pickleball \$ 10.00 for 1 hour or  
\$ 150.00 for season  
(Spring/Summer/Fall)

**TOWN OF LYSANDER BUILDING USE:**

Parks and Recreation Staff will open and close the Building as needed (Programs, Special Events, Meetings, etc. as per the Building Use Policy of the Town of Lysander).

- Not for Profit Organizations: (\$25.00 per hour and \$15.00 for each additional hour)
- \$50 deposit waived for Baldwinsville organizations
- \$50 deposit required for organizations outside of Baldwinsville

**IN LIEU OF LAND FOR PUBLIC USE:**

Minor Subdivision	Up to 4 lots:	\$250/lot
Major Subdivision	5 lots:	\$500/lot
Apartments	Flat fee:	\$500/unit

**DEPARTMENT HEAD REPORTS**

**Jerald Hole, Highway Superintendent**, said that he is making the transition into his position, and thanked everyone for their patience as HW works to salt and plow the roads due to the inclement weather. The equipment is holding up well. HW is doing the best they can for everyone.

**Tony Burkinshaw**, Parks and Recreation Supervisor stated that there are some events occurring in the Recreation Department. He stated that there is a job opening for a Senior Recreation Leader. He thanked Councilors Geraci and Ellis for helping him move forward and this position will bring new life to the department, and help bring new ideas into the department. The father/daughter Valentine’s dance has 100 people already registered. It is being held at the Fireside Inn. It can accommodate 250 people, so registration will continue. **Mr. Burkinshaw** said that pavilion rental registration will begin on Monday, January 8<sup>th</sup> at 9:00 AM.

**Dina Falcone, Town Clerk**, read a letter sent by the NYS DOT in response to a traffic study request that was made in November, 2016 regarding Plainville Road. She read from the December 29, 2017 letter from NYS DOT as follows: *“This is in further response to your November 9, 2016 letter requesting a lower speed limit on Plainville Road in the Town of Lysander. Our Traffic Safety staff completed two (2) separate studies during their review of this location. 1. Based on accident analysis, test drives, existing roadside development, highway characteristics, and adjacent speed limits; lowering the speed limit on Plainville Road from Route 370 to Swamp Road to 45 MPH is appropriate. 2. Based on accident analysis, test drives, existing roadside development, highway characteristics, and adjacent speed limits; lowering the speed limit on Plainville Road from Phosphate Alley to Cole Road/County Line Road to 45 MPH is appropriate. The County may be interested in considering a proven safety mitigation, Centerline Audible Roadway Delineators. Based on the results of our accident analysis, this section of roadway could benefit from the installation of CARDS.”* **Ms. Falcone** noted that there are three additional studies that are currently in progress by NYS DOT.

**REGULAR AGENDA**

**MOTION TO ACCEPT THE RESIGNATION OF TERRIE MASSARO**

**RES#20/2018**

**Motion made by Councilor Diamond seconded by Councilor Geraci** to accept the resignation of Terrie Massaro effective December 29, 2017.

Supervisor Saraceni	Aye	Councilor Ellis	Aye	Councilor Geraci	Aye
Councilor Moore	Aye	Councilor Diamond	Aye		

**All Ayes, motion carried and adopted**

*Discussion:*

*Supervisor Saraceni mentioned that Ms. Massaro worked for the Town for over five years and was familiar with the programs.*

**MOTION TO REDUCE PUNCH LIST SECURITIES  
FOR TIMBER BANKS SUBDIVISION TO \$8,000**

**RES#21/2018**

**Motion made by Councilor Diamond seconded by Councilor Moore** to reduce the punch list securities required for the Timber Banks subdivision Section 1A, 1B and 2A to \$8,000, as the developer has completed a large portion of the remaining punch list items, as recommended by the Town Engineer's letter dated January 3, 2018.

Supervisor Saraceni	Aye	Councilor Ellis	Aye	Councilor Geraci	Aye
Councilor Moore	Aye	Councilor Diamond	Aye		

**All Ayes, motion carried and adopted**

**MOTION TO APPOINT DAVID PENDERGAST TO THE POSITION OF LABORER**

**RES#22/2018**

**Motion made by Councilor Ellis seconded by Councilor Geraci** to appoint David Pendergast to the position of Laborer (supplemental) as a wingman. (Starting wage as per the Union contract)

Supervisor Saraceni	Aye	Councilor Ellis	Aye	Councilor Geraci	Aye
Councilor Moore	Aye	Councilor Diamond	Aye		

**All Ayes, motion carried and adopted**

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**CITIZENS COMMENTS RELATED TO TOWN BUSINESS**

NONE.

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**ANNOUNCEMENTS**

**Town Board Meeting:** Thursday, January 18, 2018, 7:00 PM, Work Session begins at 5:30 PM in the Auditorium.

**Public Hearing:** Cold War Veteran's Exemption, Thursday, January 18, 2018, 7:00 PM in the Auditorium.

**Town Board Meeting:** Thursday, February 1, 2018, 7:00 pm, Work Session begins at 5:30 PM in the Auditorium.

**Planning Board Meeting:** Thursday, January 11, 2018, 7:00 PM, in the Auditorium.

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**ADJOURNMENT**

**A motion was made by Councilor Diamond and seconded by Councilor Ellis** to adjourn the regular Town Board Meeting and Organizational Meeting at 7:35 pm.

This is a true and complete recording  
of the action taken at this meeting.

Dina Falcone, Town Clerk