

A Regular Town Board meeting was held on January 16, 2020, at Lysander Town Hall, 8220 Loop Road, Baldwinsville, New York.

MEMBERS PRESENT: Robert A. Wicks, Supervisor
Peter Moore, Councilor
Robert Geraci, Councilor
Jeffrey Kudarauskas, Councilor
Roman Diamond, Councilor

MEMBERS ABSENT: None

OTHERS PRESENT: Dina Falcone, Town Clerk; Anthony Rivizzigno, Town Attorney; Al Yager, Town Engineer; David Rahrle, Comptroller; Tony Burkinshaw, Parks and Recreation Supervisor; Theresa Golden, Assessor, and several guests and residents.

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

Citizens Comments

Supervisor Wicks stated that before Citizens Comments, in order to clarify some of the meeting rules, he spelled out some of the rules that should make it clear for people as they come up and speak in an effort to conduct business in an orderly manner.

Although Open Meetings Law gives the public the right to attend board meetings and to listen to town board deliberations, the public does not have the right to speak at town board meetings except as provided by rules created and adopted by the town board (Town Law Manual, page 39, 2016).

A town board has the right to promulgate rules of procedure for the orderly conduct of its meetings and for the proper management of the business and affairs of the town (Town Law § 63).

- *Citizens will state their name and address*
- *Citizens may make comments up to a maximum of five (5) minutes*
- *Comments shall be restricted to the business of the town*
- *Citizens are expected to act in a professional manner at all times*
- *No profanity or violent behavior is allowed at any time*
- *No political, personal, or social issues will be allowed or addressed by the board*
- *In order to speak, citizens must be recognized by the Supervisor and address the comments to the Supervisor*
- *No comments/questions may be addressed to individual board members or to department heads*
- *No citizens should yell comments from the audience; and*
- *The Supervisor will make the final determination whether or not an issue will be allowed.*

These rules are put in place for the benefit of citizens attending the meeting. The rules are not intended to stifle citizen participation, only to provide a safe and comfortable environment for the free flow of information to the public regarding town business.

Supervisor Wicks said the Board wants participation from the public, but in the past there have been some situations where he has been at meetings and witnessed unruly and out of control behavior. When he spoke with citizens, he said they made the same comments, and that sometimes they would come to meetings and feel uncomfortable. **Supervisor Wicks** said that because of the tenor of what was going on at past meetings, he thought it was important to spell out the rules. He continued to say that he thinks the rules are clear, but the Board is there to conduct town business, not to have somebody stand up on a bully pulpit and get their personal, social or political agendas put forward. He said that is for another time.

Supervisor Wicks said that he will be happy to talk with anyone about any issue after the meetings, but during the Citizens Comments portion of the meetings, it should be for town business only; what is TOL doing, and how TOL is spending [the residents] money. He stated that if that isn't clear, there can be discussion at a later time.

Jim Stirushnik of Dinglehole asked for clarity if residents are to state their name and address.

Supervisor Wicks said they are additional rules, and they have been in place. He said people should state their names and location.

Gene Dinsmore of Highland Drive thanked the Supervisor for creating more order to the meetings.

Kevin Rode stated that the railroad tracks on Hencle Boulevard [by the radio station] are in disrepair and asked what could be done to repair same. There is also one on Lamson Road in need of repair.

Supervisor Wicks said he has a meeting with a representative from the County Executive's Office and he will address it.

Fred Burtch of Plainville Road referred to Church Road and that dangerous intersection [Plainville Road]. He asked if the dangerous issue could be resolved. He asked if TOL could contact the county to do something at the end of the road to make it safer. He said there was recently a very dangerous accident there that involved his safety. Mr. Burtch said it was the third time in twelve years that a serious accident has happened at that intersection. **Supervisor Wicks** said that he would bring up some of the issues that were discussed at the meeting with the representative from the Onondaga County Executive's Office.

Town Board Comments

Councilor Kudarauskas remarked that he is glad Mr. Burtch is okay, and everyone needs to keep aware of the situation with the weather, and not to park on the streets so that the plows can safely remove snow.

Supervisor Wicks stated that it is important to let the citizens of Lysander know what he has been doing. He and Councilor Kudarauskas held a meeting with every employee in TOL, and as they are new Town Board members, they wanted to introduce themselves to everyone, and discussed management philosophy. **Supervisor Wicks** said sometimes people get anxious when new management comes into the workplace. In this regard, they discussed philosophy regarding the services TOL proposes, and how TOL should be moving forward with regard to those types of services. He said one of the goals of TOL is to provide the best services in Onondaga County. He stated that citizens are going to tell TOL if it is providing the best services as well.

Supervisor Wicks discussed his fiduciary philosophy, and as a municipal corporation, TOL has to spend money, but he said he wants to do it in the most frugal and efficient way. He said there is not a lot of money to go around, and in discussions, they found \$30K from one area [\$30,500 of savings]. In addition, there are some other issues that TOL will address that has to do with the office building and the highway building. They will not put any additional moneys into the budget; however, they will move some funds that were already budgeted and use savings from one line item to try to address some of the other items regarding building maintenance.

Supervisor Wicks reported that he attended the Association of Towns training for elected officials. He said it was one of the best training he's received. He said it made him more aware of what his job as Supervisor entails, and how he should be doing it. He brought back a lot of information, and said it was well worth the time and money.

Supervisor Wicks stated that he instituted regular staff meetings with department heads. He said he thinks it's important to hold those meetings because sometimes things may get missed, and it is pertinent to learn what goes on on a daily basis. The meetings will be weekly for the time being.

Supervisor Wicks has begun examining the policies and procedures of TOL to make sure they are updated. He said sometimes although that may seem mundane, they should be addressed. He said that is not something that happens overnight; it will take a while to review everything. He wants to make sure the policies and procedures are current and up to date.

Supervisor Wicks stated that he went with the HW Superintendent to examine the roads, buildings, and HW equipment. They inspected the buildings and looked at the condition of the roads in order to make a plan for the coming year. They examined what type of conditions the buildings are in, and work the buildings need. **Supervisor Wicks** attended several community meetings around the town. He said he thinks it's important for the citizens to know what the Supervisor is doing.

Supervisor Wicks noted that two motions will be added to the agenda. Authorization for the Supervisor to sign the Storage Tank Environmental Liability Proposal in the amount of \$1,711.84 from Haylor Freyer & Coon. He said as they were going through and looking at different insurance, this was one of the areas that wasn't covered. The coverage encompasses highway gas storage tanks, in case of an environmental spill. The next motion is to authorize the purchase of pallet racking for the HW Department in the amount of \$1,676. The HW garage has a number of racking units in the garage, and they are unsafe. The HW Superintendent received quotes on the racking. The Board wants to move on this tonight because there is a substantial savings in used racking. Additionally, Supervisor Wicks said he is trying to get the agendas done by the Tuesday [of the meeting] so citizens can see if there's anything they are interested in so they can address the Board. The two items added tonight are something that the Board can't wait on because they needed to be done.

Adoption of Minutes

RES#25/2020

Motion by Councilor Moore seconded by Councilor Diamond to adopt the January 2, 2020 Organizational Minutes and the Town Board Meeting minutes.

| | | | | | |
|------------------|-----|-----------------------|-----|------------------|-----|
| Supervisor Wicks | Aye | Councilor Kudarauskas | Aye | Councilor Geraci | Aye |
| Councilor Moore | Aye | Councilor Diamond | Aye | | |

All ayes, motion carried and adopted

Department Head Reports

Tony Burkinshaw, Parks and Recreation Supervisor reported that the Parks and Recreation Commission met on Monday the 13th and the next meeting is Monday, February 10, at 6:00 PM. He stated that Parks prefers that people pay by check or credit card when registering for a program. He noted that the Father Daughter Valentine Dance is February 22nd at the Fireside Inn. Registration is online. Parks and Recreation is accepting reservations for pavilion rentals as well.

Supervisor Wicks said the move away from taking cash was a recommendation from the Office of the State Comptroller in the training he attended. The NYS Office of the Comptroller emphasized that towns and municipalities should 'get out of the business of taking cash'. In some situations that may not be possible, so there are situations where TOL will accept cash, but on a regular basis, check or credit card is preferred.

Theresa Golden, Assessor reported that the Assessor's 2020 Assessment Roll is out and there are assessment changes. The office was notified by NYS that approximately 300 senior citizens may qualify for the senior limited exemption. To control costs, the Assessor's office completed a mailing of 300 postcards so that seniors would not miss out on the additional exemptions they may qualify for, and their income would need to be verified. Reminder post cards will be mailed out in February to seniors who have not renewed their exemptions before the deadline of March 1.

Regular Agenda Items

MOTION TO AUTHORIZE CODE ENFORCEMENT OFFICERS TO ATTEND THE 15TH ANNUAL EDUCATION CONFERENCE IN LIVERPOOL, NY

RES#26/2020

Motion made by Councilor Geraci seconded by Councilor Kudarauskas to authorize Tim Wolsey, Code Enforcement Officer and William Logan, Code Enforcement Clerk to attend the 15th Annual Educational Conference, April 7 – 9 at the Holiday Inn in Liverpool, New York. The cost of the conference is \$360 per person (meals included). Mileage will be reimbursed accordingly.

| | | | | | |
|------------------|-----|-----------------------|-----|------------------|-----|
| Supervisor Wicks | Aye | Councilor Kudarauskas | Aye | Councilor Geraci | Aye |
| Councilor Moore | Aye | Councilor Diamond | Aye | | |

All ayes, motion carried and adopted

Discussion:

Code Enforcement Officers have certain training that is required every year. It is a budgeted item.

MOTION TO AUTHORIZE TOL TO HOLD A PUBLIC HEARING TO HEAR CITIZENS FOR OR AGAINST THE 2020 FIRE PROTECTION AGREEMENT WITH ENTERPRISE FIRE COMPANY (WEST PHOENIX FIRE PROTECTION AGREEMENT)

RES#27/2020

Motion made by Councilor Moore seconded by Councilor Diamond to authorize the Town of Lysander to hold a public hearing to hear citizens for or against the 2020 Fire Protection Agreement by and between the Town Board of the Town of Lysander and Enterprise Fire Company No. 1 (West Phoenix Fire Protection Agreement) on Thursday, February 6, 2020 at 7:00 PM in the Auditorium of Lysander Town Hall and to authorize the Town Clerk to advertise for same.

Supervisor Wicks Aye Councilor Kudrauskas Aye Councilor Geraci Aye
Councilor Moore Aye Councilor Diamond Aye

All ayes, motion carried and adopted

MOTION TO APPROVE TONY BURKINSHAW, PARKS AND RECREATION SUPERVISOR, AS DESIGNATED SIGNER ON THE PARKS AND RECREATION CHECKING ACCOUNT

RES#28/2020

Motion made by Councilor Geraci seconded by Councilor Moore to approve Tony Burkinshaw, Parks and Recreation Supervisor, as the designated authorized signer on the Parks and Recreation checking account.

Supervisor Wicks Aye Councilor Kudrauskas Aye Councilor Geraci Aye
Councilor Moore Aye Councilor Diamond Aye

All ayes, motion carried and adopted

MOTION TO SET THE NON-BARGAINING UNIT EMPLOYEES AND ELECTED OFFICIALS RATE OF INSURANCE CONTRIBUTION AT 12% OF THE MONTHLY PREMIUM

RES#29/2020

Motion made by Councilor Moore seconded by Councilor Geraci to set the non-bargaining unit employees and Elected Officials rate of insurance contribution at 12% of the monthly premium effective January 1, 2020.

Supervisor Wicks Aye Councilor Kudrauskas Aye Councilor Geraci Aye
Councilor Moore Aye Councilor Diamond Aye

All ayes, motion carried and adopted

MOTION TO ADOPT UPDATES TO THE EMPLOYEE HANDBOOK

RES#30/2020

Motion made by Councilor Moore seconded by Councilor Geraci to adopt the following updates to the Employee Handbook:

Section 509 - Time off to Vote and
Section 807 - Reproductive Health Decision Making

Supervisor Wicks Aye Councilor Kudarauskas Aye Councilor Geraci Aye
Councilor Moore Aye Councilor Diamond Aye

All ayes, motion carried and adopted

Discussion:

TOL is conforming to the law by adding these items to the handbook.

MOTION TO DECLARE THE 2014 X MARK MOWER SURPLUS

RES#31/2020

Motion made by Councilor Kudarauskas seconded by Councilor Diamond to declare the 2014 X Mark Mower surplus to be sold at auction with a \$2,500 reserve.

Supervisor Wicks Aye Councilor Kudarauskas Aye Councilor Geraci Aye
Councilor Moore Aye Councilor Diamond Aye

All ayes, motion carried and adopted

MOTION TO ADJUST THE SALARY FOR MARY LATHROP, LABORER

RES#32/2020

Motion made by Councilor Geraci seconded by Councilor Diamond to adjust the salary for Mary Lathrop, Laborer, in the Parks and Recreation Department, from \$20.70 to \$16.62 per hour per the bargaining union contract.

Supervisor Wicks Aye Councilor Kudarauskas Aye Councilor Geraci Aye
Councilor Moore Aye Councilor Diamond Aye

All ayes, motion carried and adopted

Discussion:

Ms. Lathrop's pay is not being lowered; this was documented differently on the organizational chart. It is a correction.

**MOTION TO ADD JAMES LEE, LABORER IN THE
PARKS AND RECREATION DEPARTMENT, AT A RATE OF \$16.62 PER HOUR**

RES#33/2020

Motion made by Councilor Moore seconded by Councilor Kudarauskas to add James Lee, Laborer, in the Parks and Recreation Department, at a rate of \$16.62 per hour per the bargaining union contract.

| | | | | | |
|------------------|-----|-----------------------|-----|------------------|-----|
| Supervisor Wicks | Aye | Councilor Kudarauskas | Aye | Councilor Geraci | Aye |
| Councilor Moore | Aye | Councilor Diamond | Aye | | |

All ayes, motion carried and adopted

Discussion:

This was documented differently on the organizational chart and has been corrected.

TABLED

Motion made by _____ seconded by _____ to appoint Christopher Wall, Security (as needed) at a rate of \$40.00 per hour effective January 1, 2020.

**MOTION AUTHORIZE THE PURCHASE OF 18 LENOVO THINK CENTER M725s
DESKTOP COMPUTERS AND MONITORS OFF OF THE OGS BID**

RES#34/2020

Motion made by Councilor Diamond seconded by Councilor Kudarauskas to authorize the purchase of 18 Lenovo Think Center M725s desktop computers and monitors off of the NYS OGS Bid in the amount of \$640 each.

| | | | | | |
|------------------|-----|-----------------------|-----|------------------|-----|
| Supervisor Wicks | Aye | Councilor Kudarauskas | Aye | Councilor Geraci | Aye |
| Councilor Moore | Aye | Councilor Diamond | Aye | | |

All ayes, motion carried and adopted

**MOTION AUTHORIZE THE PURCHASE OF 1 HEWLETT PACKARD PRODESK 400
DESKTOP COMPUTER AND 2 MONITORS OFF OF THE NYS OGS BID**

RES#35/2020

Motion made by Councilor Kudarauskas seconded by Councilor Diamond to authorize the purchase of 1 Hewlett Packard ProDesk 400 desktop computer and 2 monitors off the NYS OGS Bid in the amount of \$1,395.78.

| | | | | | |
|------------------|-----|-----------------------|-----|------------------|-----|
| Supervisor Wicks | Aye | Councilor Kudarauskas | Aye | Councilor Geraci | Aye |
| Councilor Moore | Aye | Councilor Diamond | Aye | | |

All ayes, motion carried and adopted

**MOTION TO AUTHORIZE SUPERVISOR WICKS AND COUNCILOR
KUDARAUSKAS TO ATTEND THE ASSOCIATION OF TOWNS 2020 ANNUAL
MEETING AND TRAINING SCHOOL FEBRUARY 16-18 IN NEW YORK CITY**

RES#36/2020

Motion made by Councilor Moore seconded by Councilor Geraci to authorize Supervisor Wicks and Councilor Kudarauskas to attend the Association of Towns 2020 Annual Meeting and Training School February 16-18, in New York City. The cost of the hotel is \$299 per night, and the cost of the conference is \$150 per person. Travel costs and meals will be reimbursed accordingly.

| | | | | | |
|------------------|-----|-----------------------|-----|------------------|-----|
| Supervisor Wicks | Aye | Councilor Kudarauskas | Aye | Councilor Geraci | Aye |
| Councilor Moore | Aye | Councilor Diamond | Aye | | |

All ayes, motion carried and adopted

**MOTION TO AUTHORIZE THE SUPERVISOR
TO SPEND UP TO \$5K ON OFFICE EQUIPMENT**

RES#37/2020

Motion made by Councilor Moore seconded by Councilor Kudarauskas to authorize the Supervisor to spend up to \$5,000 on office equipment.

| | | | | | |
|------------------|-----|-----------------------|-----|------------------|-----|
| Supervisor Wicks | Aye | Councilor Kudarauskas | Aye | Councilor Geraci | Aye |
| Councilor Moore | Aye | Councilor Diamond | Aye | | |

All Ayes, motion carried and adopted

Discussion:

This is a situation where the Board is not putting a new item in the budget but moving funds to cover it. That amount of money is in there but it doesn't mean that amount will be spent. Discussion of chairs in the vestibule and furniture usage commenced.

**MOTION TO AUTHORIZE THE SUPERVISOR
TO SIGN THE STORAGE TANK AND ENVIRONMENTAL PROPOSAL**

RES#38/2020

Motion made by Councilor Kudarauskas seconded by Councilor Diamond to authorize the Supervisor to sign the Storage Tank and Environmental proposal in the amount of \$1,711.84 from Haylor Freyer & Coon.

| | | | | | |
|------------------|-----|-----------------------|-----|------------------|-----|
| Supervisor Wicks | Aye | Councilor Kudarauskas | Aye | Councilor Geraci | Aye |
| Councilor Moore | Aye | Councilor Diamond | Aye | | |

All Ayes, motion carried and adopted

**MOTION TO AUTHORIZE THE PURCHASE OF PALLET
RACKING FOR THE HW DEPARTMENT**

RES#39/2020

Motion made by Councilor Moore seconded by Councilor Kudarauskas to authorize the purchase of pallet racking in for the HW Department in the amount of \$1,675 from CNY Rack & Surplus.

| | | | | | |
|------------------|-----|-----------------------|-----|------------------|-----|
| Supervisor Wicks | Aye | Councilor Kudarauskas | Aye | Councilor Geraci | Aye |
| Councilor Moore | Aye | Councilor Diamond | Aye | | |

All Ayes, motion carried and adopted

New Business/Other

None.

Adjournment

A motion was made by Councilor Moore and seconded by Councilor Kudarauskas to adjourn the regular Town Board Meeting at 7:40 PM.

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

Dina Falcone, Town Clerk