

AGENDA ATTACHMENTS

TOWN BOARD MEETING

JANUARY 18, 2018

AGENDA ITEM "A"

2018

CANTON WOODS SENIOR CENTER AGREEMENT

THIS AGREEMENT, made the ___ day of January, 2018, between the **TOWN OF VAN BUREN**, the **TOWN OF LYSANDER** (both of the County of Onondaga, State of New York) and both hereinafter referred to as the "Towns", and the **VILLAGE OF BALDWINSVILLE**, County of Onondaga and State of New York, hereinafter referred to as the "Village".

WITNESSETH

WHEREAS, the Towns and the Village entered into a Senior Center Contract dated the 18th day of November, 1985, pertaining to the maintenance of a Senior Citizen Center located on Canton Street in the Village of Baldwinsville, and

WHEREAS, it is the collective opinion of the Towns and Village that there is a need to continue to use the Canton Woods Senior Center exclusively as a Senior Citizen Center for an indefinite period of time and to amend the 1985 Agreement, and,

WHEREAS, the Canton Woods Senior Center is owned by the Village of Baldwinsville and is used for the benefit of residents of both Towns and the Village who are 60 years of age or older.

NOW, THEREFORE, the Towns and Village agree as follows:

1. That the Village will provide water and sewers to the Center at no cost, and, in addition, will plow the Center's parking lot at no cost.
2. That Village maintenance employees will provide labor to make necessary repairs and maintenance to the Senior Center building, such as, but not limited to; replacing broken windows, repairing the parking lot and periodically cleaning rugs and floors of the Center. The cost of performing such labor will be charged by the Village to the Towns in the manner hereinafter specified.
3. That no extraordinary repair work will be performed by the Village without the prior written approval of the Towns unless said work has already been budgeted for in the budgets for the Towns for that fiscal year.
4. That the Village will provide insurance coverage for the Center and the Canton Wood Senior Center, Inc. including fire and liability coverage
5. That the cost of maintaining the Center shall be subject to the annual review and control of the Towns.
6. That each year a representative from the Board of Directors of Canton Woods Senior Center, Inc. shall deliver to the Towns, not later than September 1, a

proposed estimated operating budget for the year next succeeding, which includes all accounts, reserves and monies involved with the center.

7. The Village is the employer of the Senior Center employees, shall pay salaries and benefits to the employees and shall disburse the expenses of the Senior Center not provided by the Village in accordance with usual procedures for the payment of Village expenses. The Village shall keep separate records of Senior Center expenses and shall annually report actual disbursements in writing to the Towns. The Village shall permit the Towns, or their duly authorized representatives, to examine the Senior Center financial records, invoices, vouchers, payments, etc. upon request.
8. That each year, on or before November 1, the Towns and the Village shall agree on an operating budget for, and the share of each municipality for the expenses of operating the Senior Center for the following year. Effective January 1 of each year the three (3) municipalities shall enter into a written agreement setting forth the operating budget and the share of each municipality per attached Appendix #1 made a part hereof. Each Town will remit its respective share of the operating budget in accordance with the written agreement to the Village each year in one lump sum payment on or before March 1 of each year. The Village shall provide to each Town a monthly status report of the expenses of the Senior Center as compared to the operating budget and payments contributed by the Towns. The Village will pay the expenses of the Senior Center in accordance with the budget.
9. All unanticipated expenses not covered by the operating budget shall be presented to and approved by the Town Boards prior to incurring said unanticipated expenses. In the event an emergency should arise, the Village shall notify the Town Supervisor of each Town or their respective Deputies and advise them of the emergency situation. Each Supervisor or the Deputy shall, as soon as possible, with proper notification, convene a meeting of their respective Boards to discuss and act on the emergency situation, the cost involved and the method of payment. Each Supervisor or their Deputy shall, as soon as possible, advise the Village if the majority of their respective Board approves or denies said emergency expenditure.
10. That the Towns and Village are dedicated to providing a Senior Citizen Center for an indefinite period of time for the residents of the Towns and Village over the age of 60.
11. In the event that the Village and both Towns jointly agree through a majority vote of each of their respective Boards that the Canton Woods Senior Center no longer is needed as a senior citizens center for the residents of the Towns and Village, then the Center will be sold and the proceeds of such sale shall be distributed equally to the Towns and Village, subject only to any law or regulation pertaining thereto of the State of New York.

12. This agreement is to replace the 2016 Senior Citizen Center Agreement and shall become effective upon the date signed by both Supervisors and the Mayor.
13. That the Canton Woods Senior Center will continue to be used exclusively as a Senior Citizen Center with the day-to-day affairs of the Center to be administered by the Board of Directors of the Canton Woods Senior Center, Inc. subject to any and all limitations place upon the use of the Center by the Towns and Village.
14. That the Town Boards of the Towns of Van Buren and of Lysander and the Board of Trustees of the Village of Baldwinsville have respectively authorized the undersigned to enter into this Agreement the day and year first-above mentioned.
15. The Village of Baldwinsville shall account for any unspent funds attributable to the Town of Lysander and Town of Van Buren as of the close of business for each year. These funds are to be used to defray operating or capital expenses of Canton Woods upon the approval of the three municipal Canton Woods representatives in the subsequent year(s).
16. All financial records, including but not limited to budgets, monetary accounts including those funded by the towns, gifts, memorials, endowments, etc. shall be annually reviewed by the comptrollers from each town and the village treasurer with a subsequent jointly issued report of findings provided to the mayor and each town supervisor on or about May 31st of each year.
17. This agreement may be executed in duplicate counterparts, each of which so executed shall, irrespective of the date of its execution and delivery, be deemed an original, and the counterparts together shall constitute one agreement.

TOWN OF VAN BUREN

By _____

CLAUDE E. SYKES
Supervisor

TOWN OF LYSANDER

By _____

JOSEPH P. SARACENI
Supervisor

VILLAGE OF BALDWINSVILLE

By _____

RICHARD A. CLARKE
Mayor

2018
CANTON WOODS SENIOR CENTER AGREEMENT
APPENDIX # 1

Year 2018

Adopted Operating Budget \$ 133,900

Town of Lysander Share \$ 66,950

Lump sum payment due by March 1

Town of Van Buren Share \$ 66,950

Lump sum payment due by March 1



Codification Division

Agenda Item "B"

CHANGE ORDER No. 1

Date: December 11, 2017
Client: Town of Lysander, New York
Contact: Dina Falcone, Town Clerk
Project: Codification
Contract Date: July 28, 2015

The 2015 contract is updated as follows:

	Description	Price
1	<p>Change in Scope: Addition of Substantive Code Revisions Requiring Adoption by the Town into the Code Update and Republication Project. The Town has completed a review of the Draft and submitted a number of substantive Code revisions to General Code that will require implementation, tracking and preparation of a Proposed Code Adoption Local Law.</p> <p>This amount reflects the additional work effort outside the scope of the original project.</p>	\$1,711
2	<p>Additional Legislation. Legislation received after L.L. No. 3-2015, including legislation from 2015, 2016 and 2017, includes the following:</p> <ul style="list-style-type: none"> L.L. Nos. 4-2015 through 11-2015 L.L. Nos. 1-2016 through 3-2016 L.L. Nos. 1-2017 through 6-2017 	\$1,995
Total		\$3,706

Additional Terms:

- A. The terms of this Change Order shall be valid for 45 days.
- B. Any additional legislation adopted after L.L. No. 6-2017 and included in the final publication shall be subject to additional charges.
- C. To complete the project, General Code shall make the requested revisions, publish the final Code and submit the proposed Code Adoption Local Law to the Town.
- D. Payment Schedule:
 - 100% of the total above shall be invoiced upon delivery of the Code volumes, along with the final 25% of the contract amount scheduled to be invoiced upon delivery.

Accepted by:

The above prices and specifications of the Change Order are hereby accepted. All work is to be performed under the same terms and conditions as specified in the original contract unless otherwise specified.

TOWN OF LYSANDER, ONONDAGA COUNTY, NEW YORK

Signature: _____
 Print Name: _____
 Title: _____
 Date: _____

Agenda Item "C"

Town of Lysander: General Code Changes/Revisions

Page 2

- A. Ch. 98, Animals. Art. I, Dogs: Decision: NO REVISION DESIRED
- B. Ch. 146 Fees: REVISE AS FOLLOWS: Add a fee for storage barns in the amount of \$15
- C. Ch. 270, Subdivision of Land: Revise the wording to delete words as indicated: "shall provide such number and type of copies of the approved plan Planning Board Clerk shall specify for the Town's records." DELETE: "the recommended by".

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- D. Ch. 295, Vehicles and Traffic, Part 2, Vehicle and Traffic Regulations.
Decision: (D) OKAY AS EDITED
(b) Decision: OKAY AS EDITED

Page 4

- (4) In §295-53, Schedule XII: No Parking at Any Time.
Decision: No revision desired; the wording is correct.
- E. Ch. 320, Zoning.
Decision: In Ch. 320 and throughout the Code, revise all to read: "Codes Enforcement Officer."

Page 5

- (b) Delete the parenthetical phrase. The word "tourist home" shall be changed to "Bed and Breakfast" herein.
- (3) Section 320-23C(2) contains the parenthetical phrase, add: "...to each district other than industrial..."
- (4) Section 320-23E(4), regarding accessory uses and structures, contained to reference to Subsection D(3)
Decision: OKAY AS EDITED
- (5) Section 320-45(D)
Decision: DELETE THE PARENTHETICAL PHRASE

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§8-7 Service. Shall read: The appearance ticket shall be served in accordance with the provisions of Section 150.40(2) of the Criminal Procedure Law.

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Chapter 34 Handicapped Policy

Change the title to “DISABLED PERSONS POLICY”

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§34.5 and §34-6 shall read as follows:

§34.5 Transition plan available for public inspection. Shall read: The self-evaluation transition plans, pursuant to the Americans with Disability Act and Section 504 of the Americans with Disability Act, as hereinabove described shall be available for public inspection at the office of the Town Clerk.

§34-6. Responsibility for compliance coordination. Shall read: The Office of the current Supervisor of the Town of Lysander shall be responsible for the coordination of efforts to comply with Section 504 of the Rehabilitation Act.

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§66-5. Requests for access to records.

D. At the end of the paragraph “D”, Shall read: The fee for a property search is \$50 per property, and shall be furnished to the Town Clerk before property search commences.

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§98.9. Seizure and impoundment.

C. REMOVE “Taft Road” in last sentence.

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Article II Permit Fee Schedule, §122-30 Fee schedule established.

The fee schedule for permits shall be as follows:

- A. Permit for solid-fuel-or gas-burning device: \$100
- B. Permit fee for all other work, including new construction, additions, alterations, swimming pools and demolition:
 - (1) No changes.
 - (2) One thousand dollars and over: \$30 for the first \$1,000 and \$5 for each additional \$1,000 or any portion thereof.

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Type of Project	Fee per square foot
Garages, detached should be	\$17
Add a line: Garages, attached	\$25
Add a line: Storage Buildings	\$15

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§146-2. Cemeteries.

Cemetery charges shall be as follows:

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 per sq. in.

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§146-3. General charges.

- DELETE: A. Highway Map: \$5
- DELETE: G (1) Zoning Ordinance pamphlet: \$18
- DELETE: H. Subdivision regulations pamphlet: \$5

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- Water meters: change to \$200 from \$100
- DELETE: Water tap in: \$500

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§146-4. Planning Board and Zoning Board of Appeals charges.

- (4) REMOVE \$150 and REPLACE with \$200
- C. (3) REMOVE \$350 and REPLACE with \$500

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§146-5. Park fees.

REMOVE: "Park fees shall be as follows" and REPLACE with "Park fees will be located in the Parks and Recreation Department and posted on the Town of Lysander website: www.townoflysander.org".

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§240-14. Materials and methods of construction.
At the end, add the sentence: "Clay tile pipe shall be prohibited."

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§240-25. Sewer design and materials.
A. REMOVE: "conforming to ASTM F789, extra-strength vitrified clay conforming to ASTM Specification C-200,"

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§246-1. Smoking prohibited during certain public meetings.
The current paragraph shall be deleted and a new paragraph shall read:
"SMOKING IS PROHIBITED in all Town of Lysander facilities."

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§257-10. Indemnification of Town; insurance.
D. Change address to 8220 Loop Road, Baldwinsville, New York 13027

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§283-1. Application to be presented.

Shall read: "An application must be completed and presented to the Town Clerk and the Parks and Recreation Department. The Parks and Recreation Supervisor will maintain the calendar for building use. The Building Use Policy is located in the Office of the Town Clerk.

§283-2. Calendar for use; criteria for denial or approval.

- A. DELETE what is there and replace with: "The Parks and Recreation Department shall keep a calendar for building use. The Parks and Recreation Supervisor will advise the Town Clerk and the Supervisor as to the availability of the room(s) requested."

§283-4. DELETE was is there and add: "Custodial services will not be provided."

§283-7. Use of Auditorium and Large Group Room.

ADD: "See Building Use Policy located in the Town Clerk's Office."

(Auditorium maximum occupancy is 266) (remove 322)

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- B. DELETE the word "Status."

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- E. Sentence in paragraph shall read: "...Byers galvanized pipe or Type K soft temper copper shall be used on all services including one-half inch and two-inch services."

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§309-6. Payment for service.

- F. E. (In this paragraph) shall read, "In the event of a default in payment for more than 60 days after the due date, water service shall be terminated without further notice, and a shutoff charge shall be assessed by the water systems operator."

§309-7. General Rules and Regulations

- C. (In this paragraph) shall read, "When water service at any such premises is again desired by the same customer, including seasonal customers, shut off charges shall be determined by the water system operator, and for the restoration of service."

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§309-9. Penalties for offenses.

Remove \$250 replace with \$350.

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SWIMMING POOL – change “12 inches” to “24 inches”

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ARTICLE IV title should say “Application of District Supplemental Regulations”

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D. Should read “The following supplemental regulations shall apply:”

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D. (2) The end of the paragraph this sentence shall be added: “Each district other than industrial.”

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§320-50. Compliance required.

DELETE footnote number 3

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Section §320-67. Penalties for Offenses.

Shall read:

A. Any person, firm or corporation found guilty of violating any provision of this chapter shall upon conviction be guilty of a violation punishable by a fine not to exceed \$300 except that:

- (1) Where the person, firm or corporation is found guilty of violating the same provision of this chapter within the preceding five years, the penalty shall be a fine of not less than \$300 nor more than \$500 or imprisonment for a maximum of 15 days, or both such fine and imprisonment.
- (2) Where the person, firm or corporation is found guilty of violating the same provision of this chapter on two or more occasions within the preceding five years, the penalty shall be a fine of not less than \$400 nor more than \$1,000 or imprisonment for a maximum of 30 days, or both such fine and imprisonment.

B. If any violation continues for duration of more than seven continuous days, each week's continued violation shall constitute a separate additional violation.

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DELETE: paragraphs (1) (2) and B.

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In Paragraph (4), Penalties. In the second sentence to the last, the figures \$7,000 and \$1,000 should be switched, to say, "punishable by a fine not less than \$1,000 nor more than \$7,000..."

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DELETE THE ENTIRE PAGE

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In title, change "320 Attachment 2" to "320 Attachment 1"

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In title, change "320 Attachment 3" to "320 Attachment 2"

APPENDIX

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§A337-24. Number per property and alignment.

REMOVE: "...and a driveway width of 12 feet are considered standard and..."

In Section 201 General: Chapter 2: "DEFINITIONS": BED AND BREAKFAST DWELLING.
Change the word "five" to "four" [bedrooms].

SAMPLE

Agenda Item "D"

January 12, 2018

AmTrust Financial Services, Inc.
59 Maiden Lane
New York, New York 10038

Re: Town of Lysander/DBL #0125590

Dear Sir or Madam:

Please be advised that effective January 12, 2018, we hereby appoint Haylor, Freyer & Coon, Inc., 231 Salina Meadows Parkway, Syracuse, New York 13221, as our exclusive agent of record for the Disability Policy written through Wesco/AmTrust. The appointment of Haylor, Freyer & Coon rescinds all previous appointments and the authority contained herein shall remain in full force until cancelled in writing.

This letter also constitutes your authority to furnish Haylor, Freyer & Coon, Inc. with all information that they may request as it pertains to the Town of Lysander's insurance contracts, rates, rating schedules, surveys, reserves, retention and all other financial data that they may wish to obtain to complete their analysis of our present and future requirements in connection with our insurance program.

Haylor, Freyer & Coon, Inc. shall not be responsible for any transaction and/or errors and omissions arising out of the placement of any policy that preceded this letter of authority.

Very truly yours,

Joseph P. Saraceni
Town of Lysander Supervisor

JPS/ddf

cc: Henry Chapman, Haylor Freyer & Coon, Inc.
David Rahrle, Town of Lysander Comptroller

Agenda Item "H"

A RESOLUTION AUTHORIZING THE ISSUANCE
AND SALE OF SERIAL BONDS FOR THE CONSTRUCTION OF
A SPRAY FACILITY IN LYSANDER TOWN PARK

WHEREAS, this Board, by resolution, has authorized the construction of a spray facility in Lysander Town Park; and

NOW, THEREFORE,

BE IT RESOLVED by the Town Board of the Town of Lysander (the "Town"), Onondaga County, New York, as follows:

Section 1. For the object or purpose of the construction of a spray facility in Lysander Town Park ("Spray Park"), and to provide funds to defray the cost thereof, FOUR HUNDRED THOUSAND DOLLARS (\$400,000.00) of the General Obligation Serial Bonds of the Town, shall be issued pursuant to the provisions of New York Local Finance Law.

Section 2. FOUR HUNDRED THOUSAND DOLLARS (\$400,000.00) is estimated as the maximum cost of said construction of a Spray Park.

Section 3. The plan or the financing of the said construction of a Spray Park consists of the issuance of General Obligation Serial Bonds of the Town in the principal sum of FOUR HUNDRED THOUSAND DOLLARS (\$400,000.00), to be issued pursuant to Local Finance Law.

Section 4. It is hereby determined that the period of probable usefulness of the aforesaid object or purpose is fifteen (15) years, pursuant to subdivision 19(c) of paragraph a of section 11.00 of Local Finance Law. It is further determined that the maximum maturity of the Serial Bonds herein authorized will exceed five years.

Section 5. The faith and credit of said Town are hereby irrevocably pledged to the payment of the principal of and interest on such bonds as the same, respectively, become due and payable. An annual appropriation shall be made in each year sufficient to pay the principal of and interest on such bonds becoming due and payable in such year. There shall annually be levied on all the taxable real property in said Town a tax sufficient to pay the principal of and interest on such bonds as the same become due and payable.

Section 6. Subject to the provisions of Local Finance Law, the power to authorize the issuance of and to sell Bond Anticipation Notes in anticipation of the issuance and sale of the Serial Bonds herein authorized, including renewals of such notes, is hereby delegated to the Town Supervisor. Such notes shall be of such terms, form and contents, and shall be sold in such manner as may be prescribed by said Supervisor, consistent with the provisions of Local Finance Law. The power to further authorize the issuance of the Bonds and bond anticipation notes and

to prescribe the terms, form and contents of the Bonds and bond anticipation notes, including the consolidation with other issues and the use of substantially level or declining debt service, subject to the provisions of this Resolution and the Local Finance Law, and to sell and deliver the Bonds and bond anticipation notes, is hereby delegated to the Supervisor.

The Supervisor is hereby authorized to sign and the Town Clerk is hereby authorized to attest any Bonds and bond anticipation notes issued pursuant to this Resolution, and the Town Clerk is hereby authorized to affix to such Bonds and bond anticipation notes the corporate seal of the Town.

Section 7. This Resolution, when effective, shall be published in full by the Town Clerk together with a notice in substantially the form prescribed by Section 81.00 of said Local Finance Law, and such publication shall be in each official newspaper of the Town. The validity of such bonds may be contested only if:

- a. Such bonds are authorized for an object or purpose for which said Town is not authorized to expend money, or
- b. The provisions of law, which should be complied with at the date of publication of this resolution, are not substantially complied with, and an action, suit or proceeding contesting such validity is commenced within twenty (20) days after the date of publication, or
- c. Such bonds are authorized in violation of the provisions of the Constitution.

Section 8. This resolution is subject to a permissive referendum.

Section 9. This Resolution shall constitute the declaration of the Town's "official intent" to reimburse expenditures authorized by Section 1 with proceeds of the Bonds and notes, as required by United States Treasury Regulation Section 1.150-2.

Section 10. This resolution shall take effect immediately.

WHEREFORE, the foregoing resolution was put to a vote of the members of the Town of Lysander Town Board this 18th day of January, 2017, the result of which vote was as follows:

<u>BOARD MEMBER</u>	<u>VOTE</u>
ROBERT GERARCI	_____
ROMAN DIAMOND	_____
PETER J. MOORE	_____
ROBERT H. ELLIS	_____
JOSEPH P. SARACENI, SUPERVISOR	_____

Dated: January 18, 2018

Dina M. Falcone, Town Clerk