

**LYSANDER TOWN BOARD MEETING  
8220 LOOP ROAD  
BALDWINSVILLE, NEW YORK  
January 11, 2016  
Work Session 6:00 PM - Auditorium  
Regular Meeting 7:00 PM – Auditorium**

**AGENDA**

**Work Session:**

1. Agenda Items
2. Swearing in Ceremony for Joseph Saraceni, Peter Moore, and Robert Ellis

**Regular Meeting:**

- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. CITIZENS' COMMENTS**
- IV. TOWN BOARD COMMENTS**
- V. SUPERVISOR COMMENTS**
- VI. ADOPTION OF MINUTES**
- VII. DEPARTMENT HEAD REPORT**
- VIII. ORGANIZATIONAL MEETING – See attached Organizational Agenda**
- IX. REGULAR AGENDA ITEMS**

**A. Approval of Polling Place Agreement – Onondaga County Board of Elections**

Motion made by \_\_\_\_\_ seconded by \_\_\_\_\_ to authorize the Supervisor to sign the Polling Place Agreement with the Onondaga County Board of Elections for the continued use of Town facilities during the Primary and General Elections.

**B. Payment No. 4 – Crego Street Reconstruction and Drainage Improvements Project**

Motion made by \_\_\_\_\_ seconded by \_\_\_\_\_ to authorize payment request No. 4 for the Crego Street Reconstruction and Drainage Improvements Project in the amount of \$13,185.01 to JK Tobin, Inc., per the Town Engineers recommendation. (See attached)

**C. Payment No. 2 – Water Districts Meter Replacement Project**

Motion made by \_\_\_\_\_ seconded by \_\_\_\_\_ to authorize payment request No. 2 for the Town of Lysander Water Districts Meter Replacement Project in the amount of \$2,979.00 to T&S Mechanicals, Inc., per the Town Engineers recommendation, and subject to the review of the certified payroll by the Comptroller. (See attached)

**D. Approve Damaged Trail Fence Repair Proposal – Route 31 and Woods Road**

Motion made by \_\_\_\_\_ seconded by \_\_\_\_\_ to authorize the Supervisor to sign the proposal from Lysander Construction to repair the damaged trail rail fence along Rte. 31 and at the end of Woods Road in the amount of \$4,436.00. (See attached)

**X. ANNOUNCEMENTS**

**A. Planning Board Meeting**  
Monday January 14, 2016  
7:00 p.m. - Auditorium

**B. Town Board Meeting**  
Monday January 25, 2016  
6:00 p.m. Work Session – Conference Room  
Agenda items to be Discussed  
7:00 p.m. Regular Meeting – Auditorium

**XI. EXECUTIVE SESSION – (If required)**

**XII. ADJOURNMENT**

**LYSANDER TOWN BOARD**  
**8220 LOOP ROAD**  
**BALDWINVILLE, NY 13027**  
**AGENDA**  
**ORGANIZATIONAL MEETING FOR 2016**

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**APPOINTMENTS**

**SUPERVISOR'S COMMITTEES**

**Government Affairs:** 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, Al Yager, Peter Moore, Robert Geraci, and Town Attorney

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

Committee Members: Chair-Robert Ellis, Al Yager, Gene Dinsmore and Roman Diamond

**Building & Grounds:** Responsible for matters involving physical building, services and systems, codes, security systems, and other matters deemed appropriate by the Supervisor.

Committee Members: Chair-Al Yager, Karen Rice, Robert Ellis, Tim Wolsey and Tony Burkinshaw

**Workplace Safety:** Responsible for matters involving the safety of town employees, the workplace environment, and others matters deemed appropriate by the Supervisor.

Committee Members: Chair-David Rahrle, Gene Dinsmore, Robert Geraci, Robert Lathrop, Bruce Cook, and Karen Rice

**Fire & Public Safety:** Matters dealing with fire control, public safety, and dog control.

Committee Members: Chair-Dan Boccardo, Tim Wolsey, Kitt Thompson and Kevin Rode

Representatives to the Lysander Public Safety Committee: Kevin Rode & Board Member (Rotation Basis)

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

Committee Members: Chair-Tony Burkinshaw and others TBA

**Employee Relations:**

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

Cemetery Committee:

Committee Members: Chair-Joseph Saraceni, Robert Geraci, Robert Ellis and Gene Dinsmore

Economic Development Committee:

Committee Members: Chair-Joseph Saraceni and others TBA

1. **OTHER APPOINTMENTS FOR ONE-YEAR TERM EXPIRING  
DECEMBER 31, 2016:**

A. BY SUPERVISOR, Joseph Saraceni

Robert Geraci, Deputy Supervisor  
Bonnie Kisselstein, Historian  
David J. Rahrle, Budget Officer  
Robin McIntyre, Secretary to the Supervisor  
Robert Geraci, Representative to Canton Woods Board of Directors  
Dan Boccardo, Bookkeeper to Supervisor  
Elaine McMahon, appointed to position of Town Clerk, one year term.  
(Brief meeting pause to swear in Elaine McMahon)

B. BY TOWN CLERK, Elaine McMahon:

TBA xxxx xxxxx, Deputy Town Clerk, full time, full benefits  
Terrie L. Massaro, Deputy Town Clerk, part time, part time benefits

C. BY HIGHWAY SUPERINTENDENT, Eugene Dinsmore:

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

Full time, Full benefits (November 15 – April 15)  
Robert Lathrop, Laborer

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  
Kristopher Pierce, Laborer  
George Timmons, Laborer  
Douglas Weller, Laborer

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**TOWN BOARD APPOINTMENTS**

**RES. #1/2016** Motion by \_\_\_\_\_, Second by \_\_\_\_\_

**RESOLVED** that the following appointments be made for 2016:

1. Parks & Recreation Dept., one-year appt., term exp. 12/31/16

A. Full Time: Robert Lathrop, Labor Crew Leader, full benefits ( April  
16- November 14)

B. Seasonal f/t: Mary Lathrop, Laborer  
Seasonal p/t: James Lee, Part Time Laborer

2. Full time, with full benefits, one-year appt. except as otherwise noted

Karen A. Rice: Clerk to Planning Board (These three positions constitute  
Clerk to Zoning Board of Appeals one full time  
Clerk I to Codes Enforcement Officer) position with full  
benefits for Karen Rice.)

Anthony Burkinshaw, Recreation Supervisor  
Allen J. Yager, Town Engineer, 2 year term (to expire 12/31/17)  
Daniel Boccardo, Dog Control Officer/Bookkeeper to Supervisor  
Gregory Payne, Data Collector, Assessor's Office  
Katherine Kisselstein, Assessment Clerk  
Timothy Wolsey, Code Enforcement Officer

3. Other Annual Appointments

Elaine McMahan, Records Management Officer

4. Part time, maximum 20 hours per week

Cindy Halstead, Assessment Clerk, Assessor's Office  
Nancy Mott, Account Clerk  
Brandy Litterbrant, Maintenance  
Dan Boccardo, Bookkeeper to the Supervisor

5. Part time, maximum 25 hours per week

David J. Rahrle, Comptroller, 2 year term (to expire 12-31-17)  
Dan Boccardo, Dog Control Officer  
Cindy Rahrle, Secretary to Highway Superintendent  
Patricia Maguire, Clerk to Town Justice  
Shannon Priest, Clerk to Town Justice  
Edward Barlow, Bingo Inspector

6. Part Time as needed

Nancy Mott, Deputy Receiver of Taxes  
Richard Billings, Dog Control Officer  
Ronald E. Patchett, Codes/Zoning Clerk  
Michael Stock, Sexton, Cemeteries  
Ann Smiley, Clerk to Parks Department

7. Planning Board Member, 7 year term:  
Steve Darcangelo – Term expires on 12/31/2016 (due to a board resignation)
8. Zoning Board of Appeals Member, 5-year term:  
One vacancy exists – Brian Corrigan
9. Board of Assessment Review – 5 year Term  
Robin Kubicki – 9/30/15 thru 9/30/20
10. Chairpersons of Boards/Commissions:
  - a. Zoning Board of Appeals: L. Micah Ordway
  - b. Parks & Recreation Commission: Tony Burkinshaw
  - c. Planning Board: Jack Corey
11. Appointments to positions with NO additional compensation:

Assessor for Dog Damage to Domestic Animals: Dan Boccoardo  
 Cemetery Administrator: Elaine McMahon  
 Handicapped Parking Permits Administrator: Elaine McMahon  
 Records Access Officer (F.O.I.L): Elaine McMahon  
 F.O.I.L. Appeals Officer: Joseph Saraceni

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**SALARIES AND HOURLY RATES FOR 2016**

**RES. #2/2016** Motion by \_\_\_\_\_, Second by \_\_\_\_\_

**RESOLVED** that the rates of pay for 2016 be set as follows:

<b>A. <u>HOURLY RATES:</u></b>	<b><u>PER HOUR</u></b>	+	<b><u>STIPEND</u></b>
Nancy Mott, Deputy Receiver of Taxes	\$16.56		
Robin McIntyre, Secretary to Supervisor	\$15.00		
Shannon Priest, Clerk to Town Justice	\$16.02		
Patricia Maguire, Clerk to Town Justice	\$16.02		
Dan Boccoardo, Dog Control Officer/Bookkeeper	\$16.75		
Richard Billings, Dog Control Officer	\$15.45		
Ronald Patchett, Codes/Zoning Clerk	\$15.04		
Ann Smiley, Park's Clerk	\$16.08		
Mary Lathrop, Laborer/Park	\$13.56		
Michael Stock, Sexton	\$13.99		
David Power, MEO	\$22.07		\$ 500.00
Albert J. Markham, MEO	\$22.07		\$1,400.00
Bruce R. Cook, MEO	\$22.07		\$1,400.00
Steven J. Power, MEO	\$22.07		\$1,400.00
Richard W. Schader, MEO	\$22.07		\$1,400.00
John Gilbert, MEO	\$22.07		\$ 300.00
Charles E. Claver, Laborer	\$15.65		
Jonathan Butler, MEO	\$22.07		\$ 500.00
John Lathrop, MEO	\$22.07		\$ 500.00
Robert Lathrop, Labor Crew Leader, Laborer	\$18.39		
Tony Albanese, Laborer	\$15.65		
Eugene Akins, Laborer	\$15.65		

Danny D. Parrish, MEO	\$22.07	\$ 300.00
Jason Hahn, Laborer	\$15.65	
Harvey R. Weller, Laborer	\$15.65	
James Lee, Laborer	\$15.65	
Edward Calkins, Laborer	\$15.65	
Kristopher Pierce, Laborer	\$15.65	
George Timmons, Laborer	\$15.65	
Nancy Mott, Account Clerk	\$16.02	
Cindy Rahrle, Secy. to Hwy. Supt.	\$16.02	
Brandy Litterbrant, Janitor	\$12.98	
Terrie L. Massaro, Deputy Town Clerk	\$16.02	
Cindy Halstead, Clerk	\$16.02	

**B. PER MEETING (OR EVENT) RATES:****PER EVENT/MEETING**

Edward Barlow, Bingo Inspector	\$30.00 per inspection
Michael Stock, Sexton	\$525.00 per burial
" " "	\$725.00 burial off-season (Nov.15-April 1)
" " "	\$725.00 burial - weekends
" " "	\$100.00 burial of ashes
Planning Board members	\$ 70.00 per meeting
Zoning Board of Appeals members	\$ 50.00 per meeting
Assessment Board of Review Members	\$ 400.00 per year each member
Assessment Board of Review Chairperson	\$ 500.00 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

**C. SALARIES:****PER YEAR****STIPEND**

Allen Yager, Town Engineer (40 hrs. p/wk.)	\$ 92,700.00 (term to expire 12/31/17)	
Bonnie Kisselstein, Historian	\$ 875.00	
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 J. Rahrle, Comptroller (Pt. Time)	\$30,000.00	
Charles J. Mantione, Jr., Justice	\$26,567.00	
Michael M. Bryant, Justice	\$26,567.00	
Elaine McMahon, Town Clerk	\$43,232.00	
TBA, Deputy Town Clerk	\$ NOT AVAIL	
Eugene Dinsmore, Highway Superintendent	\$55,000.00	
Karen A. Rice, Clerk to Planning Board	\$14,876.00	
Clerk to Zoning Board of Appeals	\$ 3,719.00	
Clerk I, Codes Enforcement	\$18,596.00	\$1,400.00
Anthony Burkinshaw, Recreation Supervisor	\$46,350.00	\$ 500.00
Greg Payne, Data Collector	\$36,350.00	
Tim Wolsey, Code Enforcement Officer	\$46,865.00	
Katherine Kisselstein, Assessment Clerk	\$36,350.00	

**D. PARKS AND RECREATION DEPARTMENT RATES:**

<b>POSITION</b>	<b>STARTING RATE</b>
Basketball Supervisor	\$ 10.00
Park Attendant	\$ 9.00
Day Camp Specialty	\$ 9.00
Day Camp Group Counselors	\$ 9.00
Day Camp Lifeguard	\$ 9.00
Assistant Day Camp Director/Senior Staff	\$ 10.00
Extended Day Camp Supervisor	\$ 9.50
Day Camp Director	\$14.00

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**BANKING, OFFICIAL BANKS**

**RES. #3/2016** Motion by \_\_\_\_\_, Second by \_\_\_\_\_

**RESOLVED** that the following Department Heads be authorized to deposit in their names as head of the respective department, all moneys collected which are due to the Supervisor for the year 2016 beginning January 1, 2016, and are instructed to pay all such moneys to the Supervisor not later than the 15th day of each month following receipt thereof; and be it further

**RESOLVED** that the following banks be designated as the OFFICIAL BANKS for said department heads:

1. Nancy Mott, Deputy Receiver of Taxes: NBT Bank, Baldwinsville branch.
2. Elaine McMahon, 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, and 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

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**SIGNATORS**

**RES. #4/2016** Motion by \_\_\_\_\_, Second by \_\_\_\_\_

**RESOLVED** that Joseph P. Saraceni, Supervisor, and Robert Geraci, Deputy Supervisor, be designated as authorized signers on the Town's checking and savings account, and also

**RESOLVED** that Elaine McMahon, Town Clerk, be designated as authorized signer on the Town Clerk's checking account.

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**RES. #5/2016** Motion by \_\_\_\_\_, Second by \_\_\_\_\_

**GENERAL CHARGES:**

**RESOLVED** when the Town Engineer works on Special Districts or plan reviews chargeable to developer escrow accounts the rate for such work shall be at \$100.00 per hour.

**RESOLVED** that Road Millings are to be sold at \$2.00 per ton, or wholesale market value, whichever is higher, cash and carry.

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**PETTY CASH FUNDS**

**RES. #6/2016** Motion by \_\_\_\_\_, Second by \_\_\_\_\_

**RESOLVED** that the PETTY CASH FUNDS established for the following persons be approved and that the totals remaining in the funds from 2015 become the petty cash funds for 2016 as follows:

Nancy Mott, Deputy Receiver of Taxes	\$400.00
Elaine McMahon, Town Clerk	\$200.00
Shannon Priest, Clerk to Justice	\$100.00
Patricia Maguire, Clerk to Justice	\$100.00
Anthony Burkinshaw, Recreation Supervisor	\$400.00

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**TOWN ATTORNEY**

**RES. #7/2016** Motion by \_\_\_\_\_, Second by \_\_\_\_\_

**RESOLVED** that **Anthony P. Rivizzigno, Esq. of Gilberti Stinziano Heintz & Smith, Law Firm**, be appointed as LEGAL COUNSEL to the Lysander Town Board for the year 2016.

**RESOLVED** that the fees for legal services are \$5,000.00 per month.

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**PROCUREMENT POLICY**

**RES. #8/2016** Motion by \_\_\_\_\_, Second by \_\_\_\_\_

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 arrive 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

(B) 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.

(D) 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 and 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 Gene Dinsmore, 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).

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**TOWN BOARD MEETING SCHEDULE FOR 2016**

**RES. #9/2016** Motion by \_\_\_\_\_, Second by \_\_\_\_\_

**RESOLVED** to adopt the following Town Board Meeting Schedule for 2016:

**TOWN BOARD MEETING SCHEDULE FOR 2016**

(Any necessary changes will be posted on the web-site)

**2<sup>nd</sup> and 4<sup>th</sup> Mondays – 7:00 p.m. (Normally)**

**Work Session 6:00 pm – 7:00 pm (Normally)**

<b>JAN</b>	January 11, 2016 (Organizational/Regular) (Monday) January 25, 2016	<b>JUL</b>	July 11, 2016 July 25, 2016
<b>FEB</b>	February 08, 2016 February 22, 2016	<b>AUG</b>	August 08, 2016 August 22, 2016
<b>MAR</b>	March 14, 2016 March 28, 2016	<b>SEP</b>	September 12, 2016 September 26, 2016
<b>APRIL</b>	April 11, 2016 April 25, 2016	<b>OCT</b>	October 3, 2016 Budget to Board October 17, 2016
<b>MAY</b>	May 09, 2016 May 26, 2016 (Thurs.)	<b>NOV</b>	November 3, 2016 November 17, 2016 Adopt Budget
<b>JUNE</b>	June 13, 2016 June 27, 2016	<b>DEC</b>	December 12, 2016 December 29, 2016 (Thurs)

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**TOWN BOARD HOLIDAY SCHEDULE FOR 2016**

**RES. #10/2016** Motion by \_\_\_\_\_, Second by \_\_\_\_\_

**RESOLVED** to adopt the following Town of Lysander Holiday Schedule for Non-Bargaining Employees for 2016:

**TOWN OF LYSANDER**  
**Official Holidays --2016**  
**For NON-Bargaining Unit Employees Only**

January	1	New Year's Day Friday
	18	Martin Luther King Day Monday
February	15	President's Day Monday
March	25	Good Friday
May	30	Memorial Day Monday
July	4	Independence Day Monday
September	5	Labor Day Monday
October	10	Columbus Day Monday
November	11	Veteran's Day Observed Friday
	24	Thanksgiving Day Thursday
	25	Day after Thanksgiving Friday
December	23	½ Day Floater
	26	Christmas
	30	½ Day Floater

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**OFFICIAL NEWSPAPER**

**RES. #11/2016** Motion by \_\_\_\_\_, Second by \_\_\_\_\_

**RESOLVED** that the BALDWINSVILLE MESSENGER and/or THE POST STANDARD be designated as the primary OFFICIAL NEWSPAPER of the Town of Lysander  
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**OFFICIAL UNDERTAKING**

**RES. #12/2016** Motion by \_\_\_\_\_, Second by \_\_\_\_\_

**RESOLVED** that an official blanket undertaking be procured instead of individual undertakings covering the Town Supervisor, Deputy Supervisor, Town Clerk, Collector and Receiver of Taxes, Town Justices, Town Superintendent of Highways, Comptroller, Budget Officer, Town Zoning and Code Enforcement Officer, Recreation Supervisor, and that such undertaking contain provisions indemnifying against losses, Through the failure of the officers, clerk and employees covered there under 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.

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**TOWN FEES FOR SERVICES SCHEDULE FOR 2016**

**RES. #13/2016** Motion by \_\_\_\_\_, Second by \_\_\_\_\_

**RESOLVED** to adopt the following Town of Lysander Fee Schedule for 2016:

**BUILDING PERMITS:**

- 1. Permit for solid fuel, gas burning device, generators, solar arrays: \$100.00
- 2. Permit for fireworks displays: \$300.00
- 3. Zoning Information Research: \$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.
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 Rooms \$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

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END