

A Regular Town Board meeting and the 2019 Organizational Meeting was held on January 3, 2019 at Lysander Town Hall, 8220 Loop Road, Baldwinsville, New York.

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

MEMBERS ABSENT: None

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

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

PUBLIC HEARING
2019 Fire Protection Agreement/Enterprise Fire Company No. 1
(West Phoenix Fire Protection Agreement)

The proof of publication was read by **Dina Falcone, Town Clerk**, as follows: *“The legal notice was published in the Post Standard on December 24, 2018. A public hearing will be held before the Lysander Town Board at 7:00 PM on January 3, 2019 at Lysander Town Hall, 8220 Loop Road, Baldwinsville, New York, for the purpose of hearing all persons for or against the proposed one year contract with Enterprise Fire Company No. 1 for fire protection services within the West Phoenix Fire Protection District for 2019. By order of the Town Board on December 20, 2018.”*

RES#1/2019

A motion to open the Public Hearing occurred at 7:01 PM. The motion was made by Councilor Geraci and seconded by Councilor Ellis.

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

All Ayes, motion carried and adopted

RES#2/2019

Hearing no public comments regarding the proposed local law, a motion to close the Public Hearing occurred at 7:02 PM. The motion was made by Councilor Geraci and seconded by Councilor Ellis.

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

All Ayes, motion carried and adopted

ORGANIZATIONAL AGENDA ITEMS

MOTION TO APPROVE 2019 TOWN BOARD APPOINTMENTS

RES#3/2019

Motion made by Councilor Geraci and seconded by Councilor Ellis to approve the Town Board Appointments as listed on the attached organizational meeting minutes.

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

All Ayes, motion carried and adopted

MOTION TO APPROVE 2019 SALARY AND HOURLY RATES AS PER ORGANIZATIONAL MEETING

RES#4/2019

Motion made by Councilor Diamond and seconded by Councilor Moore to approve the salary and hourly rates for 2019 as listed in the attached organizational meeting minutes.

| | | | | | |
|---------------------|-----|-------------------|-----|------------------|-----|
| 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 OFFICIAL BANKS FOR 2019 AS PER THE ORGANIZATIONAL MEETING

RES#5/2019

Motion made by Councilor Ellis and seconded by Councilor Geraci to approve the official banks for said department heads for 2019, as listed in the attached organizational meeting minutes.

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

All Ayes, motion carried and adopted

MOTION TO APPROVE AUTHORIZED SIGNATORS FOR 2019 AS PER THE ORGANIZATIONAL MEETING

RES#6/2019

Motion made by Councilor Geraci and seconded by Councilor Diamond to approve Supervisor Joseph Saraceni, and Robert Geraci as the designated authorized signors on the Town's checking and savings account for 2019, as listed in the attached organizational meeting minutes.

| | | | | | |
|---------------------|-----|-------------------|-----|------------------|-----|
| 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, TOWN CLERK AS AN AUTHORIZED
SIGNOR AS PER THE 2019 ORGANIZATIONAL MEETING**

RES#7/2019

Motion made by Councilor Ellis and seconded by Councilor Moore to approve Dina Falcone, Town Clerk, as an authorized signor of the Town Clerk checking account as per the 2019 organizational meeting minutes.

| | | | | | |
|---------------------|-----|-------------------|-----|------------------|-----|
| 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 AN
AUTHORIZED SIGNER AS PER THE 2019 ORGANIZATIONAL MEETING**

RES#8/2019

Motion made by Councilor Geraci and seconded by Councilor Diamond to approve Nancy Mott, Receiver of Taxes, as an authorized signer of the Receiver of Taxes checking and savings account for 2019.

| | | | | | |
|---------------------|-----|-------------------|-----|------------------|-----|
| 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 2019 FEES OF THE TOWN ENGINEER AS PER THE
2019 ORGANIZATIONAL MEETING**

RES#9/2019

Motion made by Councilor Ellis and seconded by Councilor Moore to approve the 2019 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

**MOTION TO APPROVE FEES FOR ROAD MILLINGS AS PER THE 2019
ORGANIZATIONAL MEETING**

RES#10/2019

Motion made by Councilor Geraci and seconded by Councilor Ellis to approve the fees for road millings for 2019.

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

All Ayes, motion carried and adopted

**MOTION TO APPROVE CEMETERY FEES FOR 2019 AS PER THE 2019
ORGANIZATIONAL MEETING**

RES#11/2019

Motion made by Councilor Moore and seconded by Councilor Diamond to approve the cemetery fees for 2019 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

**MOTION TO APPROVE PETTY CASH FUNDS AS PER THE 2019
ORGANIZATIONAL MEETING**

RES#12/2019

Motion made by Councilor Moore and seconded by Councilor Diamond to approve petty cash funds for 2019.

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

All Ayes, motion carried and adopted

**MOTION TO APPOINT LEGAL COUNSEL
AS PER THE 2019 ORGANIZATIONAL MEETING**

RES#13/2019

Motion made by Councilor Moore and seconded by Councilor Geraci to appoint Anthony P. Rivizzigno, Esq. of Barclay Damon, LLC as Town of Lysander legal counsel for the year 2019.

| | | | | | |
|---------------------|-----|-------------------|-----|------------------|-----|
| 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 2019 PROCUREMENT POLICY
AS PER THE 2019 ORGANIZATIONAL MEETING**

RES#14/2019

Motion made by Councilor Ellis and seconded by Councilor Moore to adopt the 2019 procurement policy for 2019.

| | | | | | |
|---------------------|-----|-------------------|-----|------------------|-----|
| 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 HOLIDAY SCHEDULE FOR NON-BARGAINING UNIT EMPLOYEES AS PER THE 2019 ORGANIZATIONAL MEETING MINUTES

RES#15/2019

Motion made by Councilor Diamond and seconded by Councilor Moore to adopt the 2019 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 ADOPT OFFICIAL NEWSPAPERS FOR THE TOWN OF LYSANDER AS PER THE 2019 ORGANIZATIONAL MEETING

RES#16/2019

Motion made by Councilor Geraci and seconded by Councilor Ellis to designate the Baldwinsville Messenger and/or the Post Standard the primary official newspaper(s) of the Town of Lysander for 2019.

| | | | | | |
|---------------------|-----|-------------------|-----|------------------|-----|
| 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 OFFICIAL UNDERTAKING AS PER THE 2019 ORGANIZATIONAL MEETING

RES#17/2019

Motion made by Councilor Geraci and seconded by Councilor Diamond to allow the 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, Director of Parks and Recreation, and that such undertaking contain provisions indemnifying against losses, as written in the attached 2019 organizational meeting minutes.

| | | | | | |
|---------------------|-----|-------------------|-----|------------------|-----|
| 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 AS PER THE 2019 ORGANIZATIONAL MEETING MINUTES

RES#18/2019

Motion made by Councilor Ellis and seconded by Councilor Diamond to adopt the Town fees for services schedule for 2019 as listed in the attached 2019 organizational meeting minutes.

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

All Ayes, motion carried and adopted

MOTION TO ACCEPT 2019 TRASH HAULER FEES
AS PER THE 2019 ORGANIZATIONAL MEETING

RES#19/2019

Motion made by Councilor Geraci and seconded by Councilor Ellis to accept the 2019 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

MOTION TO ACCEPT 2019 PARKS FEES
AS PER THE 2019 ORGANIZATIONAL MEETING

RES#20/2019

Motion made by Councilor Ellis and seconded by Councilor Moore to accept 2019 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, 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, security, and public safety.

Committee Members: Chair-Joseph Saraceni, Tim Wolsey, Catherine Thompson and Dina Falcone

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, Robert Geraci, Petrina Myers, Kim Lane, and Amy Nash-Reinagel

Employee Relations Committee

Committee Members: Chair-Joseph Saraceni, David Rahrle, Robert Geraci, and Anthony Rivizzigno, Esq.

Cemetery Committee

Committee Members: Chair-Robert Ellis, Dina Falcone, Karen Rice, 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, 2019

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

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
Tony Albanese, Laborer
Edward Calkins, Laborer
George Timmons, Laborer
Douglas Weller, Laborer
Paul Flaherty, Laborer
Joseph Briere, Laborer
Jamie Kratz, Laborer
Carl Mariani, Laborer
Charles Luke, Laborer
John Kenniski, Laborer
David Pendergast, Laborer

TOWN BOARD APPOINTMENTS

1. Parks and Recreation Department: One-year Appointment
(Term expires on 12/31/2019)
 - 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 12/31/2019)
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
Anthony Burkinshaw, Parks and Recreation Supervisor
Petrina Meyers, Senior Recreation Leader
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
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
Julie Cooper, Clerk to Town Justice
Edward Barlow, Bingo Inspector
Melissa MacConaghy, Assessment Clerk
Christopher Wall, Security
John Clochessy, Security
Amy Bollinger, Security
6. Part time as needed
Ronald E. Patchett, Clerk for Special Projects only in Zoning
Mark Williamson, Sexton, Cemeteries
Aimee Nash-Reinagel
William Logan, Deputy Code Enforcement
7. Planning Board Member, 7 year term
John Corey, Planning Board Chair (term expires on 12/31/2025)
8. Zoning Board of Appeals Member, 5 year term:
T/B/A – Vacancy (Term expires on 12/31/2021)
Frank Costanzo (Term expires on 12/31/2023)
9. Board of Assessment Review, 5 year term
Vacancy here to be filled by Cindy Halstead pending training; term expires 12/31/2022)
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:

| | |
|--|-----------------|
| Town Operated Cemetery Administrator: | Dina Falcone |
| Handicapped Parking Permits Administrator: | Dina Falcone |
| FOIL Appeals Officer: | Joseph Saraceni |

SALARIES AND HOURLY RATES FOR 2019

| <u>A. HOURLY RATES:</u> | <u>PER HOUR</u> | + | <u>STIPEND</u> |
|--|------------------------|----|-----------------------|
| Patricia Maguire, Clerk to Town Justice | \$17.09 | | |
| Julie Cooper, Court Clerk | \$16.75 | | |
| Ronald Patchett, Codes/Zoning Clerk | \$16.04 | | |
| Mary Lathrop, Laborer/Park | \$14.52 | | |
| James Lee, Laborer/Park | \$14.52 | | |
| Mark Williamson, Sexton | \$14.92 | | |
| 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 | | |
| 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 | | |
| Carl Mariani, Laborer | \$15.77 | | |
| Charles Luke, Laborer | \$15.77 | | |
| John Kerniski, Laborer | \$15.77 | | |
| Jamie Kratz, Laborer | \$16.77 | | |
| David Pendergast, Laborer | \$16.77 | | |
| Cindy Rahrle, Secretary to HW Dept. | \$17.09 | | |
| Brandy Litterbrant, Janitor | \$13.85 | | |
| William Logan, Code Enforcement | \$15.00 | | |
| Deputy Sheriff Christopher Wall | \$40.00 | | |
| Deputy Sheriff John Clochessy | \$40.00 | | |
| Deputy Sheriff Amy Bollinger | \$40.00 | | |
| Melissa MacConaghy, Assessment Clerk | \$17.09 | | |
| Aimee Nash-Reinagel, Parks and Recreation Aide | \$13.00 | | |

| | | |
|-----------|--|---------------------------|
| B. | <u>PER MEETING (OR EVENT) RATES:</u> | <u>PER MEETING</u> |
| | Edward Barlow, Bingo Inspector | \$30.00 per inspection |
| | 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 |
| | Karen Rice, Clerk to ZBA, Planning, Ad Hoc | \$100.00 per meeting |
| | Catherine Thompson, Clerk to Public Safety Comm. | \$50.00 per meeting |

| | | | |
|-----------|--|------------------------|-----------------------|
| C. | <u>SALARIES:</u> | <u>PER YEAR</u> | <u>STIPEND</u> |
| | Allen Yager, Town Engineer (40 hrs. p/wk.) | \$98,856.00 | \$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 | \$40,000.00 | |
| | Charles J. Mantione, Jr. Justice | \$27,100.00 | |
| | Michael M. Bryant, Justice | \$27,100.00 | |
| | Dina Falcone, Town Clerk | \$48,232.00 | |
| | Janet Falconer, Deputy Town Clerk | \$38,765.00 | |
| | Jerald Hole, Highway Superintendent | \$55,000.00 | |
| | Karen A. Rice, Clerk to Planning Board | \$15,865.00 | \$1,400.00 |
| | Clerk to Zoning Board of Appeals | \$3,967.00 | |
| | Clerk I, Codes Enforcement | \$19,830.00 | |
| | Anthony Burkinshaw, Recreation Supervisor | \$49,429.00 | \$500.00 |
| | Petrina Meyers, Senior Recreation Leader | \$30,000.00 | |
| | Gregory Payne, Data Collector | \$38,765.00 | |
| | Nancy Mott, Receiver of Taxes, Secretary to Supervisor, Account Clerk | \$39,215.00 | |
| | Timothy Wolsey, Code Enforcement Officer | \$53,758.00 | |
| | Katherine Kisselstein, Assessment Clerk | \$38,765.00 | |
| | Chair, Board of Assessment Review | \$500.00 | |

D. PARKS AND RECREATION DEPARTMENT RATES:

| | |
|----------------|---------|
| Park Attendant | \$11.10 |
|----------------|---------|

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, and NY Class.
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, Solvay Bank, and NY Class.

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, and Robert Geraci, Deputy Supervisor, 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 2019 as follows:

| | |
|---|----------|
| Nancy Mott, Receiver of Taxes | \$400.00 |
| Dina Falcone, Town Clerk | \$100.00 |
| Patricia Maguire, Clerk to Justice | \$100.00 |
| Julie Cooper, Clerk to Justice | \$100.00 |
| Anthony Burkinshaw, Recreation Supervisor | \$400.00 |

TOWN ATTORNEY

Anthony P. Rivizzigno, Esq. of Barclay Damon Law Firm, be appointed as LEGAL COUNSEL for the year 2019.

Fees for legal services are \$5,666.66 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 |

(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 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 2019

**Meetings 1st and 3rd Thursday at 7:00 pm
Work Session prior to Board meetings at 6:00 pm**

| | |
|--|--------------------|
| January | July |
| January 3, 2019 (Organizational/Regular) | |
| January 17, 2019 | July 18, 2019 |
| February | August |
| February 7, 2019 | August 1, 2019 |
| February 21, 2019 | August 15, 2019 |
| March | September |
| March 7, 2019 | September 5, 2019 |
| March 21, 2019 | September 19, 2019 |
| April | October |
| April 4, 2019 | October 3, 2019 |
| April 18, 2019 | October 17, 2019 |
| May | November |
| May 2, 2019 | November 7, 2019 |
| May 16, 2019 | November 20, 2019* |
| June | December |
| June 6, 2019 | December 5, 2019 |
| June 20, 2019 | December 19, 2019 |

**This date is a Wednesday, as the budget must be adopted by or on this date.*

HOLIDAY SCHEDULE FOR 2019

| | | |
|------------------|-----------------------|------------------------|
| January | 1 (Tuesday) | New Year's Day |
| | 21 (Monday) | Martin Luther King Day |
| February | 18 (Monday) | Presidents' Day |
| May | 27 (Monday) | Memorial Day |
| July | 4 (Thursday) | Independence Day |
| September | 2 (Monday) | Labor Day |
| October | 14 (Monday) | Columbus Day |
| November | 11 (Monday) | Veterans Day |
| | 28 (Thursday) | Thanksgiving Day |
| | 29 (Friday) | Day after Thanksgiving |
| December | 24 (Tuesday) | Christmas Eve* |
| | 25 (Wednesday) | Christmas Day |
| | 31 (Tuesday) | New Year's Eve* |

(*half day holiday/half day floater)

OFFICIAL NEWSPAPER

THE POST STANDARD and the BALDWINVILLE MESSENGER are to be designated as the primary OFFICIAL NEWSPAPERS 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 2019

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:

Second Inspection, re-inspection (each additional) \$75.00

Fee to rescind stop work order:

| <u>First Offense</u> | <u>Second Offense</u> |
|----------------------|-----------------------|
| Residential \$ 75.00 | \$150.00 |
| Commercial \$150.00 | \$300.00 |

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, 2019 to June 30, 2020. 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 "user 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
- \$100.00 "user 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. (Only Monday – Friday 5 hour block)
- \$10 for use of power and water by all parties if used.

SMALL PAVILION

- \$40.00 user fee plus a \$25.00 refundable security deposit
Rental: 9:00 am to 2:00 pm, or 3:00 pm to 8:00 pm
- \$60.00 "user 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. (Only Monday – Friday 5 hour block)

COMMUNITY ROOM

- Weekend Fee: 2 hour block minimum weekends \$50 and \$30 per hour for additional hours plus security deposit
- Weekday Fee: (Monday through Friday) - \$25 per/hour plus security deposit
- Security deposit: \$100 refundable (if left in order), for all parties except Baldwinsville not-for-profit.
- Pop Warner: \$10 per/hour (pending availability)

MISCELLANEOUS

- Property Maintenance Violations \$ 250.00
- BOUNCED CHECK FEE \$ 20.00
- CANCELLATION FEE \$ 15.00 (Check, charge or cash)

CONCESSIONS PERMIT

- Food Vendor Permit (April through August) \$250.00 (Sell food anytime during the park season)
- Pop Warner (August through October) \$125.00 (Sell food at the Park during the Pop Warner season)
- Special Events/Programs: Food sales will be 10% of sales made during the event/program
Food vendors must provide the following:
 - Proof of insurance naming the Town of Lysander as additionally insured
 - New York State Health Department inspection report
 - Completed application provided by the Town Clerk's Office.
 - Check made payable to the Lysander Town Clerk

FIELD USE / TENNIS COURT'S / OPEN GREEN SPACE FEE

- Green Space: Seasonal Practice Space - (Spring/Summer/Fall) \$50.00 per season/8 weeks
- Wedding parties: (Blocks of 4, 8, or 12 hours) \$12.00 per hour
- Non Contract: Softball/Baseball (not lined) \$10.00 per hour
- Seasonal: Softball (not lined) \$150.00 per season/8 weeks
(lined) \$300.00 per season/8weeks
- Non Contract: Rugby/Soccer/Football (not lined) \$10.00 per hour
- Seasonal: Soccer/Football Field 1 (not lined) \$ 150.00 per season/8 weeks
Rugby/Football Field 2 (not lined) \$ 120.00 per Season/8 weeks
- Tennis Courts: Tennis/Pickleball \$10.00 per hour or \$150.00 per season/8 weeks

SPRAY PAD

- Entry Fee: \$0

Groups will have to get a **FREE** group pass through the Parks & Recreation Dept. (*Monday - Friday from (9:00 am to 4:30 pm)*) this will help track numbers and groups using the pad and not to overcrowd the spray pad on a given day.

No Group passes will be given out for weekends.

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 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 |

CITIZENS COMMENTS:

Kevin Rode of Greymoor Way asked what the Town Board’s thoughts were on regarding the sales tax agreement. **Supervisor Saraceni** said he and all mayors and town supervisors were vocal back when it was changed. He noted that it was voted on and approved this date. It has already been acted on by the County Legislature. **Supervisor Saraceni** said he still personally believes that all municipalities, schools, towns, villages, and the city, in Onondaga County, should share in those funds. With that being said, he has been assured by our legislator as well as the County Executive, that nothing is on paper yet but there will be significant contributions to towns in other ways that don’t entail direct funding with sales tax. He believes the intent to provide towns specifically with benefits on infrastructure issues. He worked with County Legislator Brian May and expressed his concerns with him. He said that this is an issue that jeopardizes all villages in Onondaga County; and he referenced when villages were reduced. He discussed a plan that as it would be split between county and city and that was how they kept it. There will be further discussion regarding same and he will communicate with County Executive McMahan and County Legislator Brian May on the issue.

TOWN BOARD COMMENTS:

Supervisor Saraceni said as this is the first meeting of 2019, he is excited about what he has planned and the budget that was passed to help accomplish the mission of town government. He asked the Board for any initiatives that the town should be going after. Supervisor Saraceni said he has come up with an initiative to establish a new organization dedicated to restoring homes in the Lysander community through small matching grants for façade improvements, beautification efforts, (e.g. shutters that need to be painted, a porch that needs to be fixed, an older home, etc.) and it will recognize the organizations to revitalize the community. It uses public and private funding, and establishing a 501(c)3 or using one that currently exists. There is currently a website which outlines the program and its purpose. www.oswegony.online.com

Supervisor Saraceni said he received a letter from our Judges Bryant and Mantione that the town should consider establishing constables, as this is the only court in Onondaga County which doesn’t have bailiffs. There is security for DA nights, but this it is a security concern brought up by the judges. A constable might be able to help us in other areas. They are a peace officer who can make arrests for ticket violators as long as they witness an illegal act. We may be able to utilize them for no-parking on the roads referencing the local law.

Supervisor Saraceni discussed the 21 initiatives again, and noted that some of the items have been completed and others are still in progress. He will keep the public apprised of all initiatives in the coming months. If anyone would like to be briefed on the initiatives, please call Supervisor Saraceni at 315-857-0281.

ADOPTION OF MINUTES

RES#21/2019

Motion by Councilor Geraci seconded by Councilor Moore to adopt the December 20, 2018 Town Board Meeting minutes.

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

All Ayes, motion carried and adopted

DEPARTMENT HEAD REPORTS:

Jerald Hole, HW Superintendent mentioned that the HW Department is preparing for this year's street repairs and will make the public aware of the work. HW is currently preparing for snow events.

Dina Falcone, Town Clerk commented on the delinquent dog list that is provided through NYS Department of Ag and Markets, and that her office has sent out letters to all of the residents on four years' worth of delinquent lists in order to update their system. They will continue to update their system in an effort to reduce the list accordingly.

REGULAR AGENDA ITEMS

AUTHORIZE TOWN SUPERVISOR TO SIGN THE 2019 FIRE PROTECTION AGREEMENT FOR THE LYSANDER AND ENTERPRISE FIRE COMPANY NO. 1 (WEST PHOENIX FIRE PROTECTION AGREEMENT)

RES#22/2019

Motion made by Councilor Diamond seconded by Councilor Moore to authorize the Town Supervisor to sign the 2019 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).

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

All Ayes, motion carried and adopted

AUTHORIZE TOWN COMPTROLLER TO RELEASE COTTAGES AT TIMBER CROSSING CASH PUNCH LIST SECURITY

RES#23/2019

Motion made by Councilor Geraci seconded by Councilor Ellis to authorize the Town Comptroller to release the Cottages at Timber Crossing cash punch list security currently held in the amount of \$2,500 as recommended by the Town Engineer.

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

All Ayes, motion carried and adopted

ACCEPT THE BID FROM ATLANTIC SIGN AND DESIGN TO INSTALL A SIGN FOR THE HW FACILITY: "ROBERT B. COOK TOWN OF LYSANDER HIGHWAY FACILITY"

RES#24/2019

Motion made by Councilor Moore seconded by Councilor Diamond accept the bid from Atlantic Sign and Design in the amount of \$1,275 to provide and install a sign for the Highway Facility as follows: "Robert B. Cook Town of Lysander Highway Facility."

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

All Ayes, motion carried and adopted

NEW BUSINESS (TOWN BOARD): None.

ADJOURNMENT

A motion was made by Councilor Diamond and seconded by Councilor Moore 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