

A Regular Town Board meeting was held on January 5, 2023, at Lysander Town Hall, 8220 Loop Road, Baldwinsville, New York.

MEMBERS PRESENT:

Robert A. Wicks, Supervisor
Robert Geraci, Councilor
Peter Moore, Councilor
Jeffrey Kudarauskas, Councilor
Kevin Rode, Councilor

MEMBERS ABSENT:

OTHERS PRESENT: Dina Falcone, Town Clerk, Anthony Rivizzigno, Town Attorney; Al Yager, Engineer, Kevin Merrill, Parks and Recreation Director, Ken Svitak, Highway Superintendent, and several guests and residents.

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

Adoption of December 15, 2022 Minutes

RES#1/2023

Motion by Councilor Geraci seconded by Councilor Rode to adopt the December 15, 2022 Town Board Meeting minutes.

Supervisor Wicks	Aye	Councilor Kudarauskas	Abstain	Councilor Geraci	Aye
Councilor Moore	Aye	Councilor Rode	Aye		

One abstention and four ayes, motion carried and adopted

**MOTION TO OPEN THE PUBLIC HEARING
TO ADOPT LOCAL LAW NO. 1 TO UPDATE THE UNIFORM CONSTRUCTION CODE**

RES#2/2023

Motion made by Councilor Moore seconded by Councilor Geraci to open the public hearing at 7:03 PM.

Supervisor Wicks	Aye	Councilor Kudarauskas	Aye	Councilor Geraci	Aye
Councilor Moore	Aye	Councilor Rode	Aye		

All ayes, motion carried and adopted

Supervisor Wicks: *This is pretty much New York State law, and we can't do anything about it. We have to pass it.*

**MOTION TO CLOSE THE PUBLIC HEARING
TO ADOPT LOCAL LAW NO. 1 TO UPDATE THE UNIFORM CONSTRUCTION CODE**

RES#3/2023

Motion made by Councilor Geraci seconded by Councilor Moore to close the public hearing at 7:04 PM.

Supervisor Wicks	Aye	Councilor Kudarauskas	Aye	Councilor Geraci	Aye
Councilor Moore	Aye	Councilor Rode	Aye		

All ayes, motion carried and adopted

MOTION TO OPEN THE PUBLIC HEARING
TO ADOPT LOCAL LAW NO. 2 TO RAISE THE SENIOR CITIZEN EXEMPTION

RES#4/2023

Motion made by Councilor Kudarauskas seconded by Councilor Rode to open the public hearing at 7:05 PM.

Supervisor Wicks	Aye	Councilor Kudarauskas	Aye	Councilor Geraci	Aye
Councilor Moore	Aye	Councilor Rode	Aye		

All ayes, motion carried and adopted

Supervisor Wicks: *What the local is, right now, we are a little lower than what Onondaga County is, as far as exemption limits for senior citizens. The minimum we are at is \$29,000 and we are proposing approximately \$37,000. That would give seniors over 65 – it would meet that rate - and it's a sliding scale. We are moving our rate in line with the county and it would go into effect next year. A net of a little over \$14K is what is needed to make up the cost. That is the cost for the town to give that increase in exemption to senior citizens.*

MOTION TO CLOSE THE PUBLIC HEARING
TO ADOPT LOCAL LAW NO. 2 RAISING THE SENIOR CITIZEN EXEMPTION

RES#5/2023

Motion made by Councilor Kudarauskas seconded by Councilor Moore to close the public hearing at 7:00 PM.

Supervisor Wicks	Aye	Councilor Kudarauskas	Aye	Councilor Geraci	Aye
Councilor Moore	Aye	Councilor Rode	Aye		

All ayes, motion carried and adopted

Citizens Comments

Gene Dinsmore of Highland Drive spoke about money given to GBAC, and he said Van Buren didn't add any money for them. He asked if TOL is the only one who gave them funds. **Supervisor Wicks** said TOL is the only one who contributed. He mentioned a problem with dump trucks in the Highway Department but wished Van Buren would share some of the cost for GBAC.

Fred Burtch of Plainville Road spoke about items from the previous meeting. He said that he saw the plow on the side of the road. Previously, he asked the clerk if he could speak for ten minutes at a prior work session, and didn't think he had enough time to give his presentation. He said he felt rushed and disrespected. He waited for a reaction from the Board but didn't get one. He said he had a good idea for the park. He said that two TOL employees liked his idea. He said that if someone else had recommended the idea that it probably would have been done.

Town Board Comments

Councilor Rode mentioned the lack of snow, and thanked everyone for attending. He hopes that they make everyone proud of TOL this year. **Councilor Kudarauskas** reminded people not to park on the Town owned roads, as per Town Law. He stated that people can drop off their clean Christmas trees at the Highway Department. **Councilor Geraci** stated that he was slandered at the meeting, and that it wasn't appropriate. He said he has done a good job, and he has been with TOL since 2014. He said "I will be sitting there for the foreseeable future". **Councilor Moore** thanked everyone for attending and hopes everyone has a great year.

Department Head Reports

Mr. Svitak thanked Councilor Kudarauskas for bringing up the NO PARKING issues on Town roads again. He also reminded people to put their garbage cans in their driveways and not the roads, so the plows can get through easier.

Supervisor’s Comments

Supervisor Wicks stated that [The Town Board] does the best job it can for the residents. He stated, “*If we can get 80% of the population to be happy, we have done our jobs. Everyone is trying to do the right thing, but they [Town Board] has to make decisions at the time.*” He said that sometimes they may make mistakes, but they try to avoid them; however, not everyone is going to be happy 100% of the time.

Regular Agenda Items

MOTION TO ADOPT THE 2023 ORGANIZATIONAL AGENDA AS PRESENTED

RES#6/2023

Motion made by Councilor Moore seconded by Councilor Kudarauskas to adopt the 2023 Organizational Agenda as presented.

Supervisor Wicks	Aye	Councilor Kudarauskas	Aye	Councilor Geraci	Aye
Councilor Moore	Aye	Councilor Rode	Aye		

All ayes, motion carried and adopted

MOTION TO ALLOW OFFICIAL BLANKET UNDERTAKING

RES#7/2023

Motion made by Councilor Rode and seconded by Councilor Kudarauskas to allow the official blanket undertaking be procured instead of individual undertakings covering the Town Supervisor, Deputy Supervisor, Town Clerk, Receiver of Taxes, Town Justices, Town Superintendent of Highways, Comptroller, Budget Officer, Town Zoning and Code Enforcement Officer, and that such undertaking contain provisions indemnifying against losses for 2023.

Supervisor Wicks	Aye	Councilor Kudarauskas	Aye	Councilor Geraci	Aye
Councilor Moore	Aye	Councilor Rode	Aye		

All ayes, motion carried and adopted

**MOTION TO ADOPT LOCAL LAW NO. 1
OF 2023/UPDATING THE NYS UNIFORM CONSTRUCTION CODES**

RES#8/2023

Motion made by Councilor Moore and seconded by Councilor Geraci to adopt Local Law No. 1 of 2023, updating the New York State Uniform Construction Codes (Fire, Building and Energy).

Supervisor Wicks	Aye	Councilor Kudarauskas	Aye	Councilor Geraci	Aye
Councilor Moore	Aye	Councilor Rode	Aye		

All ayes, motion carried and adopted

**MOTION TO ADOPT LOCAL LAW NO. 2
OF 2023/RAISING THE SENIOR CITIZEN AND DISABILITY
EXEMPTION INCOME LEVELS**

RES#9/2023

Motion made by Councilor Kudarauskas and seconded by Councilor Rode to adopt Local Law No. 2 of 2023, raising the Senior Citizen and Disability Exemption income levels from a maximum income of \$29,900 to \$37,400.

Supervisor Wicks	Aye	Councilor Kudarauskas	Aye	Councilor Geraci	Aye
Councilor Moore	Aye	Councilor Rode	Aye		

All ayes, motion carried and adopted

**MOTION TO AUTHORIZE THE TOWN
SUPERVISOR TO SIGN THE LWRP GRANT CONTRCT**

RES#10/2023

Motion made by Councilor Moore seconded by Councilor Kudarauskas to authorize the Town Supervisor to sign the Local Waterfront Revitalization Program contract #C1001652 with the NYS Department of State.

Supervisor Wicks	Aye	Councilor Kudarauskas	Aye	Councilor Geraci	Aye
Councilor Moore	Aye	Councilor Rode	Aye		

All ayes, motion carried and adopted

**MOTION TO AUTHORIZE THE TOWN SUPERVISOR
TO SIGN THE WEST PHOENIX SEWER DISTRICT AGREEMENT**

RES#11/2023

Motion made by Councilor Geraci and seconded by Councilor Kudarauskas to authorize the Town Supervisor to sign the West Phoenix Sewer District agreement.

Supervisor Wicks	Aye	Councilor Kudarauskas	Aye	Councilor Geraci	Aye
Councilor Moore	Aye	Councilor Rode	Aye		

All ayes, motion carried and adopted

**MOTION TO CREATE A FULL TIME POSITION:
SECRETARY TO THE HIGHWAY SUPERINTENDENT**

RES#12/2023

Motion made by Councilor Geraci and seconded by Councilor Rode to create the full-time position of Secretary to the Highway Superintendent, with a salary of \$34,034.00 (probationary rate of \$32,214.00), at 35 hours a week, working normal Highway Department operational hours.

Supervisor Wicks	No	Councilor Kudarauskas	Aye	Councilor Geraci	Aye
Councilor Moore	Aye	Councilor Rode	Aye		

Four ayes, one opposed, motion carried and adopted

MOTION TO APPOINT DOUGLAS BEACHEL TO THE LYSANDER PLANNING BOARD

RES#13/2023

Motion made by Councilor Moore and seconded by Councilor Rode to appoint Douglas Beachel to the Planning Board with a term to expire December 31, 2027.

Supervisor Wicks	Aye	Councilor Kudarauskas	Aye	Councilor Geraci	Aye
Councilor Moore	Aye	Councilor Rode	Aye		

All ayes, motion carried and adopted

**MOTION TO APPOINT FRANK O'DONNELL
TO THE LYSANDER ZONING BOARD OF APPEALS**

RES#14/2023

Motion made by Councilor Geraci and seconded by Councilor Rode to appoint Frank O'Donnell to the Zoning Board of Appeals with a term to expire December 31, 2027.

Supervisor Wicks	Aye	Councilor Kudarauskas	Aye	Councilor Geraci	Aye
Councilor Moore	Aye	Councilor Rode	Aye		

All ayes, motion carried and adopted

MOTION TO ACCEPT THE BID FROM ATLAS FENCE IN THE AMOUNT OF \$48,795 FOR CHAIN LINK FENCE INSTALLATION AT 8439 SMOKEY HOLLOW ROAD

RES#15/2023

Motion made by Councilor Kudarauskas and seconded by Councilor Geraci to accept the bid from Atlas Fence in the amount of \$ 48,795.00 for chain link fence installation at 8439 Smokey Hollow Road, Baldwinsville. *(ARPA funds will be used for this project).*

Supervisor Wicks	Aye	Councilor Kudarauskas	Aye	Councilor Geraci	Aye
Councilor Moore	Aye	Councilor Rode	No		

Four ayes, one opposed, motion carried and adopted

TABLED

Motion made by Councilor _____ and seconded by Councilor _____ to accept the bid from Timber Tree Service in the amount of \$16,800.00 for tree and stump removal at 8439 Smokey Hollow Road, Baldwinsville. *(Timber Tree was the only bidder).*

MOTION TO SET THE NON-BARGAINING UNIT EMPLOYEES HEALTH AND DENTAL CONTRIBUTION AT 14% OF THE MONTHLY PREMIUM FOR THE YEAR 2023

RES#16/2023

Motion made by Councilor Kudarauskas and seconded by Councilor Rode to set the non-bargaining unit employees health and dental insurance contribution at fourteen percent (14%) of the monthly premium for the year 2023.

Supervisor Wicks	Aye	Councilor Kudarauskas	Aye	Councilor Geraci	Aye
Councilor Moore	Aye	Councilor Rode	Aye		

All ayes, motion carried and adopted

MOTION TO AMEND TOWN OF LYSANDER EMPLOYEE HANDBOOK SECTION 700-9

RES#17/2023

Motion made by Councilor Moore and seconded by Councilor Geraci to delete the paragraph titled “Changes in Premium Contributions”, section 70 medical insurance, page 700-9 of the Town of Lysander of Lysander Employee Handbook.

Supervisor Wicks	Aye	Councilor Kudarauskas	Aye	Councilor Geraci	Aye
Councilor Moore	Aye	Councilor Rode	Aye		

All ayes, motion carried and adopted

MOTION TO DECLARE ITEMS SURPLUS IN THE HIGHWAY DEPARTMENT

RES#18/2023

Motion made by Councilor Moore and seconded by Councilor Rode to declare the following items surplus from the Highway Department:

- Orange fabric desk chair: Tag No. 0389
- High-back leather desk chair: Tag No. 1309
- Blue fabric desk chair: Tag No. 0835

Supervisor Wicks	Aye	Councilor Kudarauskas	Aye	Councilor Geraci	Aye
Councilor Moore	Aye	Councilor Rode	Aye		

All ayes, motion carried and adopted

**MOTION TO AUTHORIZE THE TOWN SUPERVISOR TO
SIGN THE AGREEMENT WITH CHA FOR ENGINEERING SERVICES**

RES#19/2023

Motion made by Councilor Kudarauskas and seconded by Councilor Rode to authorize the Town Supervisor to sign the agreement with CHA for engineering services, with no rate increase.

Supervisor Wicks	Aye	Councilor Kudarauskas	Aye	Councilor Geraci	Aye
Councilor Moore	Aye	Councilor Rode	Aye		

All ayes, motion carried and adopted

ADJOURNMENT

Motion made by Councilor Geraci and seconded by Councilor Moore to adjourn the regular Town Board Meeting at 7:35 PM.

Supervisor Wicks	Aye	Councilor Kudarauskas	Absent	Councilor Geraci	Aye
Councilor Moore	Aye	Councilor Rode	Aye		

All ayes, motion carried and adopted

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

Dina Falcone, Town Clerk

ORGANIZATIONAL AGENDA

- A.** Town Supervisor, Town Clerk, Highway Superintendent, Town Board, and Town Justice Appointments for 2023.
 - B.** Salary and hourly rates for 2023.
 - C.** Official banks for said department heads for 2023.
 - D.** Supervisor Robert Wicks and Councilor Robert Geraci as the designated authorized signers on the Town's checking and savings account for 2023.
 - E.** Dina Falcone, Town Clerk, as an authorized signer of the Town Clerk checking account for 2023.
 - F.** Nancy Mott, Receiver of Taxes, as an authorized signer of the Receiver of Taxes checking and savings account for 2023.
 - G.** Timothy Wolsey, Code Enforcement Officer, as an authorized signer of the Codes checking account for 2023.
 - H.** Kevin Merrill, Parks and Recreation Director, as an authorized signer of the Parks and Recreation checking account for 2023.
 - I.** 2023 fees for Town Engineering.
 - J.** Fees for road millings for 2023.
 - K.** Cemetery fees for 2023 as proposed by Town Clerk Dina Falcone.
 - L.** Petty cash funds for 2023.
 - M.** 2023 Procurement Policy.
 - N.** 2023 Town Holiday Schedule.
 - O.** Baldwinsville Messenger and/or the Post Standard the primary official newspaper(s) of the Town of Lysander for 2023.
 - P.** Town Fees for Services schedule for 2023.
 - Q.** 2023 trash hauler fees as proposed by Town Clerk Dina Falcone.
 - R.** 2023 Parks and Recreation fees as proposed by the Town Supervisor.
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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-Robert Wicks, Dina Falcone, and Peter Moore

Highway Committee

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

Committee Members: Chair- Kevin Rode, Ken Svitak, and Jeff Kudarauskas

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-Dina Falcone, Karen Rice, Tim Wolsey, Kevin Merrill, and Peter Moore

Workplace Safety Committee

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

Committee Members: Chair-Robert Wicks, Karen Rice, Kevin Merrill, Ken Svitak, Jennifer Fricano, Robert Geraci, Rosanne Wicks, and Matt Hunt

Fire & Public Safety Committee

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

Committee Members: Chair-Tim Wolsey, Robert Wicks, 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-Jeff Kudarauskas, Robert Geraci, Kevin Merrill, and Cindy Clarke

Employee Relations Committee

Committee Members: Chair- Robert Wicks, Dina Falcone and Nancy Mott

Cemetery Committee

Committee Members: Chair- Dina Falcone, Karen Rice and Kevin Rode

Economic Development Committee

Committee Members: Chair-Robert Wicks, John Corey, Quinn Hubbard, Steve Bochinno, Jeff Kudarauskas, Kim Hall, Patrick MacAskill, and Matt Hunt

OTHER APPOINTMENTS FOR ONE YEAR TERM EXPIRING DECEMBER 31, 2023

A. BY SUPERVISOR, Robert Wicks

Robert Geraci, Deputy Supervisor
Nancy Mott, Secretary to Supervisor
Bonnie Kisselstein, Historian
Robert A. Wicks, Budget Officer
Robert Geraci, Representative to Canton Woods Board of Directors

B. BY TOWN CLERK, Dina Falcone

Gretchen Starr, Deputy Clerk (full-time with benefits)

C. BY HIGHWAY SUPERINTENDENT, Ken Svitak

Full time, Full Benefits

Jonathan Butler, MEO
John Gilbert, MEO
David Power, MEO
Steven J. Power, MEO
John A. Lathrop, MEO
Cedric Oakes, MEO
Jamie Kratz, MEO
Joseph Briere, MEO
Thomas Eckel, MEO
Edward Calkins, Laborer/Seasonal Night watchman)

Part time/Supplemental

Nathan Monica, Laborer
Kevin Hamilton, Laborer
Andy Rice, Laborer
Gene Dinsmore, Laborer
Elizabeth Jetty, Laborer
Dave Wattam, Laborer
David Sitar, Laborer
James Lee, Laborer
Charles Luke, Laborer
Mackenzie Butler, Laborer
John Yerian, Laborer
Donald Halstead, Laborer
John Kerniski, Laborer
Alecia Kollbaum, Laborer

TOWN BOARD APPOINTMENTS

1. Parks and Recreation Department: One-year Appointment
(Term expires on 12/31/2023)

 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 12/31/2023)
 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.)

Kevin Merrill, Parks and Recreation Director
 Nancy Mott, Account Clerk and Receiver of Taxes
 Gregory Payne, Data Collector, Assessor’s Office
 Timothy Wolsey, Code Enforcement Officer
 Melissa MacConaghy, Assessment Clerk
 Secretary to the Highway Superintendent

3. Full time, with full benefits, Two-year Appointment, (40 hours per week)

 Jennifer Fricano, Comptroller (Term expires 2/2023)

4. Other Annual Appointments
 Dina Falcone, Records Management Officer and FOIL (Records Access Officer)

5. Maximum 20 hours per week
 Delores Landley, Custodial
 William Logan, Deputy Code Enforcement Officer
 Paul Rufa, Assessment Clerk

6. Maximum 30 hours per week

 Pam Griffo, Clerk to Town Justice
 Grace Collins, Clerk to Town Justice

7. Part time as needed
 Mark Williamson, Sexton, Cemeteries
 Paul Rufa, Deputy Tax Receiver
 Blake Richards, Security (3-hour minimum)
 Tyler Myers, Security (3-hour minimum)
 Seamus Shanley, Security (3-hour minimum)
 Todd Chrysler, Security (3-hour minimum)

8. Planning Board Member, 5-year term:
 Douglas Beachel 12/31/2027
 Steve Darcangelo 12/31/2023
 John Corey, Planning Board Chair 12/31/2025
 Matt Hunt 12/31/2026
 Hugh Kimball 12/31/2027

9. Zoning Board of Appeals Member, 5-year term:
 Frank O’Donnell 12/31/2027
 Frank Costanzo 12/31/2023
 Richard Jarvis, Chair 12/31/2024
 Robert Sweet 12/31/2025
 Ed Baker 12/31/2026

- 10. Board of Assessment Review, 5-year term
 - John Power 09/30/2027
 - Autumn Starr 09/30/2023
 - Cindy Halstead 09/30/2023
 - Brian Kline 09/30/2024
 - Donald Schwartz 09/30/2026

 - 11. Chairpersons of Boards/Commissions
 - a. Zoning Board of Appeals: Richard Jarvis
 - b. Planning Board: John Corey

 - 12. Appointments to positions with NO additional compensation:
 - Town Operated Cemetery Administrator: Dina Falcone
 - Accessible Parking Permits Administrator: Dina Falcone
 - FOIL Appeals Officer: Robert Wicks
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SALARIES AND HOURLY RATES FOR 2023

<u>A. HOURLY RATES:</u>	<u>PER HOUR</u>	+	<u>LONGEVITY</u>
Grace Collins, Clerk to Town Justice	\$22.01		
Pam Griffo, Clerk to Town Justice	\$22.01		
Mary Lathrop, Laborer	\$17.97		
Mary Lathrop, Park Laborer	\$17.97		
James Lee, Highway Laborer	\$22.29		
James Lee, Park Laborer	\$17.97		
Mark Williamson, Sexton	\$19.00		
David Power, MEO	\$26.75		\$ 750.00
Steven J. Power, MEO	\$26.75		\$1,400.00
John Gilbert, MEO	\$26.75		\$ 750.00
Jonathan Butler, MEO	\$26.75		\$ 750.00
John Lathrop, MEO	\$26.75		\$ 750.00
Edward Calkins, Laborer	\$18.97		
Joseph Briere, MEO	\$26.75		
Charles Luke, Laborer	\$18.97		
John Kerniski, Laborer	\$18.97		
Jamie Kratz, MEO	\$23.75		
Alecia Kollbaum, Secretary to HW Dept.	\$18.70		
Alecia Kollbaum, Laborer	\$18.97		
Delores Landley, Custodial Worker	\$15.38		
Paul Rufa, Deputy Tax Receiver	\$17.09		
Paul Rufa, Clerk	\$16.10		
William Logan, Code Enforcement	\$17.68		
Deputy Sheriff Blake Richards	\$41.00 (3-hour minimum)		
Deputy Sheriff Seamus Shanley	\$41.00 (3-hour minimum)		
Deputy Sheriff Tyler Myers	\$41.00 (3-hour minimum)		
Deputy Sheriff, Todd Chrysler	\$41.00 (3-hour minimum)		
Donald Halstead, Laborer	\$18.97		
John Yerian, Laborer	\$18.97		
David Sitar, Laborer	\$18.97		
Elizabeth Jetty, Laborer	\$18.97		
Kevin Hamilton, Laborer	\$18.97		
Thomas Eckel, MEO	\$25.75		
Cedric Oakes, MEO	\$23.75		

B.	<u>PER MEETING (OR EVENT) RATES:</u>	<u>PER MEETING</u>
	Planning Board Members	\$80.00 per meeting
	Zoning Board of Appeals Members	\$80.00 per meeting
	Assessment Board of Review Members	\$400.00 per year
	Karen Rice, Clerk to ZBA, Planning, Ad Hoc	\$100.00 per meeting

C.	<u>SALARIES:</u>	<u>PER YEAR</u>	<u>LONGEVITY</u>
	Bonnie Kisselstein, Historian	\$1,000.00	
	Chairman of Planning Board	\$5,000.00	
	Chairman of the Zoning Board	\$2,100.00	
	Robert Wicks, Supervisor	\$52,955.00	
	Robert Geraci, Councilor	\$10,005.00	
	Peter Moore, Councilor	\$10,005.00	
	Jeffrey Kudarauskas, Councilor	\$10,005.00	
	Kevin Rode, Councilor	\$10,005.00	
	Charles J. Mantione, Jr. Justice	\$27,100.00	
	Michael M. Bryant, Justice	\$27,100.00	
	Dina Falcone, Town Clerk	\$51,939.00	
	Ken Svitak, Highway Superintendent	\$66,625.00	
	Kevin Merrill, Director of Parks and Recreation	\$57,784.00	
	Karen A. Rice, Clerk to Planning Board	\$18,198.36	\$1,400.00
	Clerk to Zoning Board of Appeals	\$4,710.79	
	Clerk I, Codes Enforcement	\$22,746.56	
	Gregory Payne, Data Collector	\$44,466.32	\$300.00
	Nancy Mott, Receiver of Taxes, Secretary to Supervisor, Account Clerk	\$44,973.03	\$300.00
	Timothy Wolsey, Code Enforcement Officer	\$62,109.00	\$300.00
	Melissa MacConaghy, Assessment Clerk	\$42,441.68	
	Jennifer Fricano, Comptroller	\$87,125.00	
	Gretchen Starr, Deputy Clerk	\$33,924.80	
	Secretary to Highway Superintendent	\$34,034.00	
	Chair, Board of Assessment Review	\$500.00	

D. PARKS AND RECREATION DEPARTMENT RATES:

Laborer: Seasonal, FT,	\$17.97
Laborer: Seasonal, FT	\$17.97
Park Laborer Crew Leader- Seasonal	\$22.29
Recreation Leader	\$16.94
Summer Aide, Park Maint	\$14.20
Summer Aide, Park Maint.	\$14.20
Summer Aide, Park Maint.	\$14.20
Summer Aide, Rec Attendant	\$16.35
Summer Aide, Rec Attendant	\$16.35
Summer Aide, Rec Attendant	\$16.35
Summer Aide, Camp Director	\$16.94
Summer Aide, Instructor	\$50.00
Summer Aide, Instructor	\$50.00

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: Solvay Bank, Baldwinsville branch.
3. Robert Wicks, Supervisor/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.

4. Michael M. Bryant, Justice and Charles J. Mantione Jr., Justice, NBT Bank, Baldwinsville branch.
5. Timothy Wolsey, Code Enforcement Officer/Department Head, Solvay Bank, Baldwinsville branch.
6. Kevin Merrill, Parks and Recreation Director, Solvay Bank, Baldwinsville branch.

SIGNATORS

Robert Wicks, 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.

Timothy Wolsey, Code Enforcement Officer/Department Head, be designated as an authorized signer on the Planning/Zoning/Code Enforcement checking account.

Kevin Merrill, Parks and Recreation Director, be designated as an authorized signer on the Parks and Recreation checking and savings account.

GENERAL CHARGES: FEES

When the contracted Town Engineer works on Special Districts, the rate shall be charged at an hourly rate. Plan reviews chargeable to developer Escrow Accounts funded by developers and constituents, the rate for such work shall be set as per the hourly rate according to the agreement with CHA.

CEMETERY FEES

Burial in Town cemetery:	\$825.00
(Off season (11/15-4/1)	\$925.00
Weekends	\$975.00
Burial of ashes in Town cemetery (M-F):	\$275.00 each
Weekends (Sat – Sun):	\$375.00 each
Cornerstones for cemetery lot:	\$75.00
Veteran's marker for grave:	\$65.00
Vaultage fee:	\$50.00
Monument foundation:	(85 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 2023 become the petty cash funds for 2023 as follows:

Nancy Mott, Receiver of Taxes	\$400.00
Dina Falcone, Town Clerk	\$200.00
Grace Collins, Clerk to Justice	\$100.00
Pam Griffo, Clerk to Justice	\$100.00
Tim Wolsey, Code Enforcement	\$100.00

TOWN ATTORNEY

Anthony P. Rivizzigno, Esq. be appointed as LEGAL COUNSEL for 2023.

Fees for legal services are \$5,808.33 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 /email or FAX quotations
\$3,000 – \$19,999	Three (3) written /email or 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: Written/email or FAX
\$7,000 - \$34,999	Three (3) written / email or 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;

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 Ken Svitak, Highway Superintendent, (for Highway purchases under this policy) and Robert Wicks, 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 2023

**Meetings 1st and 3rd Thursday at 6:30 PM
Work Session prior to Board meetings at 5:30 PM**

January	July
January 5, 2023 (Organizational and Regular)	
January 19, 2023	July 20, 2023
February	August
February 2, 2023	August 3, 2023
February 16, 2023	August 17, 2023
March	September
March 2, 2023	September 7, 2023
March 16, 2023	September 21, 2023
April	October
April 6, 2023	October 5, 2023
April 20, 2023	October 19, 2023
May	November
May 4, 2023	November 2, 2023
May 18, 2023	November 16, 2023
June	December
June 1, 2023	December 7, 2023
June 15, 2023	December 21, 2023

HOLIDAY SCHEDULE FOR 2023

Building Closed (days below are observed)

January	2 (Monday)	New Year's Day
	16 (Monday)	Martin Luther King Day
February	20 (Monday)	Presidents' Day
May	29 (Monday)	Memorial Day
June	19 (Monday)	Juneteenth
July	4 (Tuesday)	Independence Day
September	4 (Monday)	Labor Day
October	9 (Monday)	Columbus Day
November	10 (Friday)	Veterans Day
	23 (Thursday)	Thanksgiving Day
	24 (Friday)	Day after Thanksgiving
December	22 (Friday)	Christmas Eve
	25 (Monday)	Christmas Day
	29 (Friday)	New Year's Eve

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, Justice Clerks, Town Superintendent of Highways, Comptroller/Budget Officer, Town Zoning and Code Enforcement Officer, 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 thereunder.

TOWN FEES FOR SERVICES SCHEDULE FOR 2023

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 below.
- 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, 2023 to June 30, 2024. 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.

DRIVEWAY PERMIT FEES:

Residential: \$75.00
Commercial: \$100.00

PARKS AND RECREATION FEES:

PAVILIONS		ROTARY	SMALL
Friday, Saturday, Sunday, Holiday:	9:00 AM – 8:00 PM	\$100.00	\$60.00
	9:00 AM – 2:00 PM or 3:00 PM – 8:00 PM	\$60.00	\$40.00
Monday – Thursday, Non-Holiday:	9:00 AM – 8:00 PM	\$60.00	\$45.00
	9:00 AM – 2:00 PM or 3:00 PM – 8:00 PM	\$30.00	\$25.00
NOT-FOR-PROFIT Monday – Thursday, Non-Holiday:	9:00 AM – 8:00 PM	\$40.00	\$40.00
NOT-FOR-PROFIT Monday – Thursday, Non-Holiday:	9:00 AM – 2:00 PM or 3:00 PM – 8:00 PM	\$20.00	\$20.00
Refundable Cleaning Deposit:	Add to the rental fee of all reservations	ELIMINATED	

COMMUNITY ROOM		
Friday, Saturday, Sunday, Holiday:	2 Hour Minimum	\$100.00
Monday – Thursday, Non-Holiday:	2 Hour Minimum	\$50.00
NOT-FOR-PROFIT Monday – Thursday, Non-Holiday:	2 Hour Minimum	\$30.00
Each Additional Hour		\$30.00
Refundable Cleaning Deposit:	Add to the rental fee of all reservations	ELIMINATED

ATHLETIC FIELDS & SPORTS COURTS	FIELDS	COURTS
Hourly	\$30.00	\$15.00
Not-For-Profit / Non-Incorporated Hourly	\$15.00	\$15.00
Community Organization (Kiwanis, Rotary, Lions, Chamber, etc.) Hourly	\$15.00	\$15.00
For-Profit Organization Returning from Previous Year Hourly	\$20.00	\$15.00

PERMITS	DAILY	MONTHLY	NOT-FOR-PROFIT	FOR-PROFIT	COMMUNITY ORGANIZATION
Vendor / Food Concessionaire	\$25.00	\$50.00			
Special Park Use Permit			\$25.00	\$150.00	WAIVED
Special Event License			\$50.00	\$150.00	WAIVED

FEE IN LIEU OF PARK LAND FOR PUBLIC USE:

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

MISCELLANEOUS FEES

- Property Maintenance Violations \$ 250.00
- BOUNCED CHECK FEE \$ 20.00
- CANCELLATION FEE \$ 15.00 (Check, charge or cash)
- USB Drive \$ 8.00 each
- Copies .25 each