

A Town Board meeting was held via Zoom on January 7, 2021, in Baldwinsville, New York.

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

MEMBERS ABSENT: None

OTHERS PRESENT VIA ZOOM: Dina Falcone, Town Clerk; Anthony Rivizzigno, Town Attorney; Al Yager, Town Engineer.

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

Supervisor Wicks

Adoption of Minutes

RES#1/2021

Motion by Councilor Moore seconded by Councilor Kudauraskas to adopt the December 17, 2020 Town Board Meeting minutes.

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

All ayes, motion carried and adopted

Citizens Comments

None. There are no citizens participating via Zoom.

Supervisor’s Comments

Supervisor Wicks explained that the agenda that will be used this evening is a ‘Consent Agenda’. A Consent Agenda is used to group several items together to be approved with a single vote. He noted that with the Organizational Agenda, it is the same moving forward, and everything has already been distributed to the Councilors. Legally it is acceptable. **Supervisor Wicks** said this Consent Agenda adopts the Organizational Agenda for the year. It is open to the public for viewing, and it is the same thing every year. There shouldn’t be too much discussion about it.

Supervisor Wicks said he received a call from newly elected Senator Mannion and noted that it was gracious of him to call. He said it was nice that he is reaching out to the Town Supervisors.

Supervisor Wicks mentioned that TOL has a new employee ID program. Everyone that works for TOL will have an ID with them. The ID number will match a database with the employee’s information.

Town Board Comments

The Town Board wished everyone a Happy New Year and wished everyone well.

Councilor Kudarauskas gave an update on the phone system that was purchased. He said he and Mr. Yager took a training course and the phones should be in Town Hall soon. He and Mr. Yager will meet and design the system so the old phones can be removed and the new ones installed. Verizon FIOS will be in the office to set up FIOS next week.

Department Head Reports

Mr. Yager gave an update on the manhole repair on Willett Parkway. He said that work will begin on the 18th and will finish on or around the 20th or 21st. There will be a small detour at the median crossing between Willett Parkway, Town Center and Carpenter Road. There will be no other traffic disruptions other than a shoulder closure on Willett.

Supervisor Wicks mentioned grants on projects that were previously applied for. Some of them were stalled on the state level, and Senator Mannion mentioned this in the phone call that he understands that. Since Lysander has not had a senator representing the area, some of the grants are stalled.

Supervisor Wicks said TOL applied for another grant this year with the County. He and Mr. Yager were working on it but it wasn't getting much traction. Since then, County Legislator Brian May was able to help secure a \$50K grant to resurface part of West Entry Road.

Mr. Yager explained that the resurfacing will be National Grid installing new primary cable underneath West Entry to Loop Road on the southern lane. The town will work with National Grid to resurface from the railroad tracks to Loop Road, using the grants and National Grid for the new cable install. There will be no need for funding by the taxpayer. **Supervisor Wicks** said the HW Superintendent will find out if HW has enough money in the budget to finish West Entry Road to Sixty Road - to the railroad tracks.

Supervisor Wicks said they will look into having the HW Superintendent attend the next meeting so they can ask him about it.

Regular Agenda Items

MOTION TO ADOPT THE 2021 ORGANIZATIONAL AGENDA

RES#2/2021

Motion made by Councilor Geraci seconded by Councilor Diamond to adopt the 2021 Organizational Agenda as presented.

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

All ayes, motion carried and adopted

MOTION TO ALLOW BLANKET UNDERTAKING

RES#3/2021

Motion made by Councilor Moore 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, and that such undertaking contain provisions indemnifying against losses for 2021.

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

All ayes, motion carried and adopted

MOTION TO SET THE CREDIT LIMIT AT \$10K FOR TOWN VISA CARD THROUGH SOLVAY BANK AND ADD JERRY HOLE, HW SUPERINTENDENT AS AUTHORIZED USER

RES#4/2021

Motion made by Councilor Kudarauskas and seconded by Councilor Diamond to set the credit limit at \$10,000.00 for the Town VISA card held through Solvay Bank, and add Jerry Hole, Highway Superintendent, as an authorized user with a credit limit of \$5,000.00.

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

All ayes, motion carried and adopted

MOTION TO DECLARE TUFF HOT WATER PRESSURE WASHER SURPLUS

RES#5/2021

Motion made by Councilor Moore and seconded by Councilor Geraci to declare the Tuff Hot water pressure washer surplus and authorize the Highway Superintendent to sell it on Auctions International.

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

All ayes, motion carried and adopted

Adjournment

A motion was made by Councilor Moore and seconded by Councilor Kudarauskas to adjourn the Zoom/Town Board Meeting at 7:16 PM.

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, and Town Board Appointments for 2021.
 - B.** Salary and hourly rates for 2021.
 - C.** Official banks for said department heads for 2021.
 - D.** Supervisor Robert Wicks, and Councilor Robert Geraci as the designated authorized signers on the Town's checking and savings account for 2021.
 - E.** Dina Falcone, Town Clerk, as an authorized signer of the Town Clerk checking account for 2021.
 - F.** Nancy Mott, Receiver of Taxes, as an authorized signer of the Receiver of Taxes checking and savings account for 2021.
 - G.** Timothy Wolsey, Code Enforcement Officer, as an authorized signer of the Codes checking account for 2021.
 - H.** 2021 fees for the Town Engineer.
 - I.** Fees for road millings for 2021.
 - J.** Cemetery fees for 2021 as proposed by Town Clerk Dina Falcone.
 - K.** Petty cash funds for 2021.
 - L.** 2021 procurement policy.
 - M.** Tentative 2021 Town Holiday Schedule for non-bargaining unit employees.
 - N.** Baldwinsville Messenger and/or the Post Standard as the primary official newspaper(s) of the Town of Lysander for 2021.
 - O.** Town fees for services schedule for 2021.
 - P.** 2021 trash hauler fees as proposed by Town Clerk Dina Falcone.
 - Q.** 2021 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 other matters deemed appropriate by the Supervisor.

Committee Members: Chair-Robert Wicks, Dina Falcone, Peter Moore, and Steven Bochinno

Highway Committee

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

Committee Members: Chair- Robert Wicks, Jerry Hole, Roman Diamond, Al Yager, Steve Bochinno and Richard Schader

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-Peter Moore, Karen Rice, Tim Wolsey, Al Yager, and Dina Falcone

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-Karen Rice, Robert Geraci, Rosanne Wicks, and Brittany Beck

Fire & Public Safety Committee

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

Committee Members: Chair-Tim Wolsey, Robert Wicks, Jack Kline, 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 and Cindy Clarke

Employee Relations Committee

Committee Members: Chair- Jeff Kudarauskas, Nancy Mott, and Robert Wicks

Cemetery Committee

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

Economic Development Committee

Committee Members: Chair-Robert Wicks, Steve Darcangelo, David Mackowitz, John Corey, William Lester, Quinn Hubbard, Jeff Kudarauskas, Kim Hall, Patrick MacAskill and Mary Ann Williams

OTHER APPOINTMENTS FOR ONE YEAR TERM EXPIRING DECEMBER 31, 2021

A. BY SUPERVISOR, Robert Wicks

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

Gretchen Starr, Deputy Clerk, part-time

C. BY HIGHWAY SUPERINTENDENT, Jerry Hole

Full time, Full Benefits

Jonathan Butler, MEO
John Gilbert, MEO
David Power, MEO
Steven J. Power, MEO
John A. Lathrop, MEO
Dan Parrish, MEO
Richard W. Schader, MEO
Joseph Briere, MEO
Thomas Eckel, MEO

Part time/Supplemental

Jason Hahn, Laborer
James Lee, Laborer
Tony Albanese, Laborer
Edward Calkins, Laborer
Jamie Kratz, Laborer
Charles Luke, Laborer
David Sitar, Laborer
Mackenzie Butler, Laborer
John Yerian, Laborer
Jessie Monteleone, Laborer
Donald Halstead, Laborer
Jrew Taylor, Laborer
John Kerniski, Laborer

TOWN BOARD APPOINTMENTS

1. Parks and Recreation Department: One-year Appointment
(Term expires on 12/31/2021)
 - 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 12/31/2021)
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 and Receiver of Taxes
Gregory Payne, Data Collector, Assessor's Office
Timothy Wolsey, Code Enforcement Officer
Allen Yager, Town Engineer (2 year term expires on 12/31/2021)
Melissa MacConaghy, Assessment Clerk

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
William Logan, Deputy Code Enforcement Officer
Paul Rufa, Clerk
5. Part time, maximum 25 hours per week
David Rahrle, Comptroller (2 year term expires on 12/31/2021)
Alecia Kolbaum, Secretary to Highway Superintendent
Stephanie Stevens, Clerk to Town Justice
Julie Cooper, Clerk to Town Justice
6. Part time as needed
Cindy Halstead, Deputy Tax Receiver
Mark Williamson, Sexton, Cemeteries
Matthew Fischer, Security (3 hour minimum)
John Clochessy, Security (3 hour minimum)
Tyler Myers, Security (3 hour minimum)
7. Planning Board Member, 5 year term
John Corey, Planning Board Chair (term expires on 12/31/2025)
William Lester (term expires 12/31/2026)
Hugh Kimball, (term expires 12/31/2021)
Douglas Beachel (term expires 12/31/2022)
Steve Darcangelo (term expires 12/31/2023)
8. Zoning Board of Appeals Member, 5 year term:
Richard Jarvis, Chair (term expires 12/31/2026)
Vacancy (term expires 12/31/2026)
Ed Baker (term expires 12/31/2021)
Frank O'Donnell (term expires 12/31/2022)
Frank Costanzo (term expires on 12/31/2023)

9. Board of Assessment Review, 5 year term
Autumn Star (term expires on 09/30/2023)
Cindy Halstead (term expires on 09/30/2023)
Donald Schwartz (term expires on 09/30/2021)
Brian Kline (term expires on 09/30/2024)
John Power (term expires on 09/30/2022)
10. Chairpersons of Boards/Commissions
a. Zoning Board of Appeals: Richard Jarvis
b. Planning Board: John Corey
11. 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 2021

| A. <u>HOURLY RATES:</u> | <u>PER HOUR</u> | + | <u>LONGEVITY</u> |
|--|------------------------|----------|-------------------------|
| Stephanie Stevens, Clerk to Town Justice | \$16.75 | | |
| Julie Cooper, Court Clerk | \$17.25 | | |
| Gretchen Starr, Deputy Clerk | \$16.75 | | |
| Mary Lathrop, Laborer/Park | \$17.70 | | |
| James Lee, Laborer/Park | \$18.06/17.06 | | |
| Mark Williamson, Sexton | \$15.37 | | |
| David Power, MEO | \$25.46 | | \$ 750.00 |
| Steven J. Power, MEO | \$25.46 | | \$1,400.00 |
| Richard W. Schader, MEO | \$25.46 | | \$1,400.00 |
| John Gilbert, MEO | \$25.46 | | \$ 500.00 |
| Jonathan Butler, MEO | \$25.46 | | \$ 750.00 |
| John Lathrop, MEO | \$25.46 | | \$ 750.00 |
| Tony Albanese, Laborer | \$18.06 | | |
| Danny D. Parrish, MEO | \$25.46 | | \$ 500.00 |
| Jason Hahn, Laborer | \$18.06 | | |
| Edward Calkins, Laborer | \$18.06 | | |
| Joseph Briere, MEO | \$23.46 | | |
| Charles Luke, Laborer | \$18.06 | | |
| John Kerniski, Laborer | \$18.06 | | |
| Jamie Kratz, Laborer | \$18.06 | | |
| Alecia Kolbaum, Secretary to HW Dept. | \$15.50 | | |
| Brandy Litterbrant, Janitor | \$14.27 | | |
| William Logan, Code Enforcement | \$15.84 | | |
| Deputy Sheriff John Clochessy | \$40.00 | | |
| Deputy Sheriff Matthew Fischer | \$40.00 | | |
| Deputy Sheriff Tyler Myers | \$40.00 | | |
| Paul Rufa, Clerk | \$14.42 | | |
| Mackenzie Butler, Laborer | \$18.06 | | |
| Jessie Monteleone, Laborer | \$18.06 | | |
| Donald Halstead, Laborer | \$18.06 | | |
| Jrew Taylor, Laborer | \$18.06 | | |
| John Yerian, Laborer | \$18.06 | | |
| David Sitar, Laborer | \$18.06/16.06 | | |
| Thomas Eckel, MEO | \$22.46 | | |

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|-----------|--|---------------------------|
| B. | <u>PER MEETING (OR EVENT) RATES:</u> | <u>PER MEETING</u> |
| | 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 |

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|-----------|--|------------------------|-------------------------|
| C. | <u>SALARIES:</u> | <u>PER YEAR</u> | <u>LONGEVITY</u> |
| | Allen Yager, Town Engineer (40 hrs. p/wk.) | \$101,822.00 | \$300.00 |
| | Bonnie Kisselstein, Historian | \$1,000.00 | |
| | Chairman of Planning Board | \$4,600.00 | |
| | Chairman of the Zoning Board | \$2,000.00 | |
| | Robert Wicks, Supervisor | \$52,955.00 | |
| | Robert Geraci, Councilor | \$10,005.00 | |
| | Peter Moore, Councilor | \$10,005.00 | |
| | Jeffrey Kudarauskas, Councilor | \$10,005.00 | |
| | Roman Diamond, Councilor | \$10,005.00 | |
| | David Rahrle, Comptroller | \$41,200.00 | |
| | Charles J. Mantione, Jr. Justice | \$27,100.00 | |
| | Michael M. Bryant, Justice | \$27,100.00 | |
| | Dina Falcone, Town Clerk | \$49,196.00 | |
| | Jerry Hole, Highway Superintendent | \$60,000.00 | |
| | Karen A. Rice, Clerk to Planning Board | \$16,341.00 | \$1,400.00 |
| | Clerk to Zoning Board of Appeals | \$4,230.00 | |
| | Clerk I, Codes Enforcement | \$20,425.00 | |
| | Gregory Payne, Data Collector | \$39,928.00 | |
| | Nancy Mott, Receiver of Taxes, Secretary to Supervisor, Account Clerk | \$40,383.00 | |
| | Timothy Wolsey, Code Enforcement Officer | \$55,321.00 | \$300 |
| | Melissa MacConaghy, Assessment Clerk | \$38,110.00 | |
| | Chair, Board of Assessment Review | \$500.00 | |

D. PARKS AND RECREATION DEPARTMENT RATES:

| | |
|----------------|---------|
| Park Attendant | \$12.50 |
|----------------|---------|

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/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.
6. Timothy Wolsey, Code Enforcement Officer/Department Head, 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 and savings account.

GENERAL CHARGES: FEES

When the Town Engineer works on Special Districts the rate shall be charged at \$125 per hour. Plan reviews chargeable to developer Escrow Accounts funded by developers and constituents the rate for such work shall be set at \$150.00 per hour.

Road Millings are to be sold at \$3.00 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 2020 become the petty cash funds for 2021 as follows:

| | |
|-------------------------------------|----------|
| Nancy Mott, Receiver of Taxes | \$400.00 |
| Dina Falcone, Town Clerk | \$200.00 |
| Stephanie Stevens, Clerk to Justice | \$100.00 |
| Julie Cooper, Clerk to Justice | \$100.00 |
| Tim Wolsey, Code Enforcement | \$100.00 |

TOWN ATTORNEY

Anthony P. Rivizzigno, Esq. be appointed as LEGAL COUNSEL for 2021.

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: Written/Facsimile and/or Email |
| \$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;

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 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 2021

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

| | |
|--|--------------------|
| January | July |
| January 7, 2021 (Organizational and Regular) | |
| January 21, 2021 | July 15, 2021 |
| February | August |
| February 4, 2021 | August 5, 2021 |
| February 18, 2021 | August 19, 2021 |
| March | September |
| March 4, 2021 | September 2, 2021 |
| March 18, 2021 | September 16, 2021 |
| April | October |
| April 1, 2021 | October 7, 2021 |
| April 15, 2021 | October 21, 2021 |
| May | November |
| May 6, 2021 | November 4, 2021 |
| May 20, 2021 | November 18, 2021 |
| June | December |
| June 3, 2021 | December 2, 2021 |
| June 17, 2021 | December 16, 2021 |

HOLIDAY SCHEDULE FOR 2021

| | | |
|------------------|----------------------|------------------------|
| January | 1 (Friday) | New Year's Day |
| | 18 (Monday) | Martin Luther King Day |
| February | 12 (Friday) | Presidents' Day |
| May | 31 (Monday) | Memorial Day |
| July | 5 (Monday) | Independence Day |
| September | 6 (Monday) | Labor Day |
| October | 11 (Monday) | Columbus Day |
| November | 11 (Thursday) | Veterans Day |
| | 25 (Thursday) | Thanksgiving Day |
| | 26 (Friday) | Day after Thanksgiving |
| December | 23 (Thursday) | Floater |
| | 24 (Friday) | Christmas Eve |
| | 25 (Friday) | Christmas Day |
| | 30 (Thursday) | Floater |
| | 31 (Friday) | New Year's Eve |

OFFICIAL NEWSPAPERS

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 2021

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, 2020 to June 30, 2021. 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:

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 \$100 and \$30 per hour for additional hours plus security deposit
- Weekday Fee: (Monday through Friday) - \$30 per/hour plus security deposit
- Security deposit: \$50 refundable (if left in order), for all parties except Baldwinsville not-for-profit.
- Pop Warner: \$15 per/hour (pending availability)

MISCELLANEOUS

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

ADMINISTRATIVE FEES

- One Day Program \$7.00
- Multi-day program Up to \$10.00
- Park Attendant Staff \$15.00 per hour

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/Permits:
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) \$15.00 per hour
- Non Contract: Softball/Baseball (not lined) \$15.00 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) \$15.00 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 \$15.00 per hour or \$150.00 per season/8 weeks

SPRAY PARK

Entry Fee: \$0

TOWN OF LYSANDER BUILDING USE:

A key fob will be issued for the opening and closing of the building as needed.

- For-Profit Organizations \$50.00 & \$15 per hour
- Not-For-Profit Organizations \$50.00 & \$15 per hour

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 |