

2020 ORGANIZATIONAL MEETING

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, 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, Jerald 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 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, Gerald Hole, Robert Geraci, Tony Burkinshaw, Bruce Cook, Karen Rice and Roman Diamond, Rosanne Wicks, 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, Tony Burkinshaw, Robert Geraci and Cindy Clarke

Employee Relations Committee

Committee Members: Chair- Jeff Kudarauskas, David Rahrle, and Robert Wicks

Cemetery Committee

Committee Members: Chair-Robert Ellis, Dina Falcone, Janet Falconer and Roman Diamond

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, 2020

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

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
David Power, MEO
Steven J. Power, MEO
John A. Lathrop, MEO
Dan Parrish, MEO
Richard W. Schader, MEO
Joseph Briere, MEO

Part time/Supplemental

Charles E. Claver, Laborer
Jason Hahn, Laborer
James Lee, Laborer
Tony Albanese, Laborer
Edward Calkins, Laborer
Paul Flaherty, Laborer
Jamie Kratz, Laborer
Charles Luke, Laborer
David Sitar, Laborer
Mackenzie Butler, Laborer
John Yerian, Laborer
Ryan Kratz, Laborer
Josh Dwyer, Laborer
Alex Rose, Laborer

TOWN BOARD APPOINTMENTS

1. Parks and Recreation Department: One-year Appointment
(Term expires on 12/31/2020)
 - 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 12/31/2020)
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
Anthony Burkinshaw, Parks and Recreation Supervisor
Petrina Meyers, Senior Recreation Leader
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)
Cindy Rahrle, Secretary to Highway Superintendent
Patricia Maguire, Clerk to Town Justice
Julie Cooper, Clerk to Town Justice
6. Part time as needed
Ronald E. Patchett, Clerk for Special Projects only in Zoning
Mark Williamson, Sexton, Cemeteries
Aimee Nash-Reinagel
Matthew Fischer, Security
John Clochessy, Security
7. Planning Board Member, 7 year term
John Corey, Planning Board Chair (term expires on 12/31/2025)
William Lester (term expires 12/31/2019) (if appointed will expire 12/31/2026)
Joanne Daprano (term expires 12/31/2020)
Hugh Kimball, (term expires 12/31/2021)
Douglas Beachel (term expires 12/31/2022)
Steve Darcangelo (term expires 12/31/2023)
Ewald, Keith (term expires 12/31/2024)
8. Zoning Board of Appeals Member, 5 year term:
Richard Jarvis, Chair (term expires 12/31/2019) Vacancy
Brian Corrigan (term expires 12/31/2020)
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)
Don Power (term expires on 09/30/2022)

 - 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: Robert Wicks
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SALARIES AND HOURLY RATES

A. <u>HOURLY RATES:</u>	<u>PER HOUR</u>	+	<u>STIPEND</u>
Patricia Maguire, Clerk to Town Justice	\$17.60		
Julie Cooper, Court Clerk	\$17.25		
Ronald Patchett, Codes/Zoning Clerk	\$16.50		
Mary Lathrop, Laborer/Park	\$20.70		
James Lee, Laborer/Park	\$17.62/16.62		
Mark Williamson, Sexton	\$15.37		
Bruce Cook, MEO	\$24.84		\$1,400.00
David Power, MEO	\$24.84		\$ 500.00
Steven J. Power, MEO	\$24.84		\$1,400.00
Richard W. Schader, MEO	\$24.84		\$1,400.00
John Gilbert, MEO	\$24.84		\$ 500.00
Charles E. Claver, Laborer	\$17.62		
Jonathan Butler, MEO	\$24.84		\$ 750.00
John Lathrop, MEO	\$24.84		\$ 500.00
Paul Flaherty, Laborer	\$17.62		
Tony Albanese, Laborer	\$17.62		
Danny D. Parrish, MEO	\$24.84		\$ 500.00
Jason Hahn, Laborer	\$17.62		
James Lee, Laborer	\$17.62		
Edward Calkins, Laborer	\$17.62		
Joseph Briere, MEO	\$21.84		
Charles Luke, Laborer	\$17.62		
John Kerniski, Laborer	\$17.62		
Jamie Kratz, Laborer	\$17.62		
Cindy Rahrle, Secretary to HW Dept.	\$17.60		
Brandy Litterbrant, Janitor	\$14.27		
William Logan, Code Enforcement	\$15.84		
Deputy Sheriff John Clochessy	\$40.00		
Deputy Sheriff Matthew Fischer	\$40.00		
Aimee Nash-Reinagel, Floater Clerk	\$14.42		
Paul Rufa, Clerk	\$14.42		
Mackenzie Butler, Laborer	\$17.62		
John Yerian, Laborer	\$17.62		
Ryan Kratz, Laborer	\$17.62		
Josh Dwyer, Laborer	\$17.62		
Alex Rose, Laborer	\$17.62		
David Sitar, Laborer	\$17.62/15.62		

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

C.	<u>SALARIES:</u>	<u>PER YEAR</u>	<u>STIPEND</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	\$48,232.00	
	Janet Falconer, Deputy Town Clerk	\$39,928.00	
	Gerald Hole, Highway Superintendent	\$55,000.00	
	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	
	Anthony Burkinshaw, Recreation Supervisor	\$50,912.00	\$500.00
	Petrina Meyers, Senior Recreation Leader	\$31,672.00	
	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	\$12.00
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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. Anthony Burkinshaw, Recreation Supervisor: Solvay Bank, Baldwinsville branch,
Solvay Bank (Concert Series Partnership)
4. 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. Manton 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.

Tony Burkinshaw, Parks and Recreation Supervisor/Department Head, be designated as an authorized signer on the Parks and Recreation checking and the Summer Concert Series 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 2019 become the petty cash funds for 2020 as follows:

Nancy Mott, Receiver of Taxes	\$400.00
Dina Falcone, Town Clerk	\$200.00
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 on a month to month basis for the year 2020.

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;

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 2020

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

January	July
January 2, 2020 (Organizational and Regular)	
January 16, 2020	July 16, 2020
February	August
February 6, 2020	August 6, 2020
February 20, 2020	August 20, 2020
March	September
March 5, 2020	September 3, 2020
March 19, 2020	September 17, 2020
April	October
April 2, 2020	October 1, 2020 (Budget to Board)
April 16, 2020	October 15, 2020
May	November
May 7, 2020	November 5, 2020
May 21, 2020	November 19, 2020 (Adopt Budget)
June	December
June 4, 2020	December 3, 2020
June 18, 2020	December 17, 2020

HOLIDAY SCHEDULE FOR 2020

January	1 (Wednesday)	New Year's Day
	20 (Monday)	Martin Luther King Day
February	17 (Monday)	Presidents' Day
May	25 (Monday)	Memorial Day
July	3 (Friday)	Independence Day
September	7 (Monday)	Labor Day
October	12 (Monday)	Columbus Day
November	11 (Wednesday)	Veterans Day
	26 (Thursday)	Thanksgiving Day
	27 (Friday)	Day after Thanksgiving
December	24 (Thursday)	Christmas Eve*
	25 (Friday)	Christmas Day
	31 (Thursday)	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 thereunder.

TOWN FEES FOR SERVICES SCHEDULE FOR 2020

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.

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/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) \$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

Groups will have to get a **FREE** group permit through the Parks & Recreation Dept. (*Monday - Friday from 9:00 am to 4:30 pm*). This will help track numbers and groups using the park & not to over crowd the spray park on a given day. Group permit will be given out for weekends or Pavilion Rentals ONLY.

COMMUNITY ROOM PARTY PACKAGE:

Weekdays - \$300 and \$50 Security Deposit and Weekends: \$400 and \$50 Security Deposit

- 3 Hour Community Room Rental/2 Blocks: 11 am to 2 pm or 4 pm to 7 pm
- Cheese sheet pizza - Add on \$25 per (after the first)
- 40 cup cakes or sheet cake
- HAPPY BIRTHDAY – Paper products (Plates & Napkins)
- 6 tables and 40 chairs
- 10 - 40 people max
- Includes Spray Park group permit

TOWN OF LYSANDER BUILDING USE:

Parks Staff will open & close the Building as needed (Programs, Special Events, Meetings, etc.)

- Non for Profit Organizations \$25.00 & \$15 per hour
- For Profit Organizations \$50.00 & \$15 per hour

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

