

APRIL 6, 2017

REGULAR BOARD MEETING

AGENDA ATTACHMENTS



Beyond the Doghouse

2017 Animal and Dog Control Officer Seminar

Tuesday, May 2nd, 2017
Wednesday, May 3rd, 2017

at

Genesee Community College
Conable Technology Building
One College Drive
Batavia, NY 14020

Hosted

by

Genesee County Sheriff's Office
With the assistance of
NYS Ag & Markets

Contacts:

Ann Marie Brade, LVT
Dog Control Officer
Genesee County Sheriff's Office
annmarie.brade@co.genesee.ny.us
(585)343-6410

Patricia Famiglietti, LVT
Animal Health Inspector
NYS Department Of Ag & Markets
patricia.famiglietti@agriculture.ny.gov
585-261-5844

Registration Fee

\$75

Includes breakfast, lunch,
morning and afternoon snacks
for both days

Lodging

Hotel at Batavia Downs
8319 Park Road
Batavia, NY 14020
(585) 815-7000

LaQuinta Inn & Suites
8200 Park Road
Batavia, NY 14020
(915) 888-3871

Hampton Inn Batavia
4360 Commerce Drive
Batavia, NY 14020
(855) 605-0317

Comfort Inn
4371 Federal Drive
Batavia, NY 14020
(855) 973-7215

*Other hotels are available in the area if you
would like other accommodations.*

Registration

Fee: \$75 / person
Due no later than April 24th, 2017

Please make checks or money orders
payable to:

Genesee County Treasurer

Mail completed registration for

Ann Marie Brade
Genesee County Sheriff
165 Park Road
Batavia, NY 14020

Agenda Item "A"

Name: _____

Agency: _____

Address: _____

Town: _____

Phone: _____

E-Mail: _____

FAX registration to (585) 345-3075 and
note form of payment that will be sent.

Tuesday, May 2nd

- 8:00 - 8:45 REGISTRATION, COFFEE, JUICES
& SNACKS
- 8:45 - 9:00 WELCOME
- 9:00 - 10:00 RABIES & CAT TASK FORCE
- 10:00- 10:30 FIRE/EMS/NATURAL DEATHS
- 10:30- 10:45 BREAK
- 10:30- 12:00 COURT PROCEDURES
- 12:00- 1:00 LUNCH at GCC
- 1:00 - 2:00 DRUG HOUSES
- 2:00 - 2:30 PERSONAL PROTECTION
- 3:00 - 3:15 BREAK
- 3:15 - 4:30 SOCIAL MEDIA

Wednesday, May 3rd

- 8:00 - 8:30 BREAKFAST
- 8:30 - 9:00 NYS INSPECTION
- 9:00 -10:00 SHELTER MANAGEMENT
- 10:00 -10:15 BREAK
- 10:15- 11:30 DOG ENUMERATION
- 11:30 -12:30 DOG BEHAVIOR
- 12:30 - 1:30 LUNCH
- At Genesee County Bldg II*
3841 West Main Street Road, 14020
- 1:30 - 3:30 Hands-on Animal Handling
Genesee County Animal Shelter
3841 West Main Street Road, 14020
- **K9 Dog Demonstration**
 - **Dog Handling with Tom Purcell**
 - **Cat Handling**
 - **Disease Management with Veterinarian**

Beyond the Doghouse

The theme of this seminar is working with other agencies to make your job easier and more effective. Throughout the day, an animal/dog control officer may come into contact with police, EMS, police dispatch, the fire department, shelter management/staff, volunteers, coroner, village/city/town/county clerks and politicians, state inspectors, judges, attorneys, animal behaviorists, health department, code enforcement, DEC and the public. Many of them are looking for you to be the "expert" when it comes to anything relating to an animal, especially dogs. Are you prepared and know what each of them actually expects of you? If you need something, do you know exactly where to turn and have you developed a relationship with the right office?

Presenters

Rabies Presentation: Abby Diegelman, Public Health Sanitarian, Genesee County Health Department
We work with the health department for bite case confinements and quarantines. Learn the latest protocols.

Cat Task Force:

In 2015, the City Council of Batavia formed a task force to review the feral cat issue. This task force researched multiple resolutions to the issue and was compromised of representatives from animal/dog control, code enforcement, health department, a veterinarian and feral cat spay/neuter group and a NYS animal health inspector.

Court Procedures: Judge Thomas Graham and the Genesee County District Attorney's Office

What are judges expecting from you in a courtroom in regards to Article 7? Judge Graham and ADA will define the role of the DCO, prosecutor, attorney and judge in the appearance ticket and dangerous dog process and help clarify the process. How Judge Graham and his town clerk work together to handle repeat offenders for owners that fail to license their dog.

Presenters are subject to change.

Presenters

Drug Houses: Genesee County Drug Task Force
How to recognize that you might be at a drug house and what to do next... What animals might you encounter at a drug house and how to keep you and everyone else at the scene safe, including the animals. How to recognize that the person you are speaking with may be on drugs and how to handle it.

Fire/EMS/Natural Deaths

Are you ready to respond? From a house fire to a large scale evacuation of a retail pet chain store, your assistance may be required. Ever been to a welfare check and found a deceased individual? Or had to remove a dog guarding its' deceased master?

Social Media

Is it a help or a hindrance? How are you using social media? Are you using it at all? See the basics and how to use it for you and not against you. Raise your redemption rates, use it to help build cases, see who has a new dog (is it licensed), someone trying to bring you a stray dog (easy to see if it is theirs)...

NYS Inspection: Patricia Famiglietti, LVT

Learn exactly what the NYS Animal Health Inspector is looking for during your annual inspection. If you have a question, do not hesitate to bring it up, someone else probably has the same question!

Shelter Management

NYS holds a municipality responsible for the actions of the shelter whether they contract for services or maintain their own shelter. Learn how a county animal shelter services 16 municipalities and operates with two paid animal control officers and has 750-900 animals a year through its' doors. We will also tell you how we work with volunteers and rescue groups that assist at the shelter.

Dog Enumeration: Joel Staples

Joel Staples will be talking about dog enumerations and how his company, Canine License Registry, can assist your municipality during the enumeration process.

Dog Behavior: Thomas Purcell

A former police captain and canine officer, Mr. Purcell has recently published his first book, *The Art of the Dog* (Barnes & Nobles). He volunteers at the Wyoming County Animal Shelter and is widely used in the area for behavioral assessments in Dangerous Dog Hearings.

Agenda Item "B"

**2017 HIGHWAY SCHOOL
Ithaca College, Ithaca, NY – June 12-14, 2017**

Sponsored by

**TOWN AND COUNTY OFFICERS TRAINING SCHOOL AND
THE ASSOCIATION OF TOWNS OF THE STATE OF NEW YORK**

In Cooperation With

CORNELL UNIVERSITY LOCAL ROADS PROGRAM

Important Notice: ADVANCE REGISTRATION IS SUGGESTED. If you arrive **Sunday**, you may register between **3 and 5 p.m.** in the **NORTH FOYER** of **PHILLIPS HALL** (Upstairs) on the Ithaca College Campus. Check-in will resume at **8 a.m.** on **Monday**.

2017 Highway School Topics:

- **Ethics (Use/misuse of municipal resources)**
 - **Culvert Installation**
 - **Dealing with Difficult People**
 - **Chain Saw Safety**
 - **Roadside Safety**
 - **Work Zones**
 - **Century of Experts**
 - **Legal Panel**

**Registration: WE ENCOURAGE YOU TO REGISTER ONLINE AT WWW.NYTOWNS.ORG
ONLY VISA AND MASTERCARD ARE ACCEPTED. YOU WILL RECIEVE REGISTRATION CONFIRMATION
IMMEDIATELY VIA E-MAIL.**

Otherwise, complete the enclosed registration form and return, with your check made payable to the Association of Towns in the amount of \$110 by May 19. Confirmation postcard will be mailed to you. **VOUCHERS DO NOT CONSTITUTE ELIGIBILITY FOR ADVANCED REGISTRATION FEE UNLESS FULL PAYMENT IS RECEIVED BY MAY 19.** (Registration received after such date will be processed at the \$150 registration fee.)

Please Note: Cancellations received 10 days prior to event will be refunded, less a \$10 processing fee.
NO REFUNDS after that deadline.

MEALS/FOOD: Lunch will be provided for attendees on Monday as part of the Pothole Picnic. Lunch for attendees is also included on Tuesday.

HANDICAPPED PARKING: If you require handicapped parking, you must bring your own handicapped parking permit. There is a limited number of handicapped spaces available.

PARKING: Parking is available in designated areas on the Ithaca College campus only with a valid parking permit. When you drive into the parking area of the college on Monday morning, someone will be available to give you the parking permit for the duration of the school.

EXPENSES: Actual and necessary expenses incurred in attending this school, including the registration fee, are proper municipal charges under Town Law, §116(12) and General Municipal Law, §77(b).

Questions? Call Patty Kebea, Executive Meeting Coordinator, at the Association of Towns at (518) 465-7933.

Check our websites for up-to-date information on the 2017 Highway School:

ASSOCIATION OF TOWNS: <http://www.nytowns.org>

CORNELL LOCAL ROADS: <http://www.clrp.cornell.edu>

DON'T FORGET: ATTENDEES WILL AUTOMATICALLY RECEIVE THREE CREDITS IN THE HIGHWAY CATEGORY OF THE ASSOCIATION'S CERTIFIED TOWN OFFICIAL PROGRAM.

FOR MORE INFORMATION ON THE CTO PROGRAM, PLEASE VISIT WWW.NYTOWNS.ORG.

Agenda Item "G"

The fastID system.



Wireless Samsung Smart Camera with ANDRIOD Features.

- Fast, Biometric passport software.
- Easy to use screens for a variety of different countries.
- Touch screen technology in the camera.
- Wireless transmission directly to the printer via print server.
- Large view screen that doesn't need additional head sizing templates.
- Transmission time to printer about 15 seconds.
- 1-Year warranty.



Industrial roll printer (instead of individual sheets) with a 24 month warranty.

- 300 photos per roll / 2 rolls per box.
- Photos on a roll mean that you don't replace paper and ink as often.
- Roll paper gives a lower cost per photo compared to the Sony/DNP sheet printers (about 45¢ per photo)
- Longer printer longevity.
- Print time about 10 seconds per print after transmission from the camera compared to 84 seconds from Sony/DNP sheet printers.
- 24 Month Printer warranty

In the Boxes

- Samsung Smart Camera
- Industrial Roll Printer
- Print Server (WIFI Box)
- Lithium Battery with charge cables
- Camera Stabilizing hand grip
- 1-year warranty on camera
- 24 month warranty on printer
- All installation accessories
- Easy to follow step by step instructions

fastID System P/N 12100 Price \$1695.00 MSRP \$1995.00

Town Clerk's Office Passport Fees

January, 2016 through December, 2016

140 Passport Application Fees	\$3,500.00
173 Passport Photos	\$1,730.00
Total:	\$5,230.00

January, 2017 through March, 2017

48 Passport Application Fees	\$1,200.00
54 Passport Photos	\$ 540.00
Total:	\$1,740.00

Agenda Item "H"

§ 139-5

ZONING

§ 139-7

Highway Overlay Controls shall apply in designated areas fronting on arterial and collector roads.

§ 139-6. Zoning Map.

- A. The boundaries of the districts are established as shown on the map entitled the "Official Zoning Map of the Town of Lysander" and called the "Zoning Map" in this chapter.
- B. The Town Clerk shall certify the Zoning Map as a part of this chapter and keep it on file in the Town Clerk's Office.
- C. Changes and amendments.
 - (1) Any changes in district boundaries or other matter shown on the Zoning Map shall be promptly made on the map, with a signed statement substantially as follows:

On _____, by action of the Town Board of Lysander, the following (change) changes (was) were made in this Zoning Map: (brief description of the nature of the change).

- (2) This statement shall be signed by the Supervisor and attested by the Town Clerk. The ordinance making such changes and amendments shall provide for their immediate entry upon the Zoning Map.

§ 139-7. Interpretation of district boundaries.

The Zoning Map is a parcel based map and, with few exceptions, the boundaries of districts follow lot lines. In those few instances where district boundaries do not follow lot lines and uncertainty exists with respect to the boundaries of any of the aforesaid districts as shown on the Zoning Map, the following rules shall apply:

Agenda Item "I"

MEMORANDUM

April 5, 2017

To: Town Board
Town of Lysander

From: Allen J. Yager, P.E.
Town of Lysander Engineer

Re: Town Office Building Modifications Phase I

In accordance with the Town of Lysander Procurement Policy I have obtained 3 written quotes for the construction of the Town Office Building Modifications Phase I project. The following summarizes the quotes we received:

- | | |
|---------------------------|----------|
| • Kevin Quinn | \$12,500 |
| • Chris Zimmerman Drywall | \$15,500 |
| • Eldan Homes Inc. | \$18,875 |

If the board chooses to move forward with the project I would recommend that they award the project to Kevin Quinn in the amount of \$12,500.

In addition to the physical construction of the building modifications a small amount of electrical work, one data connection and security system additions will be required to complete the project. I have received a quote from Caryl Electric in the amount of \$375 for electrical work, which is less than \$1,000 dollars so no additional quotes are required under our procurement policy.

I have also reached out to Syracuse technologies for a quote to have the required data connection work completed but they have not gotten back to me yet. It is anticipated that this work will be less than \$1,000 as well. It is anticipated that we will have the quote for this work before we start the Town Board meeting on April 6, 2017.

I have requested a quote for the security system additions as well from CP Alarms who is the contractor that installed the security system in the Town Office Building. This work and equipment is proprietary and is expected to cost approximately \$4,000. It is anticipated that we will have the quote from CP Alarms prior to the start of the Town Board meeting on April 6, 2017.

At this time it is estimated that total project costs will be \$18,875.

QUOTE FOR
Town of Lysander Office Building Modifications Phase I
8220 Loop Road Baldwinsville, NY

TO THE TOWN OF LYSANDER:

Pursuant to and in compliance with your invitation for Quotes and the information for Contractors relating thereto, the undersigned hereby offers to furnish all labor and materials necessary or proper for items required by and in strict accordance with the applicable provisions of all Contract Documents for the following price:

Item

1. **Town of Lysander Office Building Modifications Phase I**

<u>Twelve thousand four hundred dollars</u>	<u>12500</u>	<u>00</u>
(Price Written in Words)	(Dollars)	(Cents)
	(Price Written in Figures)	

Contractor Contact Information:

Name: Kevin Quinn

Address: 8047 Stepping Stone Ln

Phone Number: 315-427-3373

Contractor Signature: 

QUOTE FOR
Town of Lysander Office Building Modifications Phase I
8220 Loop Road Baldwinsville, NY

TO THE TOWN OF LYSANDER:

Pursuant to and in compliance with your invitation for Quotes and the information for Contractors relating thereto, the undersigned hereby offers to furnish all labor and materials necessary or proper for items required by and in strict accordance with the applicable provisions of all Contract Documents for the following price:

Item

1. Town of Lysander Office Building Modifications Phase I

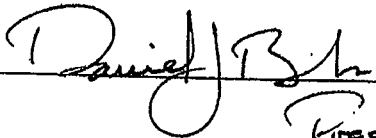
<u>Eighteen thousand eight hundred seventy Ave</u> and <u>—⁰⁰/₁₀₀</u> (Price Written in Words)	<u>\$ 18,875</u> (Dollars) (Price Written in Figures)	<u>00</u> (Cents)
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Contractor Contact Information:

Name: EDDARD HOMES, INC.

Address: 7854 Oswego Rd. Liverpool, NY 13090

Phone Number: 315-622-5150 ext. 11

Contractor Signature: 
President

RECEIVED

APR 05 2017

TOWN CLERK
TOWN OF LYSANDER

9:23am

JF

QUOTE FOR

Town of Lysander Office Building Modifications Phase I
8220 Loop Road Baldwinsville, NY

TO THE TOWN OF LYSANDER

Pursuant to and in compliance with your invitation for Quotes and the information for Contractors relating thereto, the undersigned hereby offers to furnish all labor and materials necessary or proper for items required by and in strict accordance with the applicable provisions of all Contract Documents for the following price:

Item

- 1. Town of Lysander Office Building Modifications Phase I

Forteen thousand five hundred
dollars

(Price Written In Words)

14,500.00

(Dollars)

(Cents)

(Price Written In Figures)

Contractor Contact Information:

Name:

Chris Zimmerman Drywall

Address:

6209 S. W. Homer NY 13077

Phone Number:

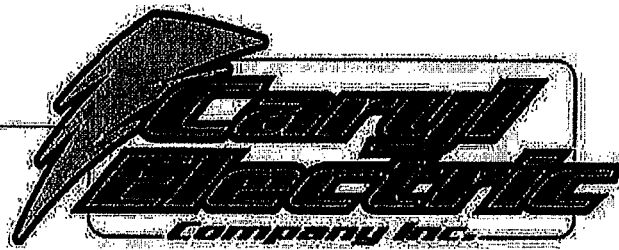
(315) 825-3526

Contractor Signature:

Chris Zimmerman

7786 Vicki Lane Baldwinsville, NY 13027

Phone: 315-638-0456 Fax: 315-638-2224



Proposal

Date: 3/31/2017

Project: MOVE SWITCH AND ADD AN OUTLET

Bill To: TOWN OF LYSANDER
8220 LOOP RD.
BALDWINSV 13027

Scope of work:

MOVE EXISTING SWITCH TO ANOTHER WALL
ADD AN OUTLET

NOTES:

Quoted price for above, work plus applicable sales NYS tax:

PAYMENT TO BE MADE AS FOLLOWS:

NET 30

Total

\$ 375.00

(If the WORK or Customer is Tax Exempt or capital improvement then an ST-124 or Tax Exempt Certificate must be returned with this Accepted Quote)

Conditions: This Quote may be withdrawn if not accepted and returned within 30 Days. All Parts and workmanship are Guaranteed to be supplied and performed as specified; while the Parts carry the Manufacture's standard Warranty, and Caryl Electric Inc. (CECI) Work is warranted for a period of one year from the date of completion. Excluded from (CECI) Warranty are: Acts Of God and Labor, Parts and Equipment Supplied or Installed BY Customer or Others. Any required or customer requested deviation from the above SCOPE OF WORK involving extra costs shall become additional charges to customer-over and above the within Quoted Price. (CECI) performance and completion of work is contingent upon delays that are caused by customer or are otherwise beyond (CECI) control. Customer pledges to timely pay the above quoted price plus adders for requested/required additional work-as agreed; without offset, retainage or holdback and customer hereby acknowledges that a Finance Charge of 1.3% Monthly (16% Annually) shall accrue on all past due obligations, and that if (CECI) is forced to employ an Attorney to collect payment, the Customer agrees to fully reimburse (CECI) for all collection costs including Attorney's fees, Court Costs and accrued Finance Charges.

CUSTOMER ACCEPTANCE OR QUOTE: The within scope work, quoted price, payment terms, and conditions are hereby acknowledged as acceptable, and customer hereby directs (CEI) to perform the work as quoted.

Customer Signature: _____ Date: _____

(Printed Name) _____

Respectfully Submitted, CARYL ELECTRIC CO. INC.

BY: Tom Marzynski
Tom Marzynski
tmarzynski@carylelectric.com

Dated: 3/31/17

This proposal may be withdrawn by us if not accepted within 30 days