

**Daniel Boccardo**

---

**From:** John Salisbury  
**Sent:** Thursday, July 09, 2015 1:28 PM  
**To:** Daniel Boccardo  
**Subject:** FW: 284 document

This is for the work session on Monday.

John A. Salisbury  
Supervisor Town of Lysander  
8220 Loop Rd  
Baldwinsville NY 13027  
(315) 857-0281  
(315) 635-1515 Fax  
[supervisor@townoflysander.org](mailto:supervisor@townoflysander.org)

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**From:** Gene Dinsmore  
**Sent:** Tuesday, July 07, 2015 1:18 PM  
**To:** John Salisbury  
**Cc:** David Rahrle; Lisa Dell  
**Subject:** 284 document

MEMO

July 7, 2015

**To:** Supervisor John Salisbury and the Lysander Town Board  
**From:** Gene Dinsmore, Highway Superintendent  
**Subject:** 284 Document

Prior to your last board meeting I asked for your signatures on the "284" document required by highway law for our 2015 pavement maintenance program. That program and the budget dollars for it were already approved last fall. This Highway Law Section 284 document simply records the names of the board members and highway superintendent involved for the official town records kept by the town clerk. It goes no further than our clerk's files and has no contractual obligation to the county or anyone else.

Although it would seem to be a formality with little current purpose, it is still the law and I ask that you execute it without further delay.

Thank you,

Gene Dinsmore  
Highway Superintendent

Gene Dinsmore  
Town of Lysander Highway  
2730 West Entry Road  
Baldwinsville, NY 13027  
(315) 635-5551  
(315) 635-5608  
[highway@townoflysander.org](mailto:highway@townoflysander.org)

Item D,  
(1-3)

**TOWN of LYSANDER**  
**8220 LOOP ROAD**  
**BALDWINSVILLE, NEW YORK 13027**  
**(315) 638-4264**

June 19, 2015

Lysander Town Board  
8220 Loop Road  
Baldwinsville, NY 13027

Re: Crimson Ridge Phase V

Subj: Road & Utility Acceptance

Dear Town Board Members:

I conducted a final punch list inspection of the following streets and utilities which compromise the Crimson Ridge Phase V subdivision. Phase V of Crimson Ridge contains the roadway and associated utilities for the street listed below.

<u>Street</u>	<u>Length</u>
Verona Court	0.140 miles

The streets were designed and constructed to conform to the Highway Construction Specification Ordinance of the Town of Lysander and are in satisfactory condition.

Attached is a punch list of work items which remain to be completed. The value of the punch list is \$30,000 which I recommend as the amount of the performance bond or other security to be established by the Town Board and deposited by the developer.

Please note that in addition to the street, this project will involve the deeding of sewerage and drainage facilities. It is my understanding that the necessary special districts are in place, however I am not aware that the required deeds, utility easements, or other legal documents have been tendered to the Town Attorney. The developer will also need to provide as-built drawings of the street, sanitary sewer and drainage system. I recommend that the Town Board require the developer to submit the documents referenced above to the Town Attorney and me prior to final acceptance and dedication of the roadway and utilities by the Town Board.

Concerning the portion of the Highway Ordinance dealing with signs, the developer will need to provide the Town Highway Superintendent with all required street name signs as well as the following signs and ancillary posts for installation by the Town Highway Department.

<u>Location</u>	<u>Legend</u>	<u>MUTCD No.</u>	<u>Size</u>
1. Verona Court entering Vila Riadge Court	STOP	R1-C1	30"x30"

The designated stop intersection must be approved by a Local Law Filing to amend chapter 129 of the Town Code..

The Town Code allows the Town Board to set the amount of the required guarantee between 25% and 100% of the project value. I estimate the value of the roadway, sewer and drainage to be approximately \$219,650 (estimate attached), such that the guarantee could range from \$54,913 (25%) to \$219,650 (100%), at your discretion.

Regards



Allen J. Yager, P.E.

Town of Lysander Engineer

Attachments

Cc: James Bondur, Eldan Homes  
Dan Barnaba, Eldan Homes

**Final Punch List**

**Crimson Ridge Phase V**

1. Furnish and install 1 1/2" Type 6F asphalt top course and tack coat	\$ 20,000
2. Fine grade swale and establish turf in drainage easement to stormwater pond	\$ 1,500
3. Cleanup and fine grading of Right-of-Way after National Grid Installation	\$ 5,000
4. Clean closed drainage system and stormwater pond fore bays after placement Once all land in the development has been stabilized and the asphalt top course has been placed	\$ 2,500
5. Install monument	\$ 1,000
<b>Total</b>	<b>\$ 30,000</b>

**Value of Improvements**

**Crimson Ridge Phase V**

Roadway – 745 LF @ \$160/LF	\$ 119,200
Stormwater Management Basin	\$ 10,000
Storm Drainage – 12" Diameter 155 LF @ \$40/LF	\$ 6,200
Storm Drainage – 18" Diameter 311 LF @ \$50/LF	\$ 11,750
Catch Basins & Junction Boxes – 5 @ \$2,000/Each	\$ 10,000
Sanitary Sewers – 550 LF @ \$100/LF	\$ 55,000
Sanitary Manholes – 3 @\$2,500/Each	<u>\$ 7,500</u>
<b>Total</b>	<b>\$ 219,650</b>

Item G1  
(1-3)

**TOWN of LYSANDER**  
**8220 LOOP ROAD**  
**BALDWINSVILLE, NEW YORK 13027**  
**(315) 638-4264**

June 30, 2015

Lysander Town Board  
8220 Loop Road  
Baldwinsville, NY 13027

Re: Timber Banks Section 1B Phase 5

Subj: Road & Utility Acceptance

Dear Town Board Members:

I conducted a final punch list inspection of the following streets and utilities which compromise the Timber Banks Section 1B Phase 5 subdivision, which contains the roadway and associated utilities for the street listed below.

<u>Street</u>	<u>Length</u>
Bramble Run	0.047 miles
Forest Ridge Lane	0.155 miles

The street was designed and constructed to conform to the Highway Construction Specification Ordinance of the Town of Lysander and are generally in satisfactory condition.

Attached is a punch list of work items which remain to be completed. The value of the punch list is \$42,500 which I recommend as the amount of the performance bond or other security to be established by the Town Board and deposited by the developer.

It is my understanding that the necessary special districts are in place; however I am not aware that the required legal documents have been tendered to the Town Attorney. The developer will also need to provide as-built drawings of the street, sanitary sewer and drainage system. I recommend that the Town Board require the developer to submit the roadway right of way deed and any other required legal documents to the Town Attorney and as-built drawings to myself prior to final acceptance and dedication of the roadway and utilities by the Town Board.

Concerning the portion of the Highway Ordinance dealing with signs, the developer will need to provide the Town Highway Superintendent with all required street name signs as well as the following signs and ancillary posts for installation by the Town Highway Department.

Location	Legend	MUTCD No.	Size
1. Bramble Run entering Forest Ridge Lane	STOP	R1-C1	30"x30"
2. Forest Ridge Lane entering Timber Banks Parkway	STOP	R1-C1	30"x30"
3. Forest Ridge lane entering Long Shadow Drive	STOP	R1-C1	30"x30"

The designated stop intersection must be approved by a Local Law Filing to amend chapter 129 of the Town Code.

The Town Code allows the Town Board to set the amount of the required guarantee between 25% and 100% of the project value. I estimate the value of the roadway and drainage to be approximately \$198,980 (estimate attached), such that the guarantee could range from \$49,745 (25%) to \$198,980 (100%), at your discretion.

Regards

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

Attachments

Cc: John Shields, P.E., The Timbers LLC  
Gary Pooler, The Timbers

06/30/15  
AJY

**Final Punch List**

**Timber Banks Section 1B Phase 5**

1. Furnish and install 1.5" Type 6F asphalt top course and tack coat	\$ 26,500
2. Place topsoil, seed and establish turf in road right of way	\$ 3,000
3. Maintain Erosion and Sediment Control Measures	\$ 1,500
4. Clean closed drainage system after placement of asphalt top course	\$ 1,500
5. Repair damaged valley gutter and asphalt binder course at intersection of Forest Ridge Lane and Bramble Run	\$ 5,000
6. Clean up right of way after National Grid Utility Installation	<u>\$ 5,000</u>
<b>Total</b>	<b>\$ 42,500.</b>

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**Value of Improvements**

**Timber Banks Section 1b Phase 5**

Roadway – 1017 LF @ \$160/LF	\$ 162,720
Storm Drainage – 12" Diameter 136 LF @ \$40/LF	\$ 5,440
Storm Drainage – 15" Diameter 296 LF @ \$45/LF	\$ 13,320
Catch Basins – 7 @ \$2,500/Each	<u>\$ 17,500</u>
<b>Total</b>	<b>\$ 198,980</b>

Item K,  
(1-2)

Local Law Filing

(Name of legislative Body) NEW YORK STATE DEPARTMENT OF STATE

41 STATE STREET, ALBANY, NY 12231

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(Use this form to file a local law with the Secretary of State.)

**Town of Lysander**

Local Law No. Three (3) of the year 2015.

**A local law amending Chapter 129 entitled "Vehicles and Traffic" of the Code of the Town of Lysander.**

**Be it enacted by the Town Board of the Town of Lysander ("Town Board") as follows:**

**Section One (1). PURPOSE AND INTENT.**

This Local Law provides for an amendment to Chapter 129 entitled "Vehicles and Traffic" relative to the installation of stop signs on (1) Bramble Run entering Forest Ridge Lane, (2) Forest Ridge Lane entering Timber Banks Parkway, (3) Forest Ridge Lane entering Long Shadow Drive, and (4) Verona Court entering Vila Ridge. The Town Board accordingly desires to amend Section 129-36 of the Town of Lysander Code, to adopt and approve the same pursuant to its authority to rule or regulate the same under (NYS) Vehicle and Traffic Law Section 1682 and/or under its Home Rule Authority.

**Section Two (2). STOP SIGNS.** Section 129-36 of the Town of Lysander Code is hereby amended to require the placement of a stop sign on (1) Bramble Run entering Forest Ridge Lane, (2) Forest Ridge Lane entering Timber Banks Parkway, (3) Forest Ridge Lane entering Long Shadow Drive, and (4) Verona Court entering Vila Ridge.

**Section Three (3). SEVERABILITY.** If any clause, sentence, paragraph, subdivision, section or part of this Local Law or the application thereof to any person, individual, corporation, firm, partnership, entity or circumstances is adjudged invalid, illegal or unconstitutional by any court of competent jurisdiction, such order or judgment shall be confined in its operation to the clause, sentence, paragraph, subdivision, section or part of this law or in its application directly involved in the controversy in which

such judgment shall have been rendered and shall not affect or impair the validity of the remainder of this Local Law or the application thereof to other persons or circumstances. Further, in adjudging such invalid, illegal or unconstitutional provision, the court shall attempt to modify same to a provision which is not invalid, illegal or unconstitutional and which best achieves the intent of the invalid provision.

**Section Four (4). EFFECTIVE DATE.** This Local Law shall take effect immediately upon its filing in the office of the Secretary of State.

(Complete the certification in the paragraph that applies to the filing of this local law and strike out that which is not applicable.)

1. (Final adoption by local legislative body only.)

I hereby certify that the Local Law annexed hereto, designated as Local Law No. Three (3) of 2015 of the Town of Lysander was duly passed by the Town Board of the Town of Lysander on August \_\_\_\_, 2015 in accordance with the applicable provisions of law.

**I further certify that I have compared the preceding local law with the original on file in this office and that the same is a correct transcript therefrom and of the whole of such original local law, and was finally adopted in the manner indicated in paragraph one (1) above.**

\_\_\_\_\_  
Lisa Dell, Town Clerk

(Seal)

**(Certification to be executed by County Attorney, Corporation Counsel, Town Attorney, Village Attorney or other authorized attorney of locality.)**

STATE OF NEW YORK, COUNTY OF ONONDAGA

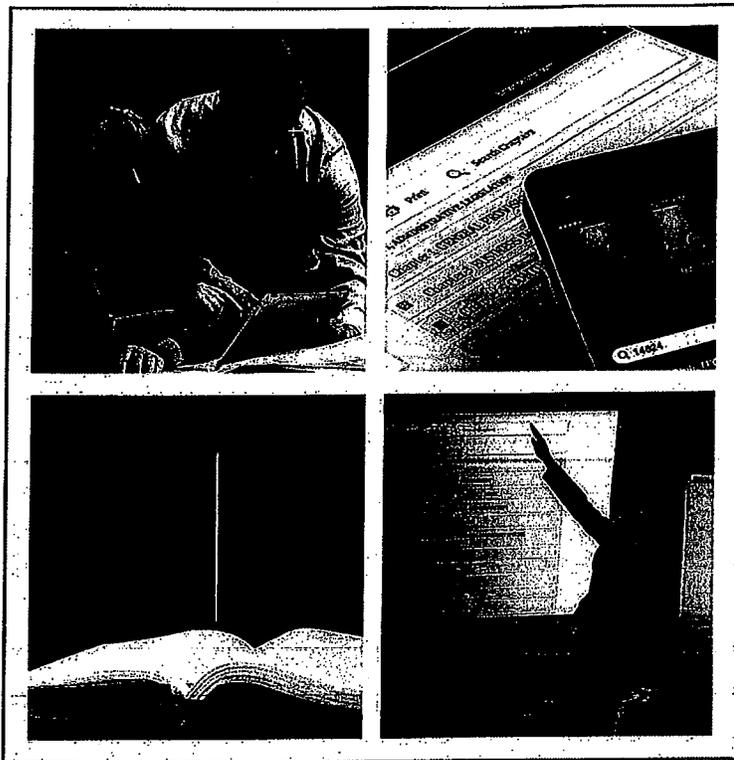
I, the undersigned, hereby certify that the foregoing local law contains the correct text and that all proper proceedings have been had or taken for the enactment of the local law annexed hereto.

\_\_\_\_\_  
Signature  
Anthony P. Rivizzigno, Esq.  
Attorney for the Town  
Title  
Town of Lysander  
Date: \_\_\_\_\_, 2015

Item N1  
(1-22)

# GENERAL CODE

## Proposal for Codification Services



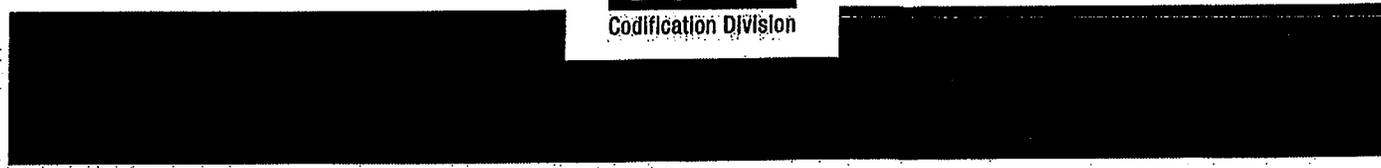
Prepared for:

### Town of Lysander, New York

LoriAnn Shura  
Codification Account Manager  
(855) GEN CODE  
lshura@generalcode.com

Date:  
May 4, 2015  
(Valid for 6 Months)

**GENERAL  
CODE**  
Codification Division



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# Executive Summary



## **GENERAL CODE** Codification Division

Serving the needs of communities for over 50 years, General Code provides codification and enterprise content management solutions to more than 3,000 municipal governments throughout the United States and Canada. Our staff has developed, implemented and maintained codification projects for a wide variety of local governments, ranging from small townships and villages to major cities and counties.

### **Situation Analysis**

Thank you for the opportunity to present this proposal for comprehensive codification services.

The Code of the Town of Lysander was originally published by General Code in 1988 in a 6-by-9-inch page format. Since then, it has been updated 72 times, most recently in 2014, including legislation through Supplement No. 72/Local Law No. 1-2014. At this time, the Town wishes to update and revitalize the Code, in an 8 ½-by-11-inch page format, with legislation through Local Law No.1-2015. General Code can meet the Town's objectives and has outlined its price, processes, and procedures for doing so in the following proposal for the Town's consideration.

For more detail, see the full Situation Analysis on page 3.

### **General Code Solution**

The Town of Lysander's objectives will be met and goals achieved through our proposed Codification Solution, which includes:

- ♦ Codification of existing materials
- ♦ Updating the Town's Premium eCode360® online code
- ♦ 5 Custom printed Code books, with an option for additional printed books

### **Investment Summary**

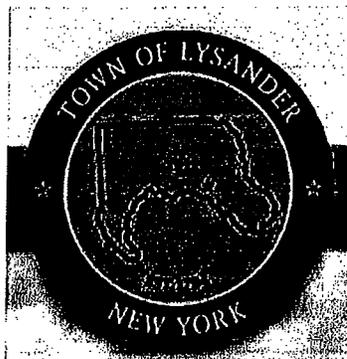
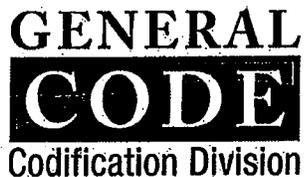
The cost of General Code's recommended solution will be \$7,306.

A detailed breakdown of the investment and available options can be found on page 10.

### **Accepting This Proposal**

This document serves both as a proposal and as an agreement. To accept this proposal, complete the form on the last page, including authorized signatures. Fax the completed form to General Code at (585) 328-8189, or return it by mail to General Code, 781 Elmgrove Road, Rochester, NY 14624.

## Situation Analysis



The Town of Lysander is located in Onondaga County in New York and was established in 1794. Today the Town is home to more than 21,700 residents.

### Prior Codification

The Code of the Town of Lysander was originally published by General Code in 1988. Since then it has been supplemented 72 times, most recently in 2014, including legislation through Supplement No. 72/Local Law No. 1-2014.

### Source Materials

General Code will use the following source materials for the codification project:

- ♦ General Code's library copy of the Town's 1988 Code, as updated through Supplement No. 72/Local Law No. 1-2014
- ♦ Uncodified legislation adopted from Local Law No. 2-2014 through Local Law No. 1-2015, as previously provided by the Town
- ♦ Consistent with the current Code book, Chapter 27 (Personnel Policies), Chapter 28 (Procurement Policy), and Chapter 97 (Parks) are not included in the scope of this project

This proposal only takes into account legislation submitted for review, which will be included within the scope of this project. General Code requests that the Town continue to routinely send any new legislation upon adoption. These additional materials will be included in the Code up to the point where the editorial work has been completed and shall be subject to an additional charge at the end of the project.

## Recommended Solution



General Code will provide the Town of Lysander with professional codification services and solutions designed to meet the specific needs of your community, based on your requirements and over 50 years of experience working with local governments. We will provide you with a variety of options for publishing the Code of the Town of Lysander, including posting on the Internet and traditional print formats.

### Services Included



#### Publication of new Code volumes

The base price includes the publication of 5 new Code volumes in high-quality, custom-imprinted post binders. The Code pages will be designed in an 8 ½-by-11-inch page size, using an 11-point Times New Roman font in a single-column format on 100% recycled paper. You may choose blue, dark red, green, brown, black or gray binders, with white, silver or gold silk-screen lettering. The Town Seal can also be embossed on the front and spine if you wish. Each Code will also include a set of tab dividers for individual customization. Each copy of the Code will be serial-numbered, and we will provide forms for you to keep track of the distribution of the Codes.

#### Comprehensive Index

General Code will prepare and publish a comprehensive Index for the Code. The Index is specifically designed to be easy to use, so that the information in the Code can be quickly located.

#### Code Adoption Legislation

If applicable, the editor assigned to your codification project will prepare adoption legislation for the proposed Code. This material will be furnished to the Town Attorney for review and enactment by the governing body. If the Code adoption legislation is enacted and returned to us within 90 days of submission, we will include this material in the Code free of charge. Once the Code is adopted, it can be amended directly to change, add or delete material.

#### Disposition List

If applicable, the Disposition List sets forth, in chronological order, the subject matter, date of adoption and disposition of each item of new legislation reviewed with the project and indicates its inclusion in or omission from the Code. The Disposition List is designed to assist you in locating not only legislation that is included in the Code but also legislation that is not included.

#### Derivation Table

Our agreement with the Town provides for the renumbering and reorganization of the Code into our standard format. To ease the transition from the old numbering to the new numbering system, we will prepare a Derivation Table. The Derivation Table, which will be included at the end of the published Code, will clearly show the chapter numbers from the Town's existing 1988 Code, and where they have been included in the new Code.

**Updated eCode360**

The Town's current online Code will remain available for the Town's staff and general public for the duration of this project. Once the project has been completed, General Code will update the Town's eCode360 with the new version of the Town's Code.

# The General Code Codification Process

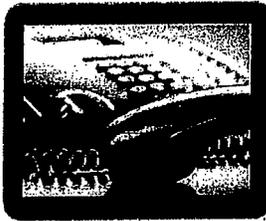


We see you as a partner in the codification process. General Code's unique and easily accessible style is readily discernible. Your legislation is organized into a systematized, clean format, designed to provide you and your community with an easily readable, simple to reference, and logically indexed Code.

## Including You in the Process

The unique project workflow that General Code has developed engages the Town with a Code editor at key stages throughout the process. Our Code editors bring a breadth of knowledge and expertise acquired over the half century we've invested in working with local governments. Combining our experience with your involvement ensures that your Code will accurately reflect your community's particular needs and requirements for a reliable resource tool.

## Process Outline

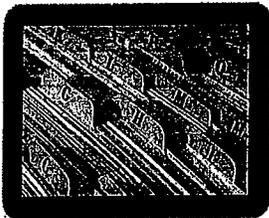


### Beginning a Code Project

To begin the project, the Town of Lysander has provided the source materials for the new Code. For more detail, see the source materials listed on page 3.

### Preliminary Telephone Conference

At the beginning of the project, General Code will consult with the Town's designated contact person to review the project generally and to clarify any initial questions for both General Code and the Town.



### Organization

The Code will be reorganized, utilizing the General Code style. The Table of Contents will be expanded and renumbered to fit accordingly.

### Administrative Review

We will prepare a proposed Table of Contents of the Code and a listing of legislation reviewed, along with any missing material and adoption dates, and any other questions pertaining to the completeness of the materials being reviewed.



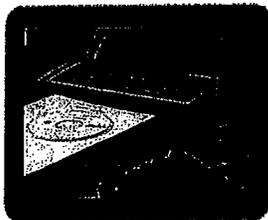
### Editing

During the editing process, we will:

- ♦ Edit the text of the legislation to include historical notations indicating the source and date of adoption of each enactment
- ♦ Update the Table of Contents to add, delete or revise chapters and articles included in the Code, as applicable
- ♦ Insert descriptive title headings for each chapter, article and section, as applicable
- ♦ Include or update cross-references and Editor's Notes, as required
- ♦ Copyread the legislation for style and grammar and to correct typographical and spelling errors

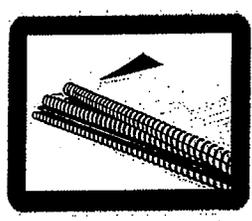
**Draft**

General Code will submit a Draft of the Code for final review by the Town. Any specific questions that arise during the editing process shall be submitted with the Guidelines for Draft Review. Such questions may include missing wording or incomplete information, conflicts with incorporating new local laws, and inconsistencies within chapter provisions. Minor changes in content as a result of the Town's review may be made. Any substantial changes in organization or content shall be subject to additional charges.

**Code Delivery; Recordkeeping; Supplement Distribution**

After the Code is delivered, we will review the project with the Town to ensure that everything meets your expectations. At that time, we will work with you to set up an effective recordkeeping system to keep track of the distribution, sale and maintenance of Codes and supplements.

# Optional Post-Project Editorial and Legal Analysis



Following the delivery of the Code books, an Editorial and Legal Analysis can be prepared for your review. Our staff of editors and attorneys is in contact with hundreds of communities. They will provide you with the benefit of their experience and with information that you can use to determine how your legislation can be revised and improved. The project team will do a thorough review and analysis of your legislation and provide specific recommendations and input for improvement. The Analysis will be compiled into a workbook, with an easy-to-use checklist format, for the use of Town officials, including the Attorney, who will have the final decision-making authority for the resolution of any and all issues.

The Editorial and Legal Analysis will include the following:

- ◆ Identification of duplications, conflicts and inconsistencies between or within various sections of the Code
- ◆ Identification of duplications, conflicts and inconsistencies with New York statutes
- ◆ Any practical recommendations to make your legislation more enforceable
- ◆ Suggestions regarding fines, fees and penalties
- ◆ Suggestions on ways to modernize your legislation

The Town will review the Editorial and Legal Analysis and make the final decisions on any changes that are deemed to be necessary. All final decisions regarding the sufficiency of the legislation that is codified, and any changes to be made to said legislation, shall be the province of the Town officials and the Town Attorney.

Some municipalities prioritize the issues to be reviewed and work on a few at a time, adopting changes as decisions are made and then incorporating them into the Code through routine supplementation. Other municipalities prefer to review the entire Analysis and incorporate all of the changes in one comprehensive Code supplement and then readopt the Code. The eventual cost of incorporating any such changes will vary according to the volume of legislation that is adopted; an estimate may be provided, in advance of proceeding with the supplement, upon request.

# Performance and Payment Schedule



## Performance Schedule

Deliverable	Delivery Date
Initial telephone conference	Within 30 days of contract signing
Submission of Administrative Review	Within 80 days of contract signing and receipt of materials; the Town has 25 days for review
Submission of Draft	Within 100 days of receipt of responses to the Administrative Review; the Town has 30 days to review
Delivery of the Code	Within 40 days of approval to proceed with the publication of the Code
Optional Delivery of Post-Project Editorial and Legal Analysis	Within 90 days of delivery of the Code

*Performance schedule reflects business days and excludes legal holidays.*

## Payment Schedule A: (without Editorial and Legal Analysis)

Percentage of Total Project Price	Milestone
25%	Invoiced within 30 days of contract signing
25%	Invoiced upon submission of the Administrative Review
25%	Invoiced upon submission of the Draft
Balance	Invoiced upon delivery of the Code

## Payment Schedule B: (with Editorial and Legal Analysis)

Percentage of Total Project Price	Milestone
20%	Invoiced within 30 days of contract signing
20%	Invoiced upon submission of the Administrative Review
20%	Invoiced upon submission of the Draft
20%	Invoiced upon delivery of the Code
Balance	Invoiced upon delivery of the Editorial and Legal Analysis

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# Investment Detail and Options



**Base Codification Project Price** \$ 7,306

Your base codification project includes the following:

- ♦ Preliminary Telephone Conference
- ♦ Creation of a New Code Through Local Law No.1-2015
- ♦ Conversion of the Code into an XML Document with General Code Numbering and Format
- ♦ Administrative Review
- ♦ Editorial Work
- ♦ Proofreading
- ♦ Draft
- ♦ Duplication and Publication of 5 Code Volumes in Standard Imprinted Post Binders
- ♦ Comprehensive Index
- ♦ Disposition List (If Applicable)
- ♦ Derivation Table
- ♦ Customizable Tabs
- ♦ Code Adoption Legislation (If Applicable)
- ♦ Updated Premium eCode360
- ♦ Shipping

**Premium eCode360® Annual Maintenance \$ 1,195**

The maintenance fee is an annual recurring flat fee. Therefore it is our recommendation that the Town should continue to budget for this service each year. The fee covers annual licensing, web hosting, and posting of new legislation between regular Code supplements. Please note that this does not include the cost for codifying new legislation.

## Optional Components

The following is available to you at an additional charge:

\$5,955	Post-Project Editorial and Legal Analysis	.....
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*Please note: Additional Code books (in addition to the 5 Code books included in the base price) may also be ordered; pricing is available upon request.*

Prices noted are valid for 6 months from the date of this proposal.

# Appendix



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# Formatting and Style



## Innovation With Thought

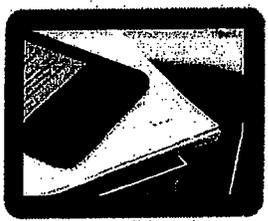
General Code's printed code services have become the hallmark of quality in the codification industry, just as eCode360 sets the standard for online innovation. Our experience and attention to detail in the design and production of your Code go hand-in-hand with our approach to customer service.

### Page Design

The Code pages will be designed in an 8 1/2-by-11-inch page size, using an 11-point Times New Roman font in a single-column format.

### Organization

The Code will be organized and divided into parts to accommodate different types of legislation. Typically Part I is made up of the legislation of an administrative nature, namely, that dealing with the Town's departments, officers and employees; Part II is made up of the legislation that regulates the general public. Within each part, the various pieces of legislation will be organized into chapters, which will be arranged alphabetically by subject matter. For example, all legislation pertaining to the regulation of streets and sidewalks may be found in Part II, in the chapter entitled "Streets and Sidewalks." Wherever there are two or more pieces of legislation dealing with the same subject, they will be combined into a single chapter. In such chapters, the use of article designations will preserve the identity of the individual pieces of legislation. The Town will have the opportunity to review and approve the organization of the Code.

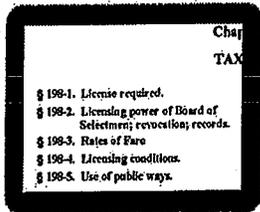


### Table of Contents

The Table of Contents lists the various chapters included in the Code and can be used to help locate desired provisions. Space will be reserved for later insertion of new material in its proper alphabetical sequence. Such space is accommodated in the body of the Code by breaks in the chapter numbering and in the page-numbering sequence between chapters.

### Pagination

Each chapter forms an autonomous unit in the page-numbering system. The first page number in each chapter is the number of that chapter followed by a colon and the numeral "1." For example, Chapter 6 begins on page 6:1, Chapter 53 on page 53:1, etc. If a page were to be added between pages 53:2 and 53:3, it would be numbered 53:2.1. This system makes it possible to add or to change pages in any chapter without affecting pages in other chapters and to insert new chapters without affecting the existing organization.

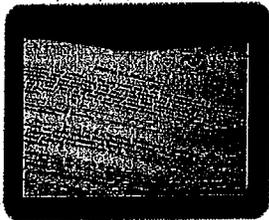


### Scheme

The scheme is the list of section titles that appears at the beginning of each chapter and which precedes the text. These titles are written so that, taken together, they may be considered as a summary of the content of the chapter. Taken separately, each describes the content of a particular section. For ease of reference, section titles are repeated as section headings in the text.

### Section Numbering

In a chapter-related section-numbering system, each section of every item of legislation is assigned a number which indicates both the number of the chapter in which the legislation is located and the location of the section within that chapter. For example, the first section of Chapter 6 is § 6-1, while the fourth section of Chapter 53 is § 53-4. New sections can also be added between existing sections by using a decimal system. For example, if two sections were to be added between §§ 53-4 and 53-5, they would be numbered as §§ 53-4.1 and 53-4.2.



### Legislative Histories

The legislative history for each chapter or article, as appropriate, is located immediately following the scheme for that chapter or article. The history indicates the specific legislative source from which the chapter was derived, including the enactment number and the date of adoption. Amendments to individual sections or subsections are indicated by boldfaced histories directly in the text.

### General References and Editor's Notes

Each chapter containing material related to other chapters in the Code includes a table of General References to direct the reader's attention to those related chapters. Editor's Notes are used in the text to provide supplementary information and cross-references to related provisions in other chapters.

# Sample Page



Section numbers reflect both the number of the chapter in which the legislation is included and the location of the section within that chapter. This facilitates referencing and indexing sections.

Page heads indicate which sections appear on a particular page, making sections quick to locate.

§ 198-1

## Chapter 198

§ 198-3

### TAXICABS

Every chapter is preceded by a Schedule, which lists each section by title. Taken together, the titles serve as a summary of the contents of the chapter.

§ 198-1. License required.  
§ 198-2. Licensing authority; revocation; records.

§ 198-3. Rates of fare.  
§ 198-4. Licensing conditions.  
§ 198-5. Use of public ways.

[HISTORY: Adopted by the City Council of the City of Springfield. Amendments noted where applicable.]

The History indicates the specific legislative source from which the chapter is derived.

#### GENERAL REFERENCES

Vehicle noise restrictions — See Ch. 75.

Vehicle and traffic regulations — See Ch. 111.

A table of General References directs the reader to related chapters.

#### § 198-1. License required.

No person shall set up, use, or drive in the City any unlicensed taxicab or motor vehicle for the conveyance of passengers for hire from place to place.

#### § 198-2. Licensing authority; revocation; records.

City Council may license taxicabs or motor vehicles for the conveyance of persons for hire from place to place within the City. It may revoke such licenses at its discretion. A record of all licenses so granted or revoked shall be kept by the City Council.

For precision of reference, section titles are repeated as headings in the text.

#### § 198-3. Rates of fare.

A. Minimum zone rates. [Amended 2-12-1980 by Ord. No. 80-73 4]

Amendments to individual sections or subsections are noted in the text at the location which most precisely pinpoints the amended material.

(1) On all trips originating or terminating north of Riverside Cemetery, the following minimum zone rates may be charged for distances north of said cemetery, which portion of the City is hereby divided into three zones as follows:

A simple internal numbering system presents material in a clear, easy-to-read format.

- (a) Zone A, from Riverside Cemetery to and including Boxart Street: \$2.50, plus \$1 for each additional passenger.
- (b) Zone B, from Boxart Street to and including Denise Road: \$3.50, plus \$1 for each additional passenger.
- (c) Zone C, from Denise Road to and including Beach Avenue: \$4, plus \$1 for each additional passenger.

(2) Each zone shall include all areas lying between the lines of its boundary streets extended to the easterly and westerly limits of the City. The minimum rates

1. Editor's Note: This ordinance provided an effective date of 3-31-1980.

Editor's Notes provide supplementary information for the Code user.

198:1

The dateline indicates the date the page was printed.

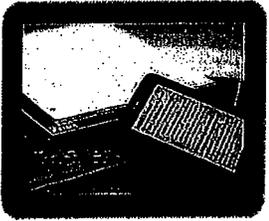
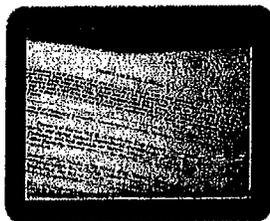
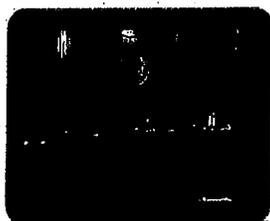
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# Future Supplementation Services



Your Code is an evolving document.

After your new Code is delivered, in order to protect your investment and maintain an accurate and reliable resource, your Code should be kept up-to-date. General Code's supplementation services are designed to make the process easy, fast and accurate.



## Materials

After the enactment of new legislation, the Town can forward a copy by whatever method is most convenient.

- Electronic copies of the legislation can be sent via email to [ezsupp@generalcode.com](mailto:ezsupp@generalcode.com). A reply email will be sent confirming receipt of your transmission. We have other options for transferring large files and will provide the necessary information if requested.
- In addition, paper copies of as-adopted legislation can be sent via US Mail or by Fax to 585-328-8189, and a confirmation postcard will be returned upon receipt of materials.

General Code will hold legislation pending a pre-approved schedule, or begin the job, as directed by the Town. Please note that charges for supplementation services are outside of the scope of this proposal and will be billed separately. An estimate of the charges applicable to a particular supplement is available upon request.

## Posting of New Laws

Between regular Code supplements, General Code will temporarily attach (append) verbatim copies of new legislation to your online electronic Code to provide ready access to information until such time as the legislation can be codified through supplementation. If supplementation does not occur within one year of appending, General Code will remove the link to that new legislation.

## Schedule

Supplements will be provided on a schedule designed to meet the needs of the Town. Typical schedules may be quarterly, semiannual, or annual, or upon authorization by the Town. Updates to the electronic version of the Code can occur on a more frequent schedule than printed supplements.

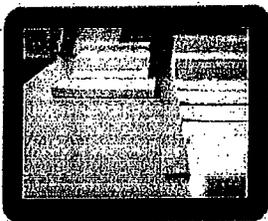
***Our average turnaround time for processing routine supplementation is between 4 and 6 weeks.***

## Editorial Work on Your Supplement

The editorial work on your supplement specifically focuses on the new legislation being incorporated with each supplement. As part of our process for new legislation, we will do the following:

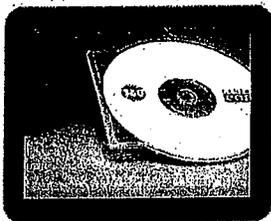
- ♦ Review the legislation to determine proper placement within the Code.
- ♦ Adhere to the structure and style contained in the local law, unless changes are required to ensure consistency in the Code.
- ♦ Use or impose section and subsection numbering.
- ♦ Create chapter, article, and section titles as appropriate.
- ♦ Add historical annotations as applicable.
- ♦ Correct misspellings so that searchability in eCode360 is not compromised.
- ♦ Check and correct internal section hierarchy, capitalization, grammar, and punctuation.
- ♦ Check internal and statutory references.
- ♦ Correct any missing wording.

General Code will also update the Table of Contents and index. Editorial notes will be appended to sections that require additional explanation. Any tables, drawings, or other graphics as are required by the Town shall be incorporated into the supplement, with improved presentation as necessary. Additionally, for print supplements, an Instruction Page will be created to advise how to insert and remove pages.



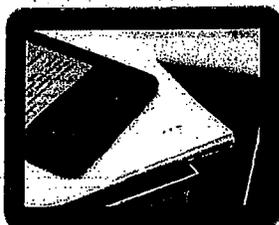
### Printed Supplements

Amendments to the printed Code occur in the form of printed supplement pages that are issued as replacement pages. Printed supplements include updated Table of Contents, Disposition List, Index and text pages, as well as an Instruction Page.



### Electronic Updates

Amendments to the electronic version of the Code can be provided on their own schedule or can accompany printed supplements. Electronic updates will have been incorporated into the Code, and a fully searchable, complete Code will be delivered online or on CD.



### Delivery

Printed supplements to the Code will be delivered in bulk to the Town, unless the Town chooses to utilize General Code's Distribution Services. The website will be updated within one or two business days as electronic updates are delivered.

## Why General Code?



### Welcome to Civility.

As a values-based company, we adhere to the principles outlined in our Code of Engagement. We are committed to providing a higher standard of customer service, and believe that how we work with our clients is just as important as how we work amongst ourselves.

General Code brings civility to codification, by learning from over 50 years of experience and the constantly changing concerns and needs of our 3,000 customers, including 867 in New York. We civilize your experience by listening to you and focusing our efforts on meeting your objectives. Our editorial and technical professionals will offer you options, designed to meet your particular needs so that your Code can be constructed and used accordingly. This collaboration will enhance the long-term viability of your legislation and will allow you a level of customization that you will find invaluable.

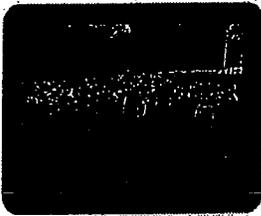


### Experience

- ◆ Over 3,000 clients in 39 states in the United States and Canada
- ◆ Serving local governments since 1962 — over 50 years of broad experience in all aspects of municipal codification
- ◆ Unparalleled reputation for quality and service
- ◆ Leader in providing technical and innovative codification solutions

### Customer Service Orientation

- ◆ Highest customer satisfaction ratings
- ◆ Experienced Account Managers
- ◆ Quick responses to questions and commitment to person-to-person interaction
- ◆ Training and support on an ongoing basis
- ◆ Flexible billing plans tailored to meet the specific needs of each client



### Professional and Experienced Staff

- ◆ Your Project Team will include members of our professional staff of over 100 employees, including attorneys, editors, and other codification specialists, producing over 100 new Code projects and over 2,000 supplements annually
- ◆ Team approach, to ensure availability of required personnel and resources until work is complete, as well as consistency and accessibility
- ◆ Full-time attorney editors, with extensive experience in both new Code projects, as well as supplementation of existing Codes, in numerous states
- ◆ Full-time Code editors, with experience in codification averaging over 15 years
- ◆ Specially trained data entry, proofreading, indexing and research staff

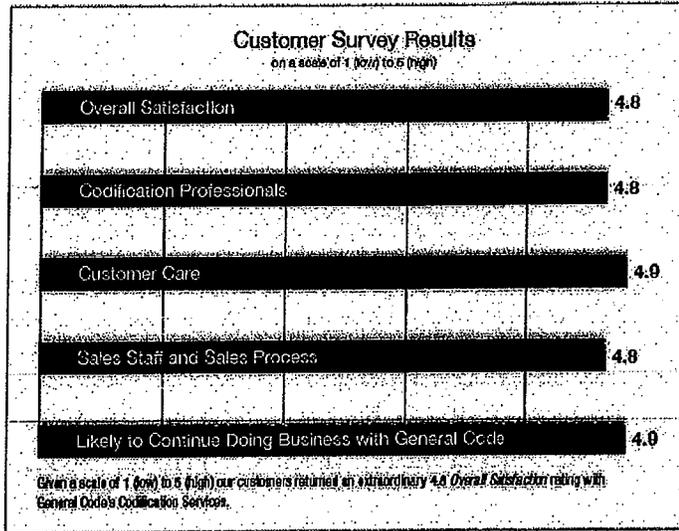


### Client Experience

- ◆ User-friendly Code format and organizational system
- ◆ Fast, reliable, accurate supplementation
- ◆ Creative solutions for specific needs
- ◆ Free sample legislation service for clients

### Customer Satisfaction

These survey results demonstrate the way our customers recognize and appreciate our passion for excellence and customer focus.



# The Code of Engagement



## Our Pledge to You

Our Code of Engagement is General Code's pledge to achieve a high standard, cultivate a long-term working relationship, and earn the status of being your trusted partner.

General Code is a values-based company. As such, our Code of Engagement is the set of principles guiding the way we conduct ourselves. It encompasses how we interact with our co-workers and our community, the way we treat you, the way we communicate with you, and the fact that you are not just our customer, you are our partner. Our Code of Engagement is founded on a set of seven values.

### **Honesty and Integrity**

Every interaction will confirm that you are working with an ethical, conscientious, and trustworthy partner.

### **Delighting the Customer**

We will anticipate, and often surpass, your expectations. We will be proactive and responsive to your needs.

### **Efficiency**

You will receive high-quality products and services in the shortest possible time frame. These solutions will save you time and ease your workload.

### **Innovation and Creativity**

We will stay in front of your ever-changing needs. Visionary thinking, resourcefulness, and technology leadership will make this possible.

### **Personal Responsibility**

Every General Code employee will meet and exceed your expected level of product quality and service excellence.

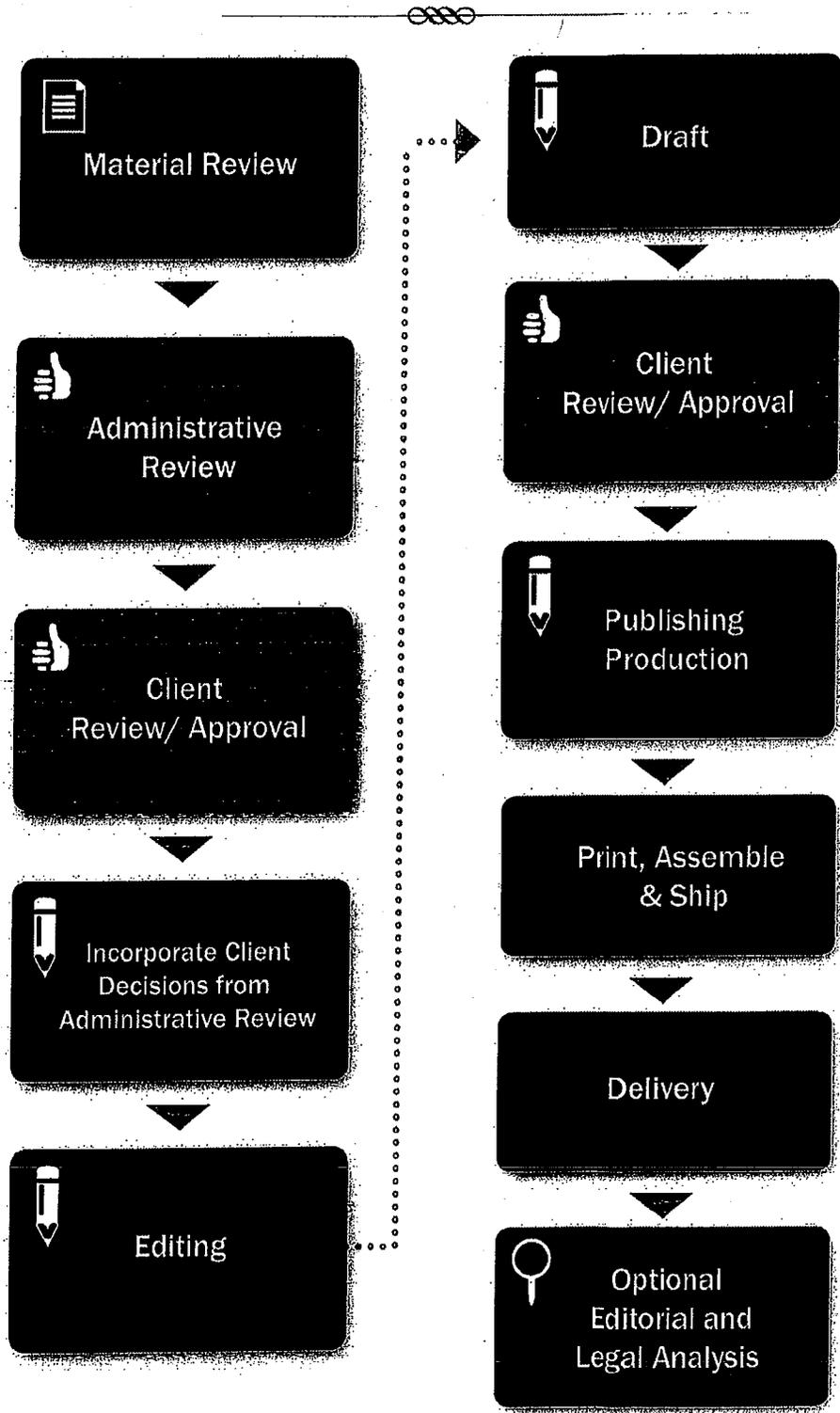
### **Caring and Concern**

You will receive service that is personable, warm, and reliable—an attentive relationship you can trust.

### **Teamwork**

Across departments and at every level of our company, we will collaborate with each other and with you to meet your needs.

# The General Code Codification Process At-a-Glance



# Authorization and Agreement

<hr/>	
<b>Base Codification Project</b>	\$ 7,306
<b>Optional Components</b>	
___ Post-Project Editorial and Legal Analysis	\$ ..... 5,955
<b>Total Investment</b>	
Including all of the options selected above, the project price will be:	\$ .....
<hr/>	

The Town of Lysander, New York, hereby agrees to the procedures outlined above, and to General Code's Codification Terms and Conditions, which are available at [www.generalcode.com/TCdocs](http://www.generalcode.com/TCdocs), and are incorporated herein by reference, and authorizes General Code to proceed with the project.

### TOWN OF LYSANDER, ONONDAGA COUNTY, NEW YORK

By: \_\_\_\_\_ Witnessed by: \_\_\_\_\_  
 Title: \_\_\_\_\_ Title: \_\_\_\_\_  
 Date: \_\_\_\_\_ Date: \_\_\_\_\_

### GENERAL CODE, LLC

By: \_\_\_\_\_ Witnessed by: \_\_\_\_\_  
 Title: \_\_\_\_\_ Title: \_\_\_\_\_  
 Date: \_\_\_\_\_ Date: \_\_\_\_\_

Please sign and return this page to General Code. A signed copy of this agreement will be mailed back to the Town for its records.