

**LYSANDER TOWN BOARD MEETING
AGENDA ATTACHMENTS
MARCH 2, 2017**

Fund: General

Motion "B"

Acct. # to Credit	Acct. # to Debit	Account Description	Amount to Credit	Amount to Debit
01620-405		INFORMATION TECHNOLOGY	850.00	
01620-401		CENTRAL POSTAGE	150.00	
03120-400		TROOPERS BLDG	350.00	
	01910-400	UN-ALLOCATED INSURANCE		1350.00
05020-102		ENGINEER INTERN	150.00	
	05020-400	ENGINEER INTERN-MILEAGE		150.00
05182-400		STREET LIGHTING	75.00	
	01620-401	BLDG'S UTILITIES		75.00
07020-105		ADMIN. ASSISTANT	232.00	
	07020-100	OFFICE AIDE		232.00
07110-400		PARKS CONTRACTUAL EXPENSE	1000.00	
	07110-401	PARKS CONTRACTUAL PROJECTS		1000.00
07510-200		HISTORIAN EQUIPMENT	400.00	
	01440 108	ENGINEER CLERK		400.00

Explanation for Request:

Account No.	Reason
01620-405	YEAR END ADJUSTMENT
01620-401	
03120-400	
05020-100	
05182-400	
07020-105	
07110-400	
07510-200	Purchase display case per board approval

Approval: David Garbe
 Comptroller
 Date: 2/28/17

Town Board Resolution No. _____
 Date of Resolution _____

NEW YORK STATE TOWN CLERKS ASSOCIATION 2017 CONFERENCE REGISTRATION FORM
Hyatt Regency Rochester April 23- April 26, 2017

INSTRUCTIONS:

1. **COMPLETE ALL AREAS – please include your email address**
2. **ONLY ONE REGISTRANT PER FORM**
3. **SEE HOTEL FORM FOR HOTEL REGISTRATION INSTRUCTIONS**
4. **SUBMIT REGISTRATION FORM AND CHECK (payable to NYSTCA) TOGETHER before 4/7/2017.**
5. **\$50.00 charged for cancellation after 4/17/17.**

LAST NAME _____ FIRST NAME _____
 MAILING ADDRESS _____ CITY _____ NY, ZIP _____
 TOWN _____ COUNTY _____ PHONE _____
 EMAIL ADDRESS _____ (confirmation of receipt of registration will be emailed to you within 72 hrs)

YOUR TITLE: CLERK _____ DEPUTY _____ GUEST _____

CHECK ALL THAT APPLY: NEW CLERK _____ NEW DEPUTY _____ FIRST CONFERENCE _____

HOTEL GUEST (must register separately with hotel before 3/22) or **COMMUTER**. CHECK ONE:

HOTEL GUEST _____ OR COMMUTER _____
 (meals included in hotel package) (**purchase meals through NYSTCA)

PLEASE SPECIFY: ARRIVAL DATE: _____ DEPARTURE DATE: _____
 (Sun 4/23, Mon 4/24, Tues 4/25, Wed 4/26 CHECK IN TIME IS 3:00 PM CHECK OUT TIME IS NOON)

ALL REGISTRANTS MUST CHOOSE ONE:

MEMBER CLERK/DEPUTY \$125.00 \$ _____
 NON-MEMBER CLERK \$225.00 \$ _____
 NON-MEMBER \$275.00..... \$ _____
 ONE DAY REGISTRATION MEMBER \$90.00 NON MEMBER \$165.00..... \$ _____
 COMPLIMENTARY REGISTRATION: Spouses/Guest..... \$ NC
 LATE REGISTRATION (AFTER 4/7/2017) add \$35.00..... \$ _____

REGISTRATION SUBTOTAL..... \$ _____

EVENTS AND MEALS:

Monday Night Dinner at Eastman Museum \$65.00 (space is limited)..... \$ _____
 Athenian Class \$50.00 \$ _____

****COMMUTERS AND ANYONE WISHING TO PURCHASE ADDITIONAL MEALS NOT INCLUDED IN HOTEL PACKAGE:**

Sun. Mixer _____ @ \$48.00 each..... \$ _____
 Mon. Breakfast _____ @ \$26.00 ea.ch Lunch _____ @ \$40.00 each..... \$ _____
 Tues. Breakfast _____ @ \$26.00 each Lunch _____ @ \$40.00 each Banquet _____ @ \$56.00 each. \$ _____
 Wed. Breakfast _____ @ \$26.00 each Lunch _____ @ \$40.00 each..... \$ _____

EVENT AND MEAL SUBTOTAL..... \$ _____

(Please total ALL applicable lines) REMIT CHECK PAYABLE TO NYSTCA \$ _____

PLEASE NOTE ANY SPECIAL DIETARY REQUIREMENTS OR SPECIFIC ALLERGIES TO FOOD ON REVERSE

MAIL CONFERENCE REGISTRATION FORM AND CHECK PAYABLE TO NYSTCA to: Linda Laird, Town of Eastchester, 40 Mill Rd, Eastchester, NY 10709.

Email questions to: llaird@eastchester.org – a response will be returned to you within 72 hours.

NYS Town Clerks Association April 23, 2017- April 26, 2017

Room Block and Cutoff Date:

Wednesday March 22, 2017

Please reserve your room before this date to secure the group rate. The Hyatt Regency Rochester is serving as the Convention's Headquarters Hotel

Reservation Guarantee:

All reservations must be guaranteed using a credit card or advance deposit. Please provide the appropriate credit card information where indicated below. Visa, MasterCard, American Express & Discover are all acceptable.

Payment Method:

The hotel accepts all major credit cards, town checks, cash and Hyatt Hotels & Resorts gift cards. All payments must be made prior to the guest stay or provided at day of check in. Purchase orders cannot be accepted as a form of payment.

Tax Exempt Procedure:

If your Exempt Organization is paying for your stay, the following procedures apply: If paying by Organization Check, please send a completed ST-129 with the Organization's Check. All other types of payment send with a ST-129 and a copy brought with you at check in. If you are a government employee of the United States, New York State and are paying with credit or cash: A fully completed ST-129 Exemption Certificate must be received with this form, and must be signed by the individual staying in the room. If more than one person or exempt organization is paying for this reservation, a separate exemption certificate and the appropriate documentation is required for each individual.

Cancellation Policy:

Cancellations less than twenty-four hours prior to the scheduled arrival date will result in the forfeiture of the deposit. If a credit card was used to guarantee the reservation, a charge equal to one night's stay will be applied to the credit card. All reservations must be guaranteed for their duration. Arrival and departure dates may only be amended prior to check in. **Guests departing prior to their reserved departure date will be charged the full room rate for their entire scheduled stay.**

Room Rates: (State and Local Taxes will be applied to the package unless tax-exempt status has been approved)

• **Three Night Package (Sun-Weds)**

Includes three overnight guest rooms
Sunday- Dinner at Hyatt/Monday- Breakfast at Hyatt, Lunch at RRCC/Tuesday- Breakfast at Hyatt, Lunch at RRCC and Banquet at Hyatt/Wednesday- Breakfast at Hyatt, Lunch at Hyatt
Single \$665/Double \$451/Triple \$379/Quad \$343

• **Two Night Package (Sun-Tues)**

Includes two overnight guest rooms
Sunday- Dinner at Hyatt /Monday- Breakfast at Hyatt, Lunch at RRCC/Tuesday- Breakfast at Hyatt, Lunch at RRCC
Single \$421/Double \$278/Triple \$230/ Quad \$206

• **Two Night Package (Mon-Weds)**

Includes two overnight guest rooms
Tuesday- Breakfast at Hyatt, Lunch at RRCC and Banquet at Hyatt /Wednesday- Breakfast at Hyatt, Lunch at Hyatt
Single \$434/Double \$291/Triple \$243/Quad \$220

*Reserve your room at:

<https://aws.passkey.com/go/nystca17>

Reservation Information:

Arrival _____ Departure _____ #Nights _____ #People _____
Name: _____ Company: _____
Address: _____
City/State/Zip: _____
Phone: _____ Email: _____
Gold Passport #: _____

List Roommates (Please only submit one form per room):

Guarantee (Required): Credit Card Deposit Check Attached

Card#: _____ Exp Date: _____
Name on Card: _____
Signature: _____

Other Requests (Requests only, on a first come first serve basis):

King _____ Double _____ Handicap Accessible _____
Other _____



Athenian Leadership Dialogue

Leadership is an ever-changing environment.

New employees, changes in policy and newly elected Town Board personnel can affect the style of leadership you use to accomplish your goals. Technology is changing the way business is conducted rapidly. As a Municipal Clerk, you must look at how you continue to do a professional job.

The **New York State Town Clerks Association** is proud to announce the opportunity to offer an Athenian Leadership Dialogue again in 2017 at the Annual Conference in Rochester, NY. The dialogue is a 6 hour session to be held in 2 parts on April 23 and 24, 2017.

Book: **Thirteen Days, A Memoir of the Cuban Missile Crisis** by **Robert F. Kennedy**

Facilitators: Tina Ward
(Cobleskill Town Clerk & past President of NYSTCA)
Kathleen Newkirk
(Retired Bethlehem Town Clerk)

You must purchase the book and read it prior to the session to be held **Sunday, April 23, 2017 & Monday, April 24, 2017.**

The cost to participate is \$50.00.

Registration information is enclosed.

Questions? Contact Tina Ward or Kathleen Newkirk at kan331@aol.com or by phone at (518) 526-4246.

Education Announcements

The Education Committee has been working hard to put together a great line up for our upcoming **2017 Annual Conference in Rochester.**

Nostalgic classes have been brought back, yearly favorites remain, and a new trek of classes designed to understand the interaction between the Town Clerk and other departments: Planning Board and ZBA, Assessor and the Tax Collector, Record Retention for the Justice Court, Clerk to the Town Board.

Monday opens with our Annual Meeting where you as a member get to participate in directing the path of our organization.

Tuesday begins with Town Clerk Roundtables. Bring your questions or send ahead of time to: austerlitz@fairpoint.net.

Skill Path has been invited back to teach a 4 part series on Excelling as a Supervisor: Understanding Change, How to Manage Projects and Priorities, Controlling Conflict, and Using Communication Skills That Make a Difference.

Wednesday will round out the conference with a general session on *Body Language* which may make us all wonder if in fact, our actions match our words!

Each conference committee is working hard to make the 2017 Annual Conference educational, fun and inspiring.
Be sure not to miss it!

**C.N.Y. LAND SURVEYING LLC**

DOUGLAS J. REITH, L.S.

N.Y.S. LICENSE 049904

Mr. Allen J. Yager, P.E.
Town of Lysander
8220 Loop Road
Baldwinsville NY 13027

16 February 2017

Re: Mercer Street
Town of Lysander

Dear Mr. Yager,

CNY Land Surveying is pleased to submit the following proposal on the above referenced property. The Scope of Work shall be as follows.

SCOPE OF WORK

Topographic survey 100' in width centered on the centerline of pavement and running from the Village/Town line westerly to the westerly right of way of Connell Terrace. We would provide you with a Cadd file, TIN and signed prints on a 1" = 20' scale showing one foot contours, visible utility lines and utilities (with rim, inverts and pipe sizes). We will provide you three horizontal and vertical control points with ties.

In accordance with your RFP, we will strive to complete the work by March 31, 2017. We have made the following assumptions preparing this proposal.

- 1) That the weather will co-operate and all snow will be gone by the first week of March. We cannot topo what cannot be seen.
- 2) That we are able to contact those companies with buried utilities within the site boundaries on the property and get their co-operation marking the area in a timely manner for us.



Mr. Allen J. Yager, P.E.
16 February 2017
Page 2 of 2

Cost

The cost for the above services is based on New York State Prevailing Wage Rates and shall be Five Thousand Six Hundred Eight Dollars and 00/100 (\$5,608.00) payable upon completion of the work.

Should you have any questions or comments with regard to the above, please do not hesitate to contact our office at your convenience.

Sincerely,
CNY Land Surveying LLC

Douglas J. Reith, L.S.
Licensed Land Surveyor

DJR/mc

February 20, 2017

Mr. Allen J. Yager, P.E.
Town of Lysander Engineer
8220 Loop Road
Baldwinsville, New York 13027

RE: **Proposal to Provide Professional Surveying Services for:**
Mercer Street Survey & Mapping – Town of Lysander, Onondaga County, NY

Dear Mr. Yager:

Delta Engineers, Architects, & Land Surveyors, P.C. (Delta Engineers) appreciates the opportunity to submit this proposal for Land Surveying Services associated with the above referenced project. I have reviewed the RFP dated February 14, 2017 and the aerial of the site area, and based on this review have prepared the following scope of services and costs...

1.0 PROJECT DESCRIPTION

The Town of Lysander Engineering Department has requested a cost proposal to provide boundary and topographic survey and mapping along Mercer Street in the Town based on the attached RFP and "Survey Limits" for this project.

2.0 SCOPE OF SERVICES

- 2.1 Perform a boundary and topographic survey of the above referenced project area based on the attached RFP and "Survey Limits" for the site area.
- 2.2 Band width is 100 feet, but all house fronts will be located and shown, along with all driveways, trees, fences, etc. within above limits.
- 2.3 Spot grades will be establish at a grid of approximately every 25 ft. and contours established at one (1) ft. intervals.
- 2.4 UFPO design tickets will be called for all site utilities.

3.0 TIME SCHEDULE

We anticipate completion of the survey and mapping by March 31, 2017, unless adverse weather conditions make this delivery date impossible to achieve. If the services covered by this proposal have not been completed within this time (weather issues, etc.), through no fault of Delta Engineers, a time extension to complete our services may be renegotiated.

4.0 PROPOSAL ASSUMPTIONS

- 4.1 Property lines to be shown based on field information, deed research and existing subdivision plans obtained from the Town

4.2 All utilities to be shown based on field location of existing structures, previous mapping and records obtained from the Town. Any existing mapping, site utility mapping, old survey mapping on file with the Town must be provided to Delta at the signing of this contract to be able to prepare this map correctly and within this time period.

5.0 COMPENSATION

Delta Engineers proposes to provide the above described services for the following lump sum fee of \$5,900.00..... based on paying New York State Prevailing Wage Rates (PWR).

6.0 EXTRA WORK REQUESTS

If work on this project is believed by Delta to be beyond, or in addition to, the Scope of Services, we will notify you immediately. Upon your written approval we will proceed with this additional work and bill the time expended at our current hourly rates.

7.0 AGREEMENT TERMS

This project will be billed monthly on a percent complete basis, with the invoiced amount representing the actual amount of work completed.

Invoices unpaid after 60 days may be sent to a collection agency. Client will be responsible for all costs of collection, including attorney's fees, in addition to the original invoiced amount.

If the services covered by this proposal have not been completed within the scheduled time, through reasons beyond the control of Delta, the anticipated completion date and/or the proposed compensation may be renegotiated.

If the above conditions are acceptable this proposal can become contractual by signing and dating below. The Terms and Conditions on the enclosed Exhibit A are incorporated and made a part of this Agreement.

Please return one signed copy of this Agreement to our office to serve as your authorization for us to proceed on this work. This proposal is valid for thirty (30) days from the date of this letter.

Thank you for your consideration of this proposal. Please contact Christopher Jacobs, PLS if you have any questions or comments.

Respectfully,
DELTA ENGINEERS, ARCHITECTS, & LAND SURVEYORS, DPC



Aaron P. Falkenmeyer, PE
Director of Civil Engineering / Office Manager

AN ISO 9001:2008 CERTIFIED COMPANY

APF/CEJ

Attachment: Exhibit "A",

Accepted this _____ day of _____, 2017

By:

Signature

Printed or Typed

Title: _____

Request for Proposal

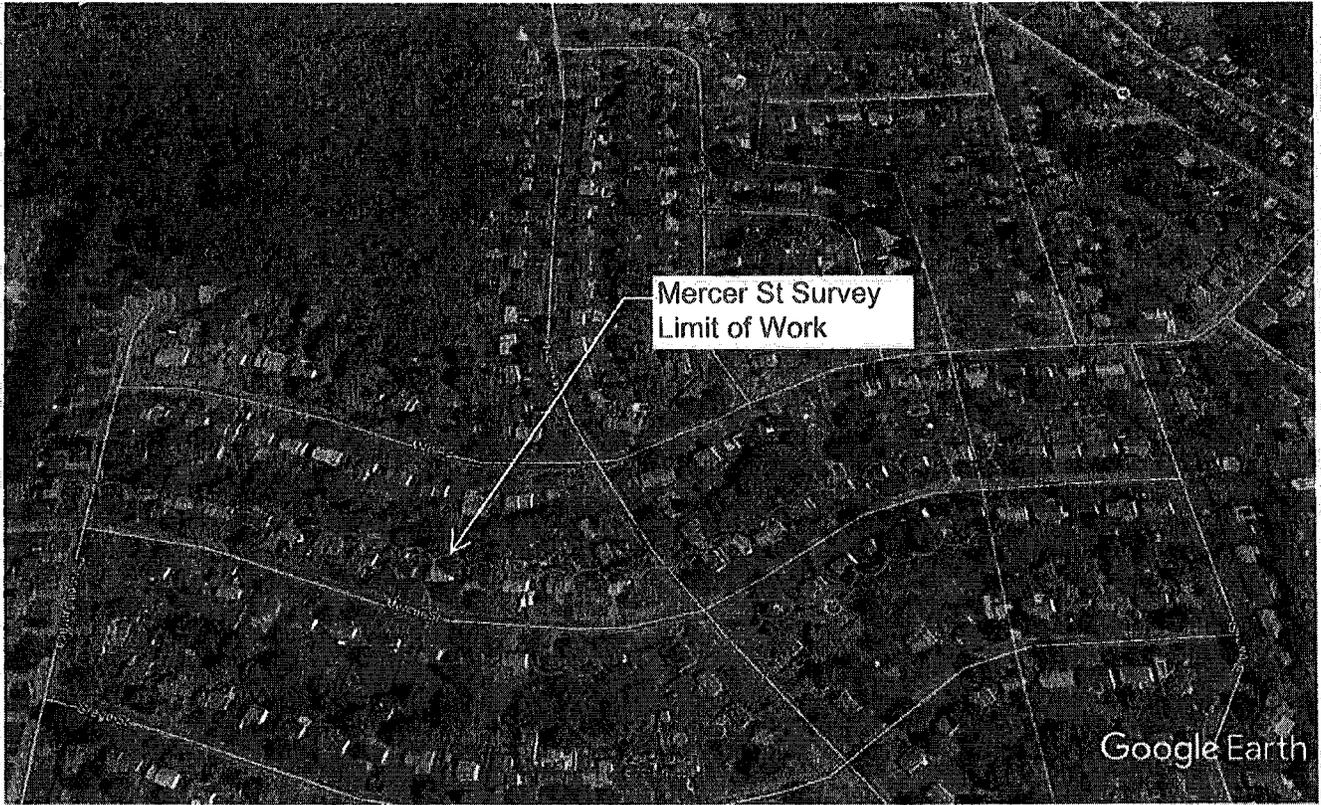
Mercer Street Survey & Mapping

Town of Lysander
Onondaga County, NY

The Town of Lysander is requesting proposals surveying and mappings services to be used in the design of a future drainage and roadway improvement project on Mercer Street. Design services we are in need of included topographic survey (U.S. Customary units), and right of way boundary mapping with the following requirements:

- Approximately 1920' feet along Mercer Street (see attached map) from the Village of Baldwinsville boundary on the east through the intersection with Connell Terrace.
- 100' bandwidth along the length of the roadway.
- Rims, inverts, pipe sizes of existing drainage, through the entire length of the project.
- Location of any drainage swales within or adjacent to the Right-of-Way.
- Locations of any existing above ground or underground utilities.
- An electronic copy of the survey CAD file in .dgn format or 2003 .dwg format in New York State coordinate plane datum.
- A triangle or TIN file of the topographic survey data and one hard copy (1"=20' mapping)
- The Mercer Street Right-of-Way will need to be included in the CAD file (copy of the subdivision map can be provided by the Town).
- Recoverable survey baseline with control point tie-downs.
- Three recoverable benchmark locations and elevations.
- Scale 1:20
- All work must be completed and invoiced by March 31, 2017.
- Prevailing wage rates apply.

Proposals will need to be received by the Lysander Town Clerks office not later than 10:00 A.M. February 28, 2017 to be considered. Please contact Town of Lysander Engineer Mr. Allen Yager, P.E. at 315-857-0291 or engineer@townoflysander.org with any questions regarding this request for proposal.



Google Earth

feet
meters



APPLIED EARTH TECHNOLOGIES

STEPHEN SEHNERT, LAND SURVEYOR

8 Canton Street
Baldwinsville, NY 13027
Ph. (315) 635-5197
Fax (315) 303-5433

February 27, 2017

Mr. Allen Yager, PE
Town of Lysnader Engineer
c/o Town Clerk
Baldwinsville, NY 13027

Subject: Mercer Street Survey and Mapping

Dear Al,

I am pleased to submit the following proposal for surveying and mapping services in connection with the above project.

Work will be completed to the specifications in your recent RFP with the following modifications:

Locations of any existing visible above ground or underground utilities, others will be plotted from record drawings supplied to the surveyor and will not be certified to.

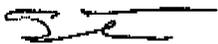
Delivery date subject to weather or other conditions beyond the surveyors control.

Work must be authorized by March 6, 2017.

My fee for this work will be \$8500.

Thank you for considering my firm and I look forward to working with you on this project.

Very truly yours,



Stephen Sehnert
Land Surveyor

WHEN EXPERIENCE MATTERS

Warren Ramie Surveying
WBE/EDWOSB/DASNY/NYS DBE Certified

DATE: February 28, 2017
PROJECT: Mercer Street for Town of Lysander
Onondaga County

Warren Ramie Surveying is pleased to submit a proposal to provide surveying services for the above referenced project. We are an approved contractor for NYSDOT.

Scope of Work

01. Control

Project Horizontal Datum will be referenced to the NAD 83/96 CORS and the Vertical Datum will be referenced to NAVD 88.

03C. Topographic Mapping - Approximately 1,920 LF

Base Survey & Mapping: Limit of survey and scope per RFP provided by Town of Lysander via email received February 16, 2017 from Al Yager. Submittal will be in Mirostation/Inroads format.

Structure Rims & Inverts

Accessible Structure Rims and Inverts will be field located and measured at the time of the survey.

Utility Quality Level C

UFPO Design Ticket will be called in for project area and plottable underground utilities will be shown per record drawings provided as result of the design ticket. UFPO responses will be provided to client. Record drawings provided and directed by client can be incorporated into the mapping if received prior to draft submittal of mapping. Visible Surface evidence of underground utilities will be field located excluding random temporary marks.

On this project it is our understanding that a utility mark will be coordinated by the Town of Lysander prior to commencement of the survey. If this is the case the visible temporary marks will be located as part of the survey.

**Heather D. Warren Licensed Land Surveyor
James F. Ramie Licensed Land Surveyor
6437 Collamer Road East Syracuse, NY 13057
Phone: (315) 458-8979 Fax: (315) 458-8978**

WRS

Assumptions

- 1) This proposal is based on reasonable weather conditions.
- 2) Structure Rims / Inverts and visible surface utilities will be field located where accessible at the time of the survey.
- 3) UFPO Design Ticket will be called in and underground utilities will be shown per the information associated with the design ticket.
- 4) Existing Street Line boundary determination is part of this survey.
- 5) Property sidelines will be shown per tax maps. Property determination is not part of this survey.

Lump Sum Fee for the above services is: \$ 9,720.00

This Rate Schedule and or Price covers the insurance limits provided. If additional endorsements or limits are required an additional fee may apply. This proposal is good for 30 days from the bid date. To hold proposal beyond that day we will need an email stating your intent to subcontract to us contingent on your official award from the owner within the 30 day period.

Payments: "Paid when paid" clauses in contracts, subcontracts, or subconsultant agreements refer to the timing of the payments. Regardless of the presence of a "pay when paid" clause or similar clause, in no event shall payment be more than 90 days after the invoice date. "Paid if paid" or similar clauses in agreements are not allowed and are never accepted or agreed to by Warren Ramie Surveying. The Client signing below is the client responsible for the payment of the invoice. If legal action is required to collect on an unpaid invoice, then the client appearing below is responsible for the legal costs of Warren Ramie Surveying including reasonable attorney's fees, court costs and expenditures associated with the action. The terms of this paragraph shall supersede any contrary paragraphs in any other agreement between Warren Ramie Surveying and client.

SUBCONSULTANT: Warren Ramie Surveying

By _____

Authorized Person:

Heather D. Warren

Title: Managing Member

Date Signed: _____

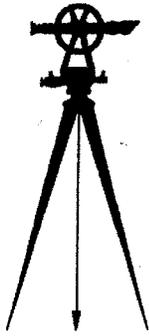
CLIENT: _____

By _____

Authorized Person:

Title: _____

Date Signed _____



Ianuzi & Romans Land Surveying, P.C.

5251 Witz Drive
North Syracuse, New York 13212
Phone: (315) 457-7200
Fax: (315) 457-9251
Email: hal.romans@romanspc.com
Website: www.romanspc.com

Allen J. Yager, P.E.
Town of Lysander Engineer
8220 Loop Road
Baldwinsville, NY 13027

February 15, 2017

Subject: Mercer Street Survey
File:

Dear Al:

In response to your request dated February 14, 2017, I am sending the following proposal.

The project area is located in Town of Lysander. A Topographic Survey would include the requirements as outlined in your request for proposal.

Our not-to-exceed fee is \$13,300.00. Our schedule would be to deliver the completed surveys as soon as possible from receipt of notice to proceed.

Please provide a copy of an up-to-date abstract of title or title report if available.

If this proposal is acceptable please sign and date in the area below and return a copy by mail, email or fax for our records.

Proposal Accepted By: _____

Accepted Date: _____

Thanking you in advance for your consideration.

Very truly yours,

Timothy J. Coyer, L.S.

C:\Users\Tim\Desktop\Proposals\MERCER STREET.docx