

ORGANIZATIONAL AGENDA ITEMS

1. **Motion made by _____ and seconded by _____** to approve the Town Board Appointments for 2018.
2. **Motion made by _____ and seconded by _____** to approve the salary and hourly rates for 2018.
3. **Motion made by _____ and seconded by _____** to approve the official banks for said department heads for 2018.
4. **Motion made by _____ and seconded by _____** to approve Supervisor Joseph Saraceni and Robert Geraci as the designated authorized signers on the Town’s checking and savings account for 2018.
5. **Motion made by _____ and seconded by _____** to approve Dina Falcone, Town Clerk, as an authorized signers of the Town Clerk checking account for 2018.
6. **Motion made by _____ and seconded by _____** to approve Nancy Mott, Receiver of Taxes, as an authorized signor of the Receiver of Taxes checking and savings account for 2018.
7. **Motion made by _____ and seconded by _____** to approve the 2018 fees for the Town Engineer.
8. **Motion made by _____ and seconded by _____** to approve the 2018 fees for road millings.
9. **Motion made by _____ and seconded by _____** to approve the cemetery fees for 2018 as proposed by Town Clerk Dina Falcone.
10. **Motion made by _____ and seconded by _____** to approve petty cash funds for 2018.
11. **Motion made by _____ and seconded by _____** to appoint Anthony P. Rivizzigno, Esq. of Barclay Damon, LLC be appointed as Town of Lysander legal counsel for the year 2018.
12. **Motion made by _____ and seconded by _____** to adopt the 2018 procurement policy.
13. **Motion made by _____ and seconded by _____** to adopt the 2018 Town Holiday Schedule for non-bargaining unit employees.
14. **Motion made by _____ and seconded by _____** to designate the Baldwinsville Messenger and/or the Post Standard the primary official newspaper(s) of the Town of Lysander.
15. **Motion made by _____ and seconded by _____** to allow the 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 for 2018.
16. **Motion made by _____ and seconded by _____** to adopt the Town fees for services schedule for 2018.

17. **Motion made by _____ and seconded by _____** to accept the 2018 trash hauler fees as proposed by Town Clerk Dina Falcone.

18. **Motion made by _____ and seconded by _____** to accept the 2018 Parks fees as proposed by Parks and Recreation Supervisor Anthony Burkinshaw.

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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-Joseph Saraceni, Dina Falcone, Peter Moore, and Tony Rivizzigno

Highway Committee

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

Committee Members: Chair-Robert Ellis, Jerald Hole, Peter Moore, and Al Yager

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-Joseph Saraceni, Karen Rice, Tim Wolsey, Al Yager, Roman Diamond 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, Jerald Hole, Robert Geraci, Tony Burkinshaw, Bruce Cook, Karen Rice

Fire & Public Safety Committee

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

Committee Members: Chair-Joseph Saraceni, Tim Wolsey, Kitt Thompson and Dan Boccardo.

Parks and Recreation Committee

Responsible for overseeing operation of town parks, recreation facilities, and future expansion of park lands.

Committee Members: Chair-Tony Burkinshaw, Joseph Saraceni, and Robert Geraci

Employee Relations Committee

Committee Members: Chair-Joseph Saraceni, Robert Geraci, and Town Attorney Rivizzigno

Cemetery Committee

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

Economic Development Committee

Committee Members: Chair-Joseph Saraceni, Steve Darcangelo, David Mackowitz, Al Yager, John Corey, William Lester, Quinn Hubbard, and Anthony Rivizzigno, Esq.

OTHER APPOINTMENTS FOR ONE YEAR TERM EXPIRING DECEMBER 31, 2018

A. BY SUPERVISOR, Joseph Saraceni

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
Dan Boccardo, Bookkeeper to Supervisor

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
Albert Markham, MEO
David Power, MEO
Steven J. Power, MEO
John A. Lathrop, MEO
Dan Parrish, MEO
Richard W. Schader, MEO

Part time/Supplemental

Charles E. Claver, Laborer
Jason Hahn, Laborer
James Lee, Laborer
Eugene Akins, Laborer
Harvey R. Weller, Laborer
Tony Albanese, Laborer
Edward Calkins, Laborer
George Timmons, Laborer
Douglas Weller, Laborer
Paul Flaherty, Laborer
Joseph Briere, Laborer
Jamie Kratz, Laborer
Jenny Martin, Laborer
Carl Mariani, Laborer

TOWN BOARD APPOINTMENTS

1. Parks and Recreation Department: One-year Appointment
(Term expires on 12/31/2018)
 - 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 12/31/2018)
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
Daniel Boccardo, Dog Control Officer
Gregory Payne, Data Collector, Assessor's Office
Katherine Kisselstein, Assessment Clerk
Timothy Wolsey, Code Enforcement Officer
Allen Yager, Town Engineer (2 year term expires on 12/31/2019)

3. Other Annual Appointments
Dina Falcone, Records Management Officer and FOIL (Records Access Officer)
4. Part time, maximum 20 hours per week
Cindy Halstead, Assessment Clerk, Assessor's Office
Brandy Litterbrant, Maintenance
5. Part time, maximum 25 hours per week
David Rahrle, Comptroller (2 year term expires on 12/31/2019)
Cindy Rahrle, Secretary to Highway Superintendent
Patricia Maguire, Clerk to Town Justice
Jillian Herrera, Clerk to Town Justice
Edward Barlow, Bingo Inspector
6. Part Time as needed
Richard Billings, Dog Control Officer
Ronald E. Patchett, Codes/Zoning Clerk
Mark Williamson, Sexton, Cemeteries
Ann Smiley, Clerk to Parks Department
William Logan, Deputy Code Enforcement
Thomas Derby, Deputy Code Enforcement
7. Planning Board Member, 7 year term
Keith Ewald - Term expires on 12/31/2024
T/B/A – Vacancy (Term expires on 12/31/2023)
8. Zoning Board of Appeals Member, 5 –year term:
Frank O'Donnell (Term expires on 12/31/2022)
9. Board of Assessment Review – 5 year term
John W. Power (Term expires on 9/30/2022)
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:

Assessor for Dog Damage to Domestic Animals:	Dan Boccardo
Town Operated Cemetery Administrator:	Dina Falcone
Handicapped Parking Permits Administrator:	Dina Falcone
Records Access Officer (FOIL)/Records Manager Officer	Dina Falcone
FOIL Appeals Officer:	Joseph Saraceni

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SALARIES AND HOURLY RATES FOR 2018

A. <u>HOURLY RATES:</u>	<u>PER HOUR</u>	+	<u>STIPEND</u>
Jillian Herrera, Clerk to Town Justice	\$16.34		
Patricia Maguire, Clerk to Town Justice	\$16.67		
Dan Boccardo, Dog Control Officer/Bookkeeper	\$17.42		
Richard Billings, Dog Control Officer	\$16.07		
Ronald Patchett, Codes/Zoning Clerk	\$15.65		
Ann Smiley, Parks Clerk	\$16.40		
Mary Lathrop, Laborer/Park	\$14.52		
James Lee, Laborer/Park	\$14.52		
Mark Williamson, Sexton	\$14.56		
David Power, MEO	\$23.64		\$ 500.00
Albert J. Markham, MEO	\$23.64		\$1,400.00
Bruce R. Cook, MEO	\$23.64		\$1,400.00
Steven J. Power, MEO	\$23.64		\$1,400.00
Richard W. Schader, MEO	\$23.64		\$1,400.00
John Gilbert, MEO	\$23.64		\$ 500.00
Charles E. Claver, Laborer	\$16.77		
Jonathan Butler, MEO	\$23.64		\$ 500.00
John Lathrop, MEO	\$23.64		\$ 500.00
Paul Flaherty, Laborer	\$16.77		
Tony Albanese, Laborer	\$16.77		
Eugene Akins, Laborer	\$16.77		
Danny D. Parrish, MEO	\$23.64		\$ 300.00
Jason Hahn, Laborer	\$16.77		
Harvey R. Weller, Laborer	\$16.77		
James Lee, Laborer	\$16.77		
Edward Calkins, Laborer	\$16.77		
George Timmons, Laborer	\$16.77		
Joseph Briere, Laborer	\$16.77		
Jenny Martin, Laborer	\$15.77		
Carl Mariani, Laborer	\$15.77		
Jamie Kratz, Laborer	\$15.77		
Doug Weller, Laborer	\$16.77		
Cindy Rahrle, Secretary to HW Dept.	\$16.67		
Brandy Litterbrant, Janitor	\$13.51		
Cindy Halstead, Clerk	\$16.67		
William Logan, Code Enforcement	\$15.00		
Thomas Derby, Code Enforcement	\$15.00		

B. <u>PER MEETING (OR EVENT) RATES:</u>	<u>PER MEETING</u>
Edward Barlow, Bingo Inspector	\$30.00 per inspection
Planning Board Members	\$70.00 per meeting
Zoning Board of Review 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
Richard Billings, Dog Control Officer	\$125.00 per dog

C. <u>SALARIES:</u>	<u>PER YEAR</u>	<u>STIPEND</u>
Allen Yager, Town Engineer (40 hrs. p/wk)	\$96,44.00	\$300.00
Bonnie Kisselstein, Historian	\$1,000.00	
Chairman of Planning Board	\$4,600.00	
Chairman of the Zoning Board	\$2,000.00	
Joseph Saraceni, Supervisor	\$52,955.00	
Robert Geraci, Councilor	\$10,005.00	
Peter Moore, Councilor	\$10,005.00	
Robert Ellis, Councilor	\$10,005.00	
Roman Diamond, Councilor	\$10,005.00	
David Rahrle, Comptroller	\$35,000.00	
Charles J. Mantione, Jr. Justice	\$26,567.00	
Michael M. Bryant, Justice	\$26,567.00	
Dina Falcone, Town Clerk	\$43,232.00	
Janet Falconer, Deputy Town Clerk	\$36,716.00	
Jerald Hole, Highway Superintendent	\$55,000.00	
Karen A. Rice, Clerk to Planning Board	\$15,478.00	\$1,400.00
Clerk to Zoning Board of Appeals	\$3,870.00	
Clerk I, Codes Enforcement	\$19,346.00	
Anthony Burkinshaw, Recreation Supervisor	\$48,223.00	\$500.00
Gregory Payne, Data Collector	\$37,819.00	
Nancy Mott, Receiver of Taxes and Secretary To Supervisor, Account Clerk	\$38,250.00	
Timothy Wolsey, Code Enforcement Officer	\$48,758.00	
Katherine Kisselstein, Assessment Clerk	\$37,819.00	
Chair, Board of Assessment Review	\$500.00	

D. PARKS AND RECREATION DEPARTMENT RATES:

Basketball Supervisor	\$10.40
Park Attendant	\$10.40

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.
- 2. Dina Falcone, Town Clerk: NBT Bank, Baldwinsville branch.
- 3. Anthony Burkinshaw, Recreation Supervisor: NBT Bank, Baldwinsville branch,
NBT Bank (Concert Series Partnership)
- 4. Joseph Saraceni, Supervisor/David Rahrle, Comptroller, M & T Bank, Baldwinsville branch, NBT Bank, Baldwinsville branch and Solvay Bank.

The Comptroller is authorized to deposit the moneys of the various accounts with the bank that is paying the best rate of interest at the time of deposit.

- 5. Michael M. Bryant, Justice and Charles J. Mantione Jr., Justice, NBT Bank, Baldwinsville branch.

SIGNATORS

Joseph Saraceni, Supervisor, and Robert Geraci, Deputy Supervisor, and Nancy Mott, Receiver of Taxes 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.

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 2018 become the petty cash funds for 2018 as follows:

Nancy Mott, Receiver of Taxes	\$400.00
Dina Falcone, Town Clerk	\$100.00
Jillian Herrera, Clerk to Justice	\$100.00
Patricia Maguire, 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 for the year 2018.

Fees for legal services are \$5,250.00 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 arrive 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;
- (i) Goods purchased at or below published State or County bid prices

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 Joseph Saraceni, 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 2018

**Meetings 1st and 3rd Thursday at 7:00 pm
Work Session prior to Board meetings at 5:30 pm**

January	July
January 4, 2018 (Organizational/Regular)	July 5, 2018
January 18, 2018	July 19, 2018
February	August
February 1, 2018	August 2, 2018
February 15, 2018	August 16, 2018
March	September
March 1, 2018	September 6, 2018
March 15, 2018	September 20, 2018
April	October
April 5, 2018	October 4, 2018
April 19, 2018	October 18, 2018
May	November
May 3, 2018	November 1, 2018
May 18, 2018	November 15, 2018
June	December
June 7, 2018	December 6, 2018
June 21, 2018	December 20, 2018

TOWN BOARD HOLIDAY SCHEDULE FOR 2018

January	1 (Monday)	New Year's Day
	15 (Monday)	Martin Luther King Day
February	19 (Monday)	Presidents' Day
May	28 (Monday)	Memorial Day
July	4 (Wednesday)	Independence Day
September	3 (Monday)	Labor Day
October	8 (Monday)	Columbus Day
	8 (Monday)	Columbus Day
November	12 (Monday)	Veterans Day
	22 (Thursday)	Thanksgiving Day
	23 (Friday)	Day after Thanksgiving
December	24 (Monday)	Christmas Eve ½ Holiday ½ Floater
	25 (Tuesday)	Christmas Day
	31 (Monday)	New Year's Eve ½ Holiday ½ Floater

OFFICIAL NEWSPAPER

The THE POST STANDARD and/or the BALDWINVILLE MESSENGER are to be designated as the primary OFFICIAL NEWSPAPER 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 there under.

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TOWN FEES FOR SERVICES SCHEDULE FOR 2018

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:

Residential – Building Permit in effect \$ 0
Commercial First Inspection \$ 0
Second Inspection, re-inspection (each additional) \$75.00

Fee to rescind stop work order:

Residential \$ 75.00
Commercial \$150.00

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, 2018 to June 30, 2018. 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 “use 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
- \$90.00 “use 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. (Monday – Friday **ONLY**)
- \$10 for use of power by all parties if used.

SMALL PAVILION:

- \$40.00 “use 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
- \$60.00 “use 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. (Monday – Friday **ONLY**)

COMMUNITY ROOM:

- Weekend Fee – \$95 (maximum 11 hours) plus security deposit
 - 4 hour block minimum weekends - \$10 per/hour for additional hours plus security deposit
- Weekday Fee – (Mon – Fri) - \$10 per/hour for additional hours plus security deposit
- Security Deposit - \$100 refundable (if left in order), for all parties except Baldwinsville not for profit.
- Pop Warner use \$10 per/hour (pending availability)

MISCELLANEOUS ADMINISTRATIVE FEES:

ADULT BASKETBALL \$ 2.00 per person per day * One Day Program \$ 7.00
 BOUNCED CHECK FEE \$ 20.00 * Multi Day Program
 Up to \$10.00
 CANCELLATION FEE \$ 15.00 (Check, charge or cash) * Park Attendant Staff
 \$12.00 per hour
 Seasonal Brochure Mailing (Year) \$ 5.00

FIELD USE / TENNIS COURT’S / OPEN GREEN SPACE FEE:

- Green Space Seasonal Practice Space \$ 50.00 per season
(Spring/Summer/Fall)
- Non Contract Softball/Baseball (not lined) \$ 20.00 for 2 hours
- Seasonal Softball (lined) \$ 150.00 per season
- Non Contract Rugby/Soccer/Football (not lined) \$ 20.00 for 2 hours
- Seasonal Soccer/Football (not lined) \$ 150.00 per field / per season
- Rugby/Football Field 2 (not lined) \$ 120.00 per season

- Tennis Courts Tennis/Pickleball \$ 10.00 for 1 hour
Or \$ 150.00 for season
(Spring/Summer/Fall)

TOWN OF LYSANDER BUILDING USE:

Parks and Recreation Staff will open and close the Building as needed (Programs, Special Events, Meetings, etc. as per the Building Use Policy of the Town of Lysander.

- Not for Profit Organizations: (\$25.00 per hour and \$15.00 for each additional hour)
- \$50 deposit waived for Baldwinsville organizations
- \$50 deposit required for organizations outside of Baldwinsville

IN LIEU OF LAND FOR PUBLIC USE:

Minor Subdivision	Up to 4 lots:	\$200/lot
Major Subdivision	5 lots:	\$500/lot
Apartments	Flat fee:	\$500/unit

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