

**A Regular Town Board meeting was held on January 6, 2022, at Lysander Town Hall, 8220 Loop Road, Baldwinsville, New York.**

**MEMBERS PRESENT:** Robert A. Wicks, Supervisor (via Zoom)  
Peter Moore, Councilor  
Robert Geraci, Councilor (as Deputy Supervisor)  
Jeffrey Kudarauskas, Councilor  
Kevin Rode, Councilor

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Dina Falcone, Town Clerk; Anthony Rivizzigno, Town Attorney; Al Yager, Town Engineer, Kevin Merrill, Parks and Recreation Director, Ken Svitak, Highway Superintendent, PAC-B, and several guests and residents.

**Deputy Supervisor Geraci called the meeting to order at 7:00 PM with the Pledge to the Flag.**

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**Adoption of Minutes**

**RES#1/2022**

**Motion by Councilor Kudarauskas seconded by Councilor Moore** to adopt the December 16, 2021 Town Board Meeting minutes.

Supervisor Wicks	Aye	Councilor Kudarauskas	Aye	Councilor Geraci	Aye
Councilor Moore	Aye	Councilor Rode	Abstain		

**All ayes, motion carried and adopted**

At this point in the meeting, the newly Elected Officials were sworn in by Judge Charles Mantione, Jr.

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**Citizens Comments**

**Cindy Clarke** of W. Genesee Street congratulated the newly Elected Officials and thanked TOL for the distribution of the Covid rapid tests and masks that were given out last Thursday.

**Fred Burtch** of Plainville Road congratulated the newly Elected Officials and especially his friend, Kevin Rode, stating how happy he is that he is on the Board, and mentioned that Councilor Rode will work very hard for the community.

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**Town Board Comments**

**Councilor Rode** thanked everyone for attending the meeting. He said that if anyone has any questions or concerns to contact him: [krode@townoflysander.org](mailto:krode@townoflysander.org). He wants the community to know that he works for them, and he'd like to be contacted about any issues or concerns people might have. He said there is a lot of things he wants to cover, as he has been attending meetings for ten years. He said he will be available after meetings for questions as well.

**Councilor Kudarauskas** and **Councilor Moore** congratulated the Elected Officials and thanked everyone for attending the meeting.

**Deputy Supervisor Geraci** advised that TOL received a shipment of COVID rapid test kits and they will be distributed to residents of Lysander via drive-through on Saturday, January 8<sup>th</sup> at 9:00 AM in the Lysander Town Hall parking lot. These kits are provided by the County. **Councilor Rode** will be in charge of distributing the kits.

**Deputy Supervisor Geraci** congratulated all of the Elected Officials. He said we are a small town of neighbors and friends and we are going to work together.

**Department Head Reports**

**Ken Svitak, HW Superintendent** thanked everyone who supported him, and advised that he has jumped in with both feet, as there is a lot to manage. He is in the process of organizing the building and focusing on safety. He said Brundage Road is also on the radar. He is ready to take care of the roads and assist the public in any way he can.

**Dina Falcone, Town Clerk** thanked everyone for their support.

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**Regular Agenda Items**

**MOTION TO ADOPT THE 2022 ORGANIZATIONAL AGENDA AS PRESENTED**

**RES#2/2022**

**Motion made by Councilor Moore seconded by Councilor Rode** to adopt the 2022 Organizational Agenda as presented.

Supervisor Wicks	Aye	Councilor Kudarauskas	Aye	Councilor Geraci	Aye
Councilor Moore	Aye	Councilor Rode	Aye		

**All ayes, motion carried and adopted**

**MOTION TO ALLOW OFFICIAL BLANKET UNDERTAKING FOR 2022**

**RES#3/2022**

**Motion made by Councilor Moore and seconded by Councilor Kudarauskas** to allow the official blanket undertaking be procured instead of individual undertakings covering the Town Supervisor, Deputy Supervisor, Town Clerk, Collector and Receiver of Taxes, Town Justices, Town Superintendent of Highways, Comptroller, Budget Officer, Town Zoning and Code Enforcement Officer, and that such undertaking contain provisions indemnifying against losses for 2022.

Supervisor Wicks	Aye	Councilor Kudarauskas	Aye	Councilor Geraci	Aye
Councilor Moore	Aye	Councilor Rode	Aye		

**All ayes, motion carried and adopted**

**MOTION TO ACCEPT THE BID FROM TIMBER TREE SERVICE IN THE AMOUNT OF \$12,400 FOR THE ASH TREE AND STUMP REMOVAL AT 8439 SMOKEY HOLLOW ROAD**

**RES#4/2022**

**Motion made by Councilor Kudarauskas seconded by Councilor Rode** to accept the bid from Timber Tree Service in the amount of \$12,400 for the Ash tree and stump removal at 8439 Smokey Hollow Road. (Three bids were submitted, and Timber Tree was the lowest).

Supervisor Wicks	Aye	Councilor Kudarauskas	Aye	Councilor Geraci	Aye
Councilor Moore	Aye	Councilor Rode	Aye		

**All ayes, motion carried and adopted**

**MOTION TO RESCIND RESOLUTION NUMBER 201 OF 2021/PROPOSED 20' CELL TOWER EXTENSION/PUBLIC HEARING FOR 2846 BELGIUM ROAD**

**RES#5/2022**

**Motion made by Councilor Rode seconded by Councilor Kudarauskas** to rescind resolution number 201 of 2021 authorizing a public hearing for the proposed 20' extension to the existing cell tower located at 2846 Belgium Road in the Town of Lysander. (January 20, 2022). *The project is going to require a height area variance from the ZBA, thus this project will be tabled until the ZBA hears the area variance request.*

Supervisor Wicks	Aye	Councilor Kudarauskas	Aye	Councilor Geraci	Aye
Councilor Moore	Aye	Councilor Rode	Aye		

**All ayes, motion carried and adopted**

## Adjournment

**A motion was made by Councilor Rode and seconded by Councilor Moore to adjourn the regular Town Board Meeting at 7:19 PM.**

## ORGANIZATIONAL AGENDA

- A.** Town Supervisor, Town Clerk, Highway Superintendent, and Town Board, and Town Justice Appointments for 2022.
  - B.** Salary and hourly rates for 2022.
  - C.** Official banks for said department heads for 2022.
  - D.** Supervisor Robert Wicks, and Councilor Robert Geraci as the designated authorized signors on the Town's checking and savings account for 2022.
  - E.** Dina Falcone, Town Clerk, as an authorized signor of the Town Clerk checking account for 2022.
  - F.** Nancy Mott, Receiver of Taxes, as an authorized signer of the Receiver of Taxes checking and savings account for 2022.
  - G.** Timothy Wolsey, Code Enforcement Officer, as an authorized signer of the Codes checking account for 2022.
  - H.** Kevin Merrill, Parks and Recreation Director, as an authorized signer of the Parks and Recreation checking account for 2022.
  - I.** 2022 fees for the Town Engineer.
  - J.** Fees for road millings for 2022.
  - K.** Cemetery fees for 2022 as proposed by Town Clerk Dina Falcone.
  - L.** Petty cash funds for 2022.
  - M.** 2022 Procurement Policy.
  - N.** 2022 Town Holiday Schedule.
  - O.** Baldwinsville Messenger and/or the Post Standard the primary official newspaper(s) of the Town of Lysander for 2022.
  - P.** Town Fees for Services schedule for 2022.
  - Q.** 2022 trash hauler fees as proposed by Town Clerk Dina Falcone.
  - R.** 2022 Parks and Recreation fees as proposed by the Town Supervisor.
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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-Robert Wicks, Dina Falcone, Peter Moore, and Steven Bochinno

### **Highway Committee**

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

Committee Members: Chair- Kevin Rode, Ken Svitak, Jeff Kudarauskas, 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-Peter Moore, Karen Rice, Tim Wolsey, Al Yager, and Dina Falcone

### **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-Robert Wicks, Karen Rice, Kevin Merrill, Ken Svitak, and Comptroller, Robert Geraci, Rosanne Wicks and Matt Hunt

### **Fire & Public Safety Committee**

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

Committee Members: Chair-Tim Wolsey, Robert Wicks, Dina Falcone, and Jack Kline

### **Parks and Recreation Committee**

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

Committee Members: Chair-Jeff Kudarauskas, Robert Geraci, Kevin Merrill, and Cindy Clarke

### **Employee Relations Committee**

Committee Members: Chair- Robert Wicks, Dina Falcone and Nancy Mott

### **Cemetery Committee**

Committee Members: Chair- Dina Falcone, Karen Rice and Kevin Rode

### **Economic Development Committee**

Committee Members: Chair-Robert Wicks, Steve Darcangelo, John Corey, William Lester, Quinn Hubbard, Jeff Kudarauskas, Kim Hall, Patrick MacAskill, Matt Hunt, and Lauren Russett

**OTHER APPOINTMENTS FOR ONE YEAR TERM EXPIRING DECEMBER 31, 2022**

**A. BY SUPERVISOR, Robert Wicks**

Robert Geraci, Deputy Supervisor  
Nancy Mott, Secretary to Supervisor  
Bonnie Kisselstein, Historian  
Vacancy, Budget Officer  
Robert Geraci, Representative to Canton Woods Board of Directors

**B. BY TOWN CLERK, Dina Falcone**

Gretchen Starr, Deputy Clerk, part-time  
Mary Ellis, Deputy Clerk, part-time

**C. BY HIGHWAY SUPERINTENDENT, Ken Svitak**

Full time, Full Benefits

Jonathan Butler, MEO  
John Gilbert, MEO  
David Power, MEO  
Steven J. Power, MEO  
John A. Lathrop, MEO  
Dan Parrish, MEO  
Richard W. Schader, MEO  
Joseph Briere, MEO  
Thomas Eckel, MEO

Part time/Supplemental

James Lee, Laborer  
Edward Calkins, Laborer  
Jamie Kratz, Laborer  
Charles Luke, Laborer  
David Sitar, Laborer  
Mackenzie Butler, Laborer  
John Yerian, Laborer  
Donald Halstead, Laborer  
Jrew Taylor, Laborer  
John Kerniski, Laborer  
Alecia Kollbaum, Laborer

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## TOWN BOARD APPOINTMENTS

1. Parks and Recreation Department: One-year Appointment  
(Term expires on 12/31/2022)
    - 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 12/31/2022)

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, Secretary to Supervisor  
Gregory Payne, Data Collector, Assessor's Office  
Timothy Wolsey, Code Enforcement Officer  
Allen Yager, Town Engineer (2 year term expires on 12/31/2022)  
Melissa MacConaghy, Assessment Clerk
3. Other Annual Appointments

Dina Falcone, Records Management Officer and FOIL (Records Access Officer)
  
  4. Part time, maximum 20 hours per week

Brandy Litterbrant, Maintenance  
William Logan, Deputy Code Enforcement Officer  
Paul Rufa, Clerk
  
  5. Part time, maximum 30 hours per week (should be 25 – motion tabled from 1/20/22)

Alecia Kollbaum, Secretary to Highway Superintendent
  
  6. Part time, maximum 30 hours per week

Vacancy, Comptroller (2 year term expires on 12/31/2023)  
Amanda Riley, Clerk to Town Justice  
Julie Cooper, Clerk to Town Justice
  
  7. Part time as needed

Mark Williamson, Sexton, Cemeteries  
Matthew Fischer, Security (3 hour minimum)  
John Clochessy, Security (3 hour minimum)  
Tyler Myers, Security (3 hour minimum)
  
  8. Planning Board Member, 5 year term:

John Corey, Planning Board Chair (term expires on 12/31/2025)  
William Lester (term expires 12/31/2026)  
Hugh Kimball, (term expires 12/31/2027)  
Douglas Beachel (term expires 12/31/2022)  
Steve Darcangelo (term expires 12/31/2023)
  
  9. Zoning Board of Appeals Member, 5 year term:

Richard Jarvis, Chair (term expires 12/31/2024)  
Matt Hunt (term expires 12/31/2025)  
Ed Baker (term expires 12/31/2026)  
Frank O'Donnell (term expires 12/31/2022)  
Frank Costanzo (term expires on 12/31/2023)

10. Board of Assessment Review, 5 year term  
Autumn Star (term expires on 09/30/2023)  
Cindy Halstead (term expires on 09/30/2023)  
Donald Schwartz (term expires on 09/30/2026)  
Brian Kline (term expires on 09/30/2024)  
John Power (term expires on 09/30/2022)
  
  11. Chairpersons of Boards/Commissions
    - a. Zoning Board of Appeals: Richard Jarvis
    - b. Planning Board: John Corey
  
  12. Appointments to positions with NO additional compensation:

Town Operated Cemetery Administrator:	Dina Falcone
Accessible Parking Permits Administrator:	Dina Falcone
FOIL Appeals Officer:	Robert Wicks
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**SALARIES AND HOURLY RATES FOR 2022**

<b>A. <u>HOURLY RATES:</u></b>	<b><u>PER HOUR</u></b>	<b>+</b>	<b><u>LONGEVITY</u></b>
Amanda Riley, Clerk to Town Justice	\$20.96		
Julie Cooper, Court Clerk	\$21.47		
Gretchen Starr, Deputy Clerk	\$18.24		
Mary Lathrop, Laborer/Park	\$17.51/\$21.75		
James Lee, Laborer/Park	\$18.51/\$17.51		
Mark Williamson, Sexton	\$19.00		
David Power, MEO	\$26.10		\$ 750.00
Steven J. Power, MEO	\$26.10		\$1,400.00
Richard W. Schader, MEO	\$26.10		\$1,400.00
John Gilbert, MEO	\$26.10		\$ 500.00
Jonathan Butler, MEO	\$26.10		\$ 750.00
John Lathrop, MEO	\$26.10		\$ 750.00
Danny D. Parrish, MEO	\$26.10		\$ 500.00
Edward Calkins, Laborer	\$18.51		
Joseph Briere, MEO	\$25.10		
Charles Luke, Laborer	\$18.51		
John Kerniski, Laborer	\$18.51		
Jamie Kratz, Laborer	\$18.51		
Alecia Kollbaum, Secretary to HW Dept.	\$18.70		
Alecia Kollbaum, Laborer	\$18.51		
Brandy Litterbrant, Janitor	\$15.00		
William Logan, Code Enforcement	\$17.25		
Deputy Sheriff John Clochessy	\$40.00		
Deputy Sheriff Matthew Fischer	\$40.00		
Deputy Sheriff Tyler Myers	\$40.00		
Paul Rufa, Clerk	\$15.70		
Mackenzie Butler, Laborer	\$18.51		
Donald Halstead, Laborer	\$18.51		
Jrew Taylor, Laborer	\$18.51		
John Yerian, Laborer	\$18.51		
David Sitar, Laborer	\$18.51/16.51		
Thomas Eckel, MEO	\$24.10		
Mary Ellis, Deputy Clerk	\$17.24		

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<b>B.</b>	<b><u>PER MEETING (OR EVENT) RATES:</u></b>	<b><u>PER MEETING</u></b>
	Planning Board Members	\$80.00 per meeting
	Zoning Board of Appeals Members	\$50.00 per meeting
	Assessment Board of Review Members	\$400.00 per year
	Karen Rice, Clerk to ZBA, Planning, Ad Hoc	\$100.00 per meeting
	Catherine Thompson, Clerk to Public Safety Comm.	\$50.00 per meeting

<b>C.</b>	<b><u>SALARIES:</u></b>	<b><u>PER YEAR</u></b>	<b><u>LONGEVITY</u></b>
	Allen Yager, Town Engineer (40 hrs. p/wk.)	\$106,454.00	\$300.00
	Bonnie Kisselstein, Historian	\$1,000.00	
	Chairman of Planning Board	\$5,000.00	
	Chairman of the Zoning Board	\$2,000.00	
	Robert Wicks, Supervisor	\$52,955.00	
	Robert Geraci, Councilor	\$10,005.00	
	Peter Moore, Councilor	\$10,005.00	
	Jeffrey Kudarauskas, Councilor	\$10,005.00	
	Kevin Rode, Councilor	\$10,005.00	
	Charles J. Mantione, Jr. Justice	\$27,100.00	
	Michael M. Bryant, Justice	\$27,100.00	
	Dina Falcone, Town Clerk	\$50,672.00	
	Ken Svitak, Highway Superintendent	\$65,000.00	
	Kevin Merrill, Director of Parks and Recreation	\$56,375.00	
	Karen A. Rice, Clerk to Planning Board	\$17,754.50	\$1,400.00
	Clerk to Zoning Board of Appeals	\$4,595.90	
	Clerk I, Codes Enforcement	\$22,191.76	
	Gregory Payne, Data Collector	\$43,381.17	\$300.00
	Nancy Mott, Receiver of Taxes, Secretary to Supervisor, Account Clerk	\$43,876.13	\$300.00
	Timothy Wolsey, Code Enforcement Officer	\$60,106.27	\$300.00
	Melissa MacConaghy, Assessment Clerk	\$41,406.52	
	Chair, Board of Assessment Review	\$500.00	

**D. PARKS AND RECREATION DEPARTMENT RATES:**

Park Attendant	\$13.20
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**BANKING, OFFICIAL BANKS**

The following banks are designated as the OFFICIAL BANKS for said department heads:

1. Nancy Mott, Receiver of Taxes: NBT Bank, Baldwinsville branch, and NY Class.
2. Dina Falcone, Town Clerk: Solvay Bank, Baldwinsville branch.
3. Robert Wicks, Supervisor/Comptroller, M&T Bank, Baldwinsville branch, NBT Bank, Baldwinsville branch, Solvay Bank, and NY Class.

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

4. Michael M. Bryant, Justice and Charles J. Mantione Jr., Justice, NBT Bank, Baldwinsville branch.
5. Timothy Wolsey, Code Enforcement Officer/Department Head, Solvay Bank, Baldwinsville Branch.
6. Kevin Merrill, Parks and Recreation Director, Solvay Bank, Baldwinsville Branch.

**SIGNATORS**

Robert Wicks, Supervisor, and Robert Geraci, Deputy Supervisor, shall be designated as authorized signers on the Town’s checking and savings account.

Dina Falcone, Town Clerk, be designated as an authorized signer on the Town Clerk’s checking account.

Nancy Mott, Receiver of Taxes, be designated as an authorized signer on the Receiver of Taxes checking and savings account.

Timothy Wolsey, Code Enforcement Officer/Department Head, be designated as an authorized signer on the Planning/Zoning/Code Enforcement checking and savings account.

Kevin Merrill, Parks and Recreation Director, be designated as an authorized signer on the Parks and Recreation checking and savings account.

**GENERAL CHARGES: FEES**

When the Town Engineer works on Special Districts the rate shall be charged at \$125 per hour. Plan reviews chargeable to developer Escrow Accounts funded by developers and constituents the rate for such work shall be set at \$150.00 per hour.

Road Millings are to be sold at \$3.00 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:	\$725.00
(Off season (11/15-4/1)	\$825.00
Weekends	\$925.00
Burial of ashes in Town cemetery:	\$250.00 each
Cornerstones for cemetery lot:	\$75.00
Veteran's marker for grave:	\$65.00
Vaultage fee:	\$50.00
Monument foundation:	(85 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 2021 become the petty cash funds for 2022 as follows:

Nancy Mott, Receiver of Taxes	\$400.00
Dina Falcone, Town Clerk	\$200.00
Amanda Riley, Clerk to Justice	\$100.00
Julie Cooper, Clerk to Justice	\$100.00
Tim Wolsey, Code Enforcement	\$100.00

**TOWN ATTORNEY**

Anthony P. Rivizzigno, Esq. be appointed as LEGAL COUNSEL for 2022.

Fees for legal services are \$5,666.66 per month.

**PROCUREMENT POLICY**

WHEREAS, Section 104-b of the General Municipal Law requires that the governing body of every municipality adopt a procurement policy for all goods and services which are not required by law to be publicly bid, and

WHEREAS, comments have been solicited from all officers and department heads in the Town of Lysander who are involved in the procurement process,

NOW, THEREFORE, BE IT

RESOLVED, that the Town of Lysander does hereby adopt the following guidelines which are intended to apply to all goods and services which are not required by law to be competitively bid.

Guideline 1. Each purchase to be made by the Town of Lysander, or any department thereof, must be initially reviewed to determine whether it is a purchase contract or a public works contract, and a good faith effort made to determine whether or not the proposed purchase is subject to competitive bidding pursuant to Section 103 of the General Municipal Law. A determination that a purchase is not subject to competitive bidding shall be documented in writing by the individual or board responsible for making the purchase. Such documentation may include written quotes, written notes relating to verbal quotes solicited, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase, or other appropriate written documentation.

Guideline 2. All goods and services not subject to competitive bidding will be secured by use of written requests for proposals, written quotations, verbal quotations, or any other method which assures that quality goods will be purchased at the lowest responsible price and that favoritism will be avoided, except purchases or contracts pursuant to Subdivision 6 of this policy.

Guideline 3. The following methods will be used when required by this policy:

(A) Purchase contracts:

<u>Estimated Amount of Purchase Contract</u>	<u>Method</u>
\$1,000 - \$ 2,999	Two (2) verbal quotations or written /email and FAX quotations
\$3,000 – \$19,999	Three (3) written /email and 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: Written/email or FAX
\$7,000 - \$34,999	Three (3) written / email or FAX quotations or responses to written requests for proposals

(C) Professional Services:

The Town Board has the discretion to determine if it is economically reasonable to request quotes or bids. The Town Board should approve any written agreements with each professional service provider that clearly stipulates the contract period, the services to be provided, and the basis for compensation.

(D) A good faith effort shall be made to obtain more than one quotation or proposal. If the purchaser is unable to obtain more than one proposal or quotation, the purchaser will document the attempt made at obtaining proposals or quotations. In no event shall the failure to obtain quotations or proposals be a bar to the procurement.

Guideline 4. Written documentation is required of each action taken in connection with each procurement.

Guideline 5. Written documentation and a written explanation are required whenever a contract is awarded to other than the offeror with the lowest price. This documentation will include an explanation of how the purchase will achieve savings or how the offeror was not responsible. A determination that the offeror is not responsible shall be made by the purchaser and may not be challenged under any circumstances.

Guideline 6. Except when directed by the Town Board, no solicitation of written proposals or quotations shall be required under the following circumstances:

- (a) Emergencies;
- (b) Sole Source situations;
- (c) Goods purchased from agencies for the blind or severely handicapped;
- (d) Goods purchased from correctional facilities;
- (e) Goods purchased from another governmental agency;
- (f) Goods purchased at auction;
- (g) Goods purchased for less than \$500;
- (h) Public works contracts for less than \$500;

Guideline 7. This policy shall go into effect immediately and will be reviewed annually.

Guideline 8. This policy is intended to be a guideline for Town of Lysander personnel involved in purchase of goods and services, and no unintentional violations of this policy shall be deemed to create a claim or cause of action, or form the basis of any claim or cause of action against the Town of Lysander.

Guideline 9. The persons and titles of Town of Lysander personnel responsible for purchases under this policy are Ken Svitak, Highway Superintendent, (for Highway purchases under this policy) and Robert Wicks, Supervisor, (for non-Highway purchases under this policy – purchases may be proposed, proposals made and responses or quotations obtained by or under the supervision of Town Department Heads, but all such purchases shall be approved by the Town Supervisor).

**TOWN BOARD MEETING SCHEDULE FOR 2022**

Meetings 1<sup>st</sup> and 3<sup>rd</sup> Thursday at 7:00 PM  
 Work Session prior to Board meetings at 6:00 PM

<b>January</b>	<b>July</b>
January 6, 2022 (Organizational and Regular)	
January 20, 2022	July 14, 2022
<b>February</b>	<b>August</b>
February 3, 2022	August 4, 2022
February 17, 2022	August 18, 2022
<b>March</b>	<b>September</b>
March 3, 2022	September 1, 2022
March 17, 2022	September 15, 2022
<b>April</b>	<b>October</b>
April 7, 2022	October 6, 2022
April 21, 2022	October 20, 2022
<b>May</b>	<b>November</b>
May 5, 2022	November 3, 2022
May 19, 2022	November 17, 2022
<b>June</b>	<b>December</b>
June 2, 2022	December 1, 2022
June 16, 2022	December 15, 2022

**HOLIDAY SCHEDULE FOR 2022**

**Building Closed**

<b>January</b>	<b>1</b> (Monday 1/3)	New Year's Day
	<b>17</b> (Monday)	Martin Luther King Day
<b>February</b>	<b>21</b> (Monday)	Presidents' Day
<b>May</b>	<b>30</b> (Monday)	Memorial Day
<b>June</b>	<b>19</b> (Monday)	Juneteenth
<b>July</b>	<b>4</b> (Monday)	Independence Day
<b>September</b>	<b>5</b> (Monday)	Labor Day
<b>October</b>	<b>10</b> (Monday)	Columbus Day
<b>November</b>	<b>11</b> (Thursday)	Veterans Day
	<b>24</b> (Thursday)	Thanksgiving Day
	<b>25</b> (Friday)	Day after Thanksgiving
<b>December</b>	<b>23</b> (Friday)	Christmas Eve
	<b>25</b> (Monday)	Christmas Day
	<b>30</b> (Friday)	New Year's Eve

**OFFICIAL NEWSPAPER**

THE POST STANDARD and the BALDWINVILLE MESSENGER are to be designated as the primary OFFICIAL NEWSPAPERS of the Town of Lysander.

**OFFICIAL UNDERTAKING**

An official blanket undertaking be procured instead of individual undertakings covering the Town Supervisor, Deputy Supervisor, Town Clerk, Receiver of Taxes, Town Justices, Justice Clerks, Town Superintendent of Highways, Comptroller/Budget Officer, Town Zoning and Code Enforcement Officer, and that such undertaking contain provisions indemnifying against losses through the failure of the officers, clerk and employees covered thereunder to faithfully perform their duties or to account properly for all monies or property received by virtue of their positions or employment; and through fraudulent or dishonest acts committed by the officers, clerks and employees and covered thereunder.



**TOWN FEES FOR SERVICES SCHEDULE FOR 2022**

**BUILDING PERMITS:**

1. Permit for solid fuel, gas burning device, generators, solar arrays: \$100.00
2. Permit for fireworks displays: \$300.00
3. Property Records Search: \$ 50.00
4. Swimming Pools, in ground/above ground: Same as type of construction
5. Permit fee for all other work including new construction, additions, alterations, repairs, and demolition:
  - A. Zero to \$1,000.00:\* \$30.00
  - B. \$1,000.00 and over:\* \$30.00 for the first thousand AND \$ 5.00 for each additional thousand or any portion thereof

\* THE FOLLOWING CHART IS TO BE USED BY  
CONTRACTORS TO ESTIMATE THE COST OF A PROJECT:

Commercial	\$80/sq.ft.
New Construction (excluding garages)	\$60/sq.ft.
Additions (to houses)	\$50/sq.ft.
Garages--attached	\$25/sq.ft.
Garages--detached	\$17/sq.ft.
Pole Barns	\$15/sq.ft.
Porches	\$12/sq.ft.
Decks	\$12/sq.ft.
Sheds	\$12/sq.ft.

Certificates of Occupancy:

Second Inspection, re-inspection (each additional) \$75.00

Fee to rescind stop work order:

<u>First Offense</u>	<u>Second Offense</u>
Residential \$ 75.00	\$150.00
Commercial \$150.00	\$300.00

Fire Inspections Residential Multi-Occupancy, Each Building:

Common Areas, Utility Rooms, Storage Room \$35.00  
(Each additional dwelling unit / Common area inspected or re-inspection \$35.00)

Fire Inspection Commercial

Includes one re-inspection for violation

\$50.00 Up to 1500 sq. ft.	\$100.00 3001-7500 sq. ft.
\$75.00 1501-3000 sq. ft.	\$150.00 7501 sq. ft. and over

**TRASH HAULER FEES:**

A trash hauler’s license for the Town of Lysander shall cover the period of July 1, 2020 to June 30, 2022. 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.

**DRIVEWAY PERMIT FEES:**

Residential: \$75.00  
Commercial: \$100.00

**PARKS AND RECREATION FEES:**

**ROTARY PAVILION**

- \$60.00 “user fee” plus a \$25.00 refundable security deposit.  
AM Rental 9:00 am to 2:00 pm OR PM Rental 3:00 to 8:00 pm
- \$100.00 “user fee” plus a \$25.00 refundable security deposit.  
All Day Rental 9:00 am to 8:00 pm
- \$40.00 fee for Baldwinsville scout troops, nursery schools, day care, etc. to cover administrative costs and trash removal. (Only Monday – Friday 5 hour block)
- \$10 for use of power and water by all parties if used.

**COMMUNITY ROOM**

- Weekend Fee: 2 hour block minimum weekends \$100 and \$30 per hour for additional hours plus security deposit
- Weekday Fee: (Monday through Friday) - \$30 per/hour plus security deposit
- Security deposit: \$50 refundable (if left in order), for all parties except Baldwinsville not-for-profit.
- Pop Warner: \$15 per/hour (pending availability)

**ROTARY PAVILION 10 picnic tables; 60 people maximum**

- \$60.00 rental plus \$25.00 refundable cleaning deposit; Friday, Saturday, Sunday, Holiday
- \$20.00+cleaning deposit NOT-FOR-PROFITS with certificate of proof; Monday - Thursday ONLY
- \$30.00+cleaning deposit ALL OTHER USERS; Monday – Thursday ONLY  
9:00 AM – 2:00 PM, or 3:00 PM – 8:00 PM  
UTILITIES INCLUDED
- \$100.00 rental plus \$25.00 refundable cleaning deposit; Friday, Saturday, Sunday, Holiday
- \$40.00+cleaning deposit NOT-FOR-PROFITS with certificate of proof; Monday - Thursday ONLY
- \$60.00+cleaning deposit ALL OTHER USERS; Monday – Thursday ONLY  
9:00 AM – 8:00 PM  
UTILITIES INCLUDED

**SMALL PAVILION 6 picnic tables; 36 people maximum**

- \$40.00 rental plus \$25.00 refundable cleaning deposit; Friday, Saturday, Sunday, Holiday
- \$20.00+cleaning deposit NOT-FOR-PROFIT with certificate of proof; Monday - Thursday ONLY
- \$25.00+cleaning deposit ALL OTHER USERS; Monday – Thursday ONLY  
9:00 AM – 2:00 PM, or 3:00 PM – 8:00 PM  
NO UTILITIES AVAILABLE
- \$60.00 rental plus \$25.00 refundable cleaning deposit; Friday, Saturday, Sunday, Holiday
- \$40.00+cleaning deposit NOT-FOR-PROFIT with certificate of proof; Monday - Thursday ONLY
- \$45.00+cleaning deposit ALL OTHER USERS; Monday – Thursday ONLY  
9:00 AM – 8:00 PM  
NO UTILITIES AVAILABLE

## **COMMUNITY ROOM**

*7 folding tables, 50 folding chairs; 50 people maximum*

- \$100.00 first 2-hours minimum + \$30.00 per each additional hour plus \$50.00 refundable cleaning deposit; Friday, Saturday, Sunday, Holiday
- \$50.00 first 2-hours minimum + \$30.00 per each additional hour plus \$50.00 refundable cleaning deposit; Monday – Thursday ONLY
- \$30.00 first 2-hours minimum + \$30.00 per each additional hour plus \$50.00 refundable cleaning deposit NOT-FOR-PROFIT with certificate of proof; Monday – Thursday ONLY  
UTILITIES and AIR CONDITIONING INCLUDED

## **PERMITS:**

### **1. Concessions/Vendor**

- \$25.00 per day
- \$50.00 per month
- The following must be provided along with payment no later than 24-hours in advance:
  1. Certificate of Liability Insurance naming Town of Lysander as additionally insured
  2. Onondaga County Health Permit
  3. New York State Health Department inspection report
  4. Completed Town of Lysander Vendor Application submitted to the Town of Lysander Parks and Recreation Department

### **2. Special Park Use Permit**

- \$25.00 per occasion NOT-FOR-PROFIT with certificate of proof
- \$150.00 per occasion FOR-PROFIT
- Not open to the general public, nor publicly promoted.
- May charge for participation.
- The following must be provided along with payment:
  1. Certificate of Liability Insurance naming Town of Lysander as additionally insured
  2. Completed Town of Lysander Special Park Use Application submitted to the Town of Lysander Parks and Recreation Department
  3. Applicable permits from Onondaga County, New York State, Village of Baldwinsville, or neighboring Towns or Villages

### **3. Special Event License**

- \$50.00 per occasion NOT-FOR-PROFIT with certificate of proof
- \$150.00 per occasion FOR-PROFIT
- WAIVED; Community Organizations (Kiwanis, Rotary, Lions, Chamber of Commerce)
- A Town of Lysander **SPECIAL EVENT PROPOSAL** must be submitted to the Town of Lysander Parks and Recreation Department **6-months** in advance if requiring:
  1. Road or Intersection Closures
  2. Traffic or Intersection Control from State, County, or Local Law Enforcement
  3. Use of Onondaga County, or New York State Roads

The following must be provided along with payment:

4. Certificate of Liability Insurance naming Town of Lysander as additionally insured
5. Completed Town of Lysander Special Event Application submitted to the Town of Lysander Parks and Recreation Department
6. Applicable permits from Onondaga County, New York State, Village of Baldwinsville, or neighboring Towns or Villages

**ATHLETIC FIELD, SPORTS COURT**

**1. Courts: Tennis, Pickleball, Basketball**

- a. \$15.00 per hour
- b. Must be made 24-hours in advance
- c. Must submit a completed Town of Lysander Court Reservation Application
- d. Must submit a Certificate of Liability Insurance when applicable

**2. Fields:**

- a. \$15.00 per hour; NOT-FOR-PROFIT with certificate of proof, or NON-INCORPORATED
- b. \$15.00 per hour; Community Organization (Kiwanis, Rotary, Lions, Chamber of Commerce)
- c. \$30.00 per hour; FOR-PROFIT
- d. \$20.00 per hour; FOR-PROFIT RETURNING FROM PREVIOUS YEAR
- e. Must be made 24-hours in advance
- f. Must submit a completed Town of Lysander Athletic Field Reservation Application
- g. Must submit a Certificate of Liability Insurance when applicable

**SPRAY PARK**

Entry Fee: \$0

**FEE IN LIEU OF PARK LAND FOR PUBLIC USE:**

Minor Subdivision	Up to 4 lots:	\$250/lot
Major Subdivision	5 lots:	\$500/lot
Apartments	Flat fee:	\$500/unit

**MISCELLANEOUS FEES**

- Property Maintenance Violations \$ 250.00
- BOUNCED CHECK FEE \$ 20.00
- CANCELLATION FEE \$ 15.00 (Check, charge or cash)
- USB Drive \$ 8.00 each
- Copies .25 each