

**LYSANDER TOWN BOARD 2026
ORGANIZATIONAL MEETING
8220 LOOP ROAD
BALDWINSVILLE, NEW YORK
Monday, January 5, 2026
5:30 PM**

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. SWEARING IN OF ELECTED OFFICIALS**
- 4. ORGANIZATIONAL AGENDA ITEMS**
- 5. ADJOURNMENT**
- 6. Next Regular Town Board Meeting – Thursday January 15, 2026**

Organizational Agenda Items

- A. Motion made by Councilor _____ seconded by Councilor _____ to adopt the 2026 Organizational Agenda.**
- B. Motion made by Councilor _____ and seconded by Councilor _____ to allow the official blanket undertaking to 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, and that such undertaking contain provisions indemnifying against losses for 2026.**

ORGANIZATIONAL AGENDA

- A.** Town Supervisor, Town Clerk, Highway Superintendent, Town Board, and Town Justice Appointments for 2026.
- B.** Salary and hourly rates per 2026 Adopted Budget and Collective Bargaining Agreements.
- C.** Official banks for department heads for 2026.
- D.** Supervisor Kevin Rode and Councilor Jeff Kudarauskas as the designated authorized signers on the Town's checking and savings account for 2026.
- E.** Dina Falcone, Town Clerk, as an authorized signer of the Town Clerk checking account for 2026.
- F.** Dina Falcone, Receiver of Taxes, as an authorized signer of the Receiver of Taxes checking, and savings account for 2026.
- G.** Timothy Wolsey, Code Enforcement Officer, as an authorized signer of the Codes checking account for 2026.
- H.** Kevin Merrill, Parks and Recreation Director, as an authorized signer of the Parks and Recreation checking account for 2026.
- I.** 2026 fees for the Town Engineer.
- J.** Fees for road millings for 2026.
- K.** Cemetery fees for 2026 as proposed by Town Clerk Dina Falcone.
- L.** Petty cash funds for 2026.
- M.** 2026 Procurement Policy.
- N.** 2026 Town Holiday Schedule.
- O.** The Post Standard is the primary official newspaper of the Town of Lysander for 2026.
- P.** Town Fees for Services schedule for 2026.
- Q.** 2026 trash hauler fees as proposed by Town Clerk Dina Falcone.
- R.** 2026 Parks and Recreation fees as proposed by the Town Supervisor.

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-Kevin Rode, Dina Falcone, Vince Mangan, and David Herkala, Esq.

Highway Committee

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

Committee Members: Chair- Ed Schmitt, Carl Magdziuk, Al Yager, and one HW employee.

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- Kevin Rode. Al Yager, Tim Wolsey, Carl Magdziuk, Kevin Merrill, and Dina Falcone.

Workplace Safety Committee

Responsible for matters involving the safety of town employees, the workplace environment, Worker's Compensation, and other matters deemed appropriate by the Supervisor.

Committee Members: Chair-Mike Kudarauskas, Kevin Merrill, Carl Magdziuk, Collin Zapisek, and Kevin Rode.

Fire & Public Safety Committee

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

Committee Members: Chair-Tim Wolsey, Vince Mangan, and Jeff Kudarauskas.

Parks and Recreation Committee

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

Committee Members: Chair-Kevin Merrill, Carter Smith, Peter Moore, and Ed Schmitt.

COMMITTEES

Employee Relations Committee

Committee Members: Chair- Kevin Rode, Dina Falcone, Vince Mangan, and David Herkola, Esq.

Cemetery Committee

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

Economic Development Committee / Incentive Zoning

Committee Members: Chair-Al Yager, Jack Corey, Vince Mangan, Ed Schmitt, and Jeff Kudarauskas.

IT Committee

Committee Members: Chair- Jeff Kudarauskas, Al Yager, and Ed Schmitt.

Budget Committee

Committee Members: Chair- Peter Moore, Carl Magdziuk, and Collin Zapisek.

BANKING, OFFICIAL BANKS

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

1. Dina Falcone, Receiver of Taxes: Solvay Bank, Baldwinsville branch, and NY Class.
2. Dina Falcone, Town Clerk: Solvay Bank, Baldwinsville branch.
3. Kevin Rode, Supervisor: M&T Bank, Baldwinsville branch, Solvay Bank Baldwinsville branch, and NY Class.

The Comptroller is authorized to deposit the money 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/Department Head, Solvay Bank, Baldwinsville branch.

SIGNATORS

Kevin Rode, Supervisor, and Jeff Kudarauskas, 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.

Dina Falcone, 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 account.

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

PETTY CASH FUNDS

PETTY CASH FUNDS established for the following persons be approved and that the totals remaining in the funds from 2025 become the petty cash funds for 2026 as follows:

Dina Falcone, Receiver of Taxes	\$400.00
Dina Falcone, Town Clerk	\$200.00
Pam Griff, Clerk to Justice	\$100.00
Katie Shiano, Clerk to Justice	\$100.00
Tim Wolsey, Code Enforcement	\$100.00

TOWN ATTORNEY

Cerio Law Offices be appointed as LEGAL COUNSEL for 2026.

OFFICIAL NEWSPAPER

THE POST STANDARD is 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 2026

BUILDING PERMITS:

1. Permit for solid fuel, gas burning device, generators, solar arrays: \$100.00
2. Permit for fireworks displays: \$300.00
3. Permit for fence: \$125.00
4. Property Records Search: \$50.00 per property
5. Swimming Pools, in ground/above ground: Same as type of construction
6. Permit fees 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

TOWN FEES FOR SERVICES SCHEDULE FOR 2026

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

SALES OF SURPLUS ASPHALT ROAD MILLINGS MATERIAL POLICY

The Town of Lysander Town Board has endorsed the following policy regarding the sale of surplus asphalt road millings materials.

The sale of asphalt road millings will be for materials that are available above and beyond the need of the Highway Department as determined by the Lysander Highway Superintendent.

The Town of Lysander is selling the asphalt millings on an “as is” basis with all warranties waived and all sales are final with no refunds. The Town of Lysander makes no guarantee expressed or implies as to the quality of the asphalt road millings, regarding size of the millings, compatibility, contamination or environmental compliance.

Asphalt road millings are to be sold at \$9.00/yard, or current wholesale market value, whichever is greater, cash and carry, with all applicable sales taxes implied.

The Town of Lysander prefers to sell surplus asphalt road millings directly from the construction site with the purchaser’s trucks being loaded directly from the milling machine. This shall be coordinated and arranged with the Town of Lysander Highway Superintendent.

In the event that the Town of Lysander Highway Department trucks are hauling surplus asphalt road millings from the construction site to the stockpile yard on Sixty Road, and purchaser’s dump location is more convenient, meaning a shorter distance, more economical for the Town of Lysander, and approved by the Town of Lysander Highway Superintendent then the surplus asphalt road millings can be purchased and delivered to the purchasers site at a rate of \$9.00/yard, or market value whichever is greater.

If a resident or other purchaser located in the Town is interested in purchasing surplus fill material with no value, the Highway Superintendent may consider delivering to said purchaser if the delivery does not increase costs above what is required to haul the material to the Sixty Road dump site immediately after it is generated. The surplus fill material other than millings will be delivered at no cost.

If the material, whether it is millings at the above price or surplus fill material that has no cost, and it is already on the truck there will be no delivery charge. However, if it is being loaded from a stockpile whether it be millings or other materials and then delivered, there will be a \$75 delivery fee per load.

Purchasers must sign an Asphalt Millings Delivery and Indemnification form releasing the Town of Lysander and the Highway Department from any liability which could result from the Town dumping on private property.

Only 5 loads per month per resident to insure availability for others.

Prior to delivery or entering a citizen’s private property, the person delivering the asphalt millings or any other road materials, is responsible for ensuring that the property owner signs the Millings Purchase Waiver.

PROCUREMENT POLICY

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 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:

Estimated Amount of <u>Purchase Contract</u>	<u>Method</u>
\$3,000 - \$ 4,999	Two (2) verbal quotations written or email
\$5,000 – \$19,999	Three (3) written or email or quotations or responses to requests for proposals

Public works contracts:

Estimated Amount of <u>Public Works Contract</u>	<u>Method</u>
\$5,000 - \$ 9,999	Two (2) verbal quotations: Written/email or FAX
\$10,000 - \$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 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 someone 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 \$1,000.
- (h) Public works contracts for less than \$1,000.

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 the Highway Superintendent, (for Highway purchases under this policy) and the Town 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).

GENERAL CHARGES: FEES

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.

CHASE AND MYRTLE GROVE CEMETERY FEES:

Burial in Town cemetery:	\$1,175.00
Weekends:	\$1,375.00
Burial of ashes in Town cemetery (M-F):	\$475.00 each
Weekends (Sat/Sun):	\$575.00 each
Cornerstones for cemetery lot:	\$95.00
Veteran's marker for grave:	\$85.00
Monument foundation:	\$1.00 per square inch

TRASH HAULER FEES:

A trash hauler's license for the Town of Lysander shall cover the period of July 1, 2026, to June 30, 2026. 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

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

PARKS AND RECREATION FEES

ROTARY PAVILION:

- \$60.00 user fee
AM Rental 9:00 am to 2:00 pm OR PM Rental 3:00 pm to 8:00 pm
- \$100.00 user fee
All Day Rental 9:00 am to 8:00 pm
- \$20.00 fee for Baldwinsville scout troops, nursery schools, day care, etc. to cover administrative costs and trash removal. (Only Monday – Thursday 5-hour block)

COMMUNITY ROOM:

- Weekend Fee: 2-hour block minimum weekends \$100 and \$30 per hour for additional hours
- Weekday Fee: 2-hour block minimum Monday through Thursday \$50 and \$30 per hour for additional hours
- Pop Warner: \$15 per hour (pending availability)

ROTARY PAVILION: (10 picnic tables; 60 people maximum)

- \$60.00 rental; Friday, Saturday, Sunday, Holiday
- \$20.00 NOT-FOR-PROFITS with certificate of proof; Monday - Thursday ONLY
- \$30.00 ALL OTHER USERS; Monday – Thursday ONLY
9:00 AM – 2:00 PM, or 3:00 PM – 8:00 PM
UTILITIES INCLUDED
- \$100.00 rental; Friday, Saturday, Sunday, Holiday
- \$40.00 NOT-FOR-PROFITS with certificate of proof; Monday - Thursday ONLY
- \$60.00 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; Friday, Saturday, Sunday, Holiday
- \$20.00 NOT-FOR-PROFIT with certificate of proof; Monday - Thursday ONLY
- \$25.00 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; Friday, Saturday, Sunday, Holiday
- \$40.00 NOT-FOR-PROFIT with certificate of proof; Monday - Thursday ONLY
- \$45.00 ALL OTHER USERS; Monday – Thursday ONLY
9:00 AM – 8:00 PM
NO UTILITIES AVAILABLE

PARKS AND RECREATION FEES

COMMUNITY ROOM: 7 folding tables, 50 folding chairs; 50 people maximum)

- \$100.00 first 2-hours minimum + \$30.00 per each additional hour; Friday, Saturday, Sunday, Holiday
- \$50.00 first 2-hours minimum + \$30.00 per each additional hour; Monday – Thursday ONLY
- \$30.00 first 2-hours minimum + \$30.00 per each additional hour NOT-FOR-PROFIT with certificate of proof; Monday – Thursday ONLY

UTILITIES and AIR CONDITIONING INCLUDED

PERMITS:

1. Concessions/Vendor

- \$25.00 per month
- \$50.00 per season
- 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 / Codes Office

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 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

PARKS AND RECREATION FEES

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

ENGINEERING FEES

T/B/A

2026 TOWN BOARD MEETING SCHEDULE

**Meetings 1st and 3rd Thursday at 6:30 PM
Work Session prior to Board meetings at 5:30 PM**

January	July
No meeting	No meeting
January 15, 2026 (Organizational and Regular)	July 16, 2026
February	August
February 5, 2026	August 6, 2026
February 19, 2026	August 20, 2026
March	September
March 5, 2026	September 3, 2026
March 19, 2026	September 17, 2026
April	October
April 2, 2026	October 1, 2026
April 16, 2026	October 15, 2026
May	November
May 7, 2026	November 5, 2026
May 21, 2026	November 19, 2026
June	December
June 4, 2026	December 3, 2026
June 18, 2026	December 17, 2026

2026 Holiday Schedule

January	1 (Thursday)	New Year's Day
	19 (Monday)	Martin Luther King Day
February	16 (Monday)	Presidents' Day
May	25 (Monday)	Memorial Day
June	19 (Friday)	Juneteenth
July	3 (Friday)	Independence Day (Observed)
September	7 (Monday)	Labor Day
October	12 (Monday)	Columbus Day
November	11 (Wednesday)	Veterans Day
	26 (Thursday)	Thanksgiving Day
	27 (Friday)	Day after Thanksgiving
December	24 (Thursday)	Christmas Eve
	25 (Friday)	Christmas Day
	31 (Thursday)	New Year's Eve