

**LYSANDER TOWN BOARD MEETING  
8220 LOOP ROAD  
BALDWINSVILLE, NEW YORK  
Thursday, January 5, 2023  
Work Session: 6:00 PM  
Regular Meeting: 7:00 PM**

**AGENDA**

**Work Session:**

CHA Contract extension/Wicks  
Brundage Road/Kudarauskas  
Use of ARPA funds/Rode  
HW Secretary position/Rode

**Regular Meeting:**

- 1. CALL TO ORDER**
  - 2. PLEDGE OF ALLEGIANCE**
  - 3. ADOPTION OF MINUTES – December 15, 2023**
  - 4. PUBLIC HEARING: New York State Uniform Construction Codes**
  - 5. PUBLIC HEARING: Senior Citizen and Disability Exemption**
  - 6. CITIZENS COMMENTS (5-minute maximum) REGARDING AGENDA ITEMS AND TOWN BUSINESS ONLY (NO PERSONNEL OR POLITICAL ISSUES)**
  - 7. TOWN BOARD COMMENTS**
  - 8. SUPERVISOR'S COMMENTS**
  - 9. DEPARTMENT HEAD REPORTS**
  - 10. REGULAR AGENDA ITEMS**
- A. Motion made by \_\_\_\_\_ seconded by \_\_\_\_\_ to adopt the 2023 Organizational Agenda as presented.**
- B. Motion made by Councilor \_\_\_\_\_ and seconded by Councilor \_\_\_\_\_ 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, and that such undertaking contain provisions indemnifying against losses for 2023.**
- C. Motion made by Councilor \_\_\_\_\_ and seconded by Councilor \_\_\_\_\_ to adopt Local Law No. 1 of 2023, updating the New York State Uniform Construction Codes (Fire, Building and Energy).**
- D. Motion made by Councilor \_\_\_\_\_ and seconded by Councilor \_\_\_\_\_ to adopt Local Law No. 2 of 2023, raising the Senior Citizen and Disability Exemption income levels from a maximum income of \$29,900 to \$37,400.**
- E. Motion made by \_\_\_\_\_ seconded by \_\_\_\_\_ to authorize the Supervisor to sign the Local Waterfront Revitalization Program contract #C1001652 with the NYS Department of State.**
- F. Motion made by Councilor \_\_\_\_\_ and seconded by Councilor \_\_\_\_\_ to authorize the Town Supervisor to sign the West Phoenix Sewer District agreement.**
- G. Motion made by Councilor \_\_\_\_\_ and seconded by Councilor \_\_\_\_\_ to create the full-time position of Secretary to the Highway Superintendent, with a salary of \$34,034.00 (probationary rate of \$32,214.00), at 35 hours a week, Monday through Friday, Town Hall business hours.**

- H. Motion made by Councilor \_\_\_\_\_ and seconded by Councilor \_\_\_\_\_** to appoint Douglas Beachel to the Planning Board with a term to expire December 31, 2027.
- I. Motion made by Councilor \_\_\_\_\_ and seconded by Councilor \_\_\_\_\_** to appoint Frank O'Donnell to the Zoning Board of Appeals with a term to expire December 31, 2027.
- J. Motion made by Councilor \_\_\_\_\_ and seconded by Councilor \_\_\_\_\_** to accept the bid from Atlas Fence in the amount of \$ 48,795.00 for chain link fence installation at 8439 Smokey Hollow Road, Baldwinsville. *(4 bids were turned in on January 5, 2023)*
- K. Motion made by Councilor \_\_\_\_\_ and seconded by Councilor \_\_\_\_\_** to accept the bid from Timber Tree Service in the amount of \$16,800.00 for tree and stump removal at 8439 Smokey Hollow Road, Baldwinsville. *(Timber Tree was the only bidder).*
- L. Motion made by \_\_\_\_\_ seconded by \_\_\_\_\_** to set the non-bargaining unit employees health and dental insurance contribution at fourteen percent (14%) of the monthly premium for the year 2023.
- M. Motion made by \_\_\_\_\_ seconded by \_\_\_\_\_** to delete the paragraph titled "Changes in Premium Contributions", section 70 medical insurance, page 700-9 of the Town of Lysander of Lysander Employee Handbook.
- N. Motion made by Councilor \_\_\_\_\_ and seconded by Councilor \_\_\_\_\_** to declare the following items surplus from the Highway Department:

Orange fabric desk chair: Tag No. 0389 1309  
 High-back leather desk chair: Tag No. 1309  
 Blue fabric desk chair: Tag No. 0835

**11. ADJOURNMENT**

## ORGANIZATIONAL AGENDA

- A.** Town Supervisor, Town Clerk, Highway Superintendent, Town Board, and Town Justice Appointments for 2023.
  - B.** Salary and hourly rates for 2023.
  - C.** Official banks for said department heads for 2023.
  - D.** Supervisor Robert Wicks and Councilor Robert Geraci as the designated authorized signers on the Town's checking and savings account for 2023.
  - E.** Dina Falcone, Town Clerk, as an authorized signer of the Town Clerk checking account for 2023.
  - F.** Nancy Mott, Receiver of Taxes, as an authorized signer of the Receiver of Taxes checking and savings account for 2023.
  - G.** Timothy Wolsey, Code Enforcement Officer, as an authorized signer of the Codes checking account for 2023.
  - H.** Kevin Merrill, Parks and Recreation Director, as an authorized signer of the Parks and Recreation checking account for 2023.
  - I.** 2023 fees for Town Engineering.
  - J.** Fees for road millings for 2023.
  - K.** Cemetery fees for 2023 as proposed by Town Clerk Dina Falcone.
  - L.** Petty cash funds for 2023.
  - M.** 2023 Procurement Policy.
  - N.** 2023 Town Holiday Schedule.
  - O.** Baldwinsville Messenger and/or the Post Standard the primary official newspaper(s) of the Town of Lysander for 2023.
  - P.** Town Fees for Services schedule for 2023.
  - Q.** 2023 trash hauler fees as proposed by Town Clerk Dina Falcone.
  - R.** 2023 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-Robert Wicks, Dina Falcone, and Peter Moore

### **Highway Committee**

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

Committee Members: Chair- Kevin Rode, Ken Svitak, and Jeff Kudarauskas

### **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-Dina Falcone, Karen Rice, Tim Wolsey, Kevin Merrill, and Peter Moore

### **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-Robert Wicks, Kevin Merrill, Ken Svitak, Jennifer Fricano, 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, and Dina Falcone

### **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, John Corey, Quinn Hubbard, Steve Bochinno, Jeff Kudarauskas, Kim Hall, Patrick MacAskill, and Matt Hunt

**OTHER APPOINTMENTS FOR ONE YEAR TERM EXPIRING DECEMBER 31, 2023**

**A. BY SUPERVISOR, Robert Wicks**

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

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

Gretchen Starr, Deputy Clerk (full-time with benefits)

**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  
Cedric Oakes, MEO  
Jamie Kratz, MEO  
Joseph Briere, MEO  
Thomas Eckel, MEO  
Edward Calkins, Laborer/Seasonal Night watchman)

Part time/Supplemental

Nathan Monica, Laborer  
Kevin Hamilton, Laborer  
Andy Rice, Laborer  
Gene Dinsmore, Laborer  
Elizabeth Jetty, Laborer  
Dave Wattam, Laborer  
David Sitar, Laborer  
James Lee, Laborer  
Charles Luke, Laborer  
Mackenzie Butler, Laborer  
John Yerian, Laborer  
Donald Halstead, Laborer  
John Kerniski, Laborer  
Alecia Kollbaum, Laborer

---

**TOWN BOARD APPOINTMENTS**

1. Parks and Recreation Department: One-year Appointment  
(Term expires on 12/31/2023)  
  
    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 12/31/2023)  
  
    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.)

Kevin Merrill, Parks and Recreation Director  
Nancy Mott, Account Clerk and Receiver of Taxes  
Gregory Payne, Data Collector, Assessor's Office  
Timothy Wolsey, Code Enforcement Officer  
Melissa MacConaghy, Assessment Clerk  
Secretary to the Highway Superintendent

3. Full time, with full benefits, Two-year Appointment, (40 hours per week)  
  
    Jennifer Fricano, Comptroller (Term expires 2/2025)
  
4. Other Annual Appointments  
    Dina Falcone, Records Management Officer and FOIL (Records Access Officer)
  
5. Maximum 20 hours per week  
    Delores Landley, Custodial  
    William Logan, Deputy Code Enforcement Officer  
    Paul Rufa, Assessment Clerk
  
6. Maximum 30 hours per week  
  
    Pam Griffo, Clerk to Town Justice  
    Grace Collins, Clerk to Town Justice
  
7. Part time as needed  
    Mark Williamson, Sexton, Cemeteries  
    Paul Rufa, Deputy Tax Receiver  
    Blake Richards, Security (3-hour minimum)  
    Tyler Myers, Security (3-hour minimum)  
    Seamus Shanley, Security (3-hour minimum)  
    Todd Chrysler, Security (3-hour minimum)
  
8. Planning Board Member, 5-year term:  
    Douglas Beachel                             12/31/2027  
    Steve Darcangelo                            12/31/2023  
    John Corey, Planning Board Chair       12/31/2025  
    Matt Hunt                                    12/31/2026  
    Hugh Kimball                                12/31/2027
  
9. Zoning Board of Appeals Member, 5-year term:  
    Frank O'Donnell                            12/31/2027  
    Frank Costanzo                             12/31/2023  
    Richard Jarvis, Chair                     12/31/2024  
    Robert Sweet                               12/31/2025  
    Ed Baker                                     12/31/2026

- 10. Board of Assessment Review, 5-year term
    - John Power 09/30/2027
    - Autumn Starr 09/30/2023
    - Cindy Halstead 09/30/2023
    - Brian Kline 09/30/2024
    - Donald Schwartz 09/30/2026
  
  - 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
-

**SALARIES AND HOURLY RATES FOR 2023**

<b><u>A. HOURLY RATES:</u></b>	<b><u>PER HOUR</u></b>	<b>+</b>	<b><u>LONGEVITY</u></b>
Grace Collins, Clerk to Town Justice	\$20.47		
Pam Griffo, Clerk to Town Justice	\$20.47		
Mary Lathrop, Laborer	\$17.97		
Mary Lathrop, Park Laborer	\$17.97		
James Lee, Highway Laborer	\$22.29		
James Lee, Park Laborer	\$17.97		
Mark Williamson, Sexton	\$19.00		
David Power, MEO	\$26.75		\$ 750.00
Steven J. Power, MEO	\$26.75		\$1,400.00
John Gilbert, MEO	\$26.75		\$ 750.00
Jonathan Butler, MEO	\$26.75		\$ 750.00
John Lathrop, MEO	\$26.75		\$ 750.00
Edward Calkins, Laborer	\$18.97		
Joseph Briere, MEO	\$26.75		
Charles Luke, Laborer	\$18.97		
John Kerniski, Laborer	\$18.97		
Jamie Kratz, MEO	\$23.75		
Alecia Kollbaum, Secretary to HW Dept.	\$18.70		
Alecia Kollbaum, Laborer	\$18.97		
Delores Landley, Custodial Worker	\$15.38		
Paul Rufa, Deputy Tax Receiver	\$17.09		
Paul Rufa, Clerk	\$16.10		
William Logan, Code Enforcement	\$17.68		
Deputy Sheriff Blake Richards	\$41.00 (3-hour minimum)		
Deputy Sheriff Seamus Shanley	\$41.00 (3-hour minimum)		
Deputy Sheriff Tyler Myers	\$41.00 (3-hour minimum)		
Deputy Sheriff, Todd Chrysler	\$41.00 (3-hour minimum)		
Donald Halstead, Laborer	\$18.97		
John Yerian, Laborer	\$18.97		
David Sitar, Laborer	\$18.97		
Elizabeth Jetty, Laborer	\$18.97		
Kevin Hamilton, Laborer	\$18.97		
Thomas Eckel, MEO	\$25.75		
Cedric Oakes, MEO	\$23.75		

---



<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	\$80.00 per meeting
	Assessment Board of Review Members	\$400.00 per year
	Karen Rice, Clerk to ZBA, Planning, Ad Hoc	\$100.00 per meeting

<b>C.</b>	<b><u>SALARIES:</u></b>	<b><u>PER YEAR</u></b>	<b><u>LONGEVITY</u></b>
	Bonnie Kisselstein, Historian	\$1,000.00	
	Chairman of Planning Board	\$5,000.00	
	Chairman of the Zoning Board	\$2,100.00	
	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	\$51,939.00	
	Ken Svitak, Highway Superintendent	\$66,625.00	
	Kevin Merrill, Director of Parks and Recreation	\$57,784.00	
	Karen A. Rice, Clerk to Planning Board	\$18,198.36	\$1,400.00
	Clerk to Zoning Board of Appeals	\$4,710.79	
	Clerk I, Codes Enforcement	\$22,746.56	
	Gregory Payne, Data Collector	\$44,466.32	\$300.00
	Nancy Mott, Receiver of Taxes, Secretary to Supervisor, Account Clerk	\$44,973.03	\$300.00
	Timothy Wolsey, Code Enforcement Officer	\$62,109.00	\$300.00
	Melissa MacConaghy, Assessment Clerk	\$42,441.68	
	Jennifer Fricano, Comptroller	\$87,125.00	
	Gretchen Starr, Deputy Clerk	\$33,924.80	
	Secretary to Highway Superintendent	\$34,034.00	
	Chair, Board of Assessment Review	\$500.00	

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

Laborer: Seasonal, FT,	\$17.97
Laborer: Seasonal, FT	\$17.97
Park Laborer Crew Leader- Seasonal	\$22.29
Recreation Leader	\$16.94
Summer Aide, Park Maint	\$14.20
Summer Aide, Park Maint.	\$14.20
Summer Aide, Park Maint.	\$14.20
Summer Aide, Rec Attendant	\$16.35
Summer Aide, Rec Attendant	\$16.35
Summer Aide, Rec Attendant	\$16.35
Summer Aide, Camp Director	\$16.94
Summer Aide, Instructor	\$50.00
Summer Aide, Instructor	\$50.00

**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 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 contracted Town Engineer works on Special Districts, the rate shall be charged at an hourly rate. Plan reviews chargeable to developer Escrow Accounts funded by developers and constituents, the rate for such work shall be set as per the hourly rate according to the agreement with CHA.

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:	\$825.00
(Off season (11/15-4/1)	\$925.00
Weekends	\$975.00
Burial of ashes in Town cemetery (M-F):	\$275.00 each
Weekends (Sat – Sun):	\$375.00 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 2023 become the petty cash funds for 2023 as follows:

Nancy Mott, Receiver of Taxes	\$400.00
Dina Falcone, Town Clerk	\$200.00
Grace Collins, Clerk to Justice	\$100.00
Pam Griffo, Clerk to Justice	\$100.00
Tim Wolsey, Code Enforcement	\$100.00

**TOWN ATTORNEY**

Anthony P. Rivizzigno, Esq. be appointed as LEGAL COUNSEL for 2023.

Fees for legal services are \$5,808.33 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 or FAX quotations
\$3,000 – \$19,999	Three (3) written /email or 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 2023**

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

<b>January</b>	<b>July</b>
January 5, 2023 (Organizational and Regular)	
January 19, 2023	July 20, 2023
<b>February</b>	<b>August</b>
February 2, 2023	August 3, 2023
February 16, 2023	August 17, 2023
<b>March</b>	<b>September</b>
March 2, 2023	September 7, 2023
March 16, 2023	September 21, 2023
<b>April</b>	<b>October</b>
April 6, 2023	October 5, 2023
April 20, 2023	October 19, 2023
<b>May</b>	<b>November</b>
May 4, 2023	November 2, 2023
May 18, 2023	November 16, 2023
<b>June</b>	<b>December</b>
June 1, 2023	December 7, 2023
June 15, 2023	December 21, 2023

**HOLIDAY SCHEDULE FOR 2023**

**Building Closed (days below are observed)**

<b>January</b>	<b>2</b> (Monday)	New Year's Day
	<b>16</b> (Monday)	Martin Luther King Day
<b>February</b>	<b>20</b> (Monday)	Presidents' Day
<b>May</b>	<b>29</b> (Monday)	Memorial Day
<b>June</b>	<b>19</b> (Monday)	Juneteenth
<b>July</b>	<b>4</b> (Tuesday)	Independence Day
<b>September</b>	<b>4</b> (Monday)	Labor Day
<b>October</b>	<b>9</b> (Monday)	Columbus Day
<b>November</b>	<b>10</b> (Friday)	Veterans Day
	<b>23</b> (Thursday)	Thanksgiving Day
	<b>24</b> (Friday)	Day after Thanksgiving
<b>December</b>	<b>22</b> (Friday)	Christmas Eve
	<b>25</b> (Monday)	Christmas Day
	<b>29</b> (Friday)	New Year's Eve

**OFFICIAL NEWSPAPER**

THE POST STANDARD and the BALDWINSVILLE 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 2023**

**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 below.
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, 2023 to June 30, 2024. 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:**

<b>PAVILIONS</b>		<b>ROTARY</b>	<b>SMALL</b>
Friday, Saturday, Sunday, Holiday:	9:00 AM – 8:00 PM	\$100.00	\$60.00
	9:00 AM – 2:00 PM or 3:00 PM – 8:00 PM	\$60.00	\$40.00
Monday – Thursday, Non-Holiday:	9:00 AM – 8:00 PM	\$60.00	\$45.00
	9:00 AM – 2:00 PM or 3:00 PM – 8:00 PM	\$30.00	\$25.00
NOT-FOR-PROFIT Monday – Thursday, Non-Holiday:	9:00 AM – 8:00 PM	\$40.00	\$40.00
NOT-FOR-PROFIT Monday – Thursday, Non-Holiday:	9:00 AM – 2:00 PM or 3:00 PM – 8:00 PM	\$20.00	\$20.00
Refundable Cleaning Deposit:	Add to the rental fee of all reservations	ELIMINATED	

<b>COMMUNITY ROOM</b>		
Friday, Saturday, Sunday, Holiday:	2 Hour Minimum	\$100.00
Monday – Thursday, Non-Holiday:	2 Hour Minimum	\$50.00
NOT-FOR-PROFIT Monday – Thursday, Non-Holiday:	2 Hour Minimum	\$30.00
Each Additional Hour		\$30.00
Refundable Cleaning Deposit:	Add to the rental fee of all reservations	ELIMINATED

<b>ATHLETIC FIELDS &amp; SPORTS COURTS</b>	<b>FIELDS</b>	<b>COURTS</b>
Hourly	\$30.00	\$15.00
Not-For-Profit / Non-Incorporated Hourly	\$15.00	\$15.00
Community Organization (Kiwanis, Rotary, Lions, Chamber, etc.) Hourly	\$15.00	\$15.00
For-Profit Organization Returning from Previous Year Hourly	\$20.00	\$15.00

<b>PERMITS</b>	DAILY	MONTHLY	NOT-FOR-PROFIT	FOR-PROFIT	COMMUNITY ORGANIZATION
Vendor / Food Concessionaire	\$25.00	\$50.00			
Special Park Use Permit			\$25.00	\$150.00	WAIVED
Special Event License			\$50.00	\$150.00	WAIVED

**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