

**LYSANDER TOWN BOARD MEETING  
8220 LOOP ROAD  
BALDWINSVILLE, NEW YORK  
Thursday, January 4, 2024  
Work Session: 5:30 PM  
Regular Meeting: 6:30 PM**

**Work Session:**

Cold Springs sewer study  
CBA – Town Hall/HW Dept.  
Attorney Agreement  
Bonadio Group/Comptroller Transition  
CHA – 2024 Agreement  
LWRP  
Open Town Board Seat

**Regular Meeting Agenda:**

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. SWEARING IN CEREMONY**
- 4. ADOPTION OF MINUTES – December 7, 2023**
- 5. CITIZENS COMMENTS (5-minute maximum) (NO PERSONNEL OR POLITICAL ISSUES)**
- 6. TOWN BOARD COMMENTS**
- 7. SUPERVISOR’S COMMENTS**
- 8. DEPARTMENT HEAD REPORTS**
- 9. REGULAR AGENDA ITEMS**

- A. Motion made by Councilor \_\_\_\_\_ seconded by Councilor \_\_\_\_\_ to adopt the 2024 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 2024.**
- C. Motion made by Councilor \_\_\_\_\_ and seconded by Councilor \_\_\_\_\_ to authorize the Town Supervisor to sign the Letter of Engagement for legal services commencing January 1, 2024, through December 31, 2024.**
- D. Motion made by Councilor \_\_\_\_\_ seconded by Councilor \_\_\_\_\_ to hold a public hearing for the proposed West Phoenix Sewer District Expansion to serve Top Fabricators. This will be a Special District Extension under NYS Town Law Article 2, District Formation by Petition. The public hearing will be scheduled for Thursday, January 18, 2024, at 6:30 PM in Lysander Town Hall. This resolution shall authorize the Town Clerk to advertise for same. *(The owner’s engineer will provide the required stamped and signed Map, Plan and Report for the special district extension).***
- E. Motion made by Councilor \_\_\_\_\_ and seconded by Councilor \_\_\_\_\_ to authorize the Town Supervisor to sign the SPCA Agreements for 2024.**
- F. Motion made by Councilor \_\_\_\_\_ and seconded by Councilor \_\_\_\_\_ to accept the resignation of Jennifer Fricano effective December 29, 2023.**

- G. Motion made by Councilor \_\_\_\_\_ and seconded by Councilor \_\_\_\_\_** to appoint Collin Zapisek to the full-time position of Comptroller at 40 hours per week, with a salary of \$85,000, effective January 8, 2024.
- H. Motion made by Councilor \_\_\_\_\_ and seconded by Councilor \_\_\_\_\_** to authorize the Town Supervisor to sign the agreement for services with Bonadio Group for the duration of Comptroller Zapisek’s transition.
- I. Motion made by Councilor \_\_\_\_\_ and seconded by Councilor \_\_\_\_\_** to authorize the use of the 2022 CDBG grant funding, in the amount of \$50,000 for paving of Loop Road. *(These funds are a re-allocation of the Mills Road Water District CDBG grant.)*
- J. Motion made by Councilor \_\_\_\_\_ seconded by Councilor \_\_\_\_\_** to set the punch list security requirement for the Longview at Radisson Phase II subdivision at \$34,000 as recommended in the Town Engineer’s letter dated December 22, 2023.
- K. Motion made by Councilor \_\_\_\_\_ seconded by Councilor \_\_\_\_\_** to set the maintenance guarantee for the roadway and utilities in the Longview at Radisson Phase II at \$35,333, 25% of the project value as estimated by the Town Engineer’s letter dated December 22, 2023.
- L. Motion made by Councilor \_\_\_\_\_ seconded by Councilor \_\_\_\_\_** to accept dedication of the roads and utilities included in the Longview at Radisson Phase II subdivision. Roads included in this resolution that the Town will maintain from this day forward include the following:
- Street: Longview Terrace  
 Length: 0.090 miles  
 From: Existing southern termination  
 To: New termination point 475’ south
- M. Motion made by Councilor \_\_\_\_\_ seconded by Councilor \_\_\_\_\_** to reduce the punch list security requirement for the Collington Pointe East Phase 1 Subdivision to \$46,100 as recommended in the Town Engineer’s letter dated December 22, 2023.
- N. Motion made by Councilor \_\_\_\_\_ seconded by Councilor \_\_\_\_\_** to authorize the Town Supervisor to sign the 2024 Municipal Consulting Agreement with CHA Consulting for consulting services from January 1, 2024, through December 31, 2024.

**10. ADJOURNMENT**

**11. EXECUTIVE SESSION IF NEEDED**

## **CITIZENS COMMENTS**

### **Rules of Procedure**

Although Open Meetings Law gives the public the right to attend board meetings and to listen to town board deliberations, the public does not have the right to speak at town board meetings except as provided by rules created and adopted by the town board (Town Law Manual, page 39, 2016).

A town board has the right to promulgate rules of procedure for the orderly conduct of its meetings and for the proper management of the business and affairs of the town (Town Law § 63).

- Citizens may state their name and address.
- Citizens may make comments up to a maximum of five (5) minutes.
- Personal attacks, personal accusations, irrelevant or unduly repetitious communications or other disruptive behaviors that disturb or impede the orderly conduct of the business of the Board, may at the discretion of the Town Supervisor, incur a warning, recess of the meeting, or other appropriate actions, to allow the Board to resume the orderly conduct of Town Business.
- During the Citizens comments section, citizens may make comments regarding Town business and Town-related business: no personnel issues will be allowed or addressed by the Board.
- The Town Board and/or Department Heads may choose to answer questions posed by citizens, but also may choose to answer at a later date.
- Citizens are expected to always act in a professional manner.
- No profanity or violent behavior is allowed at any time.
- To speak, citizens must be recognized by the Supervisor and address the comments to the Town Board or a Department Head if directed to do so by the Town Supervisor.
- No citizens should yell comments from the audience.
- The Supervisor will make the final determination whether an issue will be allowed.

These rules are put in place for the benefit of citizens attending the meeting. The rules are not intended to stifle citizen participation, only to provide a safe and comfortable environment for the free flow of information to the public regarding town business.

## ORGANIZATIONAL AGENDA

- A.** Town Supervisor, Town Clerk, Highway Superintendent, and Town Board, and Town Justice Appointments for 2024.
  - B.** Salary and hourly rates for 2024.
  - C.** Official banks for said department heads for 2024.
  - D.** Supervisor Kevin Rode and Councilor Jeff Kudarauskas as the designated authorized signers on the Town's checking and savings account for 2024.
  - E.** Dina Falcone, Town Clerk, as an authorized signer of the Town Clerk checking account for 2024.
  - F.** Nancy Mott, Receiver of Taxes, as an authorized signer of the Receiver of Taxes checking, and savings account for 2024.
  - G.** Timothy Wolsey, Code Enforcement Officer, as an authorized signer of the Codes checking account for 2024.
  - H.** Kevin Merrill, Parks and Recreation Director, as an authorized signer of the Parks and Recreation checking account for 2024.
  - I.** 2024 fees for the Town Engineer.
  - J.** Fees for road millings for 2024.
  - K.** Cemetery fees for 2024 as proposed by Town Clerk Dina Falcone.
  - L.** Petty cash funds for 2024.
  - M.** 2024 Procurement Policy.
  - N.** 2024 Town Holiday Schedule.
  - O.** Baldwinsville Messenger and/or the Post Standard the primary official newspaper(s) of the Town of Lysander for 2024.
  - P.** Town Fees for Services schedule for 2024.
  - Q.** 2024 trash hauler fees as proposed by Town Clerk Dina Falcone.
  - R.** 2024 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-Kevin Rode, 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- 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-Kevin Rode, Karen Rice, Tim Wolsey, Ken Svitak, Dina Falcone, and Sandra March

### **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-Kevin Rode, Kevin Merrill, Ken Svitak, Collin Zapisek, Robert Geraci, and Matt Hunt

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

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

Committee Members: Chair-Tim Wolsey, Kevin Rode, 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-Kevin Rode, Robert Geraci, Kevin Merrill, and T/B/D

### **Employee Relations Committee**

Committee Members: Chair- Kevin Rode, Dina Falcone and Nancy Mott and Jeff Kudarauskas

### **Cemetery Committee**

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

### **Economic Development Committee**

Committee Members: Chair-Kevin Rode, Steve Darcangelo, John Corey, Empire State Development, Jeff Kudarauskas, Dina Falcone, and Matt Hunt

### **IT Committee**

Committee Members: Chair-Jeff Kudarauskas, Dina Falcone, Kevin Rode, and Ed Schmidt

### **Budget Committee**

Committee Members: Chair-Bob Geraci, Peter Moore, Ken Svitak, Collin Zapisek, and Secretary to the Committee - Alecia Kollbaum

**OTHER APPOINTMENTS FOR ONE YEAR TERM EXPIRING DECEMBER 31, 2024**

**A. BY SUPERVISOR, Kevin Rode**

Jeff Kudarauskas, Deputy Supervisor  
Nancy Mott, Secretary to Supervisor  
Bonnie Kisselstein, Historian  
Kevin Rode, Budget Officer  
Collin Zapisek, Comptroller  
Robert Geraci, Representative to Canton Woods Board of Directors

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

Gretchen Starr, Deputy Clerk  
Allison Starr, Deputy Clerk

**C. BY HIGHWAY SUPERINTENDENT**

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

Part time/Supplemental

James Lee, Laborer  
Edward Calkins, Seasonal/Full Time Laborer  
Charles Luke, Laborer  
John Yerian, Laborer  
Donald Halstead, Laborer  
John Kerniski, Laborer  
Gene Dinsmore, Laborer  
Nathan Monica, Laborer  
Andrew Rice, Laborer  
David Sitar, Laborer  
Kevin Hamilton, Laborer

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**TOWN BOARD APPOINTMENTS**

1. Parks and Recreation Department: One-year Appointment  
(Term expires on 12/31/2024)
  - 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 12/31/2024)

Karen A. Rice: Clerk to Planning Board  
Clerk to Zoning Board of Appeals  
Clerk I to Codes Enforcement Officer

Nancy Mott, Account Clerk and Receiver of Taxes  
Gregory Payne, Data Collector, Assessor’s Office  
Timothy Wolsey, Code Enforcement Officer  
Melissa MacConaghy, Assessment Clerk  
Gretchen Starr, Clerk to Parks and Recreation  
Alecia Kollbaum, Secretary to HW Superintendent  
Kevin Merrill, Parks and Recreation Director
  
3. Other Annual Appointments

Dina Falcone, Records Management Officer and FOIL (Records Access Officer)  
Seasonal p/t: Mark Williamson, Chase Cemetery Sexton/Caretaker
  
4. Maximum 20 hours per week

Delores Landley, Custodial  
Bill Diaz, Custodial  
William Logan, Deputy Code Enforcement Officer  
Paul Rufa, Clerk
  
5. Maximum 30 hours per week

Pam Griffo, Clerk to Town Justice  
Grace Collins, Clerk to Town Justice
  
6. Part time as needed

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)  
Kathryn Loveland, Security (3 hour minimum)  
Gilbert Quinones, Security (3 hour minimum)
  
7. Planning Board Member, 5-year term:

Hugh Kimball	12/31/2024
John Corey, Planning Board Chair	12/31/2025
Matt Hunt	12/31/2026
Douglas Beachel	12/31/2027
Steve Darcangelo	12/31/2028
  
8. Zoning Board of Appeals Member, 5-year term:

Frank O’Donnell	12/31/2024
Ed Baker	12/31/2025
Robert Sweet	12/31/2026
Richard Jarvis, Chair	12/31/2027
Frank Costanzo	12/31/2028

9. Board of Assessment Review, 5-year term  
Brian Kline 09/30/2024  
Cindy Halstead 09/30/2025  
Donald Schwartz 09/30/2026  
John Power 09/30/2027  
Autumn Star 09/30/2028
10. Chairpersons of Boards/Commissions  
a. Zoning Board of Appeals: Richard Jarvis  
b. Planning Board: John Corey
11. Appointments to positions with NO additional compensation:  
Town Operated Cemetery Administrator: Dina Falcone  
Accessible Parking Permits Administrator: Dina Falcone  
FOIL Appeals Officer: Kevin Rode
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**SALARIES AND HOURLY RATES FOR 2024**

<b>A. <u>HOURLY RATES:</u></b>	<b><u>PER HOUR</u></b>	<b>+</b>	<b><u>LONGEVITY</u></b>
Grace Collins, Clerk to Town Justice	\$22.01		
Pam Griffo, Court Clerk	\$22.01		
Mary Lathrop, Laborer	\$22.29		
Mary Lathrop, Park Laborer	\$17.97		
James Lee, Highway Laborer	\$18.97		
James Lee, Park Laborer	\$17.97		
Mark Williamson, Sexton	\$19.57		
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	\$24.75		
Delores Landley, Custodial Worker	\$15.83		
Bill Diaz, Custodial Worker	\$15.83		
Paul Rufa, Deputy Tax Receiver	\$17.09		
Paul Rufa, Clerk	\$16.10		
William Logan, Deputy Code Enforcement	\$17.68		
Donald Halstead, Laborer	\$18.97		
John Yerian, Laborer	\$18.97		
David Sitar, Laborer	\$18.97		
Kevin Hamilton, Laborer	\$18.97		
Thomas Eckel, MEO	\$26.75		
Cedric Oakes, MEO	\$24.75		
Nathan Monica, Laborer	\$18.97		
Andrew Rice, Laborer	\$18.97		
Allison Star, Deputy Clerk	\$18.70		
Deputy Sheriff Seamus Shanley	\$42.23 (3 hour minimum)		
Deputy Sheriff Tyler Myers	\$42.23 (3 hour minimum)		
Todd Chrysler, Security	\$42.23 (3 hour minimum)		
Katherine Loveland, Security	\$42.23 (3 hour minimum)		
Blake Richards, Security	\$42.23 (3 hour minimum)		
Gilbert Quinones, Security	\$42.23 (3 hour minimum)		

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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	\$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
	Catherine Thompson, Clerk to Public Safety Cmtee	\$50.00 per meeting

<b>C.</b>	<b><u>SALARIES:</u></b>	<b><u>PER YEAR</u></b>	<b><u>LONGEVITY</u></b>
	Kevin Rode, Supervisor	\$52,955.00	
	Robert Geraci, Councilor	\$10,005.00	
	Peter Moore, Councilor	\$10,005.00	
	Jeffrey Kudarauskas, Councilor	\$10,005.00	
	Vacant, Councilor	\$10,005.00	
	Chairperson of Planning Board	\$5,000.00	
	Bonnie Kisselstein, Historian	\$1,000.00	
	Chairperson of the Zoning Board	\$2,100.00	
	Charles J. Mantione, Jr. Justice	\$27,100.00	
	Michael M. Bryant, Justice	\$27,100.00	
	Ken Svitak, Highway Superintendent	\$68,624.00	
	Alecia Kollbaum, Secretary to HW Superintendent	\$35,056.00	
	Dina Falcone, Town Clerk	\$53,497.00	
	Kevin Merrill, Director of Parks and Recreation	\$59,518.00	
	Karen A. Rice, Clerk to Planning Board	\$18,198.00	\$560.00
	Clerk to Zoning Board of Appeals	\$4,711.00	\$140.00
	Clerk I, Codes Enforcement	\$22,747.00	\$700.00
	Gregory Payne, Data Collector	\$44,466.32	\$500.00
	Nancy Mott, Receiver of Taxes	\$13,042.00	\$100.00
	Nancy Mott, Secretary to Supervisor	\$16,640.00	\$100.00
	Nancy Mott, Account Clerk	\$15,291.00	\$100.00
	Timothy Wolsey, Code Enforcement Officer	\$61,609.00	\$500.00
	Melissa MacConaghy, Assessment Clerk	\$42,441.68	
	Gretchen Starr, Deputy Clerk	\$16,050.00	
	Gretchen Starr, Parks and Recreation Clerk	\$16,050.00	
	Chair, Board of Assessment Review	\$500.00	

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

Summer Aide, Park Maintenance	\$16.00
Laborer, Seasonal Full Time	\$17.97
Park Laborer, Crew Leader, Seasonal	\$22.29
Recreation Leader	\$17.36
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. Kevin Rode, Supervisor: M&T Bank, Baldwinsville branch, NBT Bank, Baldwinsville branch, Solvay Bank, 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, 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.

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 account.

**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 2024 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 2024.

Fees for legal services are \$5,808.33 per month.

**TOWN BOARD MEETING SCHEDULE FOR 2024**

**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 4, 2024 (Organizational and Regular)	No meeting
January 18, 2024	July 18, 2024
<b>February</b>	<b>August</b>
February 1, 2024	August 1, 2024
February 15, 2024	August 15, 2024
<b>March</b>	<b>September</b>
March 7, 2024	September 5, 2024
March 21, 2024	September 19, 2024
<b>April</b>	<b>October</b>
April 4, 2024	October 3, 2024
April 18, 2024	October 17, 2024
<b>May</b>	<b>November</b>
May 2, 2024	November 7, 2024
May 16, 2024	November 21, 2024
<b>June</b>	<b>December</b>
June 6, 2024	December 5, 2024
June 20, 2024	December 19, 2024

**HOLIDAY SCHEDULE FOR 2024**

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

<b>January</b>	<b>1</b> (Monday)	New Year's Day
	<b>15</b> (Monday)	Martin Luther King Day
<b>February</b>	<b>19</b> (Monday)	President's Day
<b>May</b>	<b>27</b> (Monday)	Memorial Day
<b>June</b>	<b>19</b> (Wednesday)	Juneteenth
<b>July</b>	<b>4</b> (Thursday)	Independence Day
<b>September</b>	<b>2</b> (Monday)	Labor Day
<b>October</b>	<b>14</b> (Monday)	Columbus Day
<b>November</b>	<b>11</b> (Monday)	Veterans Day
	<b>28</b> (Thursday)	Thanksgiving Day
	<b>29</b> (Friday)	Day after Thanksgiving
<b>December</b>	<b>24</b> (Tuesday)	Christmas Eve
	<b>25</b> (Wednesday)	Christmas Day
	<b>31</b> (Tuesday)	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 2024**

**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

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 implied 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 purchaser’s 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. (See attached form)

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 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 written or email
\$3,000 – \$19,999	Three (3) written or email or quotations or responses to requests for proposals

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 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 \$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 Kevin Rode, 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.

**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)

**TRASH HAULER FEES:**

A trash hauler’s license for the Town of Lysander shall cover the period of July 1, 2024, to June 30. 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

**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 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 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