

**LYSANDER TOWN BOARD MEETING
8220 LOOP ROAD
BALDWINVILLE, NEW YORK
Thursday, February 1, 2018
Work Session 5:30 pm - Auditorium
Regular Meeting 7:00 pm - Auditorium**

AGENDA

*****Subject to Change*****

Updated Thursday, February 1, 2018 at 10:30 AM

Work Session:

Farm Animals/General Code
County-wide Shared Services Initiative re: eTax
Storm water performance bond

Regular Meeting:

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ADDITIONS or DELETIONS TO AGENDA ITEMS**
- 4. CITIZENS COMMENTS (5 minute maximum) REGARDING AGENDA ITEMS ONLY**
- 5. TOWN BOARD COMMENTS**
- 6. SUPERVISOR COMMENTS**
- 7. ADOPTION OF MINUTES - January 18, 2018**
- 8. DEPARTMENT HEAD REPORTS**
- 9. REGULAR AGENDA ITEMS**
 - A. Motion made by _____ seconded by _____ to authorize Town Supervisor Saraceni, and Town Board Members Geraci, Moore, and Ellis, to attend the Association of Towns 2018 Training School and Annual Meeting, held at the Marriott Marquis, in New York City, February 18th through February 21st 2018, and to approve the additional costs and expenses associated with the Training School and Annual Meeting. The total cost of the hotel and train fare is \$2,807. This training item has been budgeted.**

- B. Motion made by _____ seconded by _____** to authorize the Town Clerk to attend the New York State Town Clerk’s Association Conference Sunday, April 22nd, 2018 to Tuesday, April 24th 2018, to be held in Albany, NY. The total cost is \$617.80 which includes accommodations and training. This does not include mileage (152 miles/54.5¢ per mile) which shall not exceed \$83.00. This training item has been budgeted.
- C. Motion made by _____ seconded by _____** to authorize the Supervisor to sign Change Order Number 2 for the West Genesee Sewer District Extension No. 2 Electric Installation Contract No. 2 in the amount of \$300.00.
- D. Motion made by _____ seconded by _____** to approve payment application No. 1 for the West Genesee Sewer District Extension No. 2 Electric Installation Contract No. 2 to Kahrs Construction in the amount of \$20,876.25.
- E. Motion made by _____ seconded by _____** to authorize the Supervisor to sign the letter indicating the Town of Lysander’s intention to use the eTax software when it becomes available.

The eTax software is part of the County-wide Shared Services Initiative law.

10. CITIZENS COMMENTS (5 minute maximum) REGARDING TOWN BUSINESS ONLY (No personnel matters)

11. ANNOUNCEMENTS

1. **Town Board Meeting:** Thursday, February 15, 2018, 7:00 PM, Work Session begins at 5:30 PM in the Auditorium.
2. **Town Board Meeting:** Thursday, March 1, 2018, 7:00 PM, Work Session begins at 5:30 PM in the Auditorium.
3. **Planning Board Meeting:** Thursday, February 8, 2018, 7:00 PM in the Auditorium.
4. **Planning Board Meeting:** Thursday, March 8, 2018, 7:00 PM in the Auditorium.

12. EXECUTIVE SESSION (if needed)

13. ADJOURNMENT

*Motion attachments are included with this agenda. There is a problem uploading the attachments separately to the website.

TOWN BOARD MEETING
AGENDA ATTACHMENTS
FEBRUARY 1, 2018

2018 Annual Meeting & Training School

February 18 - 21, 2018

Agenda Item "A"



REGISTRATION INFORMATION

OUR 2018 ANNUAL MEETING & TRAINING SCHOOL WILL BE HELD AT THE

NEW YORK MARRIOTT MARQUIS

~ Register before Jan. 26, 2018 for discounted registration rates ~

Online registration opens Nov. 1. at www.nytowns.org

Registration Rates* and Deadlines

- Early-bird registration rates apply for registrations postmarked before **Jan. 26, 2018:**
 1. CONFERENCE ONLY, MUNICIPALITY/MEMBER: \$125
 2. CONFERENCE ONLY, MUNICIPALITY/NON-MEMBER: \$150
 3. CONFERENCE ONLY, NON-MUNICIPALITY/COMPANY: \$250
- On-Site registration rates apply for registrations postmarked between **Jan. 26, 2018 and Feb. 2, 2018**. On-site registration will be required for any registration not postmarked by **Feb. 2, 2018** at the following rates:
 1. CONFERENCE ONLY, ON-SITE MEMBER: \$160
 2. CONFERENCE ONLY, ON-SITE NON-MEMBER: \$185
 3. CONFERENCE ONLY, NON-MUNICIPALITY/COMPANY: \$285
- Attorney Continuing Legal Education Credits (CLE) — 10 Professional Practice/Skills credits and 2 Ethics credits. All courses provide both transitional and non-transitional credit.
(Fee includes meeting registration.)
 1. MEMBER: \$435
 2. NON-MEMBER: \$460
 3. ON-SITE MEMBER: \$470
 4. ON-SITE NON-MEMBER: \$495
- **NEW THIS YEAR**, town clerks can attend NYMCI-sponsored sessions and receive credit hours toward their New York Municipal Clerk Institute certification at no extra charge.

**Registration includes "Breakfast with the Association" Tuesday. Additional breakfast tickets available for purchase at registration.*

Visa, Mastercard and purchase orders accepted for online registration.

You must register for the conference BEFORE making your hotel reservation. Please book your room(s) at the New York Marriott Marquis by Jan. 26, 2018.

- **New York Marriott Marquis: 1(877)303-0104**
- **Reservation Web site: <https://aws.passkey.com/go/TownsofNY2018>**

CANCELLATIONS/REFUND REQUESTS must be postmarked or faxed to the Association of Towns by 5 p.m. on **Feb. 2, 2018** for a refund. **ALL CANCELLATIONS WILL BE CHARGED A \$10 PROCESSING FEE.**
Each person is responsible for canceling his/her own hotel reservation.

(All classes are 50 minutes, except where indicated)

Monday, February 19, 2018

Informational Meeting on Proposed Resolutions for the 2018 Legislative Year

Day & Time	Track	Title	Certified Town Official Category
Sunday 3:00 PM - 5:00 PM		Informational Meeting on Proposed Resolutions for the 2018 Legislative Year	
Monday 8:30 AM - 9:00 AM	Court Clerks	Court Clerk Basic: Introduction to Supporting the Bench	
Monday 8:45 AM - 10:30 AM	Court Clerks	Opening General Session	
Monday 9:00 AM	Court Clerks	Court Clerk Basic: Introduction to Court Clerk Duties	
Monday 9:00 AM	Justices	Court Clerk Advanced: DWI Drugs	
Monday 9:00 AM	Justices	Justice Core A: Landlord/Tenant – Money Judgments And Service	
Monday 9:00 AM	Justices	Justice Core B: WEBDVS and Bilingual Orders of Protection	
Monday 10:00 AM	Court Clerks	Court Clerk Basic: Introduction to Civil Matters	
Monday 10:00 AM	Justices	Court Clerk Advanced: CJIS Audits	
Monday 10:00 AM	Justices	Justice Core A: Ethics: Civic Participation Limitations	
Monday 10:00 AM	Justices	Justice Core B: Access To Justice: Language Access, Americans With Disabilities Act, And Cultural Sensitivity	
Monday 10:00 AM	CLE	Municipal Annexation, Part 1	
Monday 10:00 AM - 12:00 PM	Code Enforcement	Water-Based Fire Protection Plan Review	Code Enforcement
Monday 10:00 AM - 12:30 PM	Assessors	Valuation of Assisted Living Facilities	Assessors
Monday 10:30 AM	Assessors	The Taxability of Fiber Optic Cable under the Real Property Tax Law	Assessors
Monday 10:30 AM	Code Enforcement	NY Energy Code for Supervisors, Board Members, Planning and ZBA Members	Code Enforcement
Monday 10:30 AM	Code Enforcement	Surviving a PESH Inspection and Improving Department Safety	Code Enforcement
Monday 10:30 AM	Code Enforcement	No, You Cannot Prepay Your Taxes Five Years in Advance and Other Things....: Hot Topics in Real Property Tax Collection	Code Enforcement
Monday 10:30 AM	Tax Collecting	Social Media a Public Forum?	Tax Collecting
Monday 10:30 AM	Tax Collecting	LED Street Lighting Conversions for Municipalities	Tax Collecting
Monday 10:30 AM	Tax Collecting	Working Together for a Better New York: A Conversation with the Conference of Mayors and Association of Towns	Tax Collecting
Monday 10:30 AM	Tax Collecting	Developing Your Funding Plan for Project Implementation: Grants Workshop Part 1	Tax Collecting
Monday 10:30 AM - 12:30 PM	Tax Collecting	Municipal Clerks' Institute: Effective Use of Consultants	Tax Collecting
Monday 11:00 AM	Tax Collecting	Municipal Annexation, Part 2	Tax Collecting
Monday 11:15 AM - 12:15 PM	Town Clerk	Court Clerk Basic: Introduction to Criminal Matters	Town Clerk
Monday 11:15 AM - 12:15 PM	CLE	Court Clerk Advanced: Violations of Probation	CLE
Monday 11:15 AM - 12:15 PM	Court Clerks	Justice Core A: Domestic Violence	Court Clerks
Monday 11:15 AM - 12:15 PM	Justices	Justice Core B: Ethics Update	Justices
Monday 11:30 AM	Justices	Good Town Roads	Justices
Monday 11:30 AM	Highway Superintendent	Communicating and Understanding Financial Reports	Highway Superintendent
Monday 11:30 AM	Supervisor	New Legislation and Pending Real Property Tax Legal Issues	Supervisor
Monday 11:30 AM	Tax Collector	2017 Fiscal Stress Survey; Overriding the Property Tax Cap: Who, Where, and Why; & Leveraging Non-Profit PILOTS	Tax Collector
Monday 11:30 AM	Tax Collector	Learn About the New York Municipal Energy Program	Tax Collector
Monday 11:30 AM	Tax Collector	Lessons from Towns in the Adirondack and Catskills Park	Tax Collector
Monday 11:30 AM	Tax Collector	Developing Your Funding Plan for Project Implementation: Grants Workshop Part 2	Tax Collector
Monday 1:00 PM	CLE	Municipal Official's Guide To Short-Term Rental Regulations	CLE
Monday 1:00 PM - 3:00 PM	Code Enforcement	Installing Corrugated Stainless Steel Tubing Systems to Meet NYS Residential and Fire Gas Codes	Code Enforcement
Monday 1:00 PM - 5:20 PM	Assessors	Valuation of Assisted Living Facilities (Cont.)	Assessors
Monday 1:15 PM - 2:15 PM	Court Clerks	Court Clerk Basic: Common Forms	Court Clerks
Monday 1:15 PM - 2:15 PM	Court Clerks	Court Clerk Advanced: Service Education, Inc	Court Clerks
Monday 1:15 PM - 2:15 PM	Justices	Justice Core A: Search Warrant Basics	Justices
Monday 1:15 PM - 2:15 PM	Justices	Justice Core B: Pre-Trial Hearings	Justices
Monday 2:00 PM	Highway Superintendent	The Real Cost of Roads	Highway Superintendent
Monday 2:00 PM	Highway Superintendent	Claim & Liability Aspects of Problematic Public Works Events	Highway Superintendent
Monday 2:00 PM	CLE	Major Project Review	CLE
Monday 2:00 PM	Tax Collecting	Proper Use of Appropriated Fund Balance	Tax Collecting
Monday 2:00 PM	Tax Collecting	Interactive Tax Servicing to Better Serve Customers and Tax Collectors	Tax Collecting
Monday 2:00 PM	Town Clerk	Birth, Death, Marriage Certificates and Filings, Part 1	Town Clerk
Monday 2:00 PM	Town Clerk	Achieving the Benefits of GIS for Municipalities: Part 1	Town Clerk
Monday 2:00 PM	Town Clerk	When the Grants Chips Fall, What Do You Do Now?	Town Clerk

Monday 2:00 PM	Health Insurance 101 - Terminology, Trends and Tips	
Monday 2:00 PM	Municipal Propane Punchlist for the Uniform Fire Protection and Building Code	
Monday 2:15 PM - 3:15 PM	Court Clerk Basic: Vehicle and Traffic Matters	Court Clerks
Monday 2:15 PM - 3:15 PM	Court Clerk Advanced: Criminal Disposition Reporting	Court Clerks
Monday 2:15 PM - 3:15 PM	Justice Core A: Fitness to Proceed/Mental Health	Justices
Monday 2:15 PM - 3:15 PM	Justice Core B: Legislative Updates	Justices
Monday 3:00 PM	Ethics, Cloud Computing and Social Media for Attorneys	Attorney/Legal Issues
Monday 3:00 PM	Dirt on the New Part 360: New Regulations of Surplus Soil, Gravel, Concrete, Rubble, Millings, Cuttings & Scrap	Highway Superintendent
Monday 3:00 PM	New York State Article 47 Health Insurance Consortiums 101	Town Board Member
Monday 3:00 PM	Inclusive Programming and Structural Access for Individuals with Disabilities	Town Board Member
Monday 3:00 PM	Birth, Death, Marriage Certificates and Filings, Part 2	Town Clerk
Monday 3:00 PM	Achieving the Benefits of GIS for Municipalities: Part 2	
Monday 3:00 PM	Oak Wilt	
Monday 3:00 PM	Feral Cat Control Efforts: A Review of the Literature and Efforts in the State	
Monday 3:00 PM	Ask the Auditors	
Monday 3:00 PM - 5:00 PM	Performance Compliance Method of the 2015 International Existing Buildings Code	Code Enforcement
Monday 3:30 PM - 4:30 PM	Court Clerk Basic: Basic DWI for Court Clerks	Court Clerks
Monday 3:30 PM - 4:30 PM	Court Clerk Advanced: Advanced Fiscal	Court Clerks
Monday 3:30 PM - 4:30 PM	Justice Core A: Jury Trial: Selecting a Jury	Justices
Monday 3:30 PM - 4:30 PM	Justice Core B: Drugged Driving	Justices
Monday 4:00 PM	Governments, Lawyers, and the Ethics of Disobedience	Attorney/Legal Issues
Monday 4:00 PM	Site Plan Approval	Planning & Zoning
Monday 4:00 PM	When are Municipalities, School Districts, and Other Entities Immune from Local Zoning?	Planning & Zoning
Monday 4:00 PM	A Review and Comparison of Municipal Solar Codes	Town Board Member
Monday 4:00 PM	Fiscal Responsibility for Town Clerks	Town Clerks
Monday 4:00 PM	LED Street Light Conversion: The Power of Aggregation for Small Communities	
Monday 4:00 PM	Leveraging Medicare To Save Taxpayer Dollars	
Monday 4:00 PM	Analyzing Financial Condition	
Monday 4:30 PM - 5:15 PM	Justice Core A: Assessment (Open Book Style)	Justices
Monday 4:30 PM - 5:15 PM	Justice Core B: Assessment (Open Book Style)	Justices
Tuesday 7:30 AM - 10:00 AM	Breakfast with the Association	
Tuesday 9:00 AM	Division of Building Standards and Codes - Update	Code Enforcement
Tuesday 9:00 AM - 10:00 AM	Court Clerks Basic: Basics of Fiscal Recordkeeping and Reporting	Court Clerks
Tuesday 9:00 AM - 10:00 AM	Court Clerks Advanced: Access to Justice	Court Clerks
Tuesday 9:00 AM - 10:00 AM	Justice Core A: Landlord/Tenant - Money Judgments And Service	Justices
Tuesday 9:00 AM - 10:00 AM	Justice Core B: WEBDVS and Bilingual Orders of Protection	Justices
Tuesday 10:00 AM	Vacant and Unsafe Properties: Tales from the Crypt	Attorney/Legal Issues
Tuesday 10:00 AM	Introduction to Planning and Zoning	Planning & Zoning
Tuesday 10:00 AM	Mail Room Security: Best Practices and Procedures from the US Postal Inspection Service	Tax Collector
Tuesday 10:00 AM	Fiscal Accountability for Town Boards	Town Board Member
Tuesday 10:00 AM	Mail Room Security: Best Practices and Procedures from the US Postal Inspection Service	Town Clerk
Tuesday 10:00 AM	Municipal Efficiency - What Does it Really Mean?	
Tuesday 10:00 AM	A Conversation with Newly Elected and Veteran Officials	
Tuesday 10:00 AM	Capital Improvement Plans: The Key to Long-Term Community Viability	
Tuesday 10:00 AM	Financial Analysis of Shared Services and Intermunicipal Cooperation	
Tuesday 10:00 AM	Affordable Care Act: Keep Your Municipality Compliant	
Tuesday 10:00 AM	ICC ES Evaluation Reports	
Tuesday 10:00 AM - 11:00 AM	Court Clerks Basic: WEB DVS	Code Enforcement
Tuesday 10:00 AM - 11:00 AM	Court Clerks Advanced: E-Justice	Court Clerks
Tuesday 10:00 AM - 11:00 AM	Justice Core A: Ethics: Civic Participation Limitations	Court Clerks
Tuesday 10:00 AM - 11:00 AM	Justice Core B: Access To Justice: Language Access, Americans With Disabilities Act, And Cultural Sensitivity	Justices
Tuesday 11:00 AM	NYS Zombie Property & Foreclosure Prevention Law: Litigation Options & Practical Considerations	CLE

Tuesday, February 20, 2018

Tuesday 11:00 AM - 12:00 PM	Documentation and the Uniform Code, Part 1	Code Enforcement	Code Enforcement
Tuesday 11:00 AM - 12:30 PM	Working Together: The Relationship between Towns and the Court System	Code Enforcement	Code Enforcement
Tuesday 11:00 AM - 12:30 PM	Open Space Planning	Land Use	Justice/Courts
Tuesday 11:00 AM - 12:30 PM	Know Your Money: Detection and Responsibilities Concerning Counterfeit Currency	Tax Collecting	Planning & Zoning
Tuesday 11:00 AM - 12:30 PM	Know Your Money: Detection and Responsibilities Concerning Counterfeit Currency	Town Clerk	Tax Collector
Tuesday 11:00 AM - 12:30 PM	Your Town's Comprehensive Energy Master Plan: Save Money While Building Resiliency		Town Clerk
Tuesday 11:00 AM - 12:30 PM	Freedom of Information and Open Meetings Law		
Tuesday 11:00 AM - 12:30 PM	Telecommunications		
Tuesday 11:00 AM - 12:30 PM	Funding Opportunities for Water Infrastructure Projects		
Tuesday 11:00 AM - 12:30 PM	The Legalities of Purchasing and Competitive Bidding		
Tuesday 11:00 AM - 12:30 PM	Group Medicare: Health Insurance Option for Retirees		
Tuesday 11:00 AM - 12:30 PM	Court Clerks Basic: Criminal Disposition Reporting		
Tuesday 11:15 AM - 12:15 PM	Court Clerks Advanced: Advanced TSLED	Court Clerks	
Tuesday 11:15 AM - 12:15 PM	Justice Core A: Domestic Violence	Court Clerks	
Tuesday 11:15 AM - 12:15 PM	Justice Core B: Ethics Update	Justices	
Tuesday 11:15 AM - 12:15 PM	Documentation and the Uniform Code, Part 2	Justices	
Tuesday 1:00 PM	Municipal Role with Self Driving Vehicles	Code Enforcement	Code Enforcement
Tuesday 1:00 PM - 2:15 PM	Court Clerks Basic: Ethics for Court Clerks	CLE	
Tuesday 1:00 PM - 2:15 PM	Court Clerks Advanced: Courtroom Security	Court Clerks	
Tuesday 1:00 PM - 2:15 PM	Justice Core A: Search Warrant Basics	Court Clerks	
Tuesday 1:00 PM - 2:15 PM	Justice Core B: Pre-Trial Hearings	Justices	
Tuesday 2:00 PM	Harassment and Discrimination: Best Practices for Handling Reports and Complaints in the "Me Too" Era	CLE	Attorney/Legal Issues
Tuesday 2:00 PM	Special Use Permits	Land Use	Planning & Zoning
Tuesday 2:00 PM	Pitfalls in Budgeting		Supervisor
Tuesday 2:00 PM	Navigating Solar in Your Community: New NYSEERDA Resources & Assistance for Local Governments		
Tuesday 2:00 PM	Grant Opportunities at the New York State Department of State		
Tuesday 2:00 PM	An Introduction to the Minority and Women Business Enterprise (MWBE) Program at NYS		
Tuesday 2:00 PM	Understanding Smart Cities		
Tuesday 2:00 PM	Regulating Perpetual "Going Out of Business" Sales		
Tuesday 2:00 PM	Another Year in the Field: a Roundtable with Veteran Collectors and Receivers		
Tuesday 2:00 PM	Training for Municipal Employees Responsible for Residential Propane Installations		
Tuesday 2:00 PM	Overview of the 2017 Uniform Code Supplement		
Tuesday 2:00 PM - 3:50 PM	Court Clerks Basic: Traffic Safety Law Enforcement and Disposition	Town Clerk	Code Enforcement
Tuesday 2:15 PM - 3:15 PM	Court Clerks Advanced: WEB DVS	Tax Collecting	
Tuesday 2:15 PM - 3:15 PM	Justice Core A: Fitness to Proceed/Mental Health	Code Enforcement	
Tuesday 2:15 PM - 3:15 PM	Justice Core B: Legislative Updates	Court Clerks	
Tuesday 2:15 PM - 3:15 PM	New York State Paid Family Leave: What Local Governments Need to Know	Court Clerks	
Tuesday 3:00 PM	Historic Preservation	Justices	
Tuesday 3:00 PM	Do's and Don'ts of Managing Employee Disability Claims	CLE	Attorney/Legal Issues
Tuesday 3:00 PM	Managing Bad Behavior at Meetings	Land Use	Planning & Zoning
Tuesday 3:00 PM	Records Retention Programs for Towns	Town Board Member	Town Board Member
Tuesday 3:00 PM	Shared IT Services: Digital Township	Town Clerk	Town Clerks
Tuesday 3:00 PM	2020 Census: Updates and Next Steps		
Tuesday 3:00 PM	The Annual Update Document: Common Reporting Errors		
Tuesday 3:00 PM	Retirement System Update		
Tuesday 3:30 PM - 4:30 PM	Court Clerks Basic: Court Clerk Roundtable and Q&A Session		
Tuesday 3:30 PM - 4:30 PM	Court Clerks Advanced: Records Retention	Court Clerks	
Tuesday 3:30 PM - 4:30 PM	Justice Core A: Jury Trial: Selecting a Jury	Court Clerks	
Tuesday 3:30 PM - 4:30 PM	Justice Core B: Drugged Driving	Justices	
Tuesday 4:00 PM	Planning/Zoning Case Law Update	Justices	
Tuesday 4:00 PM	Accounting for Capital Assets	CLE & Land Use	Planning & Zoning
Tuesday 4:00 PM	Q&A with the Association of Towns' Legal Staff		Supervisor
Tuesday 4:00 PM	Town Clerks' Roundtable Discussion	Town Clerk	

Code Enforcement
Justices
Justices

Light Frame Construction Details
Justice Core A: Assessment (Open Book Style)
Justice Core B: Assessment (Open Book Style)

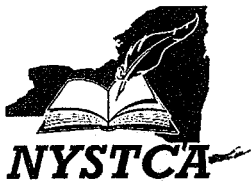
Tuesday 4:00 PM
Tuesday 4:30 PM - 5:15 PM
Tuesday 4:30 PM - 5:15 PM

Wednesday, February 21, 2018

Association of Towns Annual Business Meeting
2016 Commercial Energy Code Overview
2016 Residential Energy Code Overview

Wednesday 8:00 AM
Wednesday 9:00 AM - 10:00 AM
Wednesday 10:00 AM - 12:00 PM

Code Enforcement
Code Enforcement



New York State Town Clerks Association
April 22 – 25, 2018

The Desmond
Agenda Item "B"

To make your conference reservation please mail or fax (not both) this form to the address below.

ONE FORM PER PERSON

The Desmond Hotel and Conference Center
Attention: Reservations
660 Albany Shaker Road, Albany, New York 12211
FAX: (518) 640-6069
Hotel Questions Call Jack Roddy 518-640-6077

FORMS MUST BE RECEIVED NO LATER THEN April 8, 2018
Check In Time: 4:00PM Check Out Time: 12:00PM

<u>THREE NIGHT PACKAGE:</u>	<u>* TWO NIGHT PACKAGE – 4/22/18: *</u>	<u>TWO NIGHT PACKAGE – 4/23/18:</u>
Sunday 4/22/18 – Wednesday 4/25/18	Sunday 4/22/18 – Tuesday 4/24/18	Monday 4/23/18 – Wednesday 4/25/18
Includes Deluxe Overnight Accommodations for (3) nights and 3 Breakfasts, 3 Lunches & 2 Dinners Package is Tax Exempt and includes service charge.	Includes Deluxe Overnight Accommodations for (2) nights and 2 Breakfasts, 2 Lunches & 1 Dinners Package is Tax Exempt and includes service charge.	Includes Deluxe Overnight Accommodations for (2) nights and 2 Breakfasts, 2 Lunches & 1 Dinners Package is Tax Exempt and includes service charge.
<input type="checkbox"/> \$679.00 per person Single Occupancy	<input type="checkbox"/> \$432.80 per person Single Occupancy	<input type="checkbox"/> \$443.60 per person Single Occupancy
<input type="checkbox"/> \$481.00 per person Double Occupancy	<input type="checkbox"/> \$300.80 per person Double Occupancy	<input type="checkbox"/> \$311.60 per person Double Occupancy
<input type="checkbox"/> \$425.00 per person Triple Occupancy	<input type="checkbox"/> \$263.47 per person Triple Occupancy	<input type="checkbox"/> \$274.27 per person Triple Occupancy
<input type="checkbox"/> \$397.00 per person Quad Occupancy	<input type="checkbox"/> \$244.80 per person Quad Occupancy	<input type="checkbox"/> \$255.60 per person Quad Occupancy

NAME: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
PHONE NUMBER: _____
EMAIL ADDRESS: _____
ROOMMATES NAME: _____
ROOMMATES NAME: _____

Method of Guarantee & Payment

A credit card is required to guarantee your reservation. However, personal checks will be accepted 14 days prior to check-in to guarantee a reservation and for payment. Personal checks will not be accepted at check-in.

CREDIT CARD# _____ EXP: _____
PRINT NAME: _____
SIGNATURE: _____

You may cancel this reservation without charge no later than Friday, April 20, 2018. Should you fail to arrive or cancel after April 20, 2018 you will be charged for the entire package.

NEW YORK STATE TOWN CLERKS ASSOCIATION 2018 CONFERENCE REGISTRATION FORM

The Desmond Hotel Albany April 22- April 25, 2018

INSTRUCTIONS:

1. **COMPLETE ALL AREAS – please include your email address**
2. **ONLY ONE REGISTRANT PER FORM**
3. **SEE HOTEL FORM FOR HOTEL REGISTRATION INSTRUCTIONS**
4. **SUBMIT REGISTRATION FORM AND CHECK (payable to NYSTCA) TOGETHER before 4/8/2018.**
5. **\$50.00 charged for cancellation after 4/15/18.**

LAST NAME _____ FIRST NAME _____
 MAILING ADDRESS _____ CITY _____ NY, ZIP _____
 TOWN _____ COUNTY _____ PHONE _____
 EMAIL ADDRESS _____ (confirmation of receipt of registration will be emailed to you within 72 hrs)

YOUR TITLE: CLERK _____ DEPUTY _____ GUEST _____

CHECK ALL THAT APPLY: NEW CLERK _____ NEW DEPUTY _____ FIRST CONFERENCE _____

HOTEL GUEST (must register separately with hotel before 4/8) or **COMMUTER**. CHECK ONE:
 HOTEL GUEST _____ (meals included in hotel package) OR COMMUTER _____ (**purchase meals through NYSTCA)
 PLEASE SPECIFY: ARRIVAL DATE: _____ DEPARTURE DATE: _____
 (Sun 4/22, Mon 4/23, Tues 4/24, Wed 4/25) CHECK IN TIME IS 3:00 PM CHECK OUT TIME IS NOON

ALL REGISTRANTS MUST CHOOSE ONE:

MEMBER CLERK/DEPUTY \$125.00 \$ _____
 NON-MEMBER CLERK \$225.00 \$ _____
 NON-MEMBER \$275.00 \$ _____
 ONE DAY REGISTRATION MEMBER \$90.00 NON MEMBER \$165.00 \$ _____
 COMPLIMENTARY REGISTRATION: Spouses/Guest \$ NC
 LATE REGISTRATION (AFTER 4/8/2018) add \$35.00 \$ _____
 REGISTRATION SUBTOTAL..... \$ _____

EXTRAS AND MEALS:

Monday Night Dinner at Albany Museum \$60.00 (space is limited) \$ _____
 Athenian Class (\$50.00) \$ _____
 Notary Class (\$60.00) \$ _____
 NYMCI (CHECK ONE: CMC OR \$130.00 or MMC\$155.00) \$ _____

****COMMUTERS AND ANYONE WISHING TO PURCHASE ADDITIONAL MEALS NOT INCLUDED IN HOTEL PACKAGE:**

Sun. Mixer @ \$44.00 each \$ _____
 Mon. Breakfast @ \$23.00 ea.ch Lunch @ \$34.00 each \$ _____
 Tues. Breakfast @ \$23.00 each Lunch @ \$34.00 each Banquet @ \$51.00 each \$ _____
 Wed. Breakfast @ \$23.00 each Lunch @ \$34.00 each \$ _____
 EXTRAS AND MEAL SUBTOTAL..... \$ _____

(Please total ALL applicable lines) **REMIT CHECK PAYABLE TO NYSTCA** \$ _____

PLEASE NOTE ANY SPECIAL DIETARY REQUIREMENTS OR SPECIFIC ALLERGIES TO FOOD ON REVERSE
MAIL CONFERENCE REGISTRATION FORM AND CHECK PAYABLE TO NYSTCA to:
 Linda Laird, Town of Eastchester, 40 Mill Rd, Eastchester, NY 10709.
 Email questions to: llaird@eastchester.org – a response will be returned to you within 72 hours.

NYSTCA
36th Annual Conference
April 22-25, 2018

April 22, 2018		April 23, 2018		April 24, 2018		April 25, 2018	
Sunday		Monday		Tuesday		Wednesday	
Travel Safely to Conference at The Desmond Albany, NY Check-in 3:00 pm	Breakfast 7:00 - 8:15 am	Registration 7:30 - Noon Funtime Auction 10:15 - 5:00 pm	Breakfast 7:00 - 8:30 am	Registration 8:00 - 10:00 am Funtime Auction 8:00 - 1:00 pm	Breakfast 7:00 - 8:30 am	Check Out of Hotel	Breakfast 7:00 - 8:30 am
Registration NYSTCA Store Funtime Auction Noon-5:00 pm	Opening Ceremony and Business Meeting 8:30 - 10:15 am	NYSTCA Store 8:00 - 8:30 am	EDRS 9:00-10:15 am	F.O.I.L. 9:00-10:15 am	Skill Path Professional Presentation Skills 1 9:00 - 10:15 am	Charles Marshall The Serve Method Creating Success With Extraordinary Customer Service 9:00 - 11:30 am	
IMC Enhancing Professional Growth and Performance / DISC Assessment Pre-registration Required 9:30-4:30 pm	Morning Break with Vendors 10:15 - 10:45 am	General Session Association of Towns 10:45 - 12:15 pm	Morning Break with Vendors 10:15 - 10:45 am	Morning Break with Vendors 10:15 - 10:45 am	Skill Path Professional Presentation Skills 2 10:45 - Noon		
Vendor Reception 3:00-5:00 pm			NYS Dept of Ag and Markets 10:45 - Noon	Open Government 10:45 - Noon		Lunch and Award Ceremony 11:30 - 1:00 pm	
Notary Class Pre-Registration Required 3:00-5:00 pm	Lunch and Break with Vendors 12:15 - 1:30 pm			County Association Luncheon Noon - 1:15 pm		Travel Safely Home!	
Athenian Dialogue Part 1 Must Be Pre-Registered 1:00-4:00 p.m.	Town Clerk and Notary Refresher 1:30-2:45 pm	Town Clerk Basics 1:30 - 2:45 pm	Safeguard NY 1:15 - 2:30 pm	Using the MU1 Schedule 1:15 - 2:30 pm	Skill Path Building A PowerPoint Presentation 1 1:15 - 2:30 pm		
Welcome New Clerks Orientation 4:00 - 5:00 pm	Vendor Presentation 1:30 - 2:45 pm	Notary Refresher 1:30-2:45 pm	NYSDEC 1:30-2:45 pm	Exotic Pets 1:15-2:30 pm	Notary Test		
	Athenian Dialogue Part 2 Must Be Pre-Registered 1:30-4:30 pm	Help! I Don't Know Where to Find... 3:15 - 4:30 pm	Cemetery Abandonment 3:15-4:30 pm	Birth and Deaths 1:15 - 2:30 pm			
	Minutes 3:15 - 4:30 pm	Understand Solar 3:15 - 4:30 pm	Rural Water 3:00-4:15 pm	Afternoon Break with Vendors 2:30-3:00 pm			
	Monday Night Event OR Dinner on Your Own	Vendor Presentation 3:15 - 4:30 pm	Vendor Presentation 3:00 - 4:15 pm	Afternoon Break with Vendors 2:30-3:00 pm			
		Monday Night Event OR Dinner on Your Own	District Director Orientation 3:00 - 4:15 pm	Afternoon Break with Vendors 2:30-3:00 pm			
			NYS Retirement 3:00 - 4:15 pm	Afternoon Break with Vendors 2:30-3:00 pm			
			Pre Banquet Reception 6:00 - 7:00 pm NYSTCA Annual Banquet 7:00 pm	Afternoon Break with Vendors 2:30-3:00 pm			
			After Banquet Party	Afternoon Break with Vendors 2:30-3:00 pm			
				Executive Committee Meeting 1:00 - 2:30 pm			

Agenda Item "C"

Town of Lysander West Genesee Sewer District Extension No. 2 Electric Installation Contract No. 2

Change Order Number: 2
Date: January 30, 2018
Contractor: Kahrs Construction
5 Market St.
Alexandria Bay, 13607

AUTHORIZATION IS HEREBY GRANTED FOR THE FOLLOWING CHANGE:

Description of Change Order:

Installation of 60 amp electric sub panel for grinder pump circuit.

Reason for Change Order:

Existing service panel was full sub panel was required for dedicated circuit for pump.



Change Order Cost: \$300.00

Revised Contract Amount:

Original Contract: \$36,750.00
Change Order No. 1 : \$300.00
Revised Contract Amount: \$37,050.00

All the work will have been done to the best of our knowledge and belief in accordance with the applicable provisions of the Contract. This Change Order represents full and complete compensation for all cost relative to the change itself and all other impacts that this change may have on the project. The Contractor hereby acknowledges that it has considered and priced into this Change Order impacts beyond the scope of the individual change(s) and waives all claims otherwise.

Approvals:

Engineer: 
Contractor: 
Owner: _____

Date: 1/30/18

Date: 1/30/18

Date: _____

TOWN of LYSANDER
8220 LOOP ROAD
BALDWINSVILLE, NEW YORK 13027
(315) 638-4264

Agenda Item "D"

January 30, 2018

Mr. Joseph P. Saraceni, Supervisor
And Town Board Members
Town of Lysander
8220 Loop Road
Baldwinsville, NY 13027

Re: West Genesee Sewer District Extension No. 2 Electric Installation Contract No. 2

Subj: First Payment

Dear Supervisor Saraceni:

The attached application for payment request No. 1 for the West Genesee Sewer District Extension No. 2 Electric Installation Contract No. 2 project is for materials and work completed prior to January 30, 2018. This payment request includes work for 12 homes included in the contract as well as 50% of the mobilization and demobilization bid item.

The total amount of the work completed through this payment request is \$21,975.00, per the contract specification 5% of this amount is to be withheld as retainage, making the total due to the contractor for Payment Request No. 1 \$20,876.25.

I would recommend that the Board approve Payment Request No.1 for the West Genesee Sewer District Extension No. 2 Electric Installation Contract No. 2 Project at the February 1, 2018 meeting. Please feel free to contact me if you have any questions or require any additional information.

Regards



Allen J. Yager, P.E.
Town of Lysander Engineer

CC: Dina Falcone, Lysander Town Clerk
David Rahrle, Lysander Comptroller
Mike Kahrs, Kahrs Construction
Dan Hayes, NYSDEC

enclosure

PROJECT:
West Genesee Sewer District
Extension No. 2
Electric Installation
Contract No. 2

TO:
Town of Lysander
8220 Loop Road
Baldwinsville NY 13027

FROM:
Kahrs Construction
5 Market St.
Alexandria Bay, NY 13607

CONTRACT FOR: Electric Installation

APPLICATION NO.: 1
PERIOD TO: 9/18/2017 to 1/30/2018
PROJECT NO.: C304411

CONTRACT DATE: September 18, 2017

Distribution To:
 OWNER
 CONSTRUCTION
 MANAGER
 DESIGN ENGINEER
 CONTRACTOR

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation sheet is attached.

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

- 1. ORIGINAL CONTRACT SUM.....\$ 336,750
- 2. Net Change By Change Orders.....\$ 300.00
- 3. CONTRACT SUM TO DATE (line 1+2).....\$ 37,950.00
- 4. TOTAL COMPLETED & STORED TO DATE\$ 21,975.00
- 5. RETAINAGE:
5% of Completed Work \$ 1,098.75
5% of Stored Material \$ -
Total Retainage (Line 5a + 5b) \$ 1,098.75
- 6. TOTAL EARNED LESS RETAINAGE.....\$ 20,876.25
- 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT.....\$ -
- 8. CURRENT PAYMENT DUE.....\$ 20,876.25
- 9. BALANCE TO FINISH, INCLUDING RETAINAGE 16,173.75

CONTRACTOR: [Signature] Date: 1-30-18

Notary Public:
State of New York
County of Onondaga
Subscribed and sworn to before me this _____

CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Construction Manager and the Design Engineer certify to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED.....\$ 20,876.25
(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that changed to conform to the amount certified.)

PROJECT MANAGER: [Signature] Date: 1/30/18

OWNER ACCEPTANCE

The owner hereby accepts this payment application form from Contractor and the accompanying recommendation and certification from the Construction Manager in connection with the Subject Project. The Owner agrees the Contractor is due the Certified amount and authorizes payment of same.

OWNER: [Signature] Date: _____

CHANGE ORDER SUMMARY	Additions	Deductions
Total Changes approved in previous months by Owner:	\$ -	\$ -
Total approved this Month:	\$ 300.00	\$ -
TOTALS	\$ 300.00	\$ -
NET CHANGES BY Change Order	\$ 300.00	\$ -



RI

Agenda Item "E"

J

DEPARTMENT OF FINANCE

OFFICE OF REAL PROPERTY TAX SERVICES

John H. Mulroy Civic Center, 15th Floor

421 Montgomery Street

Syracuse, New York 13202-2989

SUPERVISOR STEVEN MORGAN
TOWN OF LYSANDER
Chief Fiscal Officer

DONALD WEBER
Director of Real Property

JOANNE M. MAHONEY
County Executive

Joseph Saraceni
Town of Lysander
8220 Loop Road
Baldwinsville, NY 13027

January 11, 2018

Dear Supervisor Saraceni,

As you may be aware, Onondaga County Executive Joanie Mahoney, in accordance with New York State's *County-wide Shared Services Initiative* law, has proposed to save local governments nearly \$300,000 per year by reducing the annual fee for real property tax services administration and tax billing from \$2.00 per tax bill to \$1.00 per tax bill for any town, village, or school district that opts to use the County's new eTax software (at no charge).

In order to recognize the savings this year, I am asking that you please sign and return this letter indicating your intention to use the eTax software when it becomes available. As you might imagine, with 19 towns, 15 villages and 25 school districts throughout the county, the deployment, training and support will require a staggered approach that may take place throughout the year.

I have enclosed a chart that estimates the proposed savings to your municipality or school district – these amounts DO NOT include any additional savings you might realize by no longer purchasing/supporting a third party software to collect taxes (i.e. annual maintenance fees and IT support).

If you have any questions or concerns please feel free to contact me directly at 435-2857. Thank you.

Sincerely,

Donald Weber
Director, Real Property Tax
Onondaga County

(Please check):

Yes, we intend to use the County's eTax software

No, we do not intend to use eTax

(X)

(Signature)

Towns 2017 Real Property Tax Services Billing

	Parcels	\$/Parcel	Total Billed	Potential Savings
Camillus	10,474	\$2.00	\$20,948	\$10,474
Cicero	13,784	\$2.00	\$27,568	\$13,784
Clay	21,319	\$2.00	\$42,638	\$21,319
DeWitt	11,456	\$2.00	\$22,912	\$11,456
Elbridge	2,984	\$2.00	\$5,968	\$2,984
Fabius	1,433	\$2.00	\$2,866	\$1,433
Geddes	7,629	\$2.00	\$15,258	\$7,629
LaFayette	2,597	\$2.00	\$5,194	\$2,597
Lysander	9,756	\$2.00	\$19,512	\$9,756
Manlius	14,296	\$2.00	\$28,592	\$14,296
Marcellus	2,996	\$2.00	\$5,992	\$2,996
Onondaga	9,379	\$2.00	\$18,758	\$9,379
Otisco	1,858	\$2.00	\$3,716	\$1,858
Pompey	3,625	\$2.00	\$7,250	\$3,625
Salina	13,538	\$2.00	\$27,076	\$13,538
Skaneateles	4,280	\$2.00	\$8,560	\$4,280
Spafford	1,938	\$2.00	\$3,876	\$1,938
Tully	1,533	\$2.00	\$3,066	\$1,533
Van Buren	5,917	\$2.00	\$11,834	\$5,917
Totals	140,792		\$281,584	\$140,792

Village 2017-2018 Real Property Tax Services Billing

	Parcels	\$/Parcel	Total Billed	Potential Savings
Baldwinsville	2,680	\$2.00	\$5,360	\$2,680
Camillus	467	\$1.80	\$841	\$420
E Syracuse	1,312	\$2.00	\$2,624	\$1,312
Elbridge	490	\$2.00	\$980	\$490
Fabius	156	\$2.00	\$312	\$156
Fayetteville	1,895	\$2.00	\$3,790	\$1,895
Jordan	533	\$2.00	\$1,066	\$533
Liverpool	1,105	\$2.00	\$2,210	\$1,105
Manlius	1,548	\$2.00	\$3,096	\$1,548
Marcellus	642	\$2.00	\$1,284	\$642
Minoa	1,336	\$2.00	\$2,672	\$1,336
North Syracuse	2,606	\$2.00	\$5,212	\$2,606
Skaneateles	1,239	\$2.00	\$2,478	\$1,239
Solvay	2,542	\$2.00	\$5,084	\$2,542
Tully	372	\$2.00	\$744	\$372
Totals	18,923		\$37,753	\$18,876

Schools 2016-17 Real Property Tax Services Billing

School District	Parcels	\$/Parcel	Total Billed	Potential Savings
Baldwinsville Central	14,908	\$2.00	\$29,816	\$14,908
Cato Meridan	156	\$2.00	\$312	\$156
Cazenovia	359	\$2.00	\$718	\$359
Central Square	2,605	\$2.00	\$5,210	\$2,605
Chittenango	35	\$2.00	\$70	\$35
DeRuyter	46	\$2.00	\$92	\$46
East Syracuse Minoa	10,755	\$2.00	\$21,510	\$10,755
Fabius Central	2,866	\$2.00	\$5,732	\$2,866
Fayetteville Manlius Central	10,705	\$2.00	\$21,410	\$10,705
Homer	271	\$2.00	\$542	\$271
Jamesville DeWitt Central	7,152	\$2.00	\$14,304	\$7,152
Jordan Elbridge Central	4,046	\$1.80	\$7,283	\$3,641
LaFayette Central	2,316	\$2.00	\$4,632	\$2,316
Liverpool Central	17,636	\$2.00	\$35,272	\$17,636
Lyncort Union Free	1,820	\$2.00	\$3,640	\$1,820
Marcellus Central	5,749	\$2.00	\$11,498	\$5,749
Moravia Central	32	\$2.00	\$64	\$32
North Syracuse Central	24,522	\$2.00	\$49,044	\$24,522
Onondaga Central	3,239	\$2.00	\$6,478	\$3,239
Phoenix Central	1,103	\$2.00	\$2,206	\$1,103
Skaneateles Central	4,798	\$2.00	\$9,596	\$4,798
Solvay Union	4,462	\$2.00	\$8,924	\$4,462
Tully Central	3,173	\$2.00	\$6,346	\$3,173
West Genesee Central	13,352	\$2.00	\$26,704	\$13,352
Westhill Central	4,524	\$2.00	\$9,048	\$4,524
Totals	140,630		\$280,253	\$140,225

Grand Totals	300,345		\$599,589	\$299,894
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