

A Regular Town Board meeting was held on January 4, 2024, at Lysander Town Hall, 8220 Loop Road, Baldwinsville, New York.

MEMBERS PRESENT:

Kevin Rode, Supervisor
Jeffrey Kudarauskas, Councilor
Peter Moore, Councilor
Robert Geraci, Councilor

MEMBERS ABSENT: None

OTHERS PRESENT: Dina Falcone, Town Clerk, Al Yager, Town Engineer, Ken Svitak, HW Superintendent, Tony Rivizzigno, Town Attorney (via phone) and several guests and residents.

Supervisor Rode called the meeting to order at 6:30 PM with the Pledge to the Flag.

Adoption of Minutes

RES#1/2024

Motion made by Councilor Moore seconded by Councilor Geraci to adopt the December 7, 2024, Town Board Meeting minutes.

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

All ayes, motion carried and adopted

Citizens Comments

Fred Burtch of Plainville Road congratulated the officials who were elected. He mentioned Fayetteville Manlius School District for Scholastic testing. He discussed the last Town Board meeting and said he remembered people mentioning that there was not too much on the table going forward toward the end of the year and expressed his dismay that the last meeting was cancelled. He continued to state that there are other towns who only meet once and said that the Board knew about the open [Board] seat and an opportunity to discuss the open seat. He said there should be more appreciation for the positions that are held in the town. He continued to talk about meetings and other items related to attendance. He also stated that he wants us to be more like other towns and have two meetings a month.

Sandy Baker of Sunset Terrace stated that she loves this town and the community. She wanted the opportunity to talk about ways to serve the community in a different role. She mentioned her background including that she was a village trustee who worked in public safety, was a County Legislator, and a member of the Ag and Markets protection and Ways and Means committees. She stated that she supported and co-sponsored the first parcel of land into White Pine. Ms. Baker has a business background and has worked with unions as well. Currently she works with the RMS firm in Baldwinsville and has clients across the country.

Ed Schmitt of Hayes Road congratulated those elected and stated that he is happy with the results. He said he is ‘all for filling the Board seat’ but feels like this issue is being pushed and ‘railroaded.’ He would like more time to give to people.

Town Board Comments

Councilor Moore thanked everyone for attending. **Councilor Geraci** said he is humbled to be on the Board and is looking forward to the next few years. He stated that this is an exciting time, but TOL is going to be pushed to develop. His goal is to do it right. He stated that the Board does not want to get ‘railroaded’ or ‘bulldozed’ and if the town wants to see growth it has to be done right. **Councilor Kudarauskas** said growth is the key initiative, and the Board will do their due diligence and make sure it is done right.

Supervisor's Comments

Supervisor Rode covered the meeting rule of decorum changes. He noted that regarding the 2024 county taxes, there are sewer unit issues on the bill. He said they were incorrectly charged (some units) and advised residents to check their bills. He stated that people should look at the unit charge, as it should be .5 or .75 and not 1.0. He stated that if there are any issues, they can call the office.

Supervisor Rode stated that development is imminent, as Lysander is on the doorstep of Micron on Route 31. He asked residents to please feel free to contact him as he tries to be in the office every day between 9 and 9:30 AM and is happy to meet with people after hours if needed.

Supervisor Rode stated that there is a new Comptroller being appointed, and he has a great resume and credentials. [Mr. Zapisek was in the audience].

Councilor Moore mentioned there will not be a motion at this meeting for the open Board seat due to concerns from residents.

Department Head Reports

Ken Svitak said there is no parking on the street as it disrupts plowing. He stated that he appreciates residents who have been keeping the garbage bins away from the road as well.

Regular Agenda Items

MOTION TO ADOPT THE 2024 ORGANIZATIONAL AGENDA

RES#2/2024

Motion made by Councilor Moore and seconded by Councilor Kudarauskas to adopt the 2024 Organizational Agenda as presented.

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

All ayes, motion carried and adopted

MOTION TO ALLOW THE OFFICIAL UNDERTAKING

RES#3/2024

Motion made by Councilor Geraci and seconded by Councilor Kudarauskas to allow the official blanket undertaking be procured instead of individual undertakings covering the Town Supervisor, Deputy Supervisor, Town Clerk, 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.

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

All ayes, motion carried and adopted

**MOTION TO AUTHORIZE THE TOWN SUPERVISOR
TO SIGN THE LETTER OF ENGAGEMENT FOR LEGAL SERVICES FOR 2024**

RES#4/2024

Motion made by Councilor Moore and seconded by Councilor Geraci to authorize the Town Supervisor to sign the Letter of Engagement for legal services commencing January 1, 2024, through December 31, 2024.

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

All ayes, motion carried and adopted

**MOTION TO HOLD AND ADVERTISE FOR A PUBLIC HEARING
FOR THE PROPOSED WEST PHOENIX SEWER DISTRICT
EXPANSION TO SERVE TOP FABRICATORS**

RES#5/2024

Motion made by Councilor Moore seconded by Councilor Geraci 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).*

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

All ayes, motion carried and adopted

Top Fabricators is on a sewer system and would like sewer service. This is the process, and there is no cost to the Town.

**MOTION TO AUTHORIZE THE TOWN SUPERVISOR
TO SIGN THE 2024 SPCA AGREEMENTS**

RES#6/2024

Motion made by Councilor Moore and seconded by Councilor Kudarauskas to authorize the Town Supervisor to sign the SPCA Agreements for 2024.

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

All ayes, motion carried and adopted

The Agreement should state \$22,000 and not \$24,000. The agreement was corrected.

MOTION TO ACCEPT THE RESIGNATION OF JENNIFER FRICANO

RES#7/2024

Motion made by Councilor Kudarauskas and seconded by Councilor Geraci to accept the resignation of Jennifer Fricano effective December 29, 2023.

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

All ayes, motion carried and adopted

She was wished well in her new endeavor.

MOTION TO APPOINT COLLIN ZAPISEK TO COMPTROLLER POSITION

RES#8/2024

Motion made by Councilor Moore and seconded by Councilor Kudarauskas 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.

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

All ayes, motion carried and adopted

MOTION TO AUTHORIZE THE TOWN SUPERVISOR TO SIGN BONADIO AGREEMENT

RES#9/2024

Motion made by Councilor Geraci and seconded by Councilor Kudarauskas to authorize the Town Supervisor to sign the agreement for services with Bonadio Group for the duration of Comptroller Zapisek’s transition.

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

All ayes, motion carried and adopted

The cost of the services as per the rate agreement is \$225 per hour. Bonadio will assist in the transition of Mr. Zepisek.

MOTION TO AUTHORIZE THE USE OF 2022 GRANT FUNDING FOR PAVING LOOP ROAD

RES#10/2024

Motion made by Councilor Geraci and seconded by Councilor Moore 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.)*

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

All ayes, motion carried and adopted

This funding will be used in 2024.

**MOTION TO SET THE PUNCH LIST SECURITY
REQUIREMENT FOR LONGVIEW RADISSON**

RES#11/2024

Motion made by Councilor Kudarauskas seconded by Councilor Moore 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.

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

All ayes, motion carried and adopted

There were four lots added at the end of the street.

**MOTION TO SET THE MAINTENANCE GUARANTEE
FOR ROADWAYS AND UTILITIES AT LONGVIEW RADISSON PHASE II**

RES#12/2024

Motion made by Councilor Geraci seconded by Councilor Kudarauskas 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.

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

All ayes, motion carried and adopted

**MOTION TO ACCEPT THE DEDICATION OF ROADS AND UTILITIES
INCLUDED IN THE LONGVIEW AT RADISSON PHASE II SUBDIVISION**

RES#13/2024

Motion made by Councilor Geraci seconded by Councilor Kudarauskas 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

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

All ayes, motion carried and adopted

**MOTION TO REDUCE THE PUNCH LIST SECURITY
REQUIREMENT FOR COLLINGTON POINTE EAST PHASE 1 SUBDIVISION**

RES#14/2024

Motion made by Councilor Moore seconded by Councilor Kudarauskas 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.

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

All ayes, motion carried and adopted

**MOTION TO AUTHORIZE THE SUPERVISOR TO SIGN
THE 2024 MUNICIPAL CONSULTING AGREEMENT WITH CHA CONSULTING**

RES#15/2024

Motion made by Councilor Kudarauskas seconded by Councilor Geraci 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.

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

All ayes, motion carried and adopted

Before the meeting concluded, Supervisor Rode noted that there will be one Town Board meeting in July, as Independence Day falls the first week of July.

ADJOURNMENT

Motion made by Councilor Moore and seconded by Councilor Kudarauskas to adjourn the Town Board Meeting at 7:09 PM.

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

All ayes, motion carried and adopted

This is a true and complete recording
of the action taken at this meeting.

Dina Falcone, Town Clerk

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

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 Landlely, 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

A. <u>HOURLY RATES:</u>	<u>PER HOUR</u>	+	<u>LONGEVITY</u>
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)		

B.	<u>PER MEETING (OR EVENT) RATES:</u>	<u>PER MEETING</u>
	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

C.	<u>SALARIES:</u>	<u>PER YEAR</u>	<u>LONGEVITY</u>
	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 1st and 3rd Thursday at 6:30 PM
Work Session prior to Board meetings at 5:30 PM**

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

HOLIDAY SCHEDULE FOR 2024

Building Closed (days below are observed)

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