

**Minutes of the Meeting of the Village Board of Trustees held at 7:30 p.m. at Village Hall,
16 West Genesee Street, Baldwinsville, NY.
April 7, 2016**

Members Present: Mayor Dick Clarke
Trustee Ruth Cico
Trustee Mark Wilder
Trustee Megan O'Donnell
Trustee Mike Shepard
Trustee Bruce Stebbins

Members Absent: Trustee Rick Presley

Others Attending – Attorney Bob Baldwin; Codes Officer Gregg Humphrey; Clerk Maureen Butler; Treasurer Anna Custer; Senior Center Coordinator Ruth Troy; Police Lieutenant Mike Lockwood; Engineer Steve Darcangelo; Baldwinsville Messenger reporter Ashley Casey; resident Diane Trimble; Bob Edgett and Dan Peterson, representatives of the Public Access Channel.

The Pledge of Allegiance was recited.

Resolution #1/2016 Moved by Trustee Stebbins, second by Trustee Cico
Resolved that the minutes from the Village Board meeting of March 17, 2016, be approved.

Carried

Citizen's Comments

None

Annual Appointments

Resolution #2/2016 Motion by Trustee Shepard, second by Trustee O'Donnell
Resolved that the following appointments, by the Mayor, for the ensuing year, be approved:

Baldwin & Sutphen, LLP, as Village Attorney
Trustee Stebbins as Deputy Mayor
Timothy McMahon as Acting Justice
Sheryl Adsitt as Clerk for the Village Justice
Debbie Saldo as Court Attendant for the Village Justice
Linda Ross as Deputy Village Clerk
Rosemary Johnson as Part-time Clerk for the Village Clerk's Office
Maureen Butler as Village Clerk
Maureen Butler as Village Tax Receiver
Louise Corrigan as Part-time Clerk for the Department of Public Works
W. Gregg Humphrey as Codes Officer
Susan LaQuay as Part-time Codes Clerk
Kelly Knaul-Morgan as Janitor for Village Hall
Lou Ann St. Germain as Communications Officer
Richard Long as Part-time Communications Officer
Trustee Stebbins as the Village representative to the DPW Safety Committee
McHarrie's Legacy as the organization to act as Historian for the Village
Baldwin & Sutphen, LLP, as Attorney for the Zoning Board of Appeals
Baldwin & Sutphen, LLP, as Attorney for the Planning Board
Susan LaQuay as Secretary for the Zoning Board of Appeals, Planning Board and Architectural Review Board
Trustee Cico to the Canton Woods Senior Center Board of Directors

Carried

Resolution #3/2016 Motion by Trustee Stebbins, second by Trustee Cico

Resolved that the following committee appointments (the first named in each instance to act as Chairperson), by the Mayor, be approved:

Public Works Committee: (includes Parks, signs, trees, planting, benches and fixtures):

Trustees Stebbins, Wilder and O'Donnell

Public Safety: **Trustees Presley, Cico, and Shepard**

Labor Relations: **Trustee Presley and Trustee Wilder**

Intermunicipal Consortium: **Trustee Shepard**

- that the appointment of **Kevin Beverine**, as member of the Zoning Board of Appeals with the term ending in 2021, be approved.
- that the appointment of **Mike Mazoway**, as member of the Planning Board with his term ending in 2023, be approved.
- that the appointments of **Constance Taft, Dean Johnson, Jim Orlando and Bruce King** as members of the Architectural Review Board, be approved.
- that the appointment of **Baldwin & Sutphen, LLP**, as Village Prosecuting Attorney is confirmed, pursuant to Section 20-2006 (2) of the New York State Village Law, with the full benefit of the prosecutorial immunity provided in law and the full benefit and protection of defense and indemnification that is provided to all Village Officers/Employees, to prosecute any violators of any and all local laws known as the Code of the Village of Baldwinsville, New York in the Village of Baldwinsville Justice Court. The use of this service of the Prosecuting Attorney shall be as authorized by the Mayor.

Carried

Resolution #4/2016 Motion by Trustee Stebbins, second by Trustee O'Donnell

Resolved that the permit and fee schedule be adopted as follows:

Changes are printed in green

Fee Schedule effective ~ April 16, 2015

Item	Value/unit	Amount	§Code
Residential Type Construction:			
New/remodeling, houses, garages, basements, barns, decks, sheds, solid fuel devices and demolition	\$60.00/sq. ft.	\$75.00 1st \$1,000 \$8.00 per \$1,000>1st	§ 138-16
Certificate of Occupany/Compliance/Approval/Temporary Occupancy		\$25.00 when not with building permit	
New Residential Construction	\$75.00/sq. ft.	\$100.00 1st \$1,000 \$8.00 per \$1,000>1st	
Finished basements, decks, and garages	\$60.00/sq.ft.		§ 138-16
Tree Fee - Trees planted by Village at right-of-way		\$500.00	
Water Meter Installation Fee		\$344.00	
Sewer Tap Inspection Fee		\$51.00	
Fences Residential		\$75.00 plus \$0.25 per linear foot	§ 138-16
Swimming Pools/Hot Tubs/Spas		Same as type of construction	§303-5
Commercial Type Construction:			
New/remodeling, demolition, site work and administrative permit for business change	\$80.00/sq. ft.	\$150.00 1st \$1,000 \$8.00 per \$1,000>1st	§ 138.16

Certificate of Occupancy/Compliance/Approval/Temporary Occupancy		\$50.00	
Commercial Truss Identification (when applicable by state)		\$50.00	19NYCRR 1264
Fences Commercial		\$150.00 plus (was 100.00) \$0.25 per linear foot	§138-16
Signs		\$50.00 plus \$3.00/sq.ft. Minus ARB Sign Fee	§268-4C
Mechanical Permits		\$75.00 1st \$1000	§138-16
HVAC, Sprinkler, Gas Pipes, Drainage, Fuel Tank		\$10.00 per \$1,000>1st	
Permit issued after construction commencement		3 times the applicable rate	§138-16
Special Use Permit	-	Fee set by Village Board	-
Fire Inspections Residential and Multi-family Each Building			
Common Area, Utility Rooms, Storage Rooms (Each Dwelling Unit/Common Area Inspected: \$25.00)		Based on square footage below; not less than \$25.00 per building/dwelling unit	§138-16
Fire Inspections Commercial Includes one reinspection for violations found per reinspection thereafter		\$ 50.00 up to 1,500 square feet \$ 75.00 from 1,501 to 3,000 square feet \$100.00 from 3,001 to 7,500 square feet \$125.00 from 7,501 to 15,000 square feet \$150.00 over 15,000 square feet 50% of inspection rate above.	
Zoning Board Filing & Examination			
Residential		\$150.00	
Commercial		\$300.00	
Architectural Review Board			
Signs and Painting		\$100.00	
Façade Work/Architectural Work		\$150.00	
Planning Board Filing & Examination			
Subdivision		\$500 plus \$200 per acre	§56-5
Site Plan		\$250.00	
Changes to Approved Site Plan	Resubmission	\$150.00	
Engineering Review Fee		\$135.00 per hour	
Payment In Lieu of Parks Fee Code Sections: §345-25 (F), §345-33 (D), §345-34 (C)		\$500.00 per apartment/condominium unit \$500.00 per single family home lot	
Municipal Hauler's License	Annual	\$150.00	§275-8
Building File Review & Certification Report		\$50.00	§138-16
Certified Copies of Certificates		\$25.00	
Non-listed categories		\$25.00	
Foil Request Copies		0.25 per letter size copy	

Square footage will be based upon the square footage of the house including finished basements.

Garages will be considered in total square footage.

Expenses. The applicant shall be liable for and shall pay all engineering, legal, stenographic and consultant expenses incurred by the Village in connection with the application. The expenses for which the applicant is responsible shall be deducted from the deposit during the course of the application. The Village Clerk may require the payment of additional sums to cover actual Village expenses.

Payment of Fees. All permit fees are due in full upon application. If a permit is not issued, the amount retained by the Village shall be equal to all costs, including compensation of the Code Enforcement Officer(s) and any other reviewing persons, incurred by the Village in connection with the application.

Carried

Resolution #5/2016 Moved by Trustee Shepard, second by Trustee O'Donnell

Resolved that it shall be the Village of Baldwinsville's policy to waive permit fees for small projects and signs submitted for by not-for-profit civic organizations. Such waivers shall apply to signs and projects where the permit fee does not exceed \$99.00.

And also:

- that the following 3rd party electrical inspectors be appointed for the ensuing year:
Larry Kinne, CNY Electrical Inspection Services, LLC; Timothy Willsey, The Inspector, LLC.; Aaron Bellows, Middle Department Inspection Agency, Inc.; Richard Kersey, I.A.E.I. Certified Senior Electrical Inspector, New York Atlantic-Inland, Inc.; and Brian Fenner, Commonwealth Electrical Inspection Services, Inc.
- that **Solvay Bank, Key Bank of Central New York, M&T Bank, NBT Bank, and First Niagara** be designated as depositories for the ensuing year.
- that **Industrial Medical Associates** be designated as the provider of professional services to the Baldwinsville Police Department for the ensuing year.
- that the **Messenger** and the **Syracuse Post Standard** be designated as the official newspapers of the village for the ensuing year. Any legal notice can be published in either newspaper to meet the requirement. No legal notice is required to be published in both papers.
- that **WSYR Radio Station** be designated as the official radio news media for the village for the ensuing year.
- that the following are a list of meeting dates and times for the various boards:

the 1st and 3rd Thursdays of each month, between 7:00 p.m. and 7:30 p.m. be designated as work session time for the Village Board members.

the 1st and 3rd Thursdays of each month at 7:30 p.m. be designated as the regular meeting dates of the Village Board. The list is as follows:

April 21, 2016	October 6, 2016	March 16, 2017
May 5, 2016	October 20, 2016	April 6, 2017
May 19, 2016	November 3, 2016	
June 2, 2016	November 17, 2016	
June 16, 2016	December 1, 2016	
July 7, 2016	December 15, 2016	
July 21, 2016	January 5, 2017	
August 4, 2016	January 19, 2017	
August 18, 2016	February 2, 2017	
September 1, 2016	February 16, 2017	
September 15, 2016	March 2, 2017	

the 2nd Monday of each month at 7:00 p.m. be designated as the regular meeting date for the Zoning Board of Appeals.

the 4th Tuesday of each month at 7:30 p.m. be designated as the regular meeting date for the Planning Board.

Carried

Resolution #6/2016 Motion by Trustee O'Donnell, second by Trustee Shepard
Resolved that the following be approved:

- that the 1st Monday of each month at 7:00 P.M. be designated as the regular meeting date for the ARB.
- that the business hours of the Village Clerk's Office and therefore Village Hall, be designated as **8:00 A.M. to 4:00 P.M.** Monday thru Friday.
- that Village employees be allowed reimbursement for mileage while on official village business, at a rate per mile, as set by the IRS Guidelines.
- that the following fees be approved:
 - Village tax searches - **\$20.00**
 - All returned checks to the village - **\$20.00**
 - Police Reports - **\$.25 cents** per sheet, with an additional **\$.25 cents** each if faxed
 - Fingerprinting- **\$5.00** per card for non-residents of the village
 - Copies of tax bills and tax receipts - **\$2.00**
 - F.O.I.L. requests - **.25 cents per page**
 - Banner fee (Oswego Street wire or banner brackets at the four corners) - **\$100.00**
 - Solicitor's Permit - **\$25.00** for a **30 day** license
- that the amount of removal, towing and storage charges authorized under Section 68033 shall be those established by the management council of the Onondaga 911 Center through which communication systems said removal, towing and storage is processed.
- that authorization be given to the **Mayor (first) and Deputy Mayor (second)** to sign checks in the absence of the Village Treasurer.
- that the charges for work performed outside the Village of Baldwinsville by our Department of Public Works employees be set at **\$66.34** per hour/per man and the overtime cost be set at **\$82.34** per hour/per man. The materials charge would be at cost plus 10% and the charge for equipment rental would be at the current village rate.
- that the employees of the Village of Baldwinsville will be required to file a **Certificate of Compliance and Disclosure**.
- that the **Procurement Policy for 2016** be adopted.

Carried

Resolution #7/2016 Motion by Trustee Stebbins, second by Trustee Shepard
Resolved that the following be approved:

WHEREAS the board of trustees has determined to authorize payment in advance of audit of claims for public utility services, postage, freight and express charges, and

WHEREAS, all such claims shall be presented at the next regular meeting for audit, and

WHEREAS, the claimant and officer incurring or approving the claim are jointly and severally liable for any amount the board of trustees disallows.

NOW THEREFORE BE IT RESOLVED:

Section 1. That the board of trustees authorizes payment in advance of audit of claims for public utility services, postage, freight and express charges. All such claims must be presented at the next regular meeting for audit and the claimant and officer incurring or approving the claims are jointly and severally liable for any amount the board of trustees disallows.

Section 2. This resolution shall take effect immediately.

Carried

REGULAR MEETING

Trustee's Comments

Trustee Wilder asked that an executive session be held regarding land lease issues.

Mayor's Comments

Mayor Clarke noted:

- that he would like an additional executive session regarding potential litigation.
- that representatives from Consensus will hold an informational meeting @ 6:00 p.m. Monday, April 25th, at village hall.
- that he will be speaking at the Chamber luncheon on April 14th if anyone was interested in coming.
- that the required documents were sent to the NYS Dormitory Authority for the SAM (State and Municipal Facilities Program) Grant for the renovation of the historic police department building.
- That the New York State budget passed and there will be more funding available for bridge and road repairs.

Department Heads

Village Clerk Maureen Butler reminded the residents that the clerk's office is accepting village tax payments with penalty since the April 1st deadline has passed.

Treasurer Anna Custer told the board that she is in the process of closing out the 2015-2016 fiscal year and will have year-end budget transfers and financials at the next meeting.

Senior Center Coordinator Ruth Troy spoke of the upcoming Canton Woods events: 4/11-Elder Law Presentation @ 1:00 p.m.; 4/15-Speaker Nancy Abbott, Abbott Farms, talking about fruits and vegetables @ 11:30 a.m.; 4/21-Adaptation of Mark Twain's work "Diaries of Adam & Eve" @ 3:00 p.m.; and on 4/26-Coffee with Mayor Dick Clarke @ 9:30 a.m.

Village Engineer Steve Darcangelo noted that the DPW has started brush pickup. This will continue each week until June then will be every other week through the fall. Earth Day is Friday, April 22nd and a DPW truck will be stationed at Village Hall, 16 West Genesee Street, for bags of debris. Call the DPW at 635-9665 or stop in at 1963 West Genesee Road for the required bags and stickers.

Pending Business

- **Parks Committee Update**

None

New Business

- **Police Training Course – Police Agent Chrissy Allen**

Resolution #8/2016 Moved by Trustee Shepard, second by Trustee Stebbins

Resolved to authorize Police Agent Chrissy Allen to attend the Leadership in Police Organizations training course to be held 4/10/16 - 4/15/16 in Latham, NY, 5/15/16 – 5/20/16 in Binghamton, N.Y. and 6/12/16 – 6/17/16 in Binghamton, N.Y. at a cost not to exceed \$1,200.00. This is a budgeted item.

Carried

- **Memorial Day Proclamation – May 30, 2016**

Resolution #9/2016 Moved by Trustee Cico, second by Trustee Wilder

Resolved to declare Monday, May 30, 2016, to be Memorial Day in the Village of Baldwinsville, to honor those men and women who paid the ultimate price to preserve the principles of freedom.

Carried

Mayor Clarke read the proclamation.

- **South Shore Trailhead Improvements Project**

Resolution #10/2016 Moved by Trustee O'Donnell, second by Trustee Stebbins

Resolved to authorize the contract for the South Shore Trailhead Improvements Project between Onondaga County Community Development and the Village of Baldwinsville. It provides for \$46,300.00 in funding.

Carried

This funding will be used to add a parking area, informational kiosks and bicycle racks to the beginning of the South Shore East Trail, which is on the east end of Water Street.

- **Annual Girl Scout Encampment – 6/12/2016**

Resolution #11/2016 Moved by Trustee O'Donnell, second by Trustee Cico

Resolved to approve a request for the 2016 annual Girl Scout encampment at Community Park on Saturday, June 11th at 7:00 a.m. through Sunday, June 12th, at 12:00 p.m.

Carried

- **Baldwinsville Boat Launch Project**

Resolution #12/2016 Moved by Trustee Wilder, second by Trustee O'Donnell

Resolved to authorize the contract for the Baldwinsville Boat Launch Project (Canalway Grant Contract #C010349) between the NYS Canal Corporation and the Village of Baldwinsville in the maximum amount of \$37,000.00.

Carried

Trustee O'Donnell informed the audience that this is for the installation of kayak and canoe launches at Mercer and Community Parks.

- **Mercer Park Waterfront Improvements Amendment**

Resolution #13/2016 Moved by Trustee Wilder, second by Trustee Stebbins

Resolved to authorize an amendment between Onondaga County Community Development and the Village of Baldwinsville to extend the term date for the Mercer Park Waterfront Improvements Project to 12/31/2016 only.

Carried

- **2016 Summer Concert Series**

Resolution #14/2016 Moved by Trustee Stebbins, second by Trustee Shepard
Resolved to co-sponsor the 2016 Summer Concert Series with the Baldwinsville Library and the Towns of Lysander and Van Buren.

Carried

- **Wild Carp Tournament – May 12, 2016**

Resolution #15/2016 Moved by Trustee O'Donnell, second by Trustee Shepard
Resolved to approve Jason Bernhardt's request for reserving Community Park overnight from 4:00 p.m. on Thursday, May 12th - 12:00 p.m. on Sunday, May 15th, 2016, for the Wild Carp Companies carp fishing tournament. They are also requesting that the Community Park restrooms be left open for the duration.

Carried

- **Surplus Declared**

Resolution #16/2016 Moved by Trustee Wilder, second by Trustee O'Donnell
Resolved to declare four office chairs in village hall as surplus.

Carried

- **Executive Session with no action**

Resolution #17/2016 Moved by Trustee Cico, second by Trustee Wilder
Resolved that the board retire into executive session at 8:00 p.m.

Carried

Resolution #18/2016 Moved by Trustee Shepard, second by Trustee Cico
Resolved that the board return from executive session at 8:50 p.m.

Carried

- **Motion to pay bills as audited**

Resolution #19/2016 Moved by Trustee Cico, second by Trustee O'Donnell
Resolved to pay the bills from their proper accounts, after audit.

Abstract #3

• General Fund Checks #41489 - #41542	\$	117,342.84
• Water Fund Checks #23866 - #23878	\$	5,829.91
• Sewer Fund Checks #23267 - #23272	\$	8,690.40

Carried

- **Adjournment**

Resolution #20/2016 Moved by Trustee O'Donnell, second by Trustee Cico
Resolved that the meeting be adjourned at 8:53 p.m., until the next village board meeting at 7:30 p.m. at Village Hall on April 21, 2016.

Carried

Respectfully submitted,

Maureen Butler

Maureen Butler
Village Clerk