

**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 16, 2015**

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

Members Absent: Trustee Bruce Stebbins

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; Jim Orlando; John Collar; Mike Chemotti; Jerry Elliott and Sam Pandossi, a representative of the Public Access Channel.

The Pledge of Allegiance was recited.

**Resolution #1/2015** Moved by Trustee Cico, second by Trustee O'Donnell (Trustee Wilder abstained)  
Resolved that the minutes from the Village Board meeting of April 2, 2015, be approved.

**Carried**

**Citizen's Comments**

No Comments

**Annual Appointments**

**Resolution #2/2015** Motion by Trustee Presley, second by Trustee Shepard  
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 Tax Receiver  
**Louise Corrigan** as Part time Clerk for the Department of Public Works  
**W. Gregg Humphrey** as Codes Officer  
**Mary Augustus** 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** as Attorney for the Zoning Board of Appeals  
**Baldwin & Sutphen** as Attorneys for the Planning Board  
**Mary Augustus** 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 #3/2015** Motion by Trustee O'Donnell, second by Trustee Wilder  
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 Mayor Clarke**

Intermunicipal Consortium: **Trustee Shepard**

- that the appointment of **Constance Taft**, as member of the Zoning Board of Appeals with the term ending in 2020, be approved.
- that the appointment of **Maysel Markham**, as member of the Planning Board with his term ending in 2022, be approved.
- That the appointment of **Mike Mazoway** as Alternate Member of the Planning Board with the term ending 2022, be approved.
- that the appointments of **Constance Taft, Dean Johnson, Toni Kleist, and Bruce King** as members of the Architectural Review Board, be approved.
- that the appointment of **Baldwin & Sutphen** 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 #4/2015** Motion by Trustee O'Donnell, second by Trustee Wilder  
Resolved that the permit and fee schedule be adopted as follows:

See next page

Changes are printed in green



## VILLAGE OF BALDWINSVILLE



16 West Genesee Street  
BALDWINSVILLE, NY 13027  
Phone # (315) 635-3521 ~ Fax # (315) 635-9231

### ~ PROPOSED ~ Fee Schedule effective ~ April, 2015

Item	Value/unit	Amount	§ Code
<b>Residential Type Construction:</b>			
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 Occupancy/Compliance/Approval/Temporary Occupancy		\$25.00 when not with building permit	
<b>New Residential Construction</b>			
Finished basements, decks, and garages	\$75.00/sq. ft.	\$100.00 1st \$1,000 \$8.00 per \$1,000>1st	§ 138-16
	\$60.00/sq.ft.		
<b>Tree Fee - two trees planted by Village at right-of-way</b>		\$500.00	§ 138-16
<b>Water Meter Installation Fee</b>		\$344.00	
<b>Sewer Tap Inspection Fee</b>		\$51.00	
<b>Fences Residential</b>		\$75.00 plus \$0.25 per linear foot	§ 138-16
<b>Swimming Pools; in ground (include fence inspection)</b>		Same as type of construction	§ 303-5
<b>Swimming Pools; above ground</b>		Same as type of construction	
<b>Commercial Type Construction:</b>			
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	
<b>Commercial Truss Identification (when applicable by state)</b>		\$50.00	19NYCRR 1264
<b>Fences Commercial</b>		\$100.00 plus \$0.25 per linear foot	§ 138-16
<b>Signs</b>		\$50.00 plus \$3.00/sq.ft. Minus ARB Sign Fee	§ 268-4C
<b>Mechanical Permits</b>			
HVAC, Sprinkler, Gas Pipes, Drainage, Fuel Tank		\$75.00 1st \$1000 \$10.00 per \$1,000>1st	§ 138-16
<b>Permit issued after construction commencement</b>		3 times the applicable rate	§ 138-16
<b>Special Use Permit</b>		Fee set by Village Board	
<b>Fire Inspections Residential and Multi-family Each Building</b>			
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
<b>Fire Inspections Commercial</b>		\$ 50.00 up to 1,500 square feet	
Includes one reinspection for violations found		\$ 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	
per reinspection thereafter		\$150.00 over 15,000 square feet 50% of inspection rate above.	
<b>Zoning Board Filing &amp; Examination</b>			
Residential		\$150.00	
Commercial		\$300.00	
<b>Architectural Review Board</b>			
Signs and Painting		\$100.00	
Façade Work/Architectural Work		\$150.00	
<b>Planning Board Filing &amp; Examination</b>			
Subdivision		\$500 plus \$200 per acre	§ 56-5
Site Plan		\$250.00	
Changes to Approved Site Plan	Resubmission	\$150.00	
<b>Engineering Review Fee</b>		\$135.00 per hour	
<b>Municipal Hauler's License</b>	Annual	\$150.00	§ 275-8
<b>Building File Review &amp; Certification Report</b>			
<b>Certified Copies of Certificates</b>		\$50.00	§ 138-16
<b>Non-listed categories</b>		\$25.00	
<b>Foil Request Copies</b>		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 #5/2015** Moved by Trustee Presley, second by Trustee Wilder

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. Please note that the banner permit is \$100.00 so therefore it is not included in this waiver.

And also:

- that the following 3<sup>rd</sup> 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.; and Richard Kersey, I.A.E.I. Certified Senior Electrical Inspector, New York Atlantic-Inland, 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 **WSEN 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 1<sup>st</sup> and 3<sup>rd</sup> 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 1<sup>st</sup> and 3<sup>rd</sup> 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 16, 2015	October 1, 2015	March 17, 2016
May 7, 2015	October 15, 2015	April 7, 2016
May 21, 2015	November 5, 2015	
June 4, 2015	November 19, 2015	
June 18, 2015	December 3, 2015	
July 2, 2015	December 17, 2015	
July 16, 2015	January 7, 2016	
August 6, 2015	January 21, 2016	
August 20, 2015	February 4, 2016	
September 3, 2015	February 18, 2016	
September 17, 2015	March 3, 2016	

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

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

**Carried**

**Resolution #6/2015** Motion by Trustee O’Donnell, second by Trustee Cico

Resolved that the following be approved:

- that the 1<sup>st</sup> 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**

**\$250.00 per tree** to be paid by the developer or builder when a building permit is issued and the village will do the planting

In-lieu of parks payment - **\$500.00 per house lot** and **\$300.00 per apartment unit**

- 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** 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 **\$65.91** per hour/per man and the overtime cost be set at **\$81.21** 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 2015** be adopted.

**Carried**

**Resolution #7/2015** Motion by Trustee Shepard, second by Trustee Presley  
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**

### **Trustee's Comments**

Trustee Shepard requested that Item J. Mercer Park Fees be added to the agenda.

Trustee O'Donnell communicated that April is National Volunteer Recognition month and the annual Man and Woman of the Year dinner honoring Theresa Gross and Ed McManus will be held on Saturday evening.

Trustee Wilder encouraged residents to call The NYS Department of Transportation and complain about the potholes on State roads in the Village that are in disrepair. Not only are these roads filled with potholes from east to west but those from north to south. Currently the State noted that the repair work will start in 2016. Hopefully with enough calls and letters that work will be moved up to this year.

Village Engineer Steve Darcangelo informed the board that there will be a meeting set up between the Village and the DOT.

### **Mayor's Comments**

Mayor Clarke noted:

- that the OCRRA version of Earth day is scheduled for Friday, April 24<sup>th</sup> and Saturday, April 25<sup>th</sup>. Any residents or organizations interested in participating should give the Clerk's office a call. The village can offer route suggestions and has the OCRRA stickers that are required to be placed on the trash bags.
- that two executive sessions be added to the agenda. One for a possible property acquisition, the other for a potential litigation.

### **Department Heads**

Attorney Baldwin requested that Engineer Steve Darcangelo and Codes Officer Gregg Humphrey attend the executive session.

Codes Officer Humphrey reminded the viewing audience that signs are not permitted in the right of ways, on utility poles, or on village property. His office will remove them.

Senior Center Coordinator Ruth Troy stated that the Baker High Class of 1964 donated an automatic external defibrillator to the Center and the staff has been fully trained on it. Troy also noted that the month of May is Older Americans month. The Center will have events throughout the month of May. See the website for details.

Darcangelo mentioned:

- that there is free mulch available at the corner of Emerick Road and Rt. 370.
- Weekly yard waste pickup has started throughout the village.
- The Public Works newsletter(on the website) gives a description of what can be put out to the curb for pick up.
- that he, the mayor and Planning Board chairperson Carl Pelcher attended an event at ESF. Todd Sealy, a landscape architect student and a past employee of the village, did a major presentation using the Village of Baldwinsville as his focal point. As an employee he worked on the sidewalk project but also concentrated on

doing a tree inventory particularly along the sidewalk restoration route. He applied some of his landscape architect education to show some modifications that could be done to the village. Sealy's presentation was excellent.

### **Pending Business**

- **Parks Committee Update**

This will be discussed under Item J. in the agenda.

### **New Business**

- **Open Container Waiver – May 30, 2015 PMI Concert**

**Resolution #8/2015** Moved by Trustee O'Donnell, second by Trustee Wilder

Resolved to waive the open container law for Mike Chemotti, for an event on Paper Mill Island, from 5:00 p.m. until 11:00 p.m. on Saturday, May 30, 2015.

#### **Carried**

- **Budget Transfers – March 1, 2014 – February 28, 2015**

**Resolution #9/2015** Moved by Trustee Presley, second by Trustee Wilder

Resolved to approve the requested budget transfers for the year March 1, 2014 - February 28, 2015.

#### **Carried**

- **Baldwin Canal Square - Thursdays**

**Resolution #10/2015** Moved by Trustee Wilder, second by Trustee Shepard

Resolved to approve Jim Orlando's request to reserve Baldwin Canal Square on Thursdays beginning on a date decided by the Village Engineer and running through Labor Day from 4:00p.m. – 8:00 p.m. for his weekly car show.

#### **Carried**

It was noted that the Department of Public Works will be seeding the greenspace at Baldwin Canal Square and all events need to be coordinated with the Village Engineer Steve Darcangelo. Steve is not sure how long it will take for the grass to grow and be ready to be walked on. Therefore, there is not a definite date for the Thursday car shows to begin.

- **Baldwin Canal Square – Tuesdays; Waiver of Open Container**

**Resolution #11/2015** Moved by Trustee O'Donnell, second by Trustee Shepard

Resolved to approve Jim Orlando's request to reserve Baldwin Canal Square and for a waiver of the open container law on Tuesdays beginning on a date decided by the Village Engineer and running through Labor Day from 4:00p.m. – 8:00 p.m. for a weekly flea market.

#### **Carried**

This waiver is for wine and beer tastings only.

- **Waiver of Open Container – Thursday, July 16, 2015**

**Resolution #12/2015** Moved by Trustee O'Donnell, second by Trustee Shepard

Resolved to approve a waiver of the open container law for Jim Orlando's Thursday, July 16, 2015, car show at Baldwin Canal Square from 4:00 p.m. – 10:00 p.m.

#### **Tabled**

Jim Orlando said that he will be having the band *Ruby Shooz* play that evening. It should be a good turnout since it is a few days before the National Car Show at the fairgrounds.

After a discussion about how the alcohol will be contained within Baldwin Canal Square the board decided to table the request for the waiver of the open container until Chief Lefancheck is back and able to review the request.

- **Fireworks Display – Thursday, July 16, 2015**

**Resolution #13/2015** Moved by Trustee Shepard, second by Trustee Cico

Resolved to approve Jim Orlando's request to put on a fireworks display on Thursday, July 16, 2015, with a rain date of Thursday, July 23, 2015, after his weekly car show.

**Carried**

Orlando had the fireworks company investigate the area on Marble Street to shoot off the display. The company confirmed that the Marble Street area is an adequate spot for what he has planned. Orlando at the request of the Board will notify all Marble Street residents of this event.

- **Appointment – DPW Seasonal Laborers**

**Resolution #14/2015** Moved by Trustee O'Donnell, second by Trustee Cico

Resolved to appoint the following DPW laborers with the effective date of April 27, 2015 or later:

Nancy Loveland - \$11.33/hr; Ed Myers - \$9.80/hr; Alex Andre - \$15.00/hr; Peter Moore - \$9.00/hr; Ryan Croucher - \$9.00/hr; and Thomas Pileski - \$8.50/hr.

**Carried**

Darcangelo noted that Alex Andre has been a long term employee and will have more responsibility this year. This is why his hourly rate is more than the others.

- **Arbor Day Proclamation – Friday, April 24, 2015**

**Resolution #15/2015** Moved by Trustee O'Donnell, second by Trustee Cico

Resolved to proclaim Friday, April 24, 2015, as Arbor Day, with a tree planting to be held at 60 Aspen Springs Drive to commemorate the significant role trees play within the Village of Baldwinsville.

**Carried**

Mayor Clarke read the proclamation.

- **Construction at Reeves Field – Baldwinsville Little League**

**Resolution #16/2015** Moved by Trustee Presley, second by Trustee Shepard

Resolved to allow the construction of a batting cage and three bullpens at three of the baseball fields at Reeves Field by the Baldwinsville Little League.

**Carried**

The Little League committee heard the proposals for this construction and agreed that it should be done. The next step was for the Village Board to allow it.

- **Mercer Park Fees Approved**

**Resolution #17/2015** Moved by Trustee Shepard, second by Trustee Presley

Resolved to approve the fees for individuals and groups to reserve the pavilion and/or gazebo at Mercer Park at the recommendation of the Ad Hoc Parks committee. The new license agreement lists that the fee of \$30.00 will be charged for the use of the pavilion and a \$30.00 fee will also be charged for the use of the gazebo. Each reservation must supply a \$50.00 refundable deposit.



**Carried**

Trustee O'Donnell recounted a meeting that she attended with the mayor, Clerk Maureen Butler, Deputy Clerk Linda Ross and Hills, Farnham, & Hills President Dan Schmidt regarding the need for liability insurance when reserving Mercer Park. He suggested for individual reservations that a hold harmless clause be inserted into the agreement and signed off by the individual. For the larger community events, liability insurance is required. Another suggestion by Schmidt was to have signs informing the public of the park rules at the entrance of each park.

- **Executive Session with anticipated action**

**Resolution #18/2015** Moved by Trustee Wilder, second by Trustee Cico  
Resolved that the board retire into executive session at 8:26 p.m.

**Carried**

**Resolution #19/2015** Moved by Trustee Presley, second by Trustee Cico  
Resolved that the board return from executive session at 9:15 p.m.

**Carried**

- **Purchase Contract**

**Resolution #20/2015** Moved by Trustee Wilder, second by Trustee Shepard  
Resolved to authorize the mayor to sign a purchase contract for the property located at 2 Fobes Island in an amount not to exceed \$120,000.00 with the approval of the attorney.

**Carried**

- **Motion to pay bills as audited**

**Resolution #21/2014** 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 #40401 - #40445 \$ 68,705.16
- Water Fund Checks #23617 - #23630 \$ 9,620.20
- Sewer Fund Checks #23149 - #23152 \$ 1,408.95

**Carried**

- **Adjournment**

**Resolution #22/2015** Moved by Trustee Presley, second by Trustee Wilder  
Resolved that the meeting be adjourned at 9:18 p.m., until the next village board meeting at 7:30 p.m. at Village Hall on May 7, 2015.

**Carried**

**Respectfully submitted,**

*Maureen Butler*

Maureen Butler  
Village Clerk