

**Minutes of the Meeting of the Village Board of Trustees held at 7:31 p.m. at Village Hall,
16 West Genesee Street, Baldwinsville, NY.
April 17, 2014**

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

Others Attending – Attorney Dave Jones; Codes Officer Gregg Humphrey; Treasurer Anna Custer; Senior Center Coordinator Ruth Troy; Police Chief Mike Lefancheck; Engineer Steve Darcangelo; Linda Clarke, Irene Feigel; Attorneys Jamie Sutphen and Bob Baldwin; Kathy Bogardus; Charlie Baca; Cindy Clarke and Colin Kahl, a representative of the Public Access Channel.

The Pledge of Allegiance was recited.

Resolution #1/2014 Moved by Trustee Shepard, second by Trustee Stebbins
Resolved that the minutes from the Village Board meeting of April 3, 2014, be approved.

Carried

Citizen's Comments

Cindy Clarke congratulated and welcomed Dick as the new mayor.

Annual Appointments

Resolution #2/2014 Motion by Trustee Stebbins, second by Trustee Presley
Resolved that the following appointments, by the Mayor, for the ensuing year, be approved:

David Jones, as Village Attorney
Trustee Stebbins as Deputy Mayor
Timothy McMahon as Acting Justice
Sheryl Adsitt as Clerk for the Village Justice
Debbie Saldo as Part time Clerk for the Village Justice
Maureen Butler as Village Clerk
Linda Ross as Deputy Village Clerk
Rosemary Johnson as Part time Clerk for the Village Clerk's Office
Anna Custer as Village Treasurer
Maureen Butler as Village Tax Collector
Stephen Darcangelo as Village Engineer
Louise Corrigan as Part time Clerk for the Department of Public Works
W. Gregg Humphrey as Codes Officer
Suzie 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
David Jones as Attorney for the Zoning Board of Appeals
Baldwin & Sutphen as Attorneys for the Planning Board
Suzie 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 #3/2014 Motion by Trustee Stebbins, second by Trustee O'Donnell

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, Shepard and Cico**

Labor Relations: **Trustee Presley and Mayor Clarke**

Intermunicipal Consortium: **Trustee Shepard**

- that the appointment of **Brian Corrigan**, as member and chairman of the Zoning Board of Appeals with his term ending in 2019, be approved.
- that the appointment of **Joseph Saraceni**, as member of the Planning Board with his term ending in 2021, 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 **David Jones** 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 #4/2014 Motion by Trustee Shepard, second by Trustee Wilder

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

Edits are printed in green

~ PROPOSED ~ Fee Schedule effective ~ April, 2014

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 Occupancy/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	§138-16
Finished basements, decks, and garages	\$60.00/sq.ft.		
Tree Fee - two trees planted by Village at right-of-way	Were not on fee schedule	\$500.00	
Water Meter Installation Fee		\$344.00	
Sewer Tap Inspection Fee		\$51.00	
Fee to Turn Water Off/On by request of property owner		\$50.00	
Fences Residential		\$75.00 plus \$0.25 per linear foot	§138-16
Swimming Pools; in ground (include fence inspection)		Same as type of construction	§303-5
Swimming Pools; above ground		Same as type of construction	
Commercial Type Construction:	\$80.00/sq. ft.	\$150.00 1st \$1,000 \$8.00 per \$1,000>1st	§138.16
New/remodeling, demolition, site work and administrative permit for business change			
Certificate of Occupancy/Compliance/Approval/Temporary Occupancy		\$50.00	
Commercial Truss Identification (when applicable by state)		\$50.00	19NYCRR 1264
Fences Commercial		\$100.00 plus \$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 (PILOP)	
Fire Inspections Residential and Multi-family Each Building			
Common Area, Utility Rooms, Storage Rooms		Based on square footage below	§138-16
Each Dwelling Unit		\$25.00	
Fire Inspections Commercial		\$ 50.00 up to 2,000 square feet	
Includes one reinspection for violations found		\$ 75.00 from 2001 to 5000 square feet	
		\$100.00 from 5,001 to 10,000 square feet	
		\$125.00 from 10,001 to 25,000 square feet	
per reinspection thereafter		\$150.00 over 25,001 square feet 50% of inspection rate above.	
Zoning Board Filing & Examination			
Residential		\$150.00	Add Fee Section in Code
Commercial		\$300.00	
Architectural Review Board			
Signs and Painting		\$100.00	Add Fee Section in Code
Façade Work/Architectural Work		\$150.00	
Planning Board Filing & Examination			
Subdivision		\$500 plus \$200 per acre	§56-5
Site Plan		\$250.00 Approved by Planning board	
Changes to Approved Site Plan	Resubmission	\$150.00 Approved by Planning board	
Municipal Hauler's License	Annual	\$100.00	§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 #5/2014 Moved by Trustee Wilder, 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. Please note that the banner permit is \$100.00 so therefore it is not included in this waiver.

- 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.; 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 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 17, 2014	October 2, 2014	March 19, 2015
May 1, 2014	October 16, 2014	April 2, 2015
May 15, 2014	November 6, 2014	
June 5, 2014	November 20, 2014	
June 19, 2014	December 4, 2014	
July 3, 2014	December 18, 2014	
July 17, 2014	January 8, 2015	
August 7, 2014	January 22, 2015	
August 21, 2014	February 5, 2015	
September 4, 2014	February 19, 2015	
September 18, 2014	March 5, 2015	

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 #6/2014 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.**

Fee for the Community Park softball fields - **\$150.00/field/season**

\$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.
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- 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 **\$62.80** per hour/per man and the overtime cost be set at **\$78.10** per hour/per man. The materials charge would be at cost plus 10% and the charge for equipment rental would be at the current 2014 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 2014** be adopted.

Carried

Village Engineer Steve Darcangelo suggested that the dollar limits for purchase contracts that are not subject to competitive bidding in the Procurement Policy be reviewed. Currently, it states that purchase contracts under \$10,000.00 do not need to go to bid. He would like that to be changed to purchase contracts under \$20,000.00 need not be subject to a competitive bid. Attorney Dave Jones stated that a change to the policy can be done at any point by resolution during the year. The DPW committee will review this change and bring their recommendation to the board.

Resolution #7/2014 Motion by Trustee Presley, 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

Trustee's Comments

The trustees welcomed Ruth to the board and told Dick that they were looking forward to working with him as mayor. Trustee Stebbins noted that the DPW committee meetings are on Thursdays of the week prior to the Village board meeting week.

Mayor's Comments

Mayor Clarke noted:

- That he attended the Volunteer luncheon at Canton Woods earlier today and spoke of the huge volunteer community that we have.
- That Trustee Presley was inducted into the USSSA Softball Hall of Fame. Congratulations were given for this great honor.
- That he would like to add an item to the agenda - Item I. Discussion regarding the establishment of a committee to examine all of the village's parks.
- That the new Planning Board attorneys, Jamie Sutphen and Bob Baldwin from Baldwin & Sutphen, LLP were present and introductions were made.

Department Heads

Ruth Troy spoke of a new program, "Let's Talk Baseball" will be held at Canton Woods on Thursday, April 24th, beginning at 12:15. Bring your own bag lunch. The speaker will be former MLB pitcher Steve Grilli. Troy also wanted to remind everyone that on Saturday, May 3rd from 8:30 a.m. – 1:00 p.m., an event "Junk in the Trunk" will be held at the Center.

Steve Darcangelo wanted residents to be aware of the projects currently taking place on Marble Street and Meigs Road. He apologized for any inconvenience with delays in traffic that residents may be experiencing. He noted that the annual summer brush pick-up has begun.

Pending Business

- **Lock Street Reconstruction Project BAN**

Nothing new to report.

New Business

- **Open Container Waiver – June 1, 2014 PMI Concert**

Resolution #8/2014 Moved by Trustee O'Donnell, second by Trustee Stebbins

Resolved to waive the Open Container Law for Creative Concerts Inc., for a concert event on Paper Mill Island (Rusted Root), from 5:00 p.m. until 10:00 p.m. on Sunday, June 1, 2014.

Carried

Resolution #9/2014 Moved by Trustee O'Donnell, second by Trustee Wilder
Resolved to grant permission to Creative Concerts Inc., to use the parking lot in front of the Red Mill Inn, starting at 12:01 a.m. on Sunday, June 1, 2014, until after the concert event on Paper Mill Island (Rusted Root).

Tabled

Trustee Presley requested that this motion be tabled until a definite starting and ending time is established. Chief Lefancheck stated that the starting time of 12:00 a.m. would create a problem since the lot will be full with various business patrons. If possible, the board would like the promoter to attend the next board meeting on May 1st, to speak on his request for the use of the parking lot.

- **NYS Liquor License – June 1, 2014 PMI event**

Resolution #10/2014 Moved by Trustee Presley, second by Trustee Shepard
Resolved to authorize the Mayor to sign the NYS Liquor Authority Special Event Permit Application for Creative Concerts Inc., for the liquor license for the concert event on Paper Mill Island on June 1, 2014.

Carried

A discussion ensued regarding this resolution but was determined that the waiver of open container resolution usually covers the authorization of the Mayor's signature.

- **Purchase of Lawn Mower**

Resolution #11/2014 Moved by Trustee Wilder, second by Trustee O'Donnell
Resolved to authorize the Village Engineer to purchase a Gravelly Pro-Turn 472 Riding Lawn Mower from Outdoor Power, LLC of Clay, New York, for a quoted price of \$13,259.00. This mower was the lowest of three models quoted from two different suppliers. Currently, there is not a NYS Contract for the purchase of a riding lawn mower. This is a budgeted item and has been reviewed by the DPW committee.

Carried

- **Arbor Day Proclamation – Friday, April 25, 2014**

Resolution #12/2014 Moved by Trustee Stebbins, second by Trustee Wilder
Resolved to proclaim Friday, April 25, 2014, as Arbor Day, with a tree planting to be held at 102 Brown Street to commemorate the significant role trees play within the Village of Baldwinsville.

Carried

Mayor Clarke read the proclamation.

- **Memorial Day Proclamation – Friday, May 30, 2014**

Resolution #13/2014 Moved by Trustee Wilder, second by Trustee O'Donnell
Resolved to proclaim Friday, May 30, 2014, as 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

The mayor read the proclamation.

- **New Position Duty Statements - Laborers**

Resolution #14/2014 Moved by Trustee Stebbins, second by Trustee Wilder
Resolved to approve the Onondaga County Civil Service new position duty statement creating three additional Laborer positions in the Department of Public Works.

Carried

- **Mercer Park Waterfront Improvements Project Grant Acceptance**

Resolution #15/2014 Moved by Trustee Wilder, second by Trustee Stebbins
Resolved to authorize the Mayor to sign a contract with Onondaga County Community Development accepting a grant in the amount of \$40,674.00 for the Mercer Park Waterfront Improvements Project. This grant requires a 25% match from the Village (\$13,558.00 commitment from the Village). This may not be cash but in-kind services.

Carried

- **Formation of an Ad Hoc Parks Committee**

The board thought it would be a good idea to form a committee to examine all village parks. One aspect that will be looked into is the utilization of them. The committee members will be Trustee Mike Shepard (Chairman), Trustee Megan O'Donnell, and Trustee Rick Presley. Village Engineer Steve Darcangelo and Attorney Dave Jones will be available to the committee for assistance.

- **Motion to pay bills as audited**

Resolution #16/2014 Moved by Trustee O'Donnell, second by Trustee Shepard
Resolved to pay the bills from their proper accounts, after audit.

Abstract #4

• General Fund Checks #39215 - #39276	\$	46,753.30
• Water Fund Checks #23385 - #23396	\$	6,262.33
• Sewer Fund Checks #23029 - #23037	\$	1,643.39

Carried

- **Adjournment**

Resolution #17/2014 Moved by Trustee Wilder, second by Trustee Presley
Resolved that the meeting be adjourned at 8:21 p.m., until the next village board meeting at 7:30 p.m. at Village Hall on May 1, 2014.

Carried

Respectfully submitted,

Maureen Butler

Maureen Butler
Village Clerk