

**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 6, 2017

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; resident Diane Trimble; Bill Donaghey and Ed McManus from McHarrie's Legacy; and Ernest Hamm, representative of the Public Access Channel.

The Pledge of Allegiance was recited.

Resolution #1/2017 Moved by Trustee Cico, second by Trustee Presley
Resolved that the minutes from the Village Board meeting of March 16, 2017, be approved.

Carried

Citizen's Comments

None

Annual Appointments

Resolution #2/2017 Motion by Trustee Presley, second by Trustee Shepard
Resolved that the following appointments, by the Mayor, for the ensuing year, be approved:

Trustee Stebbins as Deputy Mayor
Timothy McMahan 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 Department of Public Works
W. Gregg Humphrey as Codes Officer
Mary Augustus as Part-time Codes Clerk
Mary Augustus 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 Attorney 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 #3/2017 Motion by Trustee O'Donnell, 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, Trustee Wilder and Trustee Shepard**

Intermunicipal Consortium: **Trustee Shepard**

Carried

Resolution #4/2017 Motion by Trustee Presley, second by Trustee Cico
Resolved that the following board appointments, by the Mayor, be approved:

- that the appointment of **Fred Thomas**, as member of the Zoning Board of Appeals with the term ending in 2022, be approved.
- that the appointment of **Nate Collins**, to complete Dave Arthur's term as member of the Planning Board with term ending 2020, be approved. (Nate was the alternate for the Planning Board).
- that the re-appointment of **Terri King** and **Bob Scherfling**, as members of the Planning Board with terms ending 2024, be approved.
- that the appointments of **Constance Taft, Dean Johnson, Jim Orlando** and **Bruce King** as members of the Architectural Review Board, be approved.

Carried

Resolution #5/2017 Motion by Trustee Presley, second by Trustee O'Donnell
Resolved by the Mayor, 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 #6/2017 Motion by Trustee O'Donnell, second by Trustee Shepard
Resolved that the **attached** permit and fee schedule be adopted. Changes are printed in blue

Carried

Resolution #7/2017 Moved by Trustee Presley, second by Trustee Cico
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 and NBT Bank** 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.

Carried

Resolution #8/2017 Moved by Trustee Presley, second by Trustee Cico

- 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 20, 2017	October 5, 2017	March 15, 2018
May 4, 2017	October 19, 2017	April 5, 2018
May 18, 2017	November 2, 2017	
June 1, 2017	November 16, 2017	
June 15, 2017	December 7, 2017	
July 5, 2017	December 21, 2017	
July 20, 2017	January 4, 2018	
August 3, 2017	January 18, 2018	
August 17, 2017	February 1, 2018	
September 7, 2017	February 15, 2018	
September 21, 2017	March 1, 2018	

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.

the 1st Monday of each month at 7:00 P.M. be designated as the regular meeting date for the ARB.

Carried

Resolution #9/2016 Motion by Trustee Shepard, second by Trustee Cico

Resolved that the following be approved:

- 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 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 **\$64.79** per hour/per man and the overtime cost be set at **\$79.62** 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 2017** be adopted.

Carried

Resolution #10/2017 Motion by Trustee Presley, second by Trustee O'Donnell
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 Presley asked that an executive session be held regarding a contractual matter.

Mayor's Comments

Mayor Clarke noted:

- that NYCOM is urging residents to write and/or call their congressmen and senators regarding the Federal government's proposed budget that slashes crucial programs such as Meals On Wheels and HEAP.
- that there will be a debate on April 12th, from 7:00 – 8:00 p.m. in the Maxwell Auditorium at Syracuse University regarding Consensus and Consolidation. Key participants are Jim Walsh, Stephanie Miner and Bob Antonacci.
- that the next Mayor's meeting will be on the 19th of April with keynote speaker NYCOM president Peter Baynes.
- that there will be a ribbon cutting on April 21st at 4:00 p.m. for *Jessicakes*, a new bakery on Marble Street.
- that Earth Day Clean-up will be on April 21st and 22nd. Contact the DPW office at 315-635-9665 for locations.
- that on Thursday, July 6th, the Albany Symphony will be performing at Paper Mill Island in celebration of the 100th anniversary of the Canal.
- that the Heartland Passage Tour will be having a concert event on Paper Mill Island and a movie at the Red Mill Inn on September 24, 2017. A representative from City Lore will be at the next board meeting to present more details.

Department Heads

Village Clerk Maureen Butler announced the upcoming Chamber after hours event – *Bee Local-Support B'ville* which is scheduled for Tuesday, April 11th from 5:00 – 7:00 p.m. at Dani's Dessert & Wine Bar. This new campaign was created to feature, promote and support businesses, groups and activities to the public.

Butler also noted that the Visitors' Center will only be open Friday – Monday each week due to the lack of volunteers. If anyone is interested in volunteering for a two-hour shift at the Visitors' center please contact the Chamber office at 315-638-0550.

Senior Center coordinator Ruth Troy thanked the Baldwinsville Fire Company for their hospitality in letting the Senior Center utilize the Crego Road fire department while the Canton Woods facility was being renovated. Troy reminded the audience that limited activities will be at the Fire department the week of April 10th also. The schedule is posted on the website.

Pending Business

- **Status re: Waiver of penalties – Note payment – Fobes Island Development**

Village Engineer Steve Darcangelo stated that there has been activity and that partial drawings have been submitted. The mayor requested that this topic stay on the agenda under pending business.

New Business

- **Resignation – Police Officer Ed McIlroy**

Resolution #11/2017 Moved by Trustee Presley, second by Trustee Shepard

Resolved to accept the resignation of Police Officer Ed McIlroy, effective April 2, 2017, with regret.

Carried

- **Appointment – PT Custodian at Police Department – William Strife**

Resolution #12/2017 Moved by Trustee Cico, second by Trustee O'Donnell

Resolved to approve the appointment of William Strife as a part time custodian at the Police department at \$10.50/hour, effective Monday, April 10, 2017.

Carried

- **Engagement Agreement – Costello, Cooney & Fearon, PLLC.**

Resolution #13/2017 Moved by Trustee Presley, second by Trustee O'Donnell

Resolved to authorize the mayor to sign the Engagement Agreement retaining Costello, Cooney & Fearon, PLLC to provide services in connection with specialized labor and employment services at the hourly rate of \$195.00/hour for the services of Partners and Associates, including Melinda Bowe, Esq.

Carried

Resolution #14/2017 Moved by Trustee Presley, second by Trustee Shepard

Resolved to authorize the mayor to sign the release directing Hancock & Estabrook, LLP to deliver any and all legal and related file materials pertaining to the Village of Baldwinsville to Melinda Bowe, Esq. at Costello, Cooney & Fearon, PLLC.

Carried

- **Federal Surplus Property Program Application**

Resolution #15/2017 Moved by Trustee Wilder, second by Trustee Cico

Resolved to authorize the mayor to sign the Federal Surplus Property Program Application for Eligibility by State and Public Agency.

Carried

- **Shacksboro Schoolhouse Project**

Resolution #16/2017 Moved by Trustee O'Donnell, second by Trustee Cico

Resolved to approve the proposed lift to be installed at the Shacksboro Schoolhouse as approved by the Architectural Review Board.

Carried

- **Memorial Day Proclamation – May 30, 2017**

Resolution #17/2017 Moved by Trustee Cico, second by Trustee Presley

Resolved to declare Tuesday, May 30, 2017, 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.

- **Annual Girl Scout Encampment – 6/17/2017**

Resolution #18/2017 Moved by Trustee O'Donnell, second by Trustee Cico

Resolved to approve a request for the 2017 annual Girl Scout encampment at Community Park on Saturday, June 17th at 7:00 a.m. through Sunday, June 18th, at 12:00 p.m.

Carried

Butler noted that the girl scouts asked if they would be able to have a large screen and projector brought in to show an outside movie. The board did not have any issue with this but wanted them to be aware of the lack of outdoor outlets.

- **Appointment – PT Seasonal Laborer Mary Augustus**

Resolution #19/2017 Moved by Trustee Presley, second by Trustee O'Donnell

Resolved to appoint Mary Augustus as a part-time seasonal laborer for the summer of 2017 at a rate of \$11.00/hour for a maximum of 300 hours.

Carried

- **Executive Session with no action**

Resolution #20/2017 Moved by Trustee Cico, second by Trustee Wilder
Resolved that the board retire into executive session at 8:10 p.m.

Carried

Resolution #21/2017 Moved by Trustee Wilder, second by Trustee Shepard
Resolved that the board return from executive session at 8:35 p.m.

Carried

- **Motion to pay bills as audited**

Resolution #22/2017 Moved by Trustee Cico, second by Trustee Presley
Resolved to pay the bills from their proper accounts, after audit.

Abstract #3

- General Fund Checks #42567 - #42621 \$ 84,745.38
- Water Fund Checks #24086 - #24098 \$ 1,982.69
- Sewer Fund Checks #23381 - #23384 \$ 1,175.09

Carried

- **Adjournment**

Resolution #23/2017 Moved by Trustee Presley, second by Trustee Cico
Resolved that the meeting be adjourned at 8:36 p.m., until the next village board meeting at 7:30 p.m., at Village Hall on April 20, 2017.

Carried

Respectfully submitted,

Maureen Butler

Maureen Butler
Village Clerk



VILLAGE OF BALDWINVILLE



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

(TENTATIVE) Fee Schedule effective ~ April 6, 2017

Item	Value/unit	Amount	§Code
New Residential Construction			
New Single Family Homes - Multi-Family up to 3 Stories	\$75.00/sq. ft.	\$100.00 1st \$1,000 plus \$8.00 per \$1,000>1st	§138-16
Trees for New Home Lots - Trees planted by Village at right-of-way		\$500.00	
Water Meter Installation		\$344.00	
Sewer Tap Inspection		\$51.00	
Residential Type Construction:			
Remodeling, garages, basements, barns, decks, porches, sheds, mechanical, fire suppression, swimming pools/spas, solid fuel devices, and demolition, etc.	\$60.00/sq. ft.	\$75.00 1st \$1,000 plus \$8.00 per \$1,000>1st	§138-16
Certificate of Occupancy/Compliance/Approval/Temporary Occupancy		\$25.00 when not with building permit	
Fences Residential		\$75.00 plus \$0.25 per linear foot	§138-16
Commercial Type Construction			
New/remodeling, demolition, site work, swimming pools/spas, mechanical, fire suppression, etc.	\$80.00/sq. ft.	\$150.00 1st \$1,000 plus \$8.00 per \$1,000>1st	§138-16
Certificate of Occupancy/Compliance/Approval/Temporary Occupancy (no permit)		\$50.00	
Commercial Truss Identification (when applicable by NY state)		\$50.00	19NYCRR 1264
Fences Commercial		\$150.00 plus \$0.25 per linear foot	§138-16
Signs		\$50.00 plus \$3.00/sq.ft. Minus ARB Sign Fee (100.00)	§268-4C
Permit issued after construction commencement		3 times the applicable rate	§138-16
Fire Inspections Residential and Multi-family Each Building			
Common Area, Utility Rooms, Storage Rooms (Each Dwelling Unit/Common Area Inspected: \$50.00)		Based on square footage below; not less than \$50.00 per building/dwelling unit inspected	§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.	§138-16
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 Site plan review Changes to Approved Site Plan	Resubmission	\$500 plus \$200 per acre \$250.00 \$150.00	§56-5
Payment In Lieu of Parks -		\$500.00 per apartment/condominium unit \$500.00 per single family home lot	§345-25 (F) §345-33 (D) §345-34 (C)
Engineering Review		\$140.00 per hour	
Charges for Code Enforcement Action - Fee plus labor and equipment			
Lawn Mowing, Debris Removal Snow Removal, Sign Removal, Work to Secure Unsafe Structure		\$150.00 plus Materials, Labor, and Equipment	§248-4 §292-11 §268-7 §131-14
Municipal Hauler's License	Annual	\$150.00	§275-8
Building File Review & Certification Report		\$50.00	
Certified Copies of Certificates		\$25.00	
Non-listed categories		\$25.00	
Village Tax Searches		\$20.00	
Returned Check Fee - All Departments		\$20.00	
Foil requests, Police Reports		\$0.25 per letter size copy (+ \$0.25 per faxed page)	
Banner Fee - (Osvego Street wire or banner brackets at the four-corners)		\$100.00	
Copies of Tax Bills / Receipts		\$2.00	
Solicitor's Permit		\$25.00 for a 30-day license	
Fingerprinting		\$5.00 per card for non-Village residents	

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.