

**Minutes of the Annual Meeting of the Village Board of Trustees held at 7:30 p.m. at Village Hall,  
16 West Genesee Street, Baldwinsville, NY.  
April 5, 2018**

Members Present: Mayor Dick Clarke  
Trustee Ruth Cico  
Trustee Mark Wilder  
Trustee Megan O'Donnell  
Trustee Mike Shepard  
Trustee Andy Dryden  
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; residents Jim Dale, 70 Oswego Street, Ken Fitzpatrick, 68 Oswego Street, and Mike and Paulette Lucas, 10 Salina Street; and Charles Elliott, representative of the Public Access Channel.

The Pledge of Allegiance was recited.

**Resolution #1/2018** Moved by Trustee Cico, second by Trustee Stebbins

Resolved that the minutes from the Village Board meeting of March 15, 2018, and the Election meeting from March 20, 2018, be approved.

**Carried**

**Citizen's Comments**

Jim Dale, owner of the Bed and Breakfast at 70 Oswego Street and his neighbor Jim Fitzpatrick at 68 Oswego Street asked the Board for the status on the sidewalk project and the lights on the bridge. As residents of the village they would like to become more involved with the goings on. Engineer Darcangelo informed Dale that once the following streets (Curtis Ave., Margaret St., Lock St., Smokey Hollow Rd., Edgewood Dr. and Overbrook Lane) are completed the entire village will have been done. The entire village took 8 years to complete. Darcangelo commented on the bridge lights by explaining that few companies do this sort of work. He has spoken with these companies and he has yet to receive proposals from them for the work. The lights on the dam will cost approximately \$12,000.00 and has been bonded for.

Resident Mike Lucas informed the board that a manhole cover near Mavis Muffler has had a dangerous gap in it since the signal lights were changed. He has called the NYS DOT and was told that they would be out to fix it. They haven't. Engineer Darcangelo agreed with Lucas saying that it is a safety issue and he too has called the DOT regarding it. Mayor Clarke stated that he will give Senator DeFrancisco's office a call to see if they can hurry up the repair.

**Annual Appointments**

**Resolution #2/2018** Motion by Trustee Dryden, second by Trustee Shepard

Resolved that the following appointments, by the Mayor, for the ensuing year, be approved:

**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 and Village Tax Receiver

**Anna Custer** as Village Treasurer

**Stephen Darcangelo** as Village Engineer

**Louise Corrigan** as Part-time Clerk for Department of Public Works

**W. Gregg Humphrey** as Codes Officer  
**Mary Augustus** as Part-time Codes Clerk  
**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** as the Village representative to the Canton Woods Senior Center Board of Directors

**Carried**

**Resolution #3/2018** Motion by Trustee Wilder, 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 Shepard, Cico, and Dryden**

Labor Relations: **Trustee Wilder, Shepard and Dryden**

Intermunicipal Consortium: **Trustee Shepard**

- that the appointment of **John Rutkowski**, as member of the Zoning Board of Appeals with the term ending in 2023, be approved.

**Carried**

**Resolution #4/2018** Motion by Trustee Wilder, second by Trustee Shepard

Resolved that the following be approved:

- the appointments of **Constance Taft, Dean Johnson, Jim Orlando** and **Bruce King** as members of the Architectural Review Board.
- 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.
- the 2017 permit and fee schedule be re-adopted for 2018 (copy is attached)
- that it shall be the Village of Baldwinsville's policy to waive permit fees for small projects and signs submitted by not-for-profit civic organizations. Such waivers shall apply to signs and projects where the permit fee does not exceed \$99.00.
- 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.; Richard Kersey, I.A.E.I. Certified Senior Electrical Inspector, New York Atlantic-Inland, Inc.; Brian Fenner and Eugene Spencer, Commonwealth Electrical Inspection Services, Inc.**

- that **Solvay Bank, 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 #5/2018** Moved by Trustee Dryden, second by Trustee Cico

- 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 19, 2018	October 4, 2018	March 21, 2019
May 3, 2018	October 18, 2018	April 4, 2019
May 17, 2018	November 1, 2018	
June 7, 2018	November 15, 2018	
June 21, 2018	December 6, 2018	
July 5, 2018	December 20, 2018	
July 19, 2018	January 3, 2019	
August 2, 2018	January 17, 2019	
August 16, 2018	February 7, 2019	
September 6, 2018	February 21, 2019	
September 20, 2018	March 7, 2019	

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.

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

**Carried**

**Resolution #6/2018** Motion by Trustee O'Donnell, second by Trustee Wilder

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 **\$69.18** per hour/per man and the overtime cost be set at **\$85.18** 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 2018** be adopted.

**Carried**

**Resolution #7/2018** Motion by Trustee Dryden, second by Trustee Wilder  
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 the progress of contractual negotiations.

Trustee Stebbins asked the Board to consider implementing a policy in which residents who would like to speak at a Public Works committee meeting schedule it two weeks prior to the meeting. This policy is already in effect with the Planning Board, ZBA and ARB. The Board agreed to the policy effective immediately.

Trustee O'Donnell announced that April is National Volunteer Month and that the Baldwinsville Volunteer Center will be honoring Victor Jenkins and Norma Widmann with the 2017 Man and Woman Volunteer of the Year awards. The dinner event will be held on April 7<sup>th</sup> at Pasta's on the Green at Foxfire.

Trustee Dryden passed on a compliment relating to the Water department employees from a resident on Tappan Street.

## Mayor's Comments

Mayor Clarke noted:

- that the Chamber of Commerce is now located at 36 Oswego Street (above Tymeless Tattoos).
- that the Chamber notified businesses of a survey that Congressman Katko sent out regarding the impact of the new tax laws.
- that the Baldwinsville Center of the Arts is having an event “Wings and Strings” on April 19<sup>th</sup>. For more info, check out their website [www.bvillearts.org](http://www.bvillearts.org).
- that the Baldwinsville Cause to Celebrate organization is having an event named “Shine a Light and White Gala” at the Fireside Inn on May 4<sup>th</sup>. Proceeds will support Vera House. Call 315-415-1000 for more information.
- that the Messenger had an article noting that according to the Office of the New York State Comptroller the Village of Baldwinsville was among a list of 10 villages and 2 cities that were deemed susceptible to fiscal stress. Mayor Clarke feels that though it is a big deal, it is not as big a deal as one would think because there is an explanation. Clarke stated that in the 2016-2017 budget year five projects were done with State grants and the State had not reimbursed the village for those projects until the 2017-2018 budget year. Bottom line is that the Village’s fund balance was dipped into one year and reimbursed the second year.
- that the 2018-2019 NYS budget has passed but not many items that we requested were part of it. A couple of items that did not increase were *AIM funding* and *CHIPS funding*. The *Extreme Weather Recovery Funding* was restored.

## Department Heads

Codes Officer Gregg Humphrey reminded everyone that Earth Day is on Sunday, April 22<sup>nd</sup> and if anyone is interested in participating in trash clean up throughout the village please give the Village DPW a call at 315-635-9665.

Village Clerk Maureen Butler said that the Women’s Garden Club is still looking for donations to beautify the business district with hanging baskets. The deadline is April 13<sup>th</sup> so if interested an application is on the Village’s website.

Butler gave kudos to her office for collecting/processing over 2.4 million dollars in Village taxes. There is an outstanding amount of \$234,000.00 still due. Taxes with penalty are being collected at the Clerk’s office until October 31<sup>st</sup>.

Senior Center Coordinator Ruth Troy informed the audience of the upcoming events at Canton Woods Senior Center: 4/11 & 4/25 – Sharing Memories Writing Program from 1:00 p.m. – 3:00 p.m.; 4/18 – Coffee & Conversation with the Outreach Workers at 9:30 a.m.; 4/19 – Onondaga Historical Society Hat Show at 3:00 p.m. (sign language interpreter will be present) and 4/26 – Discussion by Lysander Parks & Rec Director Tony Burkinshaw re: Spray Park at 9:30 a.m.

Engineer Steve Darcangelo informed residents that the weekly brush collection will be starting up next week. Darcangelo spoke of the meter replacement program that is currently being done in the Ford tract. He also reminded the residents that (at the request of many) the Village hired a Paper Mill Island promoter (Creative Concerts, Inc) this year and that so far 6 music events and 2 family events have been scheduled. To view a list of upcoming concerts at Paper Mill Island check out [www.creativeconcerts.com](http://www.creativeconcerts.com).

## Pending Business

- **Parking Ticket Amnesty Program**

**Resolution #8/2018** Moved by Trustee Stebbins, second by Trustee Dryden

Resolved to allow the Village Court to invoke the proposed Parking Ticket Amnesty Program, effective immediately.

### Carried

As discussed at the last board meeting, the court has exhausted all avenues for the collection of these outstanding fines.

## New Business

- **Refund for Real Property Tax**

**Resolution #9/2018** Moved by Trustee O'Donnell, second by Trustee Shepard

Resolved to approve the Applications for Refund of Real Property Taxes for the tax years of 2016, 2017 and 2018 associated with the property owner located at 14 Laurens Way. The resident was approved for an Alt Veterans exemption on November 3, 2014, and the exemption was never entered on the Village's tax roll. The County approved these corrections on March 16, 2018. The resident will receive a refund in the amount of \$393.12.

**Carried**

- **Civil Service – Information Aide**

**Resolution #10/2018** Moved by Trustee Stebbins, second by Trustee Wilder

Resolved to approve the Onondaga County Civil Service new position duty statement creating the labor position of Information Aide.

**Carried**

- **Surplus Declaration**

**Resolution #11/2018** Moved by Trustee Dryden, second by Trustee Stebbins

Resolved to declare the attached list of tools and equipment as surplus. These items are no longer being used by the Department of Public Works.

**Carried**

- **Arbor Day – April 27, 2018**

**Resolution #12/2018** Moved by Trustee O'Donnell, second by Trustee Stebbins

Resolved to proclaim Friday, April 27, 2018, as Arbor Day, with a tree planting to be held to commemorate the significant role trees play within the Village of Baldwinsville.

**Carried**

Mayor Clarke read the proclamation.

- **Memorial Day Proclamation – May 30, 2018**

**Resolution #13/2018** Moved by Trustee Dryden, second by Trustee Cico

Resolved to declare Wednesday, May 30, 2018, 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.

- **Executive Session with no action**

**Resolution #14/2018** Moved by Trustee Wilder, second by Trustee Dryden

Resolved that the board retire into executive session at 8:21 p.m.

**Carried**

**Resolution #15/2018** Moved by Trustee Wilder, second by Trustee O'Donnell

Resolved that the board return from executive session at 9:20 p.m.

**Carried**

- **Motion to pay bills as audited**

**Resolution #16/2018** Moved by Trustee Cico, second by Trustee Shepard  
Resolved to pay the bills from their proper accounts, after audit.

**Abstract #3**

- General Fund Checks #43582 - #43635 \$ 86,923.93
- Water Fund Checks #24333 - #24339 \$ 2,578.21
- Sewer Fund Checks #23527 - #23530 \$ 1,776.12

**Carried**

- **Adjournment**

**Resolution #17/2018** Moved by Trustee Shepard, second by Trustee Wilder  
Resolved that the meeting be adjourned at 9:20 p.m., until the next village board meeting at 7:30 p.m., at Village Hall on April 19, 2018.

**Carried**

**Respectfully submitted,**

*Maureen Butler*

Maureen Butler  
Village Clerk