

**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 4, 2019

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 Chief Mike Lefancheck; Engineer Steve Darcangelo; Officer Robert Thibault, friends and family of Officer Thibault and videographer Andrew Millard of the Public Access Channel.

The Pledge of Allegiance was recited.

Resolution #1/2019 Moved by Trustee Dryden, second by Trustee Cico
Resolved that the minutes from the Village Board meeting of March 21, 2019, be approved.

Carried

Citizen's Comments

There were no comments.

Presentation of the 2018 Officer of the Year Award

Mayor Clarke and Police Chief Lefancheck presented the 2018 Officer of the Year award to Officer Robert Thibault. Officer Thibault was chosen to receive this honor by his fellow officers. A small reception followed.

Annual Appointments

Resolution #2/2019 Motion by Trustee Wilder, second by Trustee Dryden
Resolved that the appointment of **Baldwin, Sutphen & Frateschi, PLLC**, as Attorneys for the Village of Baldwinsville, for the ensuing year and 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 Tax Receiver
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 and Frateschi as Attorneys for the Zoning Board of Appeals
Baldwin & Sutphen and Frateschi as Attorneys 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

And 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**

Carried

Resolution #3/2019 Motion by Trustee Dryden, second by Trustee Wilder

Resolved that the appointment of James Zuccoloto, as member of the Zoning Board of Appeals with the term ending in 2024, and the following be approved:

- the appointments of **Dean Johnson, Jim Orlando and Bruce King** as members of the Architectural Review Board. There is one vacancy.
- the appointment of **Baldwin & Sutphen and Frateschi**, 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 revised permit and fee schedule for 2019 (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 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.; 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 #4/2019 Moved by Trustee Stebbins, second by Trustee O'Donnell

- 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 18, 2019	October 3, 2019	March 19, 2020
May 2, 2019	October 17, 2019	April 2, 2020
May 16, 2019	November 7, 2019	
June 6, 2019	November 21, 2019	
June 20, 2019	December 5, 2019	
July 4, 2019	December 19, 2019	
July 18, 2019	January 2, 2020	
August 1, 2019	January 16, 2020	
August 15, 2019	February 6, 2020	
September 5, 2019	February 20, 2020	
September 19, 2019	March 5, 2020	

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.

- 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 **\$70.31** per hour/per man and the overtime cost be set at **\$86.61** 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 2019** be adopted.

Carried

Resolution #5/2019 Motion by Trustee O'Donnell, second by Trustee Shepard
Resolved that the following be approved:

- that the next General Village election will be held on Tuesday, March 17, 2020, at Village Hall, 16 West Genesee Street, Baldwinsville, New York, from noon until 9:00 p.m. and the following offices will need to be filled at that election: **3 Trustee positions for a term of 4 years each.**
- that the following resolution be adopted:

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

There were no comments.

Mayor's Comments

Mayor Clarke noted:

- that item H. be added under new business – Policy statement regarding future telecommunication technology regulation and permitting within the village.
- that the ZBA has a vacancy and interested parties can contact Code Enforcement Officer Gregg Humphrey.
- that it is looking like the AIM Funding will be approved in the State Budget. Some of the funds may come from the proposed Internet Sales tax.
- that County Executive Ryan McMahon has authorized free burial for veterans in veterans' cemeteries.
- that on August 1st the Empire State riders will be stopping at Mercer Park and are looking for volunteers.

Department Heads

Attorney Bob Baldwin informed the board that he and Treasurer Anna Custer have been working with the DOT regarding the federal funding compliance as it relates to CHIPS funding.

Senior Center Coordinator Ruth Troy informed the audience of the upcoming events at Canton Woods Senior Center: on 4/8 – a program presented by Onondaga County Executive Ryan McMahon and NYSERDA – Solar For All; 4/12 – Eye glass tune-up from 11:30 a.m. – 1:00 p.m.; 4/23 – Everson Museum permanent collection highlights from 3:00 – 4:00 p.m., and on 4/26 - Lt. Charlie LaPrease presents Fire Safety.

Village Engineer Steve Darcangelo noted that brush collection has begun on village streets.

Police Chief Mike Lefancheck noted:

- that the needle collection receptacle located in Village Hall is operational once again thanks to the DPW.
- that the Baldwinsville PD, per the State legislators vote to ban the release of mug shots, will no longer issue mug shots. If it is a matter of public safety, mug shots will be released.
- a reminder to lock car doors when it is parked in your driveway.
- that on April 15th the overnight parking ban ends.

Pending Business

- **Annexation of Lysander Town Park – agreement**

Attorney Baldwin stated that he is still just waiting on the maps.

- **Employee Handbook**

Clerk Maureen Butler asked the board to consider hiring a PERMA recommended company to create the handbook. The cost is approximately \$5,000.00 and PERMA (the village's Workers' Compensation carrier) is willing to help with half the cost up to \$2,500.00. This would guarantee that the village's handbook will be in compliance with the requirements. After a brief discussion, the board would like the attorney to review the handbook and go from there.

- **Village Hall Energy Audit**

Waiting on the report from Cornell.

New Business

- **Intermunicipal Agreement – MS4 Permit**

Resolution #6/2019 Moved by Trustee Stebbins, second by Trustee Wilder
Resolved to authorize the mayor to sign an Intermunicipal Agreement with Onondaga County to provide services to assist with compliance for the village's MS4 permit.

Carried

- **Arbor Day – April 26, 2019**

Resolution #7/2019 Moved by Trustee Cico, second by Trustee O'Donnell
Resolved to proclaim Friday, April 26, 2019, 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.

- **Smokey Hollow PDD**

Attorney Bob Baldwin stated that he has been working with Gregg Humphrey and Steve Darcangelo on the three remaining PDD's that were done by local law and are not located in the Code. The Smokey Hollow PDD is one of them. There are no real specific rules for this PDD so Baldwin, with recommendations from the Planning Board, created a proposed local law regarding rules and regulations for the Smokey Hollow PDD. It sets up the dimensions and the tax map parcels and the uses for those parcels. He distributed the proposal to the board for review. Trustee Stebbins asked if it is necessary to have a PDD at that site restricting the use of the parcels. Darcangelo stated that the rezoning of the property would restrict the use more than a PDD would. Baldwin suggested that the board take a good look at the PDD and decide what their vision is for that area.

- **Appointment – Seasonal Laborer**

Resolution #8/2019 Moved by Trustee Dryden, second by Trustee O'Donnell
Resolved to appoint Arthur Helmbold as a part time seasonal laborer in the Parks department, at a rate of \$15.00/hour, with an effective date of April 15, 2019.

Carried

- **Appointment – Seasonal Laborer**

Resolution #9/2019 Moved by Trustee Dryden, second by Trustee O'Donnell

Resolved to appoint Alex Rose as a part time seasonal laborer in the Parks department, at a rate of \$14.00/hour, with an effective date of April 15, 2019.

Carried

- **Appointment – Seasonal Laborer**

Resolution #10/2019 Moved by Trustee Dryden, second by Trustee O'Donnell

Resolved to appoint Zachary Ravas as a part time seasonal laborer in the Parks department, at a rate of \$14.00/hour, with an effective date of May 6, 2019.

Carried

- **Appointment – Seasonal Laborer**

Resolution #11/2019 Moved by Trustee Dryden, second by Trustee O'Donnell

Resolved to appoint Gladys Cleland as a part time seasonal laborer in the Parks department, at a rate of \$13.00/hour, with an effective date of April 29, 2019.

Carried

- **Policy Statement – Future Telecommunication Technology (attached)**

Resolution #12/2019 Moved by Trustee Dryden, second by Trustee Stebbins

Resolved to adopt a policy statement regarding future telecommunication technology within the village.

Carried

The FCC's ruling was that municipalities needed to adopt a policy by April 15th. This policy puts us in compliance and starts the process of future rules and regulations as it relates to "5G" technology.

- **Motion to pay bills as audited**

Resolution #13/2019 Moved by Trustee Shepard, second by Trustee O'Donnell

Resolved to pay the bills from their proper accounts, after audit.

Abstract #3

• General Fund Checks	#43738 - #43778	\$	31,319.55
• Water Fund Checks	#24551 - #24561	\$	9,224.58
• Sewer Fund Checks	#23652 - #23658	\$	1,974.10

Carried

- **Adjournment**

Resolution #14/2019 Moved by Trustee Dryden, second by Trustee Cico

Resolved that the meeting be adjourned at 8:45 p.m., until the next village board meeting at 7:30 p.m., at Village Hall on April 18, 2019.

Carried

Respectfully submitted,

Maureen Butler
Village Clerk



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

Fee Schedule effective ~ April 5, 2019

Item	Value/unit	Amount	§Code
New Residential Construction			
New Single Family Homes - Multi-Family up to 3 Stories	\$100.00/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.	\$80.00/sq. ft.	\$75.00 1st \$1,000 plus \$8.00 per \$1,000>1st	§138-16
Certificate of Occupancy/Compliance/Approval/Temporary Occupancy		Cost of fire/property inspection 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.	\$150.00/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)		Cost of fire/property inspection when not with building permit	
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 Starts		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 For Properties with multiple buildings or occupancies, the fee will be charge per building occupancy. per reinspection thereafter for violations		\$ 50.00 up to 1,000 square feet \$ 75.00 from 1,001 to 2,000 square feet \$100.00 from 2,001 to 4,000 square feet \$125.00 from 4,001 to 7,000 square feet \$150.00 from 7,001 to 10,000 square feet \$175.00 from 10,000 to 15,000 square feet \$200.00 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	
Facade 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 plus \$200 per acre \$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		\$150.00 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
Hydrant Permit Fee		\$75.00 + metered water usage	
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 (Oswego 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.

**VILLAGE OF BALDWINSVILLE
POLICY STATEMENT
REGARDING FUTURE TELECOMMUNICATION
TECHNOLOGY REGULATION AND
PERMITTING WITHIN THE VILLAGE**

WHEREAS, the Village of Baldwinsville has established a permitting process for telecommunication installations in Article XXIII of the Village Code, and

WHEREAS, the Village recognizes that wireless telecommunication technologies are important to the community, but the technology changes rapidly, and

WHEREAS, the Village is committed to the preservation of health and safety of its residents, business and visitors, and to protection of public safety by minimizing the adverse effects of wireless telecommunication facilities through the established permitting process, and

WHEREAS, the Village is committed to the protection, to the maximum extent possible, of aesthetic quality, property values, and visual character of the Village, while not unreasonably limiting competition among communication providers, and

WHEREAS, the Village does not intend to limit the use of in-house wireless communication devices installed solely for the use of the property owner or business, and

WHEREAS, the Village is committed to minimizing the visual and aesthetic impact of telecommunication facilities to the maximum extent practicable through the permitting process outlined in Article XXIII emphasizing careful design, siting, screening and innovative camouflaging techniques, and with the understanding that modification or revision or even replacement of that statute may be necessary to continue to pursue the intentions of that statute as new technology is proposed to be installed within the Village, and,

WHEREAS, the Village wishes to preserve and maintain all of its legal rights and options to address and reasonably regulate additional telecommunication technologies, including, but not limited to so called "4G" and "5G" technology, now therefore, be it

RESOLVED that the Village of Baldwinsville shall reserve the right to define small commercial wireless facilities as accessory facilities owned and maintained by a wireless telecommunication infrastructure provider requiring site plan review under Article XXIII, as it now exists, or as may be modified by local law in the future, and be it further

RESOLVED that requirements for the siting, construction operation and maintenance of such small commercial wireless facilities shall at all times meet or exceed the most recent American National Standards Institute (ANSI) Code, National Electrical Safety Code and the National Electric Code and shall be at all times kept and maintained in good condition, order and repair by qualified maintenance and construction personnel so to protect persons and property within the Village, and be it further

RESOLVED that siting of all telecommunication facilities shall, as a matter of policy, have the least adverse effect on the environment and character of all zoning districts within the Village of Baldwinsville, including visual impacts, existing vegetation, residential character and lighting, and be it further

RESOLVED that as soon as practicable, and upon due deliberation, the Village shall enact such additional more modified standards for such small telecommunication facilities as may be necessary to assist the Village Board and Planning Board in the review of such permits as currently outlined in Article XXIII, or as may be necessary upon the amendment of Village policy or Local Law.