

**Minutes of the Annual Meeting of the Village Board of Trustees held via ZOOM  
October 15, 2020**

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; and Foreman Chuck McAuliffe.

The Pledge of Allegiance was recited.

**Resolution #120/2020** Moved by Trustee Dryden, second by Trustee Shepard  
Resolved that the minutes from the Village Board meeting of October 1, 2020, be approved.

**Carried**

**Citizen's Comments**

There were no comments.

**Annual Appointments**

**Resolution #121/2020** Motion by Trustee O'Donnell, 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  
**Jody DePaulis** as Deputy Village Clerk  
**Rosemary Johnson** as Part-time Clerk for the Village Clerk's Office  
**Maureen Butler** as Village Tax Receiver  
**Maureen Butler** as Village Clerk  
**Anna Custer** as Village Treasurer  
**Louise Corrigan** as Part-time Clerk for Department of Public Works  
**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:

**Trustee Shepard and Trustee Cico**

Labor Relations:

**Trustees Wilder, Shepard and Dryden**

Intermunicipal Consortium:

**Trustee Shepard**

General Committee:

**Trustee Dryden**

**Carried**

**Resolution #122/2020** Motion by Trustee Cico, second by Trustee Shepard

Resolved that the appointment of Matthew Fox, as member of the Zoning Board of Appeals with the term ending in 2025, 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 2019 permit and fee schedule be re-adopted for 2020 (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 and Scott Bellows, Upstate Electrical Inspection Agency, Inc.; Richard Kersey, 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 **WellNow** 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 #123/2020** 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 16, 2020	October 1, 2020	March 18, 2021
May 7, 2020	October 15, 2020	April 1, 2021
May 21, 2020	November 5, 2020	
June 4, 2020	November 19, 2020	
June 18, 2020	December 3, 2020	
July 2, 2020	December 17, 2020	
July 16, 2020	January 7, 2021	
August 6, 2020	January 21, 2021	
August 20, 2020	February 4, 2021	
September 3, 2020	February 18, 2021	
September 17, 2020	March 4, 2021	

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.

- 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 **\$63.85** per hour/per man and the overtime cost be set at **\$80.51** 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 2020** be adopted.

**Carried**

**Resolution #124/2020** Motion by Trustee Shepard, second by Trustee O'Donnell  
Resolved that the following be approved:

- 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 Social Security benefits will increase 1.3 percent for 2021.
- that at the November 19<sup>th</sup> meeting there will be a presentation by WEP updating the status of the Onondaga County taking over sewers in the county.
- that there has been progress with building updates at Canton Woods Senior Center. The Center will be beginning to have classes indoors once the weather stops cooperating. Clarke told of the call he got from an appreciative senior thanking the employees at the center for making wellness calls during the pandemic.
- not to forget your flu shot. He stated that the experts are recommending getting the flu shot.
- that the sidewalk program is under way and the contractor hopes to get some during before the weather changes.
- that the Chief and Trustee O'Donnell coauthored a Halloween blurb for the website and the Fb page.
- that he would like to add an executive session to the agenda regarding personnel.

### **Department Heads**

Code Enforcement Officer Gregg Humphrey conveyed that political signs (temporary signs) need to be at least 10' off the roadway outside the village right of way. They cannot be placed on public property only private with owner's permission. Temporary signs which include political signs are limited to 16 square feet per side.

Clerk Maureen Butler mentioned that any outstanding water balances from outside customers (Town of Lysander and Maple Road) after October 25<sup>th</sup> will be levied on their town taxes. The deadline for village residents to pay their outstanding water balances is November 25<sup>th</sup>. Butler also noted that village taxes will not be accepted after October 31<sup>st</sup> and will be payable to the County of Onondaga until November 15<sup>th</sup>. After that they will be added to your town taxes.

Treasurer Anna Custer noted that she should have some final figures shortly. Custer noted that CHIPS money was received but for a much lower amount than was expected.

Senior Center Coordinator Ruth Troy informed the audience that there will be a drive-up flu shot clinic held at the Center on Wednesday, October 21<sup>st</sup> from 9:30 – 10:30 a.m. You are able to stay right in your car and the pharmacist comes to you. The 21<sup>st</sup> is also the pick-up day for Food Sense items.

Foreman Chuck McAuliffe spoke briefly about the sidewalk program. The contractor stated that he may be able to tackle some of the sidewalks in the next couple of weeks. The DPW has been getting the village ready for winter. Hydrant flushing is still going on throughout the village and there were a couple of water breaks in the Candlewyck area.

Chief Lefancheck spoke about two separate death investigations that are happening in the village. The Sheriff's office is assisting in one and we are waiting on some toxicology reports on the other.

Lefancheck informed the board that there is new signage on the department's back door giving instruction on the intercom system/doorbell. With this our clerical staff can see and speak directly to individuals providing a better service to our customers.

**Pending Business**

**New Business**

- **Executive Session**

**Resolution #125/2020** Moved by Trustee Dryden, second by Trustee O'Donnell

Resolved that the board retire into an executive session regarding contract issues at 8:09 p.m.

**Carried**

**Resolution #126/2020** Moved by Trustee O'Donnell, second by Trustee Dryden

Resolved that the board returned from executive session at 8:31 p.m.

**Carried**

- **Motion to pay bills as audited**

**Resolution #127/2020** Moved by Trustee Cico, second by Trustee Wilder

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

**Abstract #016**

- General Fund Checks #46368 - #46420 \$ 83,744.37
- Water Fund Checks #24866 - #24874 \$ 6,609.85
- Sewer Fund Checks #23893 - #23899 \$ 2,270.89

**Carried**

- **Adjournment**

**Resolution #128/2020** Moved by Trustee Dryden, second by Trustee Wilder

Resolved that the meeting be adjourned at 8:32 p.m., until the next village board meeting at 7:30 p.m., on November 5, 2020.

**Carried**

**Respectfully submitted,**

*Maureen Butler*  
Village Clerk