



VILLAGE OF NORTH SYRACUSE

Regular Board Meeting

Thursday, July 9th, 2015 @ 6:30 PM
North Syracuse Community Center
700 South Bay Road, North Syracuse, NY 13212

The Village of North Syracuse Regular Board Meeting began at 6:30 PM with Mayor Gary Butterfield inviting everyone present to join him in the Pledge of Allegiance.

OFFICIAL OATH OF OFFICE

Mayor Butterfield announced Judge Bob Bertrand will be officiating the swearing in that will take place for the newly elected Mayor and Trustees.

Judge Bertrand administered the swearing in and Oath of Office to Mayor Butterfield, Trustee Gustafson, and Trustee Browning.





Village of North Syracuse
Regular Board Meeting
Thursday, July 9th, 2015 6:30 PM

Mayor Butterfield congratulated and welcomed new Board Members Trustee Gustafson and Trustee Browning. He explained that he won the Mayoral seat while his term of Trustee has two (2) years remaining (2017). Therefore, he chose Paul Linnertz to fill his Trustee seat for one (1) year. He continued that Trustee Linnertz will need to officially run next year and win the election to fulfill this seat until 2017. Judge Bertrand administered the swearing in and Oath of Office to Trustee Linnertz.

Roll Call: Mayor Gary Butterfield, Trustee Fred Ferguson, Trustee Diane Browning, Trustee Pat Gustafson, and Trustee Paul Linnertz.

Personnel Present: Village Clerk/Treasurer Dianne Kufel, DPW Superintendent Gary Wilmer, Parks Director Teresa Roth, Police Chief Michael Crowell, Fire Chief Tim Ellis, Codes Enforcement Officer Pam DiCarlo, and Village Engineer James Trasher, and Village Engineer Amy Franco.

RESOLUTION # 111-15

APPROVAL OF BOARD MEETING MINUTES

Trustee Ferguson made a motion to approve the minutes from the June 25th, 2015 Board Meeting. The motion was seconded by Trustee Browning. The motion was unanimously approved.

RESOLUTION # 112-15

GENERAL FUND (OLD BUDGET DISBURSEMENTS) ABSTRACT APPROVAL

Trustee Ferguson made a motion to approve the General Fund Abstract # 29 in the amount of \$7,749.48 covering Voucher # 1595 to Voucher # 1600. The motion was seconded by Trustee Gustafson. The motion was unanimously approved.

RESOLUTION # 113-15

GENERAL FUND (NEW BUDGET DISBURSEMENTS) ABSTRACT APPROVAL

Trustee Ferguson made a motion to approve the General Fund Abstract # 3 in the amount of \$142,904.99 covering Voucher # 71 to Voucher # 147. The motion was seconded by Trustee Linnertz. The motion was unanimously approved.

RESOLUTION # 114-15

SEWER FUND ABSTRACT APPROVAL

Trustee Browning made a motion to approve the Sewer Fund Abstract # 3 in the amount of \$238.16 covering Voucher # 2. The motion was seconded by Trustee Ferguson. The motion was unanimously approved.

RESOLUTION # 115-15

VETERANS MEMORIAL PARK ABSTRACT APPROVAL

Trustee Ferguson made a motion to approve the Veteran's Memorial Fund Abstract # 29 in the amount of \$314.40 covering Voucher # 5. The motion was seconded by Mayor Butterfield. The motion was unanimously approved.



Village of North Syracuse
Regular Board Meeting
Thursday, July 9th, 2015 6:30 PM

RESOLUTION # 116-15

CAPITAL FUND STREETScape/VLG. CTR. ABSTRACT APPROVAL

Trustee Ferguson made a motion to approve the Capital Fund Abstract # 29 in the amount of \$229,430.70 covering Voucher # 5. The motion was seconded by Trustee Browning. The motion was unanimously approved.

CITIZENS' VOICE: None.

RESOLUTION # 117-15

PERSONNEL APPOINTMENTS

Mayor Butterfield acknowledged that the Board has been copied on the list of personnel appointments. He noted that he has asked Trustee Ferguson to be Deputy Mayor and it was accepted. On a motion made by Deputy Mayor Ferguson and seconded by Trustee Gustafson, the following personnel appointments were approved with all voting in favor of the same.

Personnel Appointments:

Historian – Alfred W. (Bill) Ferguson
Director of Parks and Recreation – Teresa Roth
Codes Enforcement Officer – Pam DiCarlo
Village Clerk-Treasurer – Dianne Kufel
Deputy Village Clerk-Treasurer - VACANT – Determine in the near future
DPW Superintendent – Gary Wilmer
Police Chief – Michael Crowell
Signatories – Mayor, Clerk/Treasurer, Typist 1
Attorney – Scott F. Chatfield
Engineer – CHA (Clough Harbour and Associates)
Official Newspapers – Eagle Newspaper (Star Review) and Post Standard
Depositors – M&T Bank, Solvay Bank
Official Insurance Co. – Eastern Shores – NYMIR and NY Municipal Comp Alliance for W/C
Village Auditors – Koagel & Vincentini CPA's, and Michael Benn and Company (LOSAP)
Acting Village Justice – William Bradt
Court Clerk – Cindy Goodman

Policies/Handbooks –

Procurement Policy/Personnel Policy – Same as last year
Fund Balance Policy - NEW
Investment Policy – Same as last year



Village of North Syracuse
Regular Board Meeting
Thursday, July 9th, 2015 6:30 PM

Mileage Reimbursement Federal Rate (IRS) – 57.5 cents per mile as of Jan. 1st, 2015

Board Meeting Dates – 2nd Thursday of each month @ 6:30 PM and
the 4th Thursday of each month @ 4:30 PM at the Community Center
unless otherwise noted.

Standard Work Day – Clerk-Treas./Dep. Clerk-Treas. F/T P/T	7 Hours Standard Work Day
Codes Dept. FT PT	7 Hours Standard Work Day
Animal Control PT	7 Hours Standard Work Day
Court Clerk	8 Hours Standard Work Day
DPW-Highway Dept. Firehouse Caretaker	8 Hours Standard Work Day
Elected Officials	6 Hours Standard Work Day
Parks Dept. (Inc. Clerical/Seasonal FT PT	7 Hours Standard Work Day
Police Off/Dispatch Aids/Admin Aide	
Incl. Part-time Officers	8 Hours Standard Work Day

Audit Committee – Trustee Diane Browning and Clerk-Treasurer Dianne Kufel

Liaison Appointments:

Zoning Board of Appeals – Trustee Diane Browning	Fire Dept. – Mayor Gary Butterfield
Planning Commission – Trustee Paul Linnertz	Parks – Trustee Pat Gustafson
Public Safety (Police) – Trustee Fred Fergerson	Codes Dept. – Trustee Paul Linnertz
DPW/Highway Dept. – Trustee Diane Browning	
Clubs and Organizations – Dep. Mayor Fred Fergerson	
Chamber of Commerce – Mayor Gary Butterfield	



Village of North Syracuse
Regular Board Meeting
Thursday, July 9th, 2015 6:30 PM

Planning Commission:

Chairman

William Winstanley 3 Year Appointment Expires 7/01/2016

Members

Jeff Bachstein (RENEW)	3 Year Appointment	Expires 7/01/2018
Paul Kolodzie (NEW)	3 Year Appointment	Expires 7/01/2018
Emily Sharp	3 Year Appointment	Expires 7/01/2016
Vera Desimone	3 Year Appointment	Expires 7/01/2017
Greg Lancette	3 Year Appointment	Expires 7/01/2017
(Fill Vacancy Pat Gustafson) VACANT	3 Year Appointment	Expires 7/01/2016

Alternate

Mayor and Chairman to search for an alternate

Zoning Board of Appeals:

Chairman

James Baker **(RENEW)** 5 Year Appointment Expires 7/01/2020

Members

Jeff St. Germain (filling vacancy of L. Alteri)	Appointment	Expires 7/01/2018
Gloria Mitton	5 Year Appointment	Expires 7/01/2016
Jack Gaiser	5 Year Appointment	Expires 7/01/2017
Judy Hamel (RENEW)	5 Year Appointment	Expires 7/01/2020

Alternate

David Robinson 5 Year Appointment Expires 7/01/2019

Committee Appointments:

Public Safety Committee Members:

Deputy Mayor Fred Fergerson	Police Chief Michael Crowell
Ray Sharp	Codes Enf. Officer – Pam DiCarlo
Jack Gaiser	Fire Chief Tim Ellis
DPW Supertinentend – Gary Wilmer	Parks Director – Teresa Roth



Village of North Syracuse
Regular Board Meeting
Thursday, July 9th, 2015 6:30 PM

Disaster Plan Committee Members:

Mayor Gary Butterfield
Dianne Kufel – Clerk Treasurer
Codes Enf. Officer – Pam DiCarlo
Matthew Conti – Director of Transportation

Dep. Mayor Fred Fergerson
Fire Chief Tim Ellis
Police Chief Michael Crowell
Debra Gallagher - NAVAC

MS-4/Stormwater Compliance Committee:

Mayor Gary Butterfield
Chairman of Planning Commission – William Winstanley
Codes Enf. Officer – Pam DiCarlo
Village Attorney Scott Chatfield
Village Engineer – Kristy Harris
Village Clerk/Treasurer Dianne Kufel
DPW Superintendent – Gary Wilmer

Board of Ethics:

Mayor Gary Butterfield
Raymond Holbrook
Robert Maloney
Christiane DeRosa
Amy Maggiolino

*** Housing Authority Members:**

Chairperson Pat Fergerson	Renew in 2019
Ernest Wass	Renew in 2018
Bradford Hunt	Renew in 2020
Diane Browning (Filled Vacancy)	Renew in 2016
Bill Winstanley	Renew in 2017

Annual Public Comments on MS4:

You will need to make a motion to schedule the meeting deadline next year for the Public Comments on the MS4 – second meeting in May 2015 – which is May 26th, 2016.



Village of North Syracuse
Regular Board Meeting
Thursday, July 9th, 2015 6:30 PM

NEW BUSINESS:

RESOLUTION # 118-15 **APPROVE NEW MEMBERS OF THE NORTH SYRACUSE FIRE DEPARTMENT**

Mayor Butterfield acknowledged receipt of a memo from Fire Chief Ellis and invited him to expand on it. Fire Chief Ellis said we have two (2) new members: one in district and the other outside. Donald Morrell is a returning member and Holly Bushnell is a new member. He continued that Bushnell has successfully completed her Fire Fighter 1 training for the New York State Certification in three (3) weeks. Upon a successful recruitment program, they have recruited five (5) members for the Bunk-In program. In conjunction with the local colleges, this program allows for students attending college to have room and board at Station 2 in exchange for volunteer work. The program is full this year. The Fire Council has approved the following Bunk-In members: Kevin Ellers, Michael Gibbs, Jordan Ennies, Michael Ortman, Brandon Vantreese. The move-in date is August 15, 2015. He noted that one member resigned. Trustee Ferguson made a motion to approve Donald Morrell and Holly Bushnell as new members of the North Syracuse Fire Department. The motion was seconded by Deputy Mayor Ferguson. The motion was unanimously approved.

RESOLUTION # 119-15 **DISCUSS/AUTHORIZE MAYOR TO SIGN DOT AGREEMENT
FOR VETERANS MEMORIAL PARK**

Mayor Butterfield said the Board and legal counsel have received information as it pertains to the DOT requesting additional right-of-way at Veteran's Memorial Park. Former Mayor Atkinson and DPW Superintendent Wilmer walked the site with DOT. This is an Acquisition and Offer of Settlement for \$1,825. Village Attorney Chatfield explained that this is to compensate the Village for nicking off part of the land that is being worked on for a traffic signal project on Route 11/Chestnut/Centerville Plan. Trustee Browning made a motion to authorize the Mayor to sign this Offer of Settlement for Additional Right of Way. The motion was seconded by Deputy Mayor Ferguson. The motion was unanimously approved.

RESOLUTION # 120-15 **DISCUSS/AUTHORIZE APPROVE HIRING OF DPW LABORER**

Mayor Butterfield noted the Board received the request from DPW Superintendent Wilmer to hire an employee. DPW Superintendent Wilmer said that Richard Edwards is a Village resident and has many skills we need including a pesticide license which would be beneficial to us. We have recently had an employee retire and he would fill this spot. He would like to hire him as a Laborer I for now until he gets his CDL Class B license then eventually promote him because he has skills his other staff do not possess. Mayor Butterfield made a motion to hire Richard Edwards as a Laborer I at \$22,000 per year, effective Monday, July 13, 2015. The motion was seconded by Deputy Mayor Ferguson. The motion was unanimously approved.



Village of North Syracuse
Regular Board Meeting
Thursday, July 9th, 2015 6:30 PM

DISCUSS “NO PARKING” SIGNS ON IVON DRIVE

Deputy Mayor Ferguson said that the issue regarding parking on Ivon Drive has been discussed in the Public Safety Meetings. He explained that Ivon Drive is at the end of Teacher’s Drive by the Jr. High School. They put a fence as well as a metal barricade at the curb to keep cars from parking there. However, cars are still parking in that area on both sides of the street. The problem is that the fire trucks are unable to access the area as such. He would like to add “No Parking” signs to that area as per Code book section §230-50 Schedule XII: Parking Prohibited At All Times, pages 230:20 thru 230:20.1. This would mean that we would need to add the Ivon Drive address to this local law. He noted the last time it was changed was on March 1, 2011. Village Attorney Chatfield affirmed this would require a public hearing. Deputy Mayor Ferguson said that this is an issue that has been discussed in the Public Safety Meetings for the past two years. He continued that in the interest of public safety, since firetrucks cannot get around that area when there is parking on both sides, he seeks to add this street to the no parking zone in the aforementioned local law. Trustee Linnertz asked if the prohibited parking area will be for both sides of the road. Deputy Mayor clarified it will only be for one side of the street. DPW Superintendent Wilmer asked if this will include the Teacher’s Lane. Deputy Mayor Ferguson affirmed it would include that area and noted that the area in question already has the barricade. He continued that this would be Teacher’s Lane and the entire length of Ivon Drive. Fire Chief Ellis confirmed that it is challenging for the fire trucks to get around that area when there is parking on both sides. Trustee Gustafson asked if there are residents on that street. Deputy Mayor Ferguson replied there is (1) one. Village Attorney Chatfield asked if the part of Teacher’s Lane from the blacktop of Ivon to the gate of the school is a public road. DPW Superintendent Wilmer said the Village ends halfway between Ivon and the back gate of the school and it is a public road. Village Attorney Chatfield advised that we should add that area so that if the Police Officer issued a ticket for someone parked in that little section, there would be no issue. Deputy Mayor Ferguson said that Police Chief Crowell informed him that people have called the Police Department to issue a ticket, but because there was no local law, they had to tell the owner to the only option was for her to tow at her expense. Mayor Butterfield agreed we should schedule a public hearing.

RESOLUTION # 121-15

SET PUBLIC HEARING DATE REGARDING “NO PARKING” IVON DR.

Trustee Linnertz made a motion to set a Public Hearing on August 13, 2015 at 6:29 PM to hear the proposed Local Law #1 for 2015. The motion was seconded by Trustee Gustafson. Village Attorney Chatfield said he will draft a proposed local law that would cover Ivon Drive from Teachers Drive North to Belmore Drive and a second addition would be all of Teacher’s Drive that is in the Village. The motion was unanimously approved.



Village of North Syracuse
Regular Board Meeting
Thursday, July 9th, 2015 6:30 PM

RESOLUTION # 122-15

APPROVE MONTHLY REIMBURSEMENT CELL PHONE USE - MAYOR

Mayor Butterfield said he has chosen to continue to use his personal cell phone for Village use and rather than acquiring a Village-paid cell phone. Trustee Linnertz made a motion to authorize the Village to reimburse the Mayor a stipend of \$35 per month for the use of his cell phone. The motion was seconded by Trustee Browning. The motion was unanimously approved.

RESOLUTION # 123-15 SET DATE FOR MS4/STORMWATER RUNOFF – ANNUAL PUBLIC COMMENTS

Mayor Butterfield said setting this date is an annual requirement as part of the mandate for MS4/Stormwater reporting requirements. This report will be given at the 2nd meeting in May 2016. Trustee Browning made a motion to set the meeting for the MS4/Stormwater Runoff report to take place on be on May 26, 2016. The motion was seconded by Deputy Mayor Ferguson. The motion was unanimously approved.

RESOLUTION # 124-15

**SET DATE FOR 2016 ANNUAL MEETING
(COMBINE WITH FIRST BOARD MEETING IN JULY)**

Mayor Butterfield recalled that former Mayor Atkinson came up with the idea to combine the annual meeting with the regular board meeting. This meeting establishes all of the personnel appointments would be in conjunction with the first regular meeting in July of 2016 which is Thursday, July 14th, 2016; and as per NYCOM it is permissible to do this. Deputy Mayor Ferguson made a motion to combine the annual meeting with the regular board meeting. The motion was seconded by Trustee Gustafson. The motion was unanimously approved.

ATTORNEY REPORT: Village Attorney Chatfield confirmed with Clerk Treasurer Kufel that this year's annual appointments will be part of the minutes as well as the Board Meeting days and times are noted as a part of the minutes.

ENGINEER REPORT: Village Engineer Franco said there are punch list items that still need to be completed for the Village Center/Streetscape Project. They are currently working on the sidewalk. There have been some challenges due to weather. They are reviewing the numbers for Chestnut Street.

DEPARTMENT HEAD REPORTS:

Police Department: Police Chief Crowell congratulated the Mayor and new Board Members. He gave a brief mid-year report showing that the number of calls to the police is on the rise. He is actively searching for new Police Officers: one full-time vacancy and two part-time additions.



Village of North Syracuse
Regular Board Meeting
Thursday, July 9th, 2015 6:30 PM

Fire Department: Fire Chief Tim Ellis also reported a rise in calls to Fire Department compared to last year. He said he continues to actively recruit as their number of volunteers is at an all-time low for membership in the volunteer fire department. He asked the public to be aware of standing water which could be dangerous.

Highway Department: DPW Superintendent Wilmer welcomed the new Trustees. He said there has been some local flooding due to rain and it was taken care of. Although there were some mechanical trouble with the brush truck, his department continues to pick up brush.

Parks & Recreation Department: Parks Director Roth said she is looking forward with the new additions to the Board. She said that the Parks & Recreation office has been very busy with all the summer programs. Kennedy Park pool is open and there are 80 registrations for swimming lessons. Day Camp has 125 children enrolled. Summer concerts are on for the next seven Wednesdays evenings. Driver's safety course is full and the next will take place in September.

Codes Department: Codes Enforcement Officer DiCarlo congratulated the new Board Members and welcomed Trustee Linnertz back to the Board. We are working on the Miracles Salon on South Bay Road is scheduled to open in August. The Post Office building will open around the same time.

Clerk/Treasurer: No report.

DEPUTY MAYOR/TRUSTEES REPORT:

Trustee Gustafson: Thanked her friends and supporters for making it possible for her to hold a Trustee seat. She said she looks forward to working well with everyone.

Trustee Browning: Said she is glad to be back on the Board.

Trustee Linnertz: Thanked Mayor Butterfield for appointing him to the Board.

Deputy Mayor Fergerson: Announced the next Public Safety Committee meeting will take place on September 14th at 4:00 PM at the North Syracuse Community Center.

MAYOR'S REPORT:

Mayor Butterfield said PACE is offering their Farmer's Market on Wednesdays from 10:00 AM – 12:00 PM from May until October.



Village of North Syracuse
Regular Board Meeting
Thursday, July 9th, 2015 6:30 PM

He informed that while he was a Trustee he was appointed to the Complete Streets / Re-Greening Committee. They recently met to further discuss a walkable, bike able, pedestrian-friendly and safe plan for the Village. This study will take a total of one year to complete; in the end we will have a comprehensive plan that will be ready to facilitate.

He continued that the South Bay Road paving and curbing is well underway. Route 11 improvement project is almost done; he walked that area last night with the Complete Streets/Re-Greening committee. He praised the previous administration for their part in gathering the grants together.

He has asked Deputy Mayor Ferguson to finish the emergency operations plan that was started after Hurricane Sandy. This preparedness plan will include identification of places susceptible to floods.

He thanked everyone for their confidence in his ability to lead. He acknowledged his father in the forum and noted his father would adjourn all meetings which he attended. He followed in his family's tradition and used to adjourn all the Board Meetings when he served as Trustee. He said that all business has been discussed and will entertain a motion.

Trustee Gustafson made a motion to adjourn at 7:06 PM. The motion was seconded by Trustee Browning. The motion was unanimously approved.

Respectfully submitted,

Dianne M. Kufel
Village Clerk/Treasurer



Village of North Syracuse
Regular Board Meeting
Thursday, July 9th, 2015 6:30 PM

07/092015