



VILLAGE OF NORTH SYRACUSE

Regular Board Meeting

Thursday, July 23rd, 2015 @ 4:30 PM

North Syracuse Community Center

700 South Bay Road, North Syracuse, NY 13212

The Village of North Syracuse Regular Board Meeting began at 4:30 PM with Mayor Gary Butterfield in inviting everyone present to join him in the Pledge of Allegiance.

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

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, Village Attorney Scott Chatfield, and Village Engineer Amy Franco.

RESOLUTION # 125-15

APPROVAL OF BOARD MEETING MINUTES

Trustee Browning made a motion to approve the minutes from the July 9th, 2015 Board Meeting. The motion was seconded by Trustee Gustafson. The motion was approved with Mayor Butterfield, Trustee Gustafson, and Trustee Browning, all voting in favor of the same.

RESOLUTION # 126-15

GENERAL FUND ABSTRACT APPROVAL

Trustee Browning made a motion to approve the General Fund Abstract # 4 in the amount of \$148,404.22 covering Voucher # 148 to Voucher # 224. The motion was seconded by Trustee Gustafson. The motion was approved with Mayor Butterfield, Trustee Gustafson, and Trustee Browning, all voting in favor of the same.

RESOLUTION # 127-15

SEWER FUND

Trustee Browning made a motion to approve the Sewer Fund Abstract # 4 in the amount of \$220.46 covering Voucher # 2 thru Voucher # 4. The motion was seconded by Trustee Gustafson. The motion was approved with Mayor Butterfield, Trustee Gustafson, and Trustee Browning, all voting in favor of the same.

RESOLUTION # 128-15

VETERANS MEMORIAL PARK

Trustee Browning made a motion to approve the Veteran's Memorial Fund Abstract # 4 in the amount of \$14.50 covering Voucher # 1. The motion was seconded by Trustee Gustafson. The motion was approved with Mayor Butterfield, Trustee Gustafson, and Trustee Browning, all voting in favor of the same.



Village of North Syracuse
Regular Board Meeting
Thursday, July 23rd, 2015 4:30 PM

CITIZENS' VOICE: None.

NEW BUSINESS:

RESOLUTION # 129-15

APPROVE CHA AGREEMENT

Mayor Butterfield acknowledged receipt of the agreement that defines the terms and services that CHA will provide. He went on to say that CHA has provided us great service over the years. Trustee Gustafson made a motion to authorize the Mayor to sign the agreement with CHA effective July 1, 2015 thru June 30, 2016. The motion was seconded by Trustee Gustafson. The motion was approved with Mayor Butterfield, Trustee Gustafson, and Trustee Browning, all voting in favor of the same.

RESOLUTION # 130-15

UP TO \$500/YEAR – TIME SENSITIVE PREPAYS

Mayor Butterfield noted that this will allow the Audit Committee members Clerk-Treasurer Kufel and Trustee Browning to disburse checks throughout the fiscal year 15/16 up to a value of \$500 prior to the abstract being approved. Typically, this would be for instances such as the Onondaga County Association of Mayors. Trustee Browning made a motion to authorize the Audit Committee to cut time-sensitive checks as needed up to \$500 prior to abstract approval. The motion was seconded by Trustee Gustafson. The motion was approved with Mayor Butterfield, Trustee Gustafson, and Trustee Browning, all voting in favor of the same.

RESOLUTION # 131-15

DISCUSS/APPROVE VEHICLE PREVENTATIVE MAINTENANCE CONTRACT

Mayor Butterfield said the Board received a memo from Fire Chief Ellis regarding an RFP that was sent out to three different vendors for the annual preventative maintenance. Fire Chief Ellis explained that in the past they have done preventative maintenance vehicle by vehicle, accepting quotes for each vehicle as inspections came due. He investigated to discern if there could be a savings discount by receiving quotes by fleet. JPB Fire Services, Har-Rob Apparatus, as well as Jerome Fire Equipment submitted proposals; although Jerome additionally said they would honor their price for two years and was the only company to affirm this. In a discussion with Jerome Fire Equipment, he notified them that they were not the lowest bidder; so they counteroffered to match the lowest bid. Fire Chief Ellis recommended the Board vote to award the contract with Jerome Fire Equipment. He also added that this agreement will give us priority service with any down vehicles, the labor rates are locked in, and Jerome Fire Equipment is an authorized service and warranty center for any type of vehicle we have. Trustee

Browning said we have a good working history with Jerome Fire Equipment. Trustee Gustafson made a motion to authorize the Mayor to sign a two year agreement with Jerome Fire Equipment for vehicle preventative maintenance at \$8,621.35 per year. The motion was seconded by Trustee



Village of North Syracuse
Regular Board Meeting
Thursday, July 23rd, 2015 4:30 PM

Browning. The motion was approved with Mayor Butterfield, Trustee Gustafson, and Trustee Browning, all voting in favor of the same.

RESOLUTION # 132-15

NUISANCE WILDLIFE CONTROL AGREEMENT

Mayor Butterfield acknowledged that the Board was copied on the proposal from Walker Wildlife. He recalled that about June 1st, our current caretaker resigned and we have been unable to provide this service. Walker's Wildlife will be charging \$45 to the Village and \$20 the homeowner for the first call. If a second call is needed the homeowner will be charged \$10 and no cost to the Village. He can pick up skunks, woodchucks, possums, and dead animals. Trustee Browning asked what we used to pay our previous caretaker. Clerk-Treasurer Kufel said that Berry's Wildlife used to charge \$65 to the Village and \$20 to the homeowner; thus, a savings of \$20 per call. Village Attorney Chatfield asked if the second call charge of \$10 is for the same animal or address. Clerk-Treasurer Kufel noted that area was not well specified and Walker Wildlife is willing to have counsel specify that in the agreement. Trustee Gustafson made a motion to authorize the Mayor to authorize the nuisance wildlife service with Walker's Wildlife effective July 24, 2015 thru May 31, 2016. The motion was seconded by Trustee Browning. The motion was approved with Mayor Butterfield, Trustee Gustafson, and Trustee Browning, all voting in favor of the same.

RESOLUTION # 133-15

AMEND THE 2015 PAVING SCHEDULE FOR VILLAGE STREETS

DPW Superintendent Wilmer said there are a few modifications to the previously approved (on June 11th, 2015) paving schedule as Wells Avenue was not on the original list. He continued that now added to the list is Wells Avenue West from Helen Street and Catherine Street. The cost for this will exceed the CHIPs monies but we will pay for this from the budget. Trustee Browning made a motion to approve the revised listing of streets to be paved this year. The motion was seconded by Trustee Gustafson. The motion was approved with Mayor Butterfield, Trustee Gustafson, and Trustee Browning, all voting in favor of the same.

RESOLUTION # 134-15

MS4 COALITION GRANT SUBMITTAL FOR WASTEWATER SEWER MAPPING

Mayor Butterfield noted that the Board received this information regarding a grant to be submitted by the coalition which includes 22 communities—therefore an all-inclusive grant that would map out sewer outfalls, etc. If awarded, then we will have the option to move forward based on the in-kind match or reject/deny the grant. Village Engineer Franco added that it has been confirmed by the Coalition that there is no cost association with this as it is absorbed by the fees of the Coalition. The regular annual fees of \$3,600 to the Coalition already cover the 25% match. She noted that this offer is time-sensitive. Trustee Gustafson made a motion to authorize the Mayor to sign the intent to participate. The motion was seconded by Trustee Browning. The motion was approved with Mayor



Village of North Syracuse
Regular Board Meeting
Thursday, July 23rd, 2015 4:30 PM

Butterfield, Trustee Gustafson, and Trustee Browning, all voting in favor of the same.

RESOLUTION # 135-15

**GRANT SUBMITTAL TO EFC SANITARY SEWER STUDY
AGING INFRASTRUCTURE**

Mayor Butterfield said the Board was given information regarding a grant available thru the Consolidated Funding Application and EFC (Environmental Facilities Corporation) which basically will provide a study of the sewer system as it is over sixty years old and it will further assist us as our system ages and we will be better prepared to be proactive. DPW Superintendent Wilmer had already started exploring these issues with our own funds before we were made aware of this grant opportunity. The grant would be for \$37,500; \$30,000 is funded and the Village would have to match 20% (\$7,500) if awarded. DPW Superintendent Wilmer said it costs \$7,000 for two miles of sewer pipes. Village Engineer Franco noted this grant application is due July 31, 2015 but it will be awarded next calendar year. Trustee Browning made a motion to authorize CHA to prepare and submit this grant application thru Consolidated Funding Application and EFC, request a letter from Assemblyman Al Stirpe, and with the recognition that if we are awarded this grant we will have a budgetary impact of \$7,500 from this fiscal year. The motion was seconded by Trustee Gustafson. The motion was approved with Mayor Butterfield, Trustee Gustafson, and Trustee Browning, all voting in favor of the same.

RESOLUTION # 136-15

APPROVE/APPOINT FULL-TIME POLICE OFFICER

Police Chief Crowell said he is looking to fill a vacancy for a full-time Police Officer as soon as possible because of the volume of calls. He recalled that at the last Board meeting he convened a panel interview that Deputy Mayor Ferguson was involved. Of the four interviewees, one person stood out. A background investigation was expedited for this person. He continued that it is his intention to hire this individual contingent upon the other two elements associated with this selection process. He'd like to him sworn in next week with a starting date of no later than July 31, 2015. Trustee Browning made a motion to authorize Police Chief Crowell to hire Chance Fieldson at a level 6 full-time Police Officer at \$62,556 annual salary with 24 days of vacation. The motion was seconded by Trustee Gustafson. The motion was approved with Mayor Butterfield, Trustee Gustafson, and Trustee Browning, all voting in favor of the same.

RESOLUTION # 137-15

**DISCUSS/APPROVE CHANGE ORDER #4 FOR CHESTNUT STREET –
STREETSCAPE PROJECT**

The Board was given information from EZ Paving on the change order costs associated with the drainage issue on Chestnut. We are utilizing the Community Development monies \$30,000 to fund this project of sidewalk that was contiguous/extension off Main Street. The cost for this was \$25,191



Village of North Syracuse
Regular Board Meeting
Thursday, July 23rd, 2015 4:30 PM

and already approved at the June 25th meeting, leaving a residual of \$4,819. It was determined that there were drainage issues that needed attention as part of this change. EZ Paving has submitted their proposal for this additional drainage work for \$10,886. Clerk-Treasurer Kufel noted that Change Order # 4 has not yet been signed. Village Engineer Franco requested to instead of make a Change Order # 5 to instead amend Change Order # 4 for \$36,077 (\$25,191 + \$10,886) for EZ Paving. She will put together the paperwork. She continued that there are outstanding construction observation monies leftover from the Main Street project so we will roll our work into that. The remaining \$1,423 can go into in-kind DPW work for the topsoil, fencing, etc. Clerk-Treasurer Kufel asked for clarification on the leftover construction observation monies. Village Engineer Franco replied that we had construction observation monies we had allotted for Main Street at a set hourly rate, but we didn't require as much time as budgeted. Trustee Gustafson made a motion to authorize the Mayor to approve the amended Change Order # 4 for \$36,077. The motion was seconded by Trustee Browning. The motion was approved with Mayor Butterfield, Trustee Gustafson, and Trustee Browning, all voting in favor of the same.

ATTORNEY REPORT: Village Attorney Chatfield noted he will have the 2015 Local Law # 1 available for review before the next Board Meeting.

ENGINEER REPORT: Village Engineer Franco said she noted that the punch list items for Main Street were reportedly complete. She will walk the area tomorrow to confirm and will make sure the sidewalk area for Bach Photo area and everything else is indeed complete. She followed up on the status Quality of Life Grant through County DOT and found that it is in the Legislator's hands. She said DOT suggested someone give our Legislator a call.

DEPARTMENT HEAD REPORTS:

Police Department: Police Chief Crowell said call volume continues to be steady. He thanked the Board for approving the hiring of the new full-time Police Officer. He noted that he is looking to also fill a few vacant part-time positions.

Fire Department: Fire Chief Tim Ellis reported a significant fire at 240 Shaver Avenue on Saturday, July 18th. Many resources were called to assist and everyone did a great job. Most importantly, there were no injuries to report. Special thanks Moyers Corners, Manlius, Cicero, Clay, Brewerton, Liverpool Fire. EAVES (East Area Volunteer Emergency Services) came to do the rehab section, and did a great job taking vitals of fire fighters. He said although that 240 Shaver Avenue has damage, it could have been worse. He introduced the recently appointed DPW Superintendent Gary Wilmer as the Fire Department Safety Officer. Safety is one of their highest priorities and Wilmer will be overseeing their safety protocols, review incidents, and make recommendations for improvement. The window replacement as part of Capital Improvements for Station # 1 is about 75% complete. There was a



Village of North Syracuse
Regular Board Meeting
Thursday, July 23rd, 2015 4:30 PM

LOSAP audit this week and the results will be forthcoming. The Rescue 7 committee is up and running.

Highway Department: DPW Superintendent Wilmer said his department continues to pick up brush, storm drain repair, and rebuilding basins. He is just now starting some of the sidewalk repairs on Main Street.

Parks & Recreation Department: Parks Director Roth affirmed DPW Superintendent Wilmer will do a great job as the Fire Department Safety Officer. She said summer programs are well underway. There is one more week left of swimming lessons and summer camp is at about the halfway point. Driver's safety course is half full for September. There is a bus trip scheduled for seniors next week. She followed up with the grant for Lonergan Park and the status is that it was passed through legislature and it is now in the hands of the department that drafts up the contract. The contract will be sent to the Village soon, up to four weeks. She will be moving forward with this. She asked to meet with Village Engineer Franco to come up with specs.

Codes Department: Codes Enforcement Officer DiCarlo reported DL Manufacturing site plan has been approved so they will be putting in an addition to the building. Store America has not begun yet but will be soon. We received phone calls regarding an interest in putting in a micro-brewery in the Maines Plaza. She is still learning the details and feasibility of this location.

Clerk-Treasurer: Clerk-Treasurer Kufel says she has been delayed in closing the books for the last fiscal year due to time spent training and office transitions at Village Hall. She thanked everyone for their patience. She acknowledged that the Fire Department is waiting for some financial figures to submit to the Towns and will be gathering that soon; as well as the auditors will be coming soon.

DEPUTY MAYOR/TRUSTEES REPORT:

Trustee Gustafson: No report.

Trustee Browning: She confirmed that we will table the appointment for a Part-Time Clerk until the next meeting. She congratulated Police Chief Crowell on the Police Department's Accreditation. She also congratulated Gary Wilmer and said he deserves everything he gets.

Trustee Linnertz: Absent.

Deputy Mayor Ferguson: Absent.



Village of North Syracuse
Regular Board Meeting
Thursday, July 23rd, 2015 4:30 PM

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.

He continued that the South Bay Road paving and curbing is moving along quickly. Crosswalks are getting some attention.

On August 10th there will be a gathering for Former Mayor Atkinson from 4:00-7:00 PM at the VFW on Maxwell Avenue.

Route 11 improvement project is almost done and looks great. He noted there is recent damage to the brand new pavers in front of the Post Office building and it will be fixed at no cost to us. He rode his bicycle around the Village and noticed some issues. He brought them to Codes Enforcement Officer DiCarlo and she has addressed them. He affirmed that if someone is in violation of our Code they should be cited.

He reminded that we have a Public Hearing at the next Board Meeting on August 13th at 6:29 PM regarding the No Parking Sign on Ivon Dr. behind the North Syracuse Junior High School.

He mentioned that Abbott Farms is having a Blueberry Festival on August 8th from 8:00 AM to 5:00 PM on Cold Springs Road in Baldwinsville.

Trustee Browning made a motion to adjourn at 5:10 PM. The motion was seconded by Trustee Gustafson. The motion was unanimously approved.

Respectfully submitted,

Dianne M. Kufel
Village Clerk/Treasurer