



VILLAGE OF NORTH SYRACUSE

Regular Board Meeting

Thursday, August 13th, 2015 @ 6:29 PM
North Syracuse Community Center
700 South Bay Road, North Syracuse, NY 13212

The Village of North Syracuse Regular Board Meeting began at 6:29 PM with Mayor Gary Butterfield inviting everyone present to join him in the Pledge of Allegiance.

PUBLIC HEARING REGARDING PARKING ON IVON DRIVE

Mayor Butterfield announced this Public Hearing is being held by the Board of Trustees of the Village of North Syracuse to consider adoption of Local Law # 1 of 2015 to a change of Code 230-50 to include the portion which exists in the Village of North Syracuse; Teacher's Drive and Ivon Drive in the "Parking Prohibited at All Times" list, and will hear persons in support of such matters or any objections thereto. He invited Deputy Mayor Ferguson to speak as he has been discussing at the quarterly public safety meetings. Deputy Mayor Ferguson said there have been several meetings with a resident on Ivon Drive complaining about people parking on her property during sporting events at the North Syracuse Junior High. This issue has been discussed during the past two administrations. A previous administration, before he was on the Board, requested a guard rail be placed to deter people from parking in that location; however, the result was people began to park on her lawn instead. Therefore, she built a fence, and people began to park with one tire on the grass and the other tire on the pavement. To avoid this situation, he is recommending no parking on Ivon Drive and Teacher's Drive, which is also an obstruction to fire vehicles getting through. He went on to say that he drove by the aforementioned area earlier today and there was no sign denoting Teacher's Drive on either north or south side of the Junior High School fence. The fence located on Teacher's Drive is currently closed. He said the Village of North Syracuse and the Town of Clay boundary line begins at the guard rail. We will only be able to mark the portion which is in the Village. Mayor Butterfield asked three times if anyone wanted to speak in favor or against these proposed changes. There was no response. Mayor Butterfield closed the Public Hearing at 6:37 PM.

Roll Call: Mayor Gary Butterfield, Deputy Mayor 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, Village Attorney Chatfield, and Village Engineer Amy Franco.



Village of North Syracuse
Regular Board Meeting
Thursday, August 13th, 2015 6:29 PM

RESOLUTION # 138-15

APPROVAL OF BOARD MEETING MINUTES

Trustee Gustafson made a motion to approve the minutes from the July 23rd, 2015 Board Meeting. The motion was seconded by Trustee Browning. Trustee Linnertz and Deputy Mayor Ferguson abstained from voting because they were not present during the meeting. The motion was approved with Trustee Gustafson, Trustee Browning, and Mayor Butterfield all voting in favor of the same.

RESOLUTION # 139-15

GENERAL FUND ABSTRACT APPROVAL

Deputy Mayor Ferguson made a motion to approve the General Fund Abstract # 5 in the amount of \$127,891.08 covering Voucher # 225 to Voucher # 327. The motion was seconded by Trustee Linnertz. The motion was unanimously approved.

RESOLUTION # 140-15

VETERANS MEMORIAL PARK

Trustee Linnertz made a motion to approve the Veteran's Memorial Fund Abstract # 5 in the amount of \$48.00 covering Voucher # 2. The motion was seconded by Deputy Mayor Ferguson. The motion was unanimously approved.

RESOLUTION # 141-15

CAPITAL FUND STREETScape/VILLAGE CENTER/SAVE THE RAIN

Trustee Linnertz made a motion to approve the Capital Fund Abstract # 5 in the amount of \$55,968.90 covering Voucher # 1 and Voucher # 2. The motion was seconded by Deputy Mayor Ferguson. The motion was unanimously approved.

CITIZENS' VOICE: None.

NEW BUSINESS:

RESOLUTION # 142-15

APPROVE LOCAL LAW # 1 OF 2015

Mayor Butterfield recalled proposed Local Law # 1 of 2015 was discussed in the Public Hearing. Mayor Butterfield made a motion to adopt Local Law # 1 of 2015 amending the Village Code to include this new legislation regarding No Parking on Teacher's Drive and Ivon Drive. Village Attorney Chatfield added that a portion of Teacher's Drive is not a public highway (it goes into the school property) and another portion that is in the public road is within the Village. Our statute would only apply to that which is within the Village; it only goes up as far as Belmore Dr. The motion was seconded Trustee Gustafson. The motion was unanimously approved.



Village of North Syracuse
Regular Board Meeting
Thursday, August 13th, 2015 6:29 PM

RESOLUTION # 143-15 **APPROVE SYRACUSE SIGNAL SYSTEMS AGREEMENT 01/01/15 – 12/31/15**

The Board received the Syracuse Signal Systems Agreement that is identical to the previous year's agreement. The price has increased \$25 per month, now \$375 per quarter. This is for the traffic light at the intersection of South Bay Road and Centerville Place, and the flashing light at the Saint Rose School. Trustee Browning made a motion to authorize the Mayor to sign the Syracuse Signal agreement valid from 01/01/15 thru 12/31/15. The motion was seconded by Deputy Mayor Ferguson. The motion was unanimously approved.

RESOLUTION # 144-15 **APPOINT NEW MEMBER FOR THE PLANNING COMMISSION**

The Board has received the information regarding adding a member to our Planning Commission that will replace Pat Gustafson. Mayor Butterfield said Casey Daugard joined the Fire Department in 1987 and was a Lieutenant and Captain. He also has been a certified Codes Official for nearly twenty years. Trustee Linnertz made a motion to appoint Casey Daugard as Planning Commission Member (filling the vacancy) with a term expiring 7/01/16. The motion was seconded by Trustee Gustafson. The motion was unanimously approved. Mayor Butterfield said Mr. Daugard will need to visit Village Hall to sign the Oath of Office book.

RESOLUTION # 145-15 **DISCUSS/ APPROVE 2015 YOUTH SERVICE AGREEMENT**

The Board received the agreement from the County that enables payment to be made to the Village for the 2015 calendar year for the Parks and Juvenile Program Funding. This provides \$718 for Juvenile Program and \$644 for Parks. Deputy Mayor Ferguson asked Police Chief Crowell to give an example of how the Juvenile Program funds were spent. Police Chief Crowell responded that some of the funds were used to create publication to be handed out at community events. Trustee Browning made a motion to authorize the Mayor to sign this agreement to receive the aforementioned reimbursement. The motion was seconded by Trustee Gustafson. The motion was unanimously approved.

RESOLUTION # 146-15 **SURPLUS 2003 CHEVY PICKUP TRUCK WITH FISHER PLOW**
VIN # 1GCHK24U13E350895

The Board received the memo from DPW Superintendent Wilmer that he is ready to surplus this as he is in the process of purchasing a new vehicle that was already discussed and approved with the 2015-2016 budget process. Deputy Mayor Ferguson made a motion to surplus the 2003 Chevy Pickup Truck which will be in turn brought down to the County Auction. The motion was seconded by Trustee Browning. The motion was unanimously approved.



Village of North Syracuse
Regular Board Meeting
Thursday, August 13th, 2015 6:29 PM

Mayor Butterfield tabled the following two items on the agenda to be discussed in Executive Session; the appointment of a Full-Time Assistant to the Clerk-Treasurer and Appoint a Full-Time Assistant to the Codes Department/Office Assistant.

RESOLUTION # 147-15 **APPOINT TEMPORARY PART-TIME ASSISTANT TO THE CLERK-TREASURER**

Mayor Butterfield said that Jessica Fowler is no longer working for us. She used to work one day per week. Additionally we have a vacancy for a part-time office helper. This position will be temporary duration of three months. Trustee Linnertz made a motion to appoint Patricia DeLuca as a part-time Office Assistant at a rate of \$12 per hour, not to exceed twenty hours per week, for duration of three months effective August 17, 2015. The motion was seconded by Deputy Mayor Ferguson. The motion was unanimously approved.

RESOLUTION # 148-15 **DISCUSS ADDING A NEW POSITION AT THE DPW**
- PUBLIC WORKS MAINTENANCE WORKER

The Board received a job description from DPW Superintendent Wilmer which modifies the current roster that combines two positions into one. DPW Superintendent Wilmer explained that years ago when classifications were made, the Maintenance Equipment Operator (MEO) position was mainly for the Highway Department and the duties that were listed mainly fit the Highway and not the Public Works Department. His intention is to eliminate the MEO position through attrition. The new position will be the Public Works Maintenance Worker. That position more closely fits with the DPW Department. Trustee Browning asked if there is someone onboard now that will have this position. DPW Superintendent Wilmer explained that anyone new can be promoted into that position. Village Attorney Chatfield referenced a problem that many of the Villages adopted the job classifications that are used for towns with highway departments that differ from Village's having a Public Works Dept. The Village has a DPW Department which differs from a Highway Department. Towns must have the aforementioned classifications whereas Villages do not. Villages can use the Maintenance Worker title which allows for greater flexibility than is allowed in the Highway Department. The notion is that for the new hire that we are looking at now, we make that person a Maintenance Worker. As the current MEOs retire or move on, we will fill those vacancies with Maintenance Workers. Eventually the department will have the same classification. Trustee Linnertz asked if this would have the same pay structure. DPW Superintendent Wilmer said once the position is created, it may have to go to negotiations. He explained that the Union has a right to thread that position by contract and they may be able to negotiate the wage. Trustee Linnertz asked if we should set the wage. Village Attorney Chatfield clarified that we are not appointing anyone today. He added that will likely have to discuss the appropriate wage for that classification with the Union. He continued that even if we set a number now, it is still subject to that negotiation because right now there is no such classification.



Village of North Syracuse
Regular Board Meeting
Thursday, August 13th, 2015 6:29 PM

DPW Superintendent Wilmer says he will get permission from the County to make a change. Deputy Mayor Ferguson clarified that the request is to approve the title only at this time. Village Attorney Chatfield said that once we go through Civil Service, we will reach an agreement on the job description presumably taken from the universal description of the state. Then we will determine the starting salary. Mayor Butterfield said he is in favor of DPW Superintendent's request of giving greater flexibility to the new hires. He continued that we can work out the details between the County and Union. Trustee Linnertz made a motion that the Village adds employment class of Public Works Maintenance Worker. The motion was seconded by Deputy Mayor Ferguson. The motion was unanimously approved.

ATTORNEY REPORT: No report.

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 two detectible warning strips and striping on the streets for Chestnut Street.

DEPARTMENT HEAD REPORTS:

Police Department: Police Chief Crowell said that the department continues to be busy. He is pleased to report that the newly hired Police Officer has been doing very well in his training and he is confident that he will be an asset to the Village. He mentioned that he is conducting background checks on potential part-time Police Officers.

Fire Department: Fire Chief Ellis said he appreciates the Volunteer Fire Fighters that have responded to fire calls during summer season as it can be a challenging time to have adequate amount of staff due to popular time for vacations. He said the Bunk-Ins will arrive on August 15th and begin training next week. The National Volunteer Fire Council had a recruitment coral that they designed for the Fire Department to use and there are great features to aid in recruitment efforts. He thanked Clerk-Treasurer Kufel for adding the recruitment image to the website. He said recently there was a seminar for fire departments in regards to FEMA and FEMA grants. The Chief's office went to Skaneateles and met with Congressman to learn about the FEMA process. He continued that when we submit FEMA grant applications, it is reviewed among applications from around the country. There was much learned from this and there will be more to follow in the future.

Public Works Department: DPW Superintendent Wilmer his department continues to pick up brush. He said that he found a local company that will accept all of our brush at no cost at this time. He believes this will ease the tipping fees on our budget. Our sanitary sewers are doing well. Our storm sewers are not doing as well; the pipes are galvanized steel that are over sixty years old and we are working on it.



Village of North Syracuse
Regular Board Meeting
Thursday, August 13th, 2015 6:29 PM

Parks & Recreation Department: Parks Director Roth said that tomorrow is the last day of summer camp program there was a carnival-themed goodbye bash that went well. There are two summer concerts left and there has been record-breaking attendance. The pool will be open until August 30th. She is pleased to report that we definitely received the grant from Al Stirpe's office for Lonergan Park and she hopes to begin work in September. She hopes the renovation at Lonergan will be done by next spring.

Codes Department: Codes Enforcement Officer DiCarlo said that MS4 is increasing our workload, we will be reporting twice per year starting in 2016. Planet Fitness has renovated their interiors. Construction continues at the Post Office and Miracles Salon.

Clerk-Treasurer: Clerk-Treasurer Kufel said she is still trying to close the books. There has been some transitions in the office that has been a bit challenging but we are making progress.

DEPUTY MAYOR/TRUSTEES REPORT:

Trustee Gustafson: Congratulated Parks Director Roth on receiving the grant for Lonergan Park.

Trustee Browning: Reported that she has had four different people (who do not live in the Village) inform her on how great the Village looks.

Trustee Linnertz: Spoke of having fond memories of the late Police Chief Newman. He recalled going to Sweetheart Market with his mom and a Police Chief helping his mom take the shopping cart to their car. He concluded that Police Chief Newman was a great man and a central figure to our community.

Deputy Mayor Ferguson: Added that we buried Police Chief Newman yesterday. He went on to say that he served 31 years as Chief. Before he was Chief he served in the department in another capacity, then later as Acting Chief. He was a pioneer in that department for us. He said the sign in front of the Grotto was flashing. DPW Superintendent Wilmer said he was on site and did not notice it. He concluded that 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 agreed that the Village is looking good and it is our responsibility to maintain it. We are waiting to hear on the Quality of Life Grant submittals for the Dog Park at Heritage and bathroom additions to Centerville Park. There is another grant opportunity for sidewalks on Chestnut down



Village of North Syracuse
Regular Board Meeting
Thursday, August 13th, 2015 6:29 PM

near Heritage extending to Park Lane and there is a follow up to our County Legislator to be done this week. He noted that Centerville Park is busy throughout all seasons.

There is another grant opportunity for sewer infrastructure repairs thru the EFC Consolidate Funding Application; we have had support letters from our Assemblyman and Legislators. He recalled that as DPW Superintendent Wilmer mentioned that although the sanitary sewers are doing well they are also old like the storm sewers. He said that DPW Superintendent Wilmer began to map them and this is an expensive thing to do, so this grant would help us finish this project and camera a good portion on the sewers.

He said we owe our thanks to Assemblyman Al Stirpe as he was a driving force for this grant opportunity for the Lonergan Improvements. We would like to get started this fall and have improvements completed by Memorial Day.

He said he has tasked our Codes Department to detect violators of our current Codes such as having too many vehicles or commercial vehicles parked in residential locations. The Codes Office has been experiencing some heat that is being passed on to him. However, he doesn't mind the pushback because it is imperative that we do not have unsightly yards. We will continue to enforce our Code as well as consider changing our laws in order to meet our vision and goal for the benefit of the Village. We are working with Counsel and studying other Villages that have some guidelines that would benefit us.

Mayor Butterfield made a motion to enter into Executive Session at 7:04 PM to discuss a personnel matter. He noted it is possible that some action may be taken when we emerge. The motion was seconded by Deputy Mayor Ferguson. The motion was unanimously approved.

The Board returned to regular session at 8:25 PM.

RESOLUTION # 149-15 **APPOINT FULL-TIME TYPIST 1 AS CODES/OFFICE/CLERICAL ASSISTANT**

Trustee Linnertz made a motion to appoint Julia Getman as a full-time Typist 1 to assist in Codes and as an Office/Clerical assistant provisional with passing of the most recent test at an annual salary of \$28,426.77 effective August 1st, 2015. The motion was seconded by Trustee Browning. The motion was unanimously approved.



Village of North Syracuse
Regular Board Meeting
Thursday, August 13th, 2015 6:29 PM

RESOLUTION # 150-15

**CREATE POSITION OF A CONFIDENTIAL ASSISTANT TO THE
CLERK-TREASURER**

Deputy Mayor Ferguson made a motion to create a position of a "Confidential Assistant to the Clerk-Treasurer" upon the preparation of a job description to be reviewed and approved at the next Village Board Meeting. The motion was seconded by Trustee Gustafson. The motion was unanimously approved.

RESOLUTION # 151-15

**AUTHORIZE SALARY INCREASE TO TYPIST 1 WHILE TRAINING
FOR CONFIDENTIAL ASSISTANT TO THE CLERK TREASURER POSITION**

Trustee Linnertz made a motion authorizing an increase to Pearl Fuller as a Typist 1 at an annual salary of \$32,000, retroactive to August 1st, 2015. The motion was seconded by Deputy Mayor Ferguson. The motion was unanimously approved.

Mayor Butterfield made a motion to adjourn at 8:34 PM. The motion was seconded by Trustee Gustafson. The motion was unanimously approved.

Respectfully submitted,

Dianne M. Kufel
Village Clerk/Treasurer