

VILLAGE OF NORTH SYRACUSE

Regular Board Meeting

Thursday, December 10th, 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.

Roll Call: Mayor Gary Butterfield, Deputy Mayor Fred Ferguson, Trustee Diane Browning, and Trustee Pat Gustafson. Trustee Linnertz was out of town.

Personnel Present: Village Clerk-Treasurer Dianne Kufel, DPW Superintendent Gary Wilmer, Parks Director Teresa Roth, Codes Enforcement Officer Pam DiCarlo-Schermerhorn, Police Chief Michael Crowell, Village Attorney Scott Chatfield, Fire Chief Tim Ellis, Assistant Chief of Fire Bob Liberatore, and Village Engineer Amy Franco.

RESOLUTION # 198-15

APPROVAL OF BOARD MEETING MINUTES

Deputy Mayor Ferguson made a motion to approve the minutes from the November 24th, 2015 Board Meeting. The motion was seconded by Trustee Browning. The motion was approved with Deputy Mayor Ferguson, Trustee Browning, Mayor Butterfield, and Trustee Gustafson, all voting in favor of the same.

RESOLUTION # 199-15

GENERAL FUND ABSTRACT APPROVAL

Trustee Browning made a motion to approve the General Fund Abstract # 14 in the amount of \$61,487.48 covering Voucher # 769 to Voucher # 801. The motion was seconded by Deputy Mayor Ferguson. The motion was approved with Deputy Mayor Ferguson, Trustee Browning, Mayor Butterfield, and Trustee Gustafson, all voting in favor of the same.

RESOLUTION # 200-15

BUDGET TRANSFER

Deputy Mayor Ferguson made a motion to transfer \$2,615 from A7140.1 Parks Playground Payroll to A7110.3 Parks Laborer for a seasonal employee that switched to work in Summer Camp Program. The motion was seconded by Trustee Gustafson. The motion was approved with Deputy Mayor Ferguson, Trustee Browning, Mayor Butterfield, and Trustee Gustafson, all voting in favor of the same.



Village of North Syracuse
Regular Board Meeting
Thursday, December 10th, 2015 6:30 PM

RESOLUTION # 201-15

BUDGET TRANSFER

Deputy Mayor Ferguson made a motion to transfer \$3,666 from A7110.28 Lonergan Grant Renovations to A7140.1 Parks Playground Payroll to reverse the last Board Meeting transfer made to cover the Architect's invoice because the Grant Award has recently come through. The motion was seconded by Trustee Gustafson. The motion was approved with Deputy Mayor Ferguson, Trustee Browning, Mayor Butterfield, and Trustee Gustafson, all voting in favor of the same.

CITIZENS' VOICE: None.

OLD BUSINESS:

RESOLUTION # 202-15

AUTHORIZE AGREEMENT WITH DASNY FOR LONERGAN PARK PROJECT

The Board received the DASNY agreement that substantiates the Lonergan Park Project. Deputy Mayor Ferguson made a motion to authorize the Mayor to sign this agreement adhering to the procedures to be followed in order to obtain reimbursement. The motion was seconded by Trustee Browning. The motion was approved with Deputy Mayor Ferguson, Trustee Browning, Mayor Butterfield, and Trustee Gustafson, all voting in favor of the same.

RESOLUTION # 203-15

**AUTHORIZE \$250,000 BUDGET AMENDMENT GRANT AWARD –
LONERGAN PARK PROJECT**

The Board received the Budget Amendment that will appropriate the funds of \$250,000 to A7110.28 Lonergan Park Enhancement and A3389S DASNY Grant Lonergan Park. Deputy Mayor Ferguson made a motion to authorize the budget amendment. The motion was seconded by Trustee Gustafson. The motion was approved with Deputy Mayor Ferguson, Trustee Browning, Mayor Butterfield, and Trustee Gustafson, all voting in favor of the same.

RESOLUTION # 204-15

AWARD THE BID FOR LONERGAN PARK PROJECT

The Board received the bid results with Smith Structures being the low bidder at \$238,000. It has been determined that we will only do certain components of the Project. Deputy Mayor Ferguson made a motion to authorize the Mayor to sign a contract award to Smith Structures not to exceed \$196,000 comprising of the following:

New Deck: \$70,000
Storage Shed: \$36,000
Bathroom: \$34,000
Activities Building: \$ 8,300 (re-roof only)
Pavilion: \$47,700 (tying in with existing building)



Village of North Syracuse
Regular Board Meeting
Thursday, December 10th, 2015 6:30 PM

Mayor Butterfield clarified that the budget for this project is \$275,000, which is comprised of the grant of \$250,000 and \$25,000 from the Parks Department budget. We already expended \$62,000 and some in-kind will be done within by our DPW Staff. The motion was seconded by Trustee Gustafson. The motion was approved with Deputy Mayor Ferguson, Trustee Browning, Mayor Butterfield, and Trustee Gustafson, all voting in favor of the same.

DISCUSS PERCENTAGE OF ALLOWABLE ASPHALT/STONE DRIVEWAY ON A RESIDENTIAL PROPERTY

The Village Board has been discussing this for some time. Mayor Butterfield said that the concern stems from some people parking commercial vehicles or multitude of vehicles in front of their property. It has been determined that our Code does not have adequate restrictions regarding that. We then reviewed the Code of neighboring municipalities that have a better language in their Code to prohibit the front yard of residential properties from becoming a parking lot as well as disallowing commercial vehicles stored in the front of a residential property. If we determine that we are going to change the Code, there are several steps required. A Public Hearing would need to be held to describe the proposed statute and receive public feedback. Next the proposed statute would be sent to Onondaga Planning Agency for their recommendation. Afterward, it is sent to the Village of North Syracuse Planning Commission for its recommendation. Finally, the ultimate decision is left to the legislative body—Village of North Syracuse Board. Mrs. Peck of 119 Watson Road asked if this is a lengthy process and how it begins. Village Attorney Chatfield replied that the process can take 30-60 days and that it begins with the Board instructing him to draft a proposed law. The Board would then review the proposed law before it is published. Mrs. Peck asked to be involved this matter. Village Attorney Chatfield said that she can comment when the statute is drafted. Mayor Butterfield noted that the time for public comments on this matter would be during the Public Hearing for the proposed law and his goal is to have this in place in spring 2016. Mrs. Peck asked if the law passes, what would happen to properties that have already paved their front yards to accommodate a multitude of vehicles. Mayor Butterfield said that issue will be discussed with the Board and Legal Counsel. Mayor Butterfield asked if there were any comments from the Board. The discussion was closed.

NEW BUSINESS:

RESOLUTION # 205-15

**APPROVE COURT AUDIT FOR FY 5/31/15 TO NYS OFFICE OF
COURT ADMINISTRATION**

The Board received a copy of the draft audit in accordance with section 2019a of the Uniform Justice Court Act – Town and Village Justices are required to provide their court records and dockets to their respective Town and Village auditing Boards on an annual basis. Trustee Browning made a motion to accept the review from Bonadio and Company LLP. The motion was seconded by Trustee Gustafson.



Village of North Syracuse
Regular Board Meeting
Thursday, December 10th, 2015 6:30 PM

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

RESOLUTION # 206-15

OCRRA TIPPING FEES AGREEMENT

The Board received the new 2016 Hauling agreement. Village Attorney Chatfield said Onondaga County has enacted flow control legislation. Part of that flow control legislation requires that municipalities that contract for trash collection and issue licenses of the people that are providing the service for those municipalities, have to agree that they will comply with the regulations that the County has established. This agreement is between the County and the municipality that we will implement those regulations in the process of awarding contracts to our haulers. He has reviewed the proposed agreement which is identical to last year's agreement except the tipping fee charges have increased a little. Deputy Mayor Ferguson made a motion to authorize the Mayor to sign this agreement. The motion was seconded by Trustee Browning. The motion was approved with Deputy Mayor Ferguson, Trustee Browning, Mayor Butterfield, and Trustee Gustafson, all voting in favor of the same.

DISCUSSION OF THE RULES AND REGULATIONS FOR THE NORTH SYRACUSE FIRE DEPARTMENT

Village Attorney Chatfield said some changes were generated as a result of the LOSAP decision we received from the EEOC. He met with Fire Chief Ellis to discuss Section 2.1 Eligibility of the LOSAP Regulations. The current provision of Section 2.1 Eligibility states, "applicant shall be between the ages of 18 and 50 years of age. Any applicant under 25 years of age must provide a high school diploma or equivalent." Village Attorney Chatfield referenced that the LOSAP determination from the EEOC prohibits us from establishing an age limitation. The SOG, lengthy document that governs internal operations of the Fire Department, has many membership category distinctions such as: Probationary Fire Fighter, Fire Fighter, Restricted Access Member, EMT Status, and Paramedic Status. Fire Chief Ellis explained that a Restricted Access Member is for the Fire Fighter whom no longer has clearance from a Physician for interior firefighting. He continued that it is his goal to allow someone in that status to remain an active and productive member of the Fire Department and earn points for the LOSAP program. Village Attorney Chatfield says per the SOG, beginning at age 40, a Fire Fighter receives a physical exam and every year thereafter. Fire Chief Ellis clarified that a physical examination is required when they join and then every other year thereafter until age 40 when it is changed to every year. Before age 40, in the years where a physical is not done, they receive a medical screening instead. The result of the physical examination, including any limitation the Physician finds, is reported to the Fire Council. The Fire Council reviews the report and determines the access or limitations. The ability to fully participate in the Fire Department will not be based exclusively on age but rather on physical condition as documented by a doctor accordingly. The change is to eliminate the age limit, by simply stating, "Applicants shall be at least 18 years of age." Mayor Butterfield tabled this matter until the next meeting, at which time the entirety of the document will be printed and reviewed, in order to vote on it.



Village of North Syracuse
Regular Board Meeting
Thursday, December 10th, 2015 6:30 PM

**DISCUSSION OF THE "AGREED UPON PROCEDURES" FOR
THE NORTH SYRACUSE FIREMEN'S ASSOCIATION**

The Board has received this document for review. This is another layer of insurance to the Towns that we provide fire protection to. The document is to reassure transparency of checks and balances of the monies passed through the Village over to the Fire Association. Mayor Butterfield said the Firemen's Association has a Board of Directors and an Executive Board (comprising of Treasurer, Assistant Treasurer, Secretary, Vice President, and President). The audits can be made available to us and it is public because of their 501(c) (3) status. Mayor Butterfield said we are the agents for Town of Clay and Town of Cicero because the funds come to us. Trustee Gustafson asked Fire Chief Ellis to expand on the roles of the various groups. In short, it is a support group for the Fire Department. Fire Chief Ellis said they can ask for up to 35% according to GML 209-D; although, the Village Officials and the Fire Council have agreed on 15%. That 15% is received from the towns and paid to the Village; the Village then disburses the check to the Fire Council. Village Attorney Chatfield added that the volunteer firemen benefit law (GML 209d) specifically provides that where a municipality provides extraterritorial fire services as we do for the portions of both the Town of Clay and Town of Cicero, within the agreement between the Village and the Towns, a portion of that contracted amount (up to 35% can be allocated by that contract to the Firemen's Association where one exists. In other words, taxpayers' monies pay the Town which in turn pays the Village. Deputy Mayor Ferguson asked who conducts the audits. Fire Chief Ellis was not certain the name of the CPA firm; he would provide this information to the Board. The Fire Chief spoke of connecting the Mayor with the President of the Association to obtain a copy of the most recent audit. Further discussion was to take "no action" on this matter at this Board Meeting as long as the Board was provided with the most recent audit. Mayor Butterfield noted that our firemen are volunteers and the Village provides a pension program (LOSAP – Length of Service Awards) to them; and aside from that the Firemen's Association is a support to the Firefighters/Fire Department. Village Attorney Chatfield added that the Firemen's Association helps offset expenses that the municipalities would directly incur as well as provide a comradery that helps retain volunteers. Discussion continued that Mayor Butterfield concluded that he appreciates all their efforts and this has worked well for us. Mayor Butterfield closed the discussion.

DISCUSSION OF THE EMERGENCY OPERATIONS PLAN

The Board has received the draft of the Emergency Operations Plan. Mayor Butterfield thanked the efforts of Deputy Mayor Ferguson, Fire Chief Ellis, Police Chief Crowell, Safety Chairperson, and everyone else that was involved. Deputy Mayor Ferguson noted this is a completely new plan and it will be posted on the website soon.



Village of North Syracuse
Regular Board Meeting
Thursday, December 10th, 2015 6:30 PM

DISCUSSION OF THE 2016 ANIMAL CONTROL AGREEMENT WITH TOWN OF CLAY

Mayor Butterfield noted that the Animal Control agreement with the Town of Clay is coming up for renewal soon and will be on the next agenda for approval. This is a shared service with the Town of Clay with a significant cost savings to the Village residents.

RESOLUTION # 207-15

TRANSITION OF THE 2016 HRA BENEFIT CARDS FROM SBT TO EBF

Clerk-Treasurer Kufel explained that the HRA card that the CSEA DPW employees receive is supposed to augment increased co-pays for their insurance. Strategic Benefit Trust Fund transitioned to the CSEA Employee Benefit Fund. The CSEA Employee Benefit Fund is a little more costly \$528 versus \$360. This transition is January 1, 2016. Trustee Browning made a motion approve the change from Strategic Benefit Trust Fund to CSEA Employee Benefit Fund. The motion was seconded by Trustee Gustafson. The motion was approved with Deputy Mayor Fergerson, Trustee Browning, Mayor Butterfield, and Trustee Gustafson, all voting in favor of the same.

ATTORNEY REPORT: Village Attorney Chatfield mentioned we received a notice of claim from a Law Firm in Buffalo stemming from an accident that took place on Sweet Road and Pratts Falls Road in the Town of Pompey; yet we were named along with almost all the other municipalities in Onondaga County. He spoke to the Attorney in question and told him that a simple google search would have informed him that the location of the accident was in the Town of Pompey. The Attorney was not satisfied with this response and requested a formal letter from Village Attorney Chatfield. The matter is closed.

ENGINEER REPORT: Village Engineer Franco said the final SMTC meeting took place on November 30th regarding the Church Street extension. After their Policy Committee approves it, a final report will be posted on their website by February 2016.

DEPARTMENT HEAD REPORTS:

Police Department: Police Chief Crowell said that they have received acknowledgement of approval on two grants: Homeland Security Funding through the County Program for \$7,180 to increase security upgrade enhancements, and Al Stirpe's Office for \$15,000 to enhance police video program from the car cameras to include implementation of beginning stages of the body camera program. The calls for service for the year as of November 30th total 10,199. In November alone the calls consisted of 43 disputes (of which 17 were domestic violence), 99 traffic stops, 11 motor vehicle crashes, 13 suspicious persons, and 22 assist citizens.

Fire Department: Fire Chief Ellis noted that a group of people have been working diligently for the past two years through the Firemen's Association to put together a 100-year history yearbook of the



Village of North Syracuse
Regular Board Meeting
Thursday, December 10th, 2015 6:30 PM

North Syracuse Fire Department. He specifically commended Mark Hogan, Ernie Dewolf, Heather Gangemi, and Adam Engels on their efforts. He continued that a yearbook was gifted to Mayor Butterfield, NOPL, and Village Historian. There is an order form available for anyone looking to order a copy of the 100-year history of the North Syracuse Fire Department for \$80. The Fire Department calls to date are at 749 total. He noted that North Syracuse Fire Department Facebook page is updated regularly. He mentioned that the North Syracuse Police Department recently created a Facebook page. Mayor Butterfield added the yearbook was very well done.

Public Works Department: DPW Superintendent Wilmer said his team remains short-staffed until Monday. They are still doing brush pick up and bulk waste pickup. The tonnage of bulk waste pickup has increased.

Parks & Recreation Department: Parks Director Roth said Holiday Parade was very successful which had record attendance. She thanked everyone's participation. She expanded thanks to our sponsors - The Masonic Temple, The Brick House Café, Syracuse Realty, and Village Commons. She welcomed feedback to improve next year's Holiday Parade. We are accepting registrations for Driver's Safety Course that will take place on January 12th and 13th. Yoga sessions will begin on December 16th and continue weekly for 12 weeks.

Codes Department: Code Enforcement Officer DiCarlo-Schermerhorn noted that her office is implementing a system to add variances and surveys from the hard copy files on to the BCE software so that the information is readily accessible.

Clerk-Treasurer: Clerk-Treasurer Kufel noted the preparation of the 2016-2017 fiscal year budget is coming up, and there may be additional considerations per the Efficiency Plan. She will have to document and send the Infrastructure Grant Request for the sales tax monies received. She is tasked to affirm that we expend infrastructure monies that support the sales tax monies received; and fill out a new application for the new year. We would not receive the monies until we fill out the application which is due by December 31, 2015.

DEPUTY MAYOR/TRUSTEES REPORT:

Trustee Linnertz: Absent.

Trustee Gustafson: Thanked DPW Superintendent Wilmer for his Department's great job on the holiday decorations placed throughout the Village. She commended Parks Director Roth on the great Holiday Parade.

Trustee Browning: No report.



Village of North Syracuse
Regular Board Meeting
Thursday, December 10th, 2015 6:30 PM

Deputy Mayor Ferguson: Noted Public Safety Committee met on December 7th and the meeting minutes will be available shortly. The draft copy of the Emergency Operations Plan has been distributed for comments. He thanked Fire Chief Ellis' efforts on the Fire Department's contribution to the plan. He said Parks Director Roth did a great job on the Holiday Parade. He commended Police Chief Crowell for reaching out to the NY State Police for providing an explosive-sniffing dog to work the parade. Our next Public Safety meeting will take place in March 2016. The revolving complaint requests a stop sign or modified stop sign on a few streets including Wells Avenue and Shaver Avenue. However, many studies have found that stop signs do not slow traffic down. Although people do blow through stop signs, we do not have enough Police Officers to enforce this. The request for the additional stop signs will be denied.

MAYOR'S REPORT:

Mayor Butterfield said the Village website, northsyracuse.ny.org, has been updated to include a "search" tool. A survey regarding the Complete Streets Study about our walkable/bikeable community will be posted on the website.

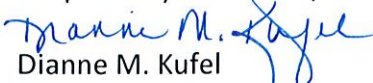
Through the Lonergan Park grant, we have an electronic sign that will be installed which will display community events happening throughout the Village at Lonergan Park. Central New York received funds from Albany to research, create a committee (consensus) to analyze and study providing aid in government modernization. Consensus Study, which is the transformational reorganization of government, will be released soon. A Public Referendum will likely take place in November 2016.

He concluded by complimenting the Department Heads doing a great job for the Village. [Applause].

Mayor Butterfield made a motion to enter Executive Session at 7:22 PM to discuss a personnel matter. The motion was seconded by Deputy Mayor Ferguson. The motion was approved with Deputy Mayor Ferguson, Trustee Browning, Mayor Butterfield, and Trustee Gustafson, all voting in favor of the same.

The Board returned from Executive Session at 7:42 PM. Trustee Browning made a motion to adjourn at 7:43 PM. The motion was seconded by Trustee Gustafson. The motion was approved with Deputy Mayor Ferguson, Trustee Browning, Mayor Butterfield, and Trustee Gustafson, all voting in favor of the same.

Respectfully submitted,


Dianne M. Kufel
Village Clerk/Treasurer