



VILLAGE OF NORTH SYRACUSE

Regular Board Meeting

Thursday, August 27th, 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 inviting everyone present to join him in the Pledge of Allegiance.

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, Deputy Fire Chief Chris Strong, Codes Enforcement Officer Pam DiCarlo, Village Attorney Scott Chatfield, and Village Engineer Brian Bouchard.

RESOLUTION # 149-15

APPROVAL OF BOARD MEETING MINUTES

Trustee Linnertz made a motion to approve the minutes from the August 13th, 2015 Board Meeting. The motion was seconded by Deputy Mayor Ferguson. The motion was unanimously approved.

RESOLUTION # 150-15

GENERAL FUND ABSTRACT APPROVAL

Deputy Mayor Ferguson made a motion to approve the General Fund Abstract # 6 in the amount of \$127,088.69 covering Voucher # 328 to Voucher # 390. The motion was seconded by Trustee Linnertz. The motion was unanimously approved.

RESOLUTION # 151-15

SEWER FUND ABSTRACT APPROVAL

Trustee Linnertz made a motion to approve the Sewer Fund Abstract # 6 in the amount of \$67.00 covering Voucher # 5 to Voucher # 6. The motion was seconded by Deputy Mayor Ferguson. The motion was unanimously approved.

CITIZENS' VOICE: None.

NEW BUSINESS:

DISCUSS RULES AND REGULATION CHANGES FOR THE NORTH SYRACUSE FIRE DEPT.

Mayor Butterfield acknowledged receipt of a memo from the Fire Chief and the edited version of the



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changes they are looking to modify their policy pertaining to the LOSAP Service Award Programs. He invited Deputy Fire Chief Strong to speak on the matter. Deputy Fire Chief Strong said the rules and regulations were last updated in 2010 and they are seeking to make approximately ten changes. Fire Council consisting of Fire Chief Tim Ellis, Deputy Fire Chief Chris Strong, elected Fire Warden John Hogan, and elected Fire Warden Patrick Brennan, met to review the current rules and regulations. They deliberated on how to foresee changes in the future and bring items up to date with General Municipal Law as it relates to the LOSAP program. He noted that some issues such as "Item 2" regarding age were sent to Village Attorney Chatfield for review. He asked if the Board had any feedback. Deputy Mayor Ferguson said on Article 2, Section 7, suggested a grammatical change from "shall present themselves" to "shall be present". He also suggested a capitalization of the letter "T" in Section 217 at "**Delegate to the Convention**". Trustee Linnertz noted that in the first page under Article 2, Section 1, it should say that the "The Fire Department shall consist of active, explorer and junior, or restrictive members". He continued to Appendix B, "A standby is defined as a line of duty activity of a volunteer fire company lasting four hours but not falling under one of the other categories". He confirmed with Deputy Fire Chief Strong that the intention of the statement was that "there is one point per activity" as it was in the old section. However, it was not clear as it was written because it can be misunderstood that one activity earns twenty points. He continued to point to another area on the same page under "Miscellaneous" regarding inspections, fire preventions, and work detail. He said the intention that the one point is awarded per activity at a two hour minimum each is not clearly stated as is. Deputy Fire Chief Strong said he is working with Village Attorney Chatfield on Article 2, Section 2.1 Eligibility; historically there has been an age cap for members between ages 18-50. Although he noted that in other agencies, there are other members older than fifty years of age. He wants to make sure that we are following the correct parameters. Mayor Butterfield affirmed that we are still seeking feedback from legal counsel and thus this item is tabled until next meeting.

**DISCUSSION OF JOB DESCRIPTION FOR THE
CONFIDENTIAL ASSISTANT TO THE CLERK TREASURER**

Mayor Butterfield noted that he is going to table this issue to the next meeting because he would like to seek one-on-one counsel with Village Attorney Chatfield who is not currently present. Trustee Linnertz suggested adding in the job description "other duties as assigned" because it is difficult to list absolutely every task required, and in nearly all civil service job descriptions there is a mention of "other duties as assigned". He affirmed we should add this for coverage. Mayor Butterfield tabled this matter.

**DISCUSSION OF APPOINTMENT OF THE POSITION OF
CONFIDENTIAL ASSISTANT TO THE CLERK-TREASURER**

Mayor Butterfield tabled this matter until next meeting.



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ATTORNEY REPORT: [4:52 PM] Village Attorney Chatfield said he is the process of handling an Article 7 Tax Proceeding regarding Rite Aid. He said that he was tardy due to an accident.

ENGINEER REPORT: Village Engineer Bouchard noted that Amy Franco is the primary Village Engineer and he is serving as her substitute for this meeting. He greeted the newly elected Trustees. He confirmed that Village Engineer Franco has gathered all the information for the proposal of Lonergan Park Improvement Project. They are working on it and shall email it to the Board prior to the next meeting. Trustee Linnertz asked if the Streetscape Project on Main Street is completely done. Village Engineer Bouchard affirmed it is done. He continued there was some discussion of power washing the side walk in front of Bach Photo and that the punch list items are just about finished.

DEPARTMENT HEAD REPORTS:

Police Department: Police Chief Crowell reported that the new Police Officer is finishing his field training and doing well. He said that his department continues to be busy; in six of the first eight months of 2015 the numbers of calls were higher than last year. He noted that Police Officer McQuaid is on bereavement leave for his father's passing and we are praying for him.

Fire Department: Deputy Fire Chief Strong said fire calls have increased as folks are burning items in their backyard. They welcomed (5) new Bunk-Ins, whom are members of the Fire Protection Technology Program at OCC. They are doing additional training and the goal is to release members to ride in districts. He continued that there are three members that will be attending "Women in New York State Fire Fighting Weekend" at the State Fire Academy and this is the first time we participated in this. There were some members that re-joined from a leave.

Public Works Department: DPW Superintendent Wilmer said paving will begin tomorrow and it should take just a few days. The roads will be Lincoln Road, Devonshire Road, a part of Wells Avenue West, part of Palmer Drive, and possibly Single Drive and/or Northfield Drive. Trustee Linnertz asked if he has considered Maple Manor Drive. DPW Superintendent Wilmer replied he is aware of the condition of Maple Manor Drive.

Parks & Recreation Department: Parks Director Roth said that summer camp program is over and a report will be forthcoming. The pool will be open until August 30th. Next week there will be tile work done at the pool. She continued that the same company that worked on the deck last year will be placing an adhesive spray over the cover. The summer concert series ended yesterday. The senior bus trip for lunch and theater show will take place next week. She reported that she met with Village Engineer Franco a couple of Architects regarding the Lonergan Park Improvement Project and she



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hopes to begin in-kind work in September. A time line for the project is forthcoming.

Codes Department: Codes Enforcement Officer DiCarlo said Miracles Hair Studio opened today on South Bay Road. Gianni's Pizza will be replaced with another pizza place. The renovation is nearly complete at Planet Fitness. Full Boar Craft Brewery and CJ's Auto Repair are on the docket next month at Planning Commission meeting. We are working to remove commercial vehicles from residential areas.

Clerk-Treasurer: Clerk-Treasurer Kufel said the auditors are expected at this time of year and the AUD Audit is due September 30th. Mike Koagel, our Auditor for the past fourteen years has passed away and will be missed. She said he was a nice man and she will be attending calling hours that will take place at Fraiser-Shepardson Funeral Home between 4:00-7:00 PM. She will be looking into another firm to proceed with the audit. The books are not yet closed.

DEPUTY MAYOR/TRUSTEES REPORT:

Trustee Gustafson: Offered her condolences to the McQuaid Family and said they are in her prayers.

Trustee Browning: No report.

Trustee Linnertz: No report.

Deputy Mayor Fergerson: Reminded 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 said that he has seen contractors work on Chestnut Street including on weekends. He continued that he has been in communication with Legislator Casey Jordan regarding funding to complete work on Chestnut Street from Heritage Park to the Village line. We are waiting on his response about the funds. He continued that we are also waiting to hear back regarding another grant opportunity for sewer infrastructure repairs thru the EFC Consolidate Funding Application.

He invited DPW Superintendent Wilmer to share a recent incident where a potential serious incident was averted. DPW Superintendent Wilmer shared that after a roller was put back together, somehow the transmission was in gear, while it looked like it was in neutral. So when the mercy break was off it lunged forward while another employee had his back facing the equipment. The equipment moved forward instead of backward. He has some minor bruising and was sent to receive a medical examination.



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Trustee Browning made a motion to adjourn at 4:55 PM. The motion was seconded by Trustee Gustafson. The motion was unanimously approved.

Respectfully submitted,

Dianne M. Kufel
Village Clerk/Treasurer