

ORGANIZATIONAL MEETING MINUTES
TOWN BOARD
January 4, 2023

The Town of Manlius Town Board hybrid meeting in-person and virtual live streaming with live streaming with Supervisor Deer presiding and the following Board members present:

Sara Bollinger, Councilor
Elaine Denton, Councilor
William Nicholson, Councilor
Heather Waters, Councilor
Katelyn M. Kriesel, Councilor
Alissa Italiano, Councilor

The following Town Officers were present:

Anthony Germano, Attorney for the Town Allison A. Weber, Town Clerk
Ann Oot, Town Manager

Town Officers Attending Virtually:

Code Officer, Tom Poitras. Police Chief, Michael Crowell.

1. Attendees

In-Person Meeting Attendees: Casey Cleary, Fayetteville. Mark Matt, Fayetteville. Paul Harvey, Syracuse. John Boyd II, Fayetteville. Anny Dominguez Henry, Manlius.

Virtual Meeting Attendees: David Neuman, Warren Linhart, Erin T, Arnold Poltenson.

2. The Pledge of Allegiance

Councilor Italiano led the Pledge of Allegiance.

3. Approval of Abstract # 25

Councilor Bollinger made a motion, seconded by Councilor Denton, to approve Abstract # 25 in the amount of \$154,947.84 as submitted by Town Clerk Weber.

TOWN OF MANLIUS		
Fund Summary		
Abstract # 25 - 2022		
CODE	FUND	TOTALS
A	General Fund Townwide	\$59,726.55
B	General Fund Town	\$3,088.36
DA	Highway Fund Townwide	\$79,103.77
DB	Highway Fund Town	\$117.17
SD3	Consolidated Drainage #3	\$2,830.00
SL1	Overhead Lighting District	\$1,789.68

SL2	Underground Lighting	\$2,448.77
SL3	Entry Lighting	\$118.43
SL4	Garden Park Lighting	\$702.84
SL5	Ratnour Bridge Lighting	\$2,695.27
TA2	Trust & Agency - Other	\$2,327.00

Ayes: Supervisor Deer, Councilor Nicholson, Councilor Bollinger, Councilor Denton, Councilor Italiano, Councilor Waters, Councilor Kriesel

Nayes: 0 All in Favor. Motion Carries.

4. Technical Temperature Transfer 2023 (HVAC Town Hall)

Councilor Kriesel made a motion, seconded by Councilor Waters, to authorize the Supervisor to enter into a contract with Technical Temperature Transfer to maintain the HVAC system at town hall.

Ayes: Supervisor Deer, Councilor Nicholson, Councilor Bollinger, Councilor Denton, Councilor Italiano, Councilor Waters, Councilor Kriesel

Nayes: 0 All in Favor. Motion Carries.

5. Planning Board Chairperson Appointment

Councilor Bollinger made a motion, seconded by Councilor Denton, to appoint Joe Lupia as the Planning Board Chairperson for a 1-year term expiring 12/31/2023.

Ayes: Supervisor Deer, Councilor Nicholson, Councilor Bollinger, Councilor Denton, Councilor Italiano, Councilor Waters, Councilor Kriesel

Nayes: 0 All in Favor. Motion Carries.

6. Planning Board Member Appointment

Councilor Denton made a motion, seconded by Councilor Bollinger, to appoint Erin Trojan as Member to the Planning Board for a 7-year term expiring 12/31/2029.

Ayes: Supervisor Deer, Councilor Nicholson, Councilor Bollinger, Councilor Denton, Councilor Italiano, Councilor Waters, Councilor Kriesel

Nayes: 0 All in Favor. Motion Carries.

7. Zoning Board of Appeals Chairperson Appointment

Councilor Nicholson made a motion, seconded by Councilor Italiano, to appoint Tim Kelly as Chairperson to the Zoning Board of Appeals for a 1-year term expiring 12/31/2023.

Ayes: Supervisor Deer, Councilor Nicholson, Councilor Bollinger, Councilor Denton, Councilor Italiano, Councilor Waters, Councilor Kriesel

Nayes: 0 All in Favor. Motion Carries.

8. Zoning Board Member Appointment

Councilor Italiano made a motion, seconded by Councilor Nicholson, to appoint Warren Linhart as a member to the Zoning Board of Appeals for a 5-year term expiring 12/31/2027.

Ayes: Supervisor Deer, Councilor Nicholson, Councilor Bollinger, Councilor Denton, Councilor Italiano, Councilor Waters, Councilor Kriesel

Nayes: 0 All in Favor. Motion Carries.

9. Planning and Zoning Board Attorney

Councilor Bollinger made a motion, seconded by Councilor Kriesel, to appoint Baldwin, Sutphen & Frateschi as Attorney for the Planning Board and Zoning Board, and authorize the Supervisor to enter into a contract as amended to reflect the 2023 fiscal year.

Ayes: Supervisor Deer, Councilor Nicholson, Councilor Bollinger, Councilor Denton, Councilor Italiano, Councilor Waters, Councilor Kriesel

Nayes: 0 All in Favor. Motion Carries.

10. Tree Commission Co-Chairs

Councilor Waters made a motion, seconded by Councilor Kriesel, to appoint Stephanie Guerreschi and Heather Waters as Tree Commission Co-chairs for a term ending 12/31/2023.

Ayes: Supervisor Deer, Councilor Nicholson, Councilor Bollinger, Councilor Denton, Councilor Italiano, Councilor Waters, Councilor Kriesel

Nayes: 0 All in Favor. Motion Carries.

11. Attorney for the Town

Councilor Denton made a motion, seconded by Councilor Bollinger, to appoint Baldwin, Sutphen & Frateschi as Attorney's for the Town and authorize the Town Supervisor to enter into a contract, and to and authorize the Town Supervisor to enter into a contract with Harris Beach Law Firm to serve as backup counsel as amended to reflect the 2013 Fiscal Year.

Ayes: Supervisor Deer, Councilor Nicholson, Councilor Bollinger, Councilor Denton, Councilor Italiano, Councilor Waters, Councilor Kriesel

Nayes: 0 All in Favor. Motion Carries.

12. Town Accountant

Councilor Nicholson made a motion, seconded by Councilor Italiano, to appoint Matthew Dunn, C. P. A., Town Accountant, and authorize the Town Supervisor to enter into a contract for a one-year term.

Ayes: Supervisor Deer, Councilor Nicholson, Councilor Bollinger, Councilor Denton, Councilor Italiano, Councilor Waters, Councilor Kriesel

Nayes: 0 All in Favor. Motion Carries.

23. Board Rules and Procedures

Councilor Bollinger made a motion, seconded by Councilor Denton, to accept the Board Rules and Procedures as presented.

Ayes: Supervisor Deer, Councilor Nicholson, Councilor Bollinger, Councilor Denton, Councilor Italiano, Councilor Waters, Councilor Kriesel

Nayes: 0 All in Favor. Motion Carries.

24. Prepaid Expenses

Councilor Nicholson made a motion seconded by Councilor Kriesel, to authorize the Supervisor to approve the prepayment of utilities, phone and employee benefits.

Ayes: Supervisor Deer, Councilor Nicholson, Councilor Bollinger, Councilor Denton, Councilor Italiano, Councilor Waters, Councilor Kriesel

Nayes: 0 All in Favor. Motion Carries.

25. Procurement Policy

Councilor Denton made a motion, seconded by Councilor Italiano, to adopt the Town Procurement Policy as presented.

Ayes: Supervisor Deer, Councilor Nicholson, Councilor Bollinger, Councilor Denton, Councilor Italiano, Councilor Waters, Councilor Kriesel

Nayes: 0 All in Favor. Motion Carries.

26. Meetings

Councilor Kriesel made a motion, seconded by Councilor Nicholson, to approve the following Officers or their designees to attend meetings and receive reimbursement:

Supervisor	Receiver of Taxes
Town Board	Town Manager
Town Clerk	Assessor
Code Enforcement Officer	Town Planning Board
Highway Superintendent	Town Zoning Board of Appeals
Clerk to Town Justice	Recreation Department
Police Department	Town Justice

Ayes: Supervisor Deer, Councilor Nicholson, Councilor Bollinger, Councilor Denton, Councilor Italiano, Councilor Waters, Councilor Kriesel

Nayes: 0 All in Favor. Motion Carries.

27. Delegate to the Association of Towns' Annual Meeting

Councilor Italiano made a motion, seconded by Councilor Waters to appoint Sara Bollinger as delegate to the Association of Towns' Annual meeting and William Nicholson as an alternate delegate.

Ayes: Supervisor Deer, Councilor Nicholson, Councilor Bollinger, Councilor Denton, Councilor Italiano, Councilor Waters, Councilor Kriesel

Nays: 0 All in Favor. Motion Carries.

28. Meal Reimbursement

Councilor Waters made a motion, seconded by Councilor Bollinger to set the reimbursement for meals when traveling on behalf of the Town as \$35 per day for all meals with receipts.

Ayes: Supervisor Deer, Councilor Nicholson, Councilor Bollinger, Councilor Denton, Councilor Italiano, Councilor Waters, Councilor Kriesel

Nays: 0 All in Favor. Motion Carries.

29. Holidays

Councilor Denton made a motion, seconded by Councilor Waters to approve the following holidays as official Town holidays:

New Year's Day	Monday, January 2, 2023
Martin Luther King Day	Monday, January 16, 2023
Presidents' Day	Monday, February 20, 2023
Good Friday (1/2 day)	Friday, April 7, 2023
Memorial Day	Monday, May 29, 2023
Juneteenth	Monday, June 19, 2023
Independence Day	Tuesday, July 4, 2023
Labor Day	Monday, September 4, 2023
Columbus Day + Indigenous People	Monday, October 9, 2023
Veterans' Day	Friday, November 10, 2023
Thanksgiving Day	Thursday, November 23, 2023
Day after Thanksgiving	Friday, November 24, 2023
Christmas Day	Monday, December 25, 2023
New Year's Day	Monday, January 1, 2024

Ayes: Supervisor Deer, Councilor Nicholson, Councilor Bollinger, Councilor Denton, Councilor Italiano, Councilor Waters, Councilor Kriesel

Nays: 0 All in Favor. Motion Carries.

30. Committee Assignments

Councilor Bollinger made a motion, seconded by Councilor Italiano to approve the following committee and liaison assignments:

<u>Committee</u>	<u>Chairperson</u>	<u>Member</u>
Budget & Finance	Sara Bollinger	Katelyn Kriesel
Economic Development Chamber of Commerce	Katelyn Kriesel	Alissa Italiano

Fire & EMS Elaine Denton Sara Bollinger

Personnel & Employee Relations Heather Waters Sara Bollinger

Police Committee

Chairperson: Heather Waters Member: William Nicholson
Also: Mike Crowell, John Abbott, Dan Kinsella, Scott McGrew, Bobby Schepp
Secretary: Allison Weber

Tree Commission:

Co- Chairs: Heather Waters and Stephanie Guerreschi
Also: Alissa Italiano, Chris Manchester, Anne Young
Secretary: Elaine Ferguson

Critical Response Committee

Member: Alissa Italiano Member: Heather Waters
With Villages, F-M, ESM, J-D, Railroad, Police, DeWitt, Onondaga County etc.

Deer Management Committee

Chairperson: William Nicholson Member: Heather Waters

Comprehensive Plan Committee

Co-Chairs: Heather Waters Sara Bollinger

Sustainable Manlius

Chairperson: Katelyn Kriesel Member: Elaine Denton

Engineering & Stormwater

Chairperson: Sara Bollinger Members: Tom Poitras, Ann Oot, Rob Cushing

New Municipal Building

Project: John Deer, Ann Oot

Ayes: Supervisor Deer, Councilor Nicholson, Councilor Bollinger, Councilor Denton, Councilor Italiano, Councilor Waters, Councilor Kriesel

Nays: 0 All in Favor. Motion Carries.

31. Department Liaison Assignments

Councilor Nicholson made a motion, seconded by Councilor Kriesel to approve the following department liaison assignments:

Assessor	William Nicholson
Highway	Sara Bollinger

Clerk to Justice	Jeanette Zacharias	\$53,664
Dep. Clerk to Court	Megan Vieau	\$19.76/hour
Court Attendant	Leo Capria IV	\$41.60/hour
Court Attendant	George Millet, Jr.	\$41.60/hour
Court Attendant	Jacob Millet	\$41.60/hour
Court Attendant	Joseph Peters	\$41.60/hour
Rec. Director	Peggy Kenyon	\$76,273
Rec. Supervisor	Kristine Zingaro	\$57,792
Rec. Supervisor	Elaine Ferguson	\$49,920
Recreation Leader	Darlene Houghton	\$19.50/hour
Recreation Leader	Joanne Smith	\$19.70/hour
Recreation Attend.	Mark Kenyon	\$17.00/hour
Recreation Attend.	Thomas Kenyon	\$17.00/hour
Custodian	Christopher Pecht	\$21.29/hour
Town Manager	Ann Oot	\$76,486
Dep. Town Manager	Kay Blythe	\$41,600
Trash/Brush Liaison	Sharon Lake	\$22,536
Codes Enf. Officer	Thomas Poitras	\$60,840
Codes Enforc. Officer	David Corbett	\$20.32/hour
Codes Enforc. Officer	Michael Grevelding	\$22.44/hour
Town Historian	Barbara Rivette	\$4,000/year
Planning Board Chair		\$3,090 per year
Planning Board	7 members @	\$3,471 per year
Secretary	Lisa Beeman	\$6,000 per year
ZBA Chair		\$125 per meeting
ZBA	4 members @	\$100 per meeting
Secretary	Deborah Witzel	\$3,000 per year
Police Committee	Allison Weber	\$100 per meeting
Crossing Guard	Thomas Peschel	\$16.02/hour
Crossing Guard	Al Smith	\$16.02/hour
Board of Assessment	Arnold Poltenson	\$45.00/hour
Board of Assessment	Celeste Greiner	\$40.00/hour
Board of Assessment	Fred Lutzen	\$40.00/hour

Town of Manlius Police

Chief	Michael Crowell	\$113,095
Captain	Jeffrey Slater	106,204
	Tina Marie Stanton	106,204

Lieutenant	Gregory Snyder	97,401
Sergeants	Ross Carnie	86,372
	Michael Desalvatore	86,372
	Kenneth Hatter	86,372
	Ben Lesperance	86,372
Police Officers	Matthew Applebee	77,414
	James Badger	72,445
	Adam Bezek	79,889
	Triston Campbell	79,889
	Zachary Chrysler	59,449
	Zackary Clarke	72,445
	Anthony Compoli	65,027
	Patrick Connelly	79,889
	Katlyn Cook	72,445
	Luke Corl	59,449
	Louis Dashno	79,889
	Daniel Filip	84,497
	Jacob Gibbs	68,743
	Damien Golden	79,889
	Mitchell Grogan	79,889
	Rebecca Kammar	79,889
	Phillip Knittel	77,414
	Justin Lefebvre	79,889
	Anthony Mastrobattisto	59,449
	Matthew Mills	65,027
	Angela Palmer	79,889
	Ryan Perrin	65,027
	Charles Reynolds	59,449
Ashleigh Roe	59,449	
Trevor Shaw	59,449	
Brianna Sparks	79,889	
Nathaniel Spinelli	72,445	
Chad Temple	59,449	
Daniel Tyrel	79,889	
Samuel Williams	79,889	
Special Patrol Officers	Percy Clarke III	\$38.00/hour
	Brian Damon	38.00/hour
	Todd Galarneau	38.00/hour
	George Hack III	38.00/hour
	Thomas LeRoy	38.00/hour
	Shawn Mehlek	38.00/hour
Clerk 1/Admin	Sharon Barkauskas	28.79/hour
Clerk 1	Rachel Pollack	20.79/hour
Clerk 1	Jade Taggart	20.79/hour
Mechanic	Steven Brookins	25.74/hour

Laborer	Miles Brookins	15.60/hour
Custodial Worker	Jacqueline Thoms	20.80/hour

Police Officer Salary Level		
Entry Level		\$59,449
Step 1		\$65,027
Step 2		\$68,743
Step 3		\$72,445
Step 4		\$77,414
Step 5		\$79,889

Sergeant Salary Level		
Entry Level		\$84,497
Step 1		\$86,372

Town of Manlius Highway

Monty Albanese		\$26.16
David Barnwell		26.16
William Beeman		30.37
Thomas Burns		26.16
Peter Compoli		25.97
David Daniels		30.84
Christopher Dardaris		28.52
Peter Dougherty		26.16
Ethan Duprey		24.13
Brian Edwards		31.02
Thomas Emmons		28.52
Christopher Gonyea		20.10
Justin Graser		25.82
David Hale		29.69
Matthew Laroche		25.75
Brady Lewis		24.13
Joseph Mapstone		28.97
Jamie Maule		24.13
Matthew Pilcher		28.07
Matthew Raterman		28.52
Derek Rogers		25.82
J. Robert Schepp		27.44
Paul Stewart		26.16
Kenneth Taylor-Roher		24.13
Mark Tily		27.35
Randall Troast		28.52
Zachary Van Auken		25.82
Gary Vona		27.53

Highway Agreement*	\$700.00	
Special District	\$600.00	
*Security for Highway Development. Amount to be determined by the Highway Superintendent and the Town Engineer based on current construction costs.		

Ayes: Supervisor Deer, Councilor Nicholson, Councilor Bollinger, Councilor Denton, Councilor Italiano, Councilor Waters, Councilor Kriesel

Nayes: 0 All in Favor. Motion Carries.

43. Professional Fees Schedule – Ratify

Councilor Italiano made a motion, seconded by Councilor Kriesel to ratify the professional fee schedule as presented.

Application	Commercial and Residential	2.5%	5%	New Fee Rate 2.5%	New Fee Rate 5%
Site Plan up to 5 Acres	\$ 1,325.00	\$ 33.13	\$ 66.25	\$ 1360.00	\$ 1390.00
Site Plan up over 5 Acres	\$ 2625.00	\$65.63	\$ 131.25	\$ 2690.00	\$ 2755.00
Subdivision Review					
Two Lot	\$ 375.00	\$ 9.38	\$ 18.75	\$ 385.00	\$ 295.00
Three to Five Lot	\$ 475.00	\$ 11.88	\$ 23.75	\$ 485.00	\$ 505.00
*6 to 10 Lot	\$ 625.00	\$ 15.625	\$ 31.25	\$ 640.00	\$ 655.00
*11 to 20 Lot	\$ 1025.00	\$ 25.625	\$ 51.25	\$ 1050.00	\$ 1075.00
*21 to 50 Lot	\$ 3625.00	\$90.625	\$ 181.25	\$ 3715.00	\$ 3805.00
51 to 100 Lot	\$5125.00	\$ 128.13	\$ 256.25	\$ 5255.00	\$ 5375.00
	* (+ 75.00 for each lot over 10)	\$ 1.88	\$ 3.75	\$ 77.00	\$ 80.00

Ayes: Supervisor Deer, Councilor Nicholson, Councilor Bollinger, Councilor Denton, Councilor Italiano, Councilor Waters, Councilor Kriesel

Nayes: 0 All in Favor. Motion Carries.

44. Town Clerk Fee Schedule

Councilor Nicholson made a motion, seconded by Councilor Bollinger to ratify the 2023 Town Clerk fee schedule as presented.

Type	Amount
Marriage License	\$40.00
Marriage Certified Copies	\$10.00

Dog (Altered)	\$10.00
Dog (Unaltered)	\$18.00
Decals	Per Ag. & Markets Schedule
Dog Impoundments	1 st offense \$ 50.00 2 nd offense \$100.00 3 rd offense \$250.00
Passports	\$35.00
Games of Chance Licenses	\$25.00
Peddlers Permit	\$50.00
Zoning Maps	\$20.00
Zoning Ordinances	\$12.00

Ayes: Supervisor Deer, Councilor Nicholson, Councilor Bollinger, Councilor Denton, Councilor Italiano, Councilor Waters, Councilor Kriesel

Nayes: 0 All in Favor. Motion Carries.

45. Rate for the EV Charging Stations at Town Hall

Councilor Denton made a motion, seconded by Councilor Nicholson to set the electric charging station rate at a cost of .20 Per kwh for the electric charging stations at Town Hall.

Ayes: Supervisor Deer, Councilor Nicholson, Councilor Bollinger, Councilor Denton, Councilor Italiano, Councilor Waters, Councilor Kriesel

Nayes: 0 All in Favor. Motion Carries.

46. Official Undertaking

Councilor Italiano made a motion, seconded by Councilor Denton to adopt the Official Undertaking of Municipal Officers resolution as presented for 2023.

Ayes: Supervisor Deer, Councilor Nicholson, Councilor Bollinger, Councilor Denton, Councilor Italiano, Councilor Waters, Councilor Kriesel

Nayes: 0 All in Favor. Motion Carries.

46. Agreement to Spend Highway Funds

Councilor Bollinger made a motion, seconded by Councilor Waters to approve the 2023 Agreement to spend Highway Funds.

Ayes: Supervisor Deer, Councilor Nicholson, Councilor Bollinger, Councilor Denton, Councilor Italiano, Councilor Waters, Councilor Kriesel

Nayes: 0 All in Favor. Motion Carries.

47. Adjournment

There being no further business to come before the Board, upon motion duly made by Councilor Waters and seconded by Councilor Kriesel the Board voted unanimously to adjourn regular session at 6:46 PM.

Ayes: Supervisor Deer, Councilor Nicholson, Councilor Bollinger, Councilor Denton, Councilor Italiano, Councilor Waters, Councilor Kriesel

Nays: 0

All in Favor.

Motion Carries.