

ORGANIZATIONAL MEETING MINUTES  
TOWN BOARD  
January 5, 2022

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:

Tim Frateschi, Attorney for the Town                      Allison A. Weber, Town Clerk  
Ann Oot, Town Manager

Attendees

In-Person Meeting Attendees: Prerna Deer, Manlius. Chris Bollinger, Fayetteville. Bill & Kelly Kriesel, Fayetteville. Bobby Schepp, Minoa. Joe Durand, Marcellus. Nancy Durkin, Fayetteville. Abby & Dave Neuman, Fayetteville.

Virtual Meeting Attendees: Hailey Siera Schector, Casey Cleary, Ed Theobald, Mike Crowell, Amanda Byrne, Hannah Gates, Roseann, John Penizotto, Warren Linhart, Tom Poitras.

**1. Welcome & Call to Order**

Supervisor Deer called the meeting to order at 6:30 pm. Supervisor Deer welcomed everyone and thanked all for attending.

**2. The Pledge of Allegiance**

Councilor Nicholson led the Pledge of Allegiance.

**3. Town Board Member Appointment**

Councilor Kriesel made a motion, seconded by Councilor Bollinger, to appoint Alissa Italiano as the Town Board Member for a 1-year term expiring 12/31/2022 of fill the vacancy of John Deer.

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

Nays: 0

Abstain: Councilor Nicholson

Motion Carries

**4. Oath of Office**

Town Clerk Weber administered the oath of office to Alissa Italiano as a Town Board Councilor.

**5. Approval of Abstract # 25**

Councilor Bollinger made a motion, seconded by Councilor Denton, to approve Abstract # 25 in the amount of \$117,636.88 as submitted by Town Clerk Weber.

TOWN OF MANLIUS  
Fund Summary  
Abstract # 25 - 2021

CODE	FUND	TOTALS
A	General Fund Townwide	\$55,199.55
B	General Fund Town	\$5,137.43
CM1	Police Trust	\$2,880.97
CM4	Court Special Revenue	\$351.64
DA	Highway Fund Townwide	\$85,833.48
DB	Highway Fund Town	\$768.09
SL1	Overhead Lighting	\$3,371.32
SL2	Underground Lighting	\$4,525.07
SL3	Entry Lighting	\$218.57
SL4	Garden Park Lighting	\$1,307.09
SL5	Ratnaur Bridge Lighting	\$5,063.77
SS1	Manlius Con Sewer District	\$41.91
TA2	Trust & Agency - Other	\$2,650.00

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

Nayes: 0 All in Favor. Motion Carries.

**6. Technical Temperature Transfer 2021 (HVAC Town Hall)**

Councilor Denton 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.

**7. Zoning Board of Appeals Chairman Appointment**

Councilor Nicholson made a motion, seconded by Councilor Italiano, to appoint Timothy Kelly as the Zoning Board Chairman for a 1-year term expiring 12/31/2022.

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

Nayes: 0 All in Favor. Motion Carries.

**8. Planning Board Chairman Appointment**

Councilor Kriesel made a motion, seconded by Councilor Waters, to appoint Joe Lupia as the Planning Board Chairman for a 1-year term expiring 12/31/2022.

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

Nayes: 0 All in Favor. Motion Carries.

**9. Planning Board Member Appointment**

Councilor Bollinger made a motion, seconded by Councilor Kriesel, to appoint Edmond Theobald as a member of the Planning Board for a 1-year term expiring 12/31/2022 to fill the position vacated by Fred Gilbert.

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

Nayes: 0 All in Favor. Motion Carries.

**10. Planning Board Member Appointment**

Councilor Waters made a motion, seconded by Councilor Denton, to appoint Judy Salamone as a member to the Planning Board for a 7-year term expiring 12/31/2028.

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

Nayes: 0 All in Favor. Motion Carries.

**11. Zoning Board Member Appointment**

Councilor Nicholson made a motion, seconded by Councilor Bollinger, to appoint Warren Linhart as a member to the Zoning Board of Appeals for a 1-year term expiring 12/31/2022, to fill the position vacated by Judy Salamone.

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

Nayes: 0 All in Favor. Motion Carries.

**12. Zoning Board Member Appointment**

Councilor Italiano made a motion, seconded by Councilor Waters, to appoint Karrie Catalino as a member to the Zoning Board of Appeals for a 5-year term expiring 12/31/2026.

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

Nayes: 0 All in Favor. Motion Carries.

**13. Planning and Zoning Board Attorney**

Councilor Denton made a motion, seconded by Councilor Italiano, to appoint Baldwin, Sutphen & Frateschi as Attorney for the Planning Board and Zoning Board, and authorize the Town Supervisor to enter into a contract.

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

Nayes: 0 All in Favor. Motion Carries.

**14. Planning, Zoning & Codes Contract**

Councilor Bollinger made a motion, seconded by Councilor Waters, to appoint Miller Engineers as Engineer for Planning Board & assistance to Planning & Development Department as outlined in the contract.

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

Nayes: 0 All in Favor. Motion Carries.

**15. Tree Commission Co-Chairs**

Councilor Bollinger made a motion, seconded by Councilor Denton, to appoint Stephanie Guerreschi and Heather Waters as Tree Commission Co-chairs for a term ending 12/31/2022.

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

Nayes: 0 All in Favor. Motion Carries.

**16. Attorney for the Town**

Councilor Kriesel made a motion, seconded by Councilor Nicholson, to appoint Baldwin, Sutphen & Frateschi as Attorney's for the Town with Harris Beach Law Firm to serve as backup counsel and authorize the Town Supervisor to enter into a contract.

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

Nayes: 0 All in Favor. Motion Carries.

**17. Town Accountant**

Councilor Denton made a motion, seconded by Councilor Waters, to appoint Matthew Dunn, C. P. A., Town Account, and authorize the Town Supervisor to enter into a contract.

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

Nayes: 0 All in Favor. Motion Carries.

**18. Town Information Technology Services Appointment**

Councilor Italiano made a motion, seconded by Councilor Bollinger, to appoint Garam Group and authorize the Town Supervisor to enter into a contract including workstation updates.

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

Nayes: 0 All in Favor. Motion Carries.

**19. Police Department Accreditation Manager**

Councilor Waters made a motion, seconded by Councilor Denton, to appoint Maureen Buckland, Blu Line Accreditation Consulting, as accreditation manager and authorize the Supervisor to enter into a contract.

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

Nayes: 0 All in Favor. Motion Carries.

**20. Police Department Property Evidence Specialist**

Councilor Denton made a motion, seconded by Councilor Waters, to appoint Robert Winter, North Woods Services LLC, as Property Evidence Specialist and authorize the Supervisor to enter into a contract.

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

Nayes: 0 All in Favor. Motion Carries.

**21. Marriage Officer Appointment**

Councilor Nicholson made a motion, seconded by Councilor Kriesel, to appoint Allison Weber as the Marriage Officer for the Town.

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

Nayes: 0 All in Favor. Motion Carries.

**22. Records Officer Appointment**

Councilor Italiano made a motion, seconded by Councilor Bollinger, to appoint Allison Weber as the Records Officer for the Town.

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

Nayes: 0 All in Favor. Motion Carries.

**23. Town Safety Coordinator Appointment**

Councilor Denton made a motion, seconded by Councilor Nicholson, to appoint Chris Pecht as the Safety Coordinator for the Town.

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

Nayes: 0 All in Favor. Motion Carries.

**24. Town Historian Appointment**

Councilor Bollinger made a motion, seconded by Councilor Waters, to appoint Barbara Rivette as Town Historian.

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

Nayes: 0 All in Favor. Motion Carries.

**25. Town Historical Society**

Councilor Waters made a motion, seconded by Councilor Bollinger, to authorize the Supervisor to enter into a contract with the Manlius Historical Society.

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

Nayes: 0 All in Favor. Motion Carries.

**26. Deputy Supervisor Appointment**

Councilor Waters made a motion, seconded by Councilor Denton, to appoint Councilor Bollinger as Deputy Town Supervisor.

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

Nayes: 0 All in Favor. Motion Carries.

**27. Health Insurance Split**

Councilor Nicholson made a motion, seconded by Councilor Waters, to approve the health insurance premium split for non-collective bargaining unit members as 84% paid by the Town and 16% paid by the employee, and for the Town Board and Justices (active and retired) the health insurance premium split at 50% (Town) 50% (employee/retiree).

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

Nayes: 0 All in Favor. Motion Carries.

**28. Board Rules and Procedures**

Councilor Kriesel made a motion, seconded by Councilor Italiano, 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.

**29. Prepaid Expenses**

Councilor Bollinger made a motion seconded by Councilor Waters, 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.

**30. Procurement Policy**

Councilor Denton made a motion, seconded by Councilor Nicholson, 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.

**31. Meetings**

Councilor Italiano made a motion, seconded by Councilor Bollinger, 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.

**32. Delegate to the Association of Towns' Annual Meeting**

Councilor Bollinger made a motion, seconded by Councilor Kriesel to appoint John Deer as delegate to the Association of Towns' Annual meeting and Heather Waters as an alternate delegate.

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

Nayes: 0 All in Favor. Motion Carries.

**33. Meal Reimbursement**

Councilor Dear made a motion, seconded by Councilor Kriesel 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

Nayes: 0 All in Favor. Motion Carries.

**34. Holidays**

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

Martin Luther King Day	Monday, January 17, 2022
Presidents' Day	Monday, February 21, 2022
Good Friday (1/2 day)	Friday, April 15, 2022
Memorial Day	Monday, May 30, 2022
Juneteenth	Monday, June 20, 2022
Independence Day	Monday, July 4, 2022
Labor Day	Monday, September 5, 2022
Indigenous Peoples' Day	Monday, October 10, 2022
Veterans' Day	Thursday, November 11, 2022
Thanksgiving Day	Thursday, November 24, 2022
Day after Thanksgiving	Friday, November 25, 2022
Christmas Day (Observed)	Monday, December 26, 2022
New Year's Day (Observed)	Monday, January 2, 2023

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

Nayes: 0 All in Favor. Motion Carries.

**35. 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

**Planning Process Committee**

Chairperson: Sara Bollinger

Members: Allison Weber, Jamie Sutphen, Joe Lupia, Katelyn Kriesel

**Tree Commission:**

Co- Chairs: Heather Waters and Stephanie Guerreschi

Also: Alissa Italiano, Chris Manchester

**Critical Response Committee**

Member: Elaine Denton

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**

Chairperson: Heather Waters

Member: Sara Bollinger

**Sustainable Manlius**

Chairperson: Katelyn Kriesel

Member: Elaine Denton

**Engineering & Stormwater**

Chairperson: Sara Bollinger

Members: Katelyn Kriesel, Ann Oot

**Projects**

Pay Equity Audit

Project: Heather Waters, Ann Oot

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.

**36. Department Liaison Assignments**

Councilor Denton made a motion, seconded by Councilor Waters to approve the following department liaison assignments:

Assessor

Heather Waters

Highway	Sara Bollinger
Planning & Development	Katelyn Kriesel
Building & Grounds	John Deer
Police	Heather Waters
Recreation	Alissa Italiano
Town Clerk	Elaine Denton
Receiver of Taxes	William Nicholson
Town Manager	Sara Bollinger

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

Nays: 0 All in Favor. Motion Carries.

**37. Village Liaisons**

Councilor Italiano made a motion, seconded by Councilor Denton to approve the following village liaison assignments:

- Village of Manlius – Katelyn Kriesel
- Village of Fayetteville – Sara Bollinger
- Village of Minoa – William Nicholson

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

Nays: 0 All in Favor. Motion Carries.

**38. Banks**

Councilor Bollinger made a motion, seconded by Councilor Kriesel to approve the following list of official banks:

- M&T Bank
- Investments – Savings and Certificate of Deposit A model investment policy was adopted 11/26/97
- Key Bank of New York
- Pathfinder Bank
- NY Class

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

Nays: 0 All in Favor. Motion Carries.

**39. 2022 Town Board Meeting Schedule at 6:30 PM**

Councilor Kriesel made a motion, seconded by Councilor Deer to approve the Town Board Meeting Schedule for 2022.

January 12                      May 11                      September 14

January 26	May 25	September 28
February 9	June 8	October 12
February 23	June 22	October 26
March 10	July 13	November 2
March 23	July 27	November 16
April 13	August 10	December 7
April 27	August 24	December 21

2023 Organizational Meeting – January 4, 2023

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

Nays: 0 All in Favor. Motion Carries.

**40. Town Board Budget Workshops 2022**

Councilor Kriesel made a motion, seconded by Councilor Bollinger to approve the Town Board Budget Workshop Schedule for 2022.

September 7, 2022 – 4:00 PM  
September 14, 2022 – 4:00 PM

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

Nays: 0 All in Favor. Motion Carries.

**41. Mileage Reimbursement**

Councilor Waters made a motion, seconded by Councilor Italiano to approve the mileage reimbursement rate at 58.5 cents per mile for business miles driven.

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

Nays: 0 All in Favor. Motion Carries.

**42. Highway Agreement Document**

Councilor Bollinger made a motion, seconded by Councilor Denton to enter into the annual agreement to spend Town highway funds.

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

Nays: 0 All in Favor. Motion Carries.

**43. Highway Specification and Highway Agreement**

Councilor Denton made a motion, seconded by Councilor Bollinger to approve Highway Specifications and Highway Agreement.

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

Nays: 0 All in Favor. Motion Carries.

**44. Official Town Newspapers**

Councilor Waters made a motion, seconded by Councilor Kriesel to approve designate the *Eagle Bulletin* as the official Town newspaper and the *Post Standard* as the alternate.

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

Nays: 0 All in Favor. Motion Carries.

**45. Insurance**

Councilor Kriesel made a motion, seconded by Councilor Nicholson to authorize the Town Board to ratify existing contracts for Officers and Public Officials insurance with Haylor, Freyer and Coon and authorize the Town Supervisor to sign any contracts.

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

Nays: 0

Abstain: Councilor Italiano

Motion Carries.

**46. Salaries**

Motion to approve salaries as listed here and in the approved budget

Supervisor	John Deer	\$40,881
Deputy Supervisor	Sara Bollinger	\$ 1,000
Councilor	Sara Bollinger	\$12,911
Councilor	Elaine Denton	\$12,911
Councilor	Katelyn Kriesel	\$12,911
Councilor	William Nicholson	\$12,911
Councilor	Heather Allison Waters	\$12,911
Councilor		\$12,911
Highway		
Superintendent	Robert Cushing	\$88,868
Secretary to H'way Supt.	Janet Vollmer	\$42,432
Town Clerk	Allison Weber	\$57,210
Deputy Clerk	Deborah Witzel	\$41,032
Deputy Clerk	Lisa Beeman	\$40,531

Clerk I	Tina Galvin	\$39,925
Records Officer	Allison Weber	\$4,000
Receiver of Taxes	Laura Peschel	\$52,207
Typist I	Sharon Lake	\$18,578
Clerk I	Reba Oper	\$16.81/hour
Assessor	Patrick Duffy	\$89,905
Real Prop. Appraiser	Cristine Del Fuoco	\$54,838
Assessment Clerk	Kristin Howe	\$41,000
Clerk I	Pilar Lyons	\$32,800
Clerk I	Ryan Tyreman	\$32,800
Justice	Salvatore Pavone	\$36,374
Justice	David Rothschild	\$36,374
Clerk to Justice	Janet Stanley	\$52,783
Clerk to Justice	Jeanette Zacharias	\$51,583
Dep. Clerk to Court	Megan Vieau	\$19.00/hour
Rec. Director	Peggy Kenyon	\$73,339
Rec. Supervisor	Kristine Zingaro	\$55,569
Rec. Supervisor/Adm.	Elaine Ferguson	\$48,000
Custodial Worker I	Christopher Pecht	\$20.47/hour
Town Manager	Ann Oot	\$73,544
Deputy Town Manager	Kayandra Blythe	\$40,000
Trash/Brush Liaison	Sharon Lake	\$18,669
Code Enforcement Officer	Thomas Poitras	\$58,500
Dep.Code Enf. Officer	David Corbett	\$19.53/hour
Dep. Code Enf Officer	Michael Grevelding	\$21.57/hour
Town Historian	Barbara Rivette	\$4,000
Planning Chairman	Joseph Lupia	\$3,090 per year
Planning Board	7 members @	\$3,471 per year
Secretary	Lisa Beeman	\$6,000/year
ZBA Chairman	Timothy Kelly	\$125 per meeting
ZBA	4 members @	\$100 per meeting
Secretary	Deborah Witzel	\$3,000/year
Police Committee Sec'y	Allison Weber	\$100 per meeting

Tree Commission Sec'y	Tina Galvin	\$1,500/year
Crossing Guard	Tom Peschel	\$15.40/hour
Crossing Guard	Albert Smith	\$15.40/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
Recreation Leader	Darlene Houghton	\$17.50/hour
Recreation Leader	Joanne Smith	\$17.70/hour
Recreation Attend.	Mark Kenyon	\$14.50/hour
Recreation Attend.	Honesty DeWolf	\$14.50/hour
Recreation Attend.	Thomas Kenyon	\$14.10/hour

### **Town of Manlius Police**

Chief	Michael Crowell	\$110,337
Captain	Kevin Schafer	103,614
Captain	Jeffrey Slater	103,614
Lieutenant	Tina Marie Stanton	95,025
Sergeants	Ross Carnie	84,265
	Michael Desalvatore	84,265
	Kenneth Hatter	84,265
	Benjamin Lesperance	84,265
	Gregory Snyder	84,265
Police Officers	Matthew Applebee	70,678
	James Badger	67,067
	Katlyn Beebe	67,067
	Adam Bezek	77,941
	Triston Campbell	75,526
	Daniel Carr	67,067
	Zackary Clarke	67,067
	Anthony Compoli	57,999
	Patrick Connelly	77,941
	Louis Dashno	77,941
	Daniel Filip	77,941
	Damien Golden	77,941
	Mitchell Grogan	77,941
	Rebecca Kammar	77,941
	Phillip Knittel	70,678

	Justin Lefebvre	77,941
	Matthew Mills	57,999
	Angela Palmer	77,941
	Ryan Perrin	57,999
	Julia Quinlan	70,678
	Daniel Schreiner	77,941
	Brianna Sparks	75,526
	Nathaniel Spinelli	67,067
	Daniel Tyrel	77,941
	Justin Williams	57,999
	Samuel Williams	75,526
Special Patrol Officers	Brian Damon	33.00/hour
	George Hack	33.00/hour
	Thomas LeRoy	33.00/hour
Clerk 1	Sharon Barkauskas	\$22.68/hour
Clerk 1	Rachel Pollack	\$19.99/hour
Clerk 1	Jade Taggart	\$19.99/hour
Mechanic	Steven Brookins	\$24.75/hour
Laborer	Jacqueline Thoms	\$20.00/hour
Police Officer Salary Level		
Entry Level		\$57,999
Step 1		63,441
Step 2		67,067
Step 3		70,678
Step 4		75,566
Step 5		77,941
Sergeant Salary Level		
Entry Level		82,436
Step 1		84,265

### **Town of Manlius Highway**

	Hourly Rate
Monty Albanese	25.52
John Barnwell	28.95
David Barnwell	25.52
William Beeman	29.59
Thomas Burns	28.32
Peter Compoli	20.71
David Daniels	30.04
Christopher Dardaris	27.78
Peter Dougherty	25.52
Brian Edwards	30.22

Albert Emmons	25.52
Thomas Emmons	27.78
Justin Graser	25.13
David Hale	28.95
Justin Laroche	25.06
Joseph Mapstone	28.23
Matthew Pilcher	27.33
Matthew Raterman	27.78
Derek Rogers	25.13
J. Robert Schepp	26.70
Paul Stewart	28.73
Kenneth Taylor-Roher	19.62
Mark Tily	26.61
Randall Troast	27.78
Zachary Van Auken	25.13
Gary Vona	26.79

**47. Handbook**

Councilor Waters made a motion, seconded by Councilor Nicholson to ratify employee handbook.

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

Nayes: 0 All in Favor. Motion Carries.

**48. Code Fee Schedule**

Councilor Kriesel made a motion, seconded by Councilor Denton to adopt the code fee schedule as presented.

**Town of Manlius  
Fee Schedule  
Adopted 01-03-2018**

	<b>Application and Filing Fees</b>		
Code	Application	Residential	Commercial
<b>Subdivision 127</b>			
127-5.1	Administrative Division of Land	\$50.00	\$100.00
127-8	Preliminary Plat up to 4 Lots	\$200.00	\$200.00
	5 or more lots	\$400.00	\$400.00
	Amended Preliminary Plat	\$200.00	\$200.00
127-10	Final Plat if not approved at time of Preliminary	\$100.00	\$200.00
<b>Zoning 155 Application Fees</b>			



155-19	Natural Resource Removal Permit	N/A	\$250.00
	Natural Resource Removal Renewal	N/A	\$100.00
155-21	Mobile Home	\$200.00	N/A
155-27	Special Permit	\$250.00	\$250.00
	Special Permit Renewal	\$100.00	\$100.00
155-28	Site Plan Approval	\$300.00	\$300.00
	Site Plan Amendment	\$50.00	\$100.00
155-29	Accessory Use Permit	\$300.00	\$300.00
	Accessory Use Renewal	\$100.00	\$100.00
155-30	Excavation, Grading, Filling Permit	\$150.00	\$300.00
155-48	Appeals - ZBA Area Variance	\$100.00	\$200.00
	Appeals - ZBA Use Variance	\$350.00	\$400.00
155-50	Zone Change Request	\$300.00	\$300.00

**Town of Manlius  
Fee Schedule  
Adopted 01-03-2018**

<b>General Construction (N.I.C. Houses)</b>	Residential	Commercial
Permit Application and 1st \$1000 of construction cost	\$65.00	\$100.00
Cost per thousand or fraction thereof	\$4.00	\$5.00
Return Inspection Fee*	\$50.00	\$50.00
Permit Renewal	\$65.00	\$100.00
Building without a Permit	Double Fee	Double Fee
Rescind Stop Work Order	\$50.00	\$100.00
Plan Review, No Permit Issued	50% of fee	50% of fee
Building Demolition	\$65.00	\$100.00
Sign Installation	\$100.00	\$100.00
Pool Permit	\$100.00	\$100.00
Decks	\$75.00	
Fireplace	\$75.00	
Generator	\$75.00	
Shed	\$75.00	
<b>New Residential Housing ***</b>		
Up to 1500 square feet	\$600.00	N/A
1501 to 2000 square feet	\$800.00	N/A
2001 to 2500 square feet	\$1,000.00	N/A
2501 to 3000 square feet	\$1,200.00	N/A

3001 to 4000 square feet	\$1,400.00	N/A
4001 to 5000 square feet	\$1,600.00	N/A
each additional 100 sf	\$200.00	N/A
* If work is not ready for inspection as requested		
*** square footage of house, excluding garage and unfinished basement space. Discrepancies or added square feet will be addressed prior to issuance of Certificate of Occupancy.		
<b>Miscellaneous Fees</b>		
Zoning Research Letter	\$30.00	
Annexation	\$600.00	
Highway Agreement*	\$700.00	
Special Districts	\$600.00	
Zoning and Road Maps	\$20.00	
Zoning Ordinance Booklet	\$12.00	
Subdivision Booklet	\$7.00	
* 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

Nays: 0

All in Favor.

Motion Carries.

**49. Professional Fees Schedule – Ratify**

Councilor Nicholson made a motion, seconded by Councilor Bollinger to ratify the professional fee schedule as presented with a 5% increase for the Engineering Review.

<b>ENGINEERING REVIEW</b>			
(DEPOSIT)***			
155-28; 96(3)(C)	Site Plan Review up to 5 Acres	\$1350.00	\$1350.00
155-28; 96(3)(C)	Site Plan Review over 5 Acres	\$2690.00	\$2690.00
127-9c; 96(3)(C)	<b>Subdivision Review</b>		
	Two lot	\$505.00	\$505.00
	Three to Five Lot	\$655.00	\$655.00
	6 to 10 Lot	\$655.00 + \$80.00 per each lot over 5 lots	
	11 to 20 Lot	\$1,075.00 + \$80.00 per each lot over 10 lots	
	21 to 50 Lot	\$3,805 + \$80.00 per each lot over 20 lots	
	51 to 100 Lot	\$5255.00	\$5255.00
<b>LEGAL REVIEW</b>			
(Deposit)***			
96(3)(C)	Site Plan Review (including amendment) – up to 5 acres	\$525.00	\$525.00
96(3)(C)	Site Plan Review (including amendment) – over 5 acres	\$875.00	\$1,025.00
96(3)(C)	*Subdivision Review - up to 2 lots	\$225.00	\$325.00
96(3)(C)	Subdivision Review – 3 -5 lots	\$375.00	\$375.00
96(3)(C)	Subdivision Review – 6 -10 lots	\$575.00	\$575.00
96(3)(C)	Subdivision Review – 11 -20 lots	\$825.00	\$825.00
96(3)(C)	Subdivision Review – 21 -50 lots	\$1,325.00	\$1,325.00
96(3)(C)	Special Use Permit	\$375.00	\$575.00
96(3)(C)	Accessory Use Permit	\$375.00	\$375.00
96(3)(C)	Renewal of Special or Accessory Use Permit	\$225.00	\$275.00
96(3)(C)	**Variance, Area	\$0.00	\$475.00

96(3)(C)	Variance, Use	\$425.00	\$525.00
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Ayes: Supervisor Deer, Councilor Nicholson, Councilor Bollinger, Councilor Denton, Councilor Italiano, Councilor Waters, Councilor Kriesel

Nayes: 0 All in Favor. Motion Carries.

**50. Town Clerk Fee Schedule**

Councilor Denton made a motion, seconded by Councilor Italiano to ratify the 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 <sup>st</sup> offense \$ 50.00 2 <sup>nd</sup> offense \$100.00 3 <sup>rd</sup> 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.

**51. Official Undertaking**

Councilor Bollinger made a motion, seconded by Councilor Waters to adopt the Official Undertaking of Municipal Officers resolution as presented for 2022.

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

Nayes: 0 All in Favor. Motion Carries.

**52. Boxcast Contract**

Councilor Denton made a motion, seconded by Councilor Kriesel to renew existing Boxcast contract as presented.

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

Nayes: 0 All in Favor. Motion Carries.

**53. Resolution implementing Executive Order 11.1 and Granting Taxpayers Relief by Extending the Senior and Individual with Disabilities and Limited Income Exemption to 2022.**

Councilor Waters made a motion, seconded by Councilor Nicholson to adopt the Resolution implementing Executive Order 11.1 and Granting Taxpayers Relief by Extending the Senior and Individual with Disabilities and Limited Income Exemption to 2022 as presented to the board.

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

Nayes: 0 All in Favor. Motion Carries.

**54. Budget Adjustment**

Councilor Bollinger made a motion, seconded by Councilor Italiano to make a budget adjustment of additional revenue from AIM (Aid and Incentive for Municipalities) that was budgeted in 2021 in the amount of \$77,000 and the town received \$111,763.

**55. Presentation Zone Change – Twin Shores Properties, N. Burdick St. – Set Date Public Hearing and Referral to Planning Board.**

Tom Cerio gave a review of the proposed Zone Change for N. Burdick St. and requested the town board to schedule a public hearing and to refer the project to the Planning Board for their review and recommendation.

Councilor Nicholson made a motion, seconded by Councilor Kriesel to refer the Zone Change request from Twin Shores Properties as presented to the Planning Board for their recommendation.

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

Nayes: 0 All in Favor. Motion Carries.

Councilor Nicholson made a motion, seconded by Councilor Kriesel to set a date for a public hearing on February 9, 2022 at 6:35 PM in the matter of a Zone Change on North Burdick St. from Twin Shores Properties.

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

Nayes: 0 All in Favor. Motion Carries.

**56. Adjournment**

There being no further business to come before the Board, upon motion duly made by Councilor Italiano and seconded by Councilor Denton the Board voted unanimously to adjourn regular session at 7:00 PM.

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

Nays: 0

All in Favor.

Motion Carries.