

Organizational Meeting January 2, 2019

Organizational Meeting of the Town Board of the Town of Van Buren, held on January 2, 2019 at 7:00 pm at the Van Buren Town Hall, 7557 Van Buren Road, Baldwinsville, New York.

Mr. Rick Zaccaria	Councilor
Ms. Darcie Lesniak	Councilor
Mr. Howard Tupper	Councilor
Mr. Ronald Dudzinski	Councilor
Ms. Mary Frances Sabin	Councilor
Mr. Claude Sykes	Supervisor

Absent: Ms. Patricia Dickman, Councilor

Mr. Kevin Gilligan	Town Attorney
Ms. Jason Hoy	Town Engineer
Mr. Doug Foster	Highway Superintendent
Mr. Greg Maxwell	Comptroller
Ms. Lynn Precourt	Town Clerk

Mr. Sykes announced all oaths and official undertakings are in place.

001-19-000 MOTION BY Ms. Sabin, seconded by Mr. Dudzinski, to approve blanket undertaking bond covering all Town employees as required by Section 25 of the Town Law; and it is further RESOLVED, that Town Justices are specifically covered under said Blanket Undertaking, as required by Public Officers Law Section 11 (2).

Mr. Zaccaria – Yes, Ms. Lesniak – Yes, Mr. Tupper – Yes, Mr. Dudzinski – Yes, Ms. Sabin – Yes, Mr. Sykes – Yes

All Ayes – Motion Carried & Adopted

002-19-000 MOTION BY Mr. Zaccaria, seconded by Ms. Sabin, to set 1st and 3rd Tuesdays of each month at 7:00 pm as the date and time of regular Town Board meetings. Set 1st, 3rd and 4th Tuesdays of each month at 6:30 pm as Town Board work sessions as needed.

Mr. Zaccaria – Yes, Ms. Lesniak – Yes, Mr. Tupper – Yes, Mr. Dudzinski – Yes, Ms. Sabin – Yes, Mr. Sykes – Yes

All Ayes – Motion Carried & Adopted

003-19-002 MOTION BY Mr. Dudzinski, seconded by Ms. Lesniak, to appoint Attorneys for Town Board, Planning Board and Zoning Board of Appeals. Agreement with Costello, Cooney & Fearon has already been approved.

Kevin Gilligan - Town Board Attorney

Nadine Bell – Joint Zoning Board and Planning Board Attorney

Mr. Zaccaria – Yes, Ms. Lesniak – Yes, Mr. Tupper – Yes, Mr. Dudzinski – Yes, Ms. Sabin – Yes, Mr. Sykes – Yes

All Ayes – Motion Carried & Adopted

004-19-000 MOTION BY Mr. Tupper, seconded by Ms. Lesniak, to approve the following items:

Designate official newspaper of 2019 – Eagle Newspapers (*The Messenger*) and *The Post Standard* as necessary.

005-19-000 MOTION BY Mr. Tupper, seconded by Ms. Lesniak, to designate M & T Bank, Baldwinsville, Solvay Bank, Solvay and NYCLASS as the depositories for all general and special accounts and authorize the Supervisor or Deputy Supervisor to make all deposits and withdrawals and sign checks on checking accounts.

Mr. Zaccaria – Yes, Ms. Lesniak – Yes, Mr. Tupper – Yes, Mr. Dudzinski – Yes, Ms. Sabin – Yes, Mr. Sykes – Yes

All Ayes – Motion Carried & Adopted

006-19-000 MOTION BY Ms. Sabin, seconded by Mr. Dudzinski, to approve the following items:

Designate M & T Bank, Baldwinsville, as the depository for the funds of the Town Clerk, Justices and Receiver of Taxes.

Authorize the Town Clerk to make deposits in the Receiver of Taxes account.

Authorize the Parks & Recreation Dept. to make deposits in the General account at Solvay Bank.

Authorize the Town Clerk to make deposits in the General account at Solvay Bank and M & T Bank.

Establish petty cash funds as follows:

- a. Town Clerk, \$425.00 (\$125.00, plus \$100.00 in each of 3 cash boxes)
- b. Justices, \$200.00
- c. Parks & Recreation, \$75.00
- d. Parks & Recreation Refunds, \$100.00
- e. Pool, \$150.00, seasonal
- f. Concessions, \$150.00, seasonal

Set mileage reimbursement rate at \$.58 cents for use of personal vehicles for official business. Further, the rate shall stay concurrent with IRS rate throughout the year.

Reaffirm Town's investment policy.

Direct that fees for building, zoning and planning permits and developer's be collected by the Town Clerk's office and turn over to the Supervisor for deposit.

Approve Schedule of Fees for 2019 for building permits, filing fees, legal and engineering deposits and town clerk fees.

Mr. Zaccaria – Yes, Ms. Lesniak – Yes, Mr. Tupper – Yes, Mr. Dudzinski – Yes, Ms. Sabin – Yes, Mr. Sykes – Yes

All Ayes – Motion Carried & Adopted

Town Clerk names Deputies – Kathryn Halleron, AnneMarie Doyle and Rosemary Johnson.

Mr. Sykes names Lyn Pinto as Town Historian, Marie Giannone as Confidential Secretary to Supervisor and Greg Maxwell as Budget Officer.

007-19-000 MOTION BY Mr. Zaccaria, seconded by Mr. Dudzinski, to appoint James Bowes to the Joint Zoning/Planning Board with term to expire 12/31/25.

Mr. Zaccaria – Yes, Ms. Lesniak – Yes, Mr. Tupper – Yes, Mr. Dudzinski – Yes, Ms. Sabin – Yes, Mr. Sykes – Yes

All Ayes – Motion Carried & Adopted

008-19-000 MOTION BY Mr. Tupper, seconded by Ms. Sabin, to appoint Anthony Geiss as chairman of the Joint Zoning/Planning Board with term to expire 12/31/19.

Mr. Zaccaria – Yes, Ms. Lesniak – Yes, Mr. Tupper – Yes, Mr. Dudzinski – Yes, Ms. Sabin – Yes, Mr. Sykes – Yes

All Ayes – Motion Carried & Adopted

009-19-000 MOTION BY Ms. Sabin, seconded by Mr. Dudzinski, to appoint Greg Maxwell as Comptroller and Budget and Accounting Officer for 4 (four) year term expiring 12/31/22.

Mr. Zaccaria – Yes, Ms. Lesniak – Yes, Mr. Tupper – Yes, Mr. Dudzinski – Yes, Ms. Sabin – Yes, Mr. Sykes – Yes

All Ayes – Motion Carried & Adopted

010-19-000 MOTION BY Mr. Zaccaria, seconded by Mr. Dudzinski, to appoint Mary Frances Sabin as Deputy Supervisor.

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Mr. Zaccaria – Yes, Ms. Lesniak – Yes, Mr. Tupper – Yes, Mr. Dudzinski – Yes, Ms. Sabin – Yes, Mr. Sykes – Yes

All Ayes – Motion Carried & Adopted

011-19-000 MOTION BY Ms. Sabin, seconded by Mr. Dudzinski, to appoint AnneMarie Doyle to Board of Assessment Review with term to expire 9/30/24.

Mr. Zaccaria – Yes, Ms. Lesniak – Yes, Mr. Tupper – Yes, Mr. Dudzinski – Yes, Ms. Sabin – Yes, Mr. Sykes – Yes

All Ayes – Motion Carried & Adopted

012-19-000 MOTION BY Ms. Lesniak, seconded by Mr. Dudzinski, to appoint Howard Tupper to represent the Town on the Canton Woods Board of Directors.

Mr. Zaccaria – Yes, Ms. Lesniak – Yes, Mr. Tupper – Abstain, Mr. Dudzinski – Yes, Ms. Sabin – Yes, Mr. Sykes – Yes

Motion Carried & Adopted

013-19-000 MOTION BY Mr. Tupper, seconded by Ms. Lesniak, to appoint Melissa Mariano (Town of Camillus Dog Control Officer) as Dog Control Officer.

Mr. Zaccaria – Yes, Ms. Lesniak – Yes, Mr. Tupper – Yes, Mr. Dudzinski – Yes, Ms. Sabin – Yes, Mr. Sykes – Yes

All Ayes – Motion Carried & Adopted

014-19-000 MOTION BY Ms. Sabin, seconded by Ms. Lesniak, to appoint Jason Hoy as Town Engineer.

Mr. Zaccaria – Yes, Ms. Lesniak – Yes, Mr. Tupper – Yes, Mr. Dudzinski – Yes, Ms. Sabin – Yes, Mr. Sykes – Yes

All Ayes – Motion Carried & Adopted

015-19-000 MOTION BY Ms. Lesniak, seconded by Mr. Tupper, to appoint Anthony Geiss as Town representative to OCRRA Board.

Mr. Zaccaria – Yes, Ms. Lesniak – Yes, Mr. Tupper – Yes, Mr. Dudzinski – Yes, Ms. Sabin – Yes, Mr. Sykes – Yes

All Ayes – Motion Carried & Adopted

016-19-000 MOTION BY Mr. Dudzinski, seconded by Ms. Lesniak, to approve the following items:

Approve payroll rates and dates for 2019 per budget for elected, nonaffiliated and appointed personnel and name individuals to those positions:

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Supervisor	\$43,250.00 annual	
Town Board	\$8,090.00 each, annual	
Justice	\$35,437.00 each, annual	
Town Clerk	\$65,755.00, annual	Lynn Precourt
Deputy Town Clerk	\$22.60/hr	Kathryn Halleron
Deputy Town Clerk (pt time)	\$15.03/hr (100 hours)	AnneMarie Doyle
Highway Supt.	\$63,345.00, annual	Doug Foster
Assessor	\$79,881.00, annual	Theresa Golden
Deputy Supervisor	\$1,961.00, annual	Mary Frances Sabin
Board of Assessment Review	\$200.00 each, annual	listing attached
Joint Zoning/Planning Bd Chairman	\$4,487.00, annual	Anthony Geiss
Joint Zoning/Planning Bd Members	\$2,961.00 each, annual	listing attached
Historian	\$1,600.00 annual	Lyn Pinto
PT Confidential Secretary to Supv.	\$15.57/hr	Marie Giannone
Comptroller/Budget Acct. Officer	\$40,000.00 annual	Greg Maxwell
Assessor Clerk	\$11.80/hr	on call max \$500.00
Court Security – Sheriff Dep.	\$69.94 for first two (2) hours, thereafter \$34.97 for every full or partial hour over two (2) hours	
Buildings & Grnds seasonal staff	\$15.00 hr, 18 weeks @ 30 hrs per week	
Dog Control Officer	by intermunicipal contract	Melissa Mariano
Town Engineer	\$98,358.00	Jason Hoy
Code Enforcement Officer	\$35.33/hr	David Pringle
Parks Director	\$30.46/hr	Cathy Perkins

Approve seasonal personnel job roster and rates for Parks & Recreation Department per attached sheets. Union and affiliated personnel payroll rates per perspective agreements.

Board Committees:

Public Safety: Howard Tupper, Chairperson
 Patricia Dickman
 Darcie Lesniak

Parks & Recreation
 And Facilities: Rick Zaccaria, Chairperson
 Patricia Dickman
 Claude Sykes

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Erie Canal

Committee: Ronald Dudzinski, Chairperson
Howard Tupper

Personnel: Patricia Dickman, Chairperson
Mary Frances Sabin
Rick Zaccaria

Highway: Claude Sykes, Chairperson
Ronald Dudzinski
Rick Zaccaria

Planning &

Zoning: Mary Frances Sabin, Chairperson
Ronald Dudzinski
Howard Tupper

Cable TV: Mary Frances Sabin, Chairperson
Darcie Lesniak

Ethics: Lynn Precourt, Chairperson
Bradley Benton
Loren Michels

Insurance: Patricia Dickman, Chairperson
Lynn Precourt
Claude Sykes
Greg Maxwell

Economic

Development: Darcie Lesniak, Chairperson
Patricia Dickman
Mary Frances Sabin

Reaffirm Town Procurement Policy (Chapter 50 Town Code) as revised in 2011.

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Blanket approval for memberships and dues for professional, county and state associations for elected officials and department heads.

Set standard workday for retirement system purposes at seven (7) hours per day for IUOE members and non-represented hourly employees.

Approve blanket approval for Town Engineer utilizing D.E. Tarolli to perform budgeted or emergency drainage and culvert work within the town for the ensuing calendar year via Onondaga County contract.

Set bill out rate for Town Engineer for 2019 at \$70.00 an hour.

Move November 5, 2019 (Election Day) Town Board Meeting to Wednesday, November 6, 2019.

Appointment of Greg Maxwell as Town Safety Coordinator.

Work hours for non-represented employees shall be 8:30 am to 4:00 pm with lunch period equal to represented employees.

Mr. Zaccaria – Yes, Ms. Lesniak – Yes, Mr. Tupper – Yes, Mr. Dudzinski – Yes, Ms. Sabin – Yes, Mr. Sykes – Yes

All Ayes – Motion Carried & Adopted

017-19-000 MOTION BY Mr. Zaccaria, seconded by Mr. Dudzinski, to move to the Regular Town Board meeting on January 2, 2019 at 7:08 pm.

Mr. Zaccaria – Yes, Ms. Lesniak – Yes, Mr. Tupper – Yes, Mr. Dudzinski – Yes, Ms. Sabin – Yes, Mr. Sykes – Yes

All Ayes – Motion Carried & Adopted

Meeting closed 7:08 pm

Respectfully submitted,


Lynn Precourt
Town Clerk

Dated: 1/3/19

EXPIRATION DATES FOR ELECTED & APPOINTED OFFICIALS

Town Board	Claude Sykes	12/31/19(2 year term)
	Patricia Dickman	12/31/21 (4 year term)
	Mary Frances Sabin	12/31/19
	Howard Tupper	12/31/19
	Rick Zaccaria	12/31/19
	Ronald Dudzinski	12/31/21
	Darcie Lesniak	12/31/21
Deputy Supervisor	Mary Frances Sabin	12/31/19
Joint Zoning/ Planning Board	Anthony Geiss, Chair	12/31/22 (7 year term)
	James Ruddock	12/31/21
	James Virginia	12/31/20
	Jim Schanzenbach	12/31/19
	James Bowes	12/31/25
	Roger Roman	12/31/24
	Mark Budosh	12/31/23
Board of Assessment Review	John Reaume	9/30/19
	Anne Marie Doyle	9/30/24
	Robert Paxton	9/30/21
	Douglas Jean	9/30/22
	Mary Crego	9/30/23
Highway Supt.	Douglas Foster	12/31/21 (4 year term)
Town Clerk/Receiver of Taxes	Lynn Precourt	12/31/19 (4 year term)
Town Justices	Ed Van Der Water	12/31/21 (4 year term)
	Darlene O’Kane	12/31/19
Comptroller	Greg Maxwell	12/31/21
Assessor	Theresa Golden	9/30/19 (6 year term/Appointed)
Historian	Lyn Pinto	12/31/19
OCRRA Rep.	Anthony Geiss	12/31/19



SCHEDULE OF FEES

Park Fees:

<u>PAVILIONS</u>	<u>2019 Resident Fees</u>	<u>2019 Non-Res. Fees</u>
Pavilion A	\$30.00	\$40.00
Pavilion B	\$140.00	\$155.00
Pavilion C & D	\$120.00	\$135.00
Pavilions E, F & G	\$40.00	\$50.00
Lodge(4/16-9/30)	\$155.00	\$170.00
Lodge (10/1-4/15)	\$185.00	\$200.00

<u>POOL</u>	<u>2019 Fees</u>
Ages 6-59 (every day)	\$3.00
Ages 5 & under (every day)	\$3.00
Ages 60+ (every day)	\$3.00

*Subject to change, daily and season passes

Season Passes

Resident Family of 4	\$150.00
Each Additional Dependent	\$35.00
Non-Resident Family of 4	\$165.00
Each Additional Dependent	\$40.00
Resident Individual	\$55.00
Non-Resident Individual	\$85.00
Senior Citizens	\$40.00

We will offer a \$10.00 discount to anyone that purchases a family pass before May 31st.

PROGRAM FEES: All of the Parks and Recreation Department's programs are run on a self-sustaining basis, but making a profit is also factored in. The fees are all listed in the program brochures.

December 20, 2018

**TOWN OF VAN BUREN PARKS AND RECREATION DEPARTMENT
WAGES FOR 2019 SEASONAL EMPLOYEES**

The following are our budgeted wages for our 2019 seasonal employees.

Wages are based on employee job responsibilities, whether the employee is in a supervisory position over other staff, and whether certifications are needed for employment (i.e., lifeguards need certifications to work, whereas recreation staff do not, and Water Safety Instructors (WSI's) need additional certification than "regular" lifeguards). Also, wages increase each year to try to entice employees back.

SUMMER ASSISTANT

1 returning employee \$13.70/hr.

PARK ATTENDANT WAGES

3 Returning employee \$12.00/hr.

CONCESSION STAND EMPLOYEES

2 Returning Employee \$11.50/hr.

POOL STAFF WAGES

2 Supervising Lifeguard/WSI \$13.75/hr.

3 Returning WSI \$12.00/hr.

4 Returning Guards \$11.75/hr.

5 Returning Lifeguard s \$11.50/hr.

2 Returning Cashiers \$11.50/hr.

Parks & Recreation Staff Wages, 2019
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PLAYGROUND COORDINATOR

Returning staff member \$14.45/hr.

RECREATION LEADERS & AIDES

2 Returning Rec. Leader \$12.20/hr.

1 Returning Rec. Aide \$12.15/hr.

1 Returning Rec. Aide \$11.60/hr.

3 Returning Rec. Aides \$11.35/hr.

4 Returning Rec. Aides \$11.25/hr.

6 Returning Rec. Aides \$11.15/hr.

3 Rec Aides \$11.10/hr.

Town of Van Buren Building Permit Fees
(non-refundable)

Please round to the nearest one dollar amount.



Building Permits:

Residential Structures including manufactured homes	\$	25.00
plus per sq/ft	\$	0.25
plus foundation (see foundation)		
Building ID placard	\$	20.00
Commercial Structures	\$	25.00
plus per thousand of construction cost	\$	10.00
minimum fee	\$	100.00
maximum fee	\$	40,000.00
Building ID placard	\$	25.00
Detached Garage/ Pole barns	\$	25.00
plus per sq/ft	\$	0.15
plus foundation (see foundation)		
Open decks	\$	25.00
plus per sq/ft	\$	0.10
Covered decks/ porches	\$	25.00
plus per sq/ft	\$	0.10
Solid fuel appliances/ fireplaces/ gas heaters/ standby generators	\$	50.00
In-Ground swimming pool and fence	\$	100.00
Above Ground swimming pool	\$	50.00
Shed	\$	25.00
Site Development Permit	\$	50.00
Foundation: Masonry basement/ crawl space/ slab on grade	\$	25.00
plus per sq/ft	\$	0.10
Fence	\$	25.00
Sign	\$	25.00
plus per sq/ft	\$	1.00
Mobile home	\$	50.00

Demolition Permit	\$	100.00
Storage Trailers (TEMP) - Non Residential per trailer	\$	100.00
Solar PV System	\$	150.00
Operational Permits (Haz-mat, Flammable Compressed gases, ect.)		
Residential Use	\$	50.00
Industrial/ Business Use	\$	200.00
Outdoor Fireworks Displays	\$	500.00
Remodeling, Change of Occupancy, Conversion	\$	25.00
plus residential per sq/ft	\$	0.10
plus commercial per sq/ft	\$	0.15
Fee to Recind Stop Work Order		
Residential	\$	100.00
Commercial	\$	200.00
Plan review - no permit issued		50% of fee
Flood Plain Development Permit	\$	200.00

Double fee for building permit after construction commenced

Certificates of Occupancy

Residential - Building Permit in effect		\$0
Commercial - First inspection		\$0
Second Inspection and each additional	\$	50.00

Filing Fees - All non-refundable

Residential Area Variance	\$	100.00
Use Variance	\$	200.00
Commercial Variance (use or area)	\$	300.00
Special Use Permits	\$	150.00
Zone Changes	\$	300.00
Site Plan/Project Plan Review	\$	200.00
Subdivisions		
	2-4 lots	\$ 100.00
	5-30 lots	\$ 250.00
	31 + lots	\$ 350.00