



## VILLAGE OF NORTH SYRACUSE

### *Regular Board Meeting*

Thursday, October 27<sup>th</sup>, 2016 @ 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 P.M. 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 Chuck Henry.

**Personnel Present:** Village Clerk/Treasurer Dianne Kufel, Police Chief Michael Crowell, Codes Enforcement Officer David Barnhart, Parks Director Teresa Roth, Village Engineer Brian Bouchard, and Village Attorney Scott Chatfield.

**Personnel Absent:** Fire Chief Tim Ellis (Absent), and DPW Superintendent Gary Wilmer (Absent).

### **RESOLUTION # 191-16**

### **APPROVAL OF BOARD MEETING MINUTES**

Deputy Mayor Ferguson made a motion to approve the minutes from the October 13<sup>th</sup>, 2016 Board Meeting. The motion was seconded by Trustee Gustafson. The motion was approved with Trustee Browning, Trustee Gustafson, and Deputy Mayor Ferguson, all voting in favor of the same. Trustee Henry abstained.

### **RESOLUTION # 192-16**

### **GENERAL FUND ABSTRACT APPROVAL**

Deputy Mayor Ferguson made a motion to approve the General Fund Abstract # 11 in the amount of \$62,125.14 covering Voucher #481 to Voucher #532. The motion was seconded by Trustee Browning. The motion was approved with Trustee Browning, Trustee Gustafson, Trustee Henry, and Deputy Mayor Ferguson, all voting in favor of the same.

### **RESOLUTION # 193-16**

### **COMM. DEV. FUND ABSTRACT APPROVAL**

Trustee Browning made a motion to approve the Community Development Fund Abstract # 11 in the amount of \$24,250.00 covering Voucher #1. The motion was seconded by Deputy Mayor Ferguson. The motion was approved with Trustee Browning, Trustee Gustafson, Trustee Henry, and Deputy Mayor Ferguson, all voting in favor of the same.

### **RESOLUTION # 194-16**

### **BUDGET TRANSFER(S)**



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The Mayor explained the transfer of monies was to cover the filing fees associated with the transfer of a small property from Plank Road Historical Society to the Village. Deputy Mayor Ferguson made a motion to approve a budget transfer for \$310 from A1990.4 Contingency Account to A1325.4 Tax Bills and Forms. The motion was seconded by Trustee Gustafson. The motion was approved with Trustee Browning, Trustee Gustafson, Trustee Henry, and Deputy Mayor Ferguson, all voting in favor of the same.

**CITIZENS' VOICE:**

The Mayor invited anyone that wished to share concerns or thoughts to address the Board. There was no response.

**OLD BUSINESS:**

**RESOLUTION # 195-16**

**REVISIT/DISCUSSION ON MODIFICATIONS TO VILLAGE CODE  
FOR TEMPORARY SIGNS**

Trustee Browning made a motion to adopt Local Law #5 which states Temporary Signs will be permitted by calendar quarter with fees being prorated by the month and allows for display only during business hours. The motion was seconded by Trustee Gustafson. The motion was approved with Trustee Browning, Trustee Gustafson, Trustee Henry, and Deputy Mayor Ferguson, all voting in favor of the same.

**RESOLUTION # 196-16**

**REVISIT/DISCUSSION ON MODIFICATIONS TO VILLAGE CODE  
FOR ELECTRONIC SIGNS**

Trustee Browning made a motion to adopt the Electronic Signs as part of Local Law #5 requiring them to go for Site Plan Approval. The motion was seconded by Trustee Gustafson. The motion was approved with Trustee Browning, Trustee Gustafson, Trustee Henry, and Deputy Mayor Ferguson, all voting in favor of the same.

**RESOLUTION # 197-16**

**RESCIND MOTION #082-16 (4/28/16) REGARDING CLERK(S)**

The Mayor stated the Board had made a motion back in April excluding the two Clerks from an increase although due to Labor Contracts this was later granted to one. Trustee Browning made a motion to rescind motion #082-16 of April 28<sup>th</sup>, 2016 regarding Clerk(s). The motion was seconded by Trustee Gustafson. The motion was approved with Trustee Browning, Trustee Gustafson, Trustee Henry, and Deputy Mayor Ferguson, all voting in favor of the same.



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**NEW BUSINESS:**

**RESOLUTION # 198-16**

**AUTHORIZE THE MAYOR TO SIGN LEASING DOCUMENTS FOR  
THE 2017 FORD EXPLORER/POLICE DEPT.**

Deputy Mayor Ferguson made a motion to authorize the Mayor to sign leasing documents for a 2017 Ford Explorer which will be paid in three annual payments of \$14,530.60 including the Principal and Interest for the Police Department. The motion was seconded by Trustee Henry. The motion was approved with Trustee Browning, Trustee Gustafson, Trustee Henry, and Deputy Mayor Ferguson, all voting in favor of the same.

**RESOLUTION # 199-16**

**APPROVE COURT AUDIT FOR F/Y 5/31/16 TO NYS OFFICE OF  
COURT ADMINISTRATION**

Trustee Gustafson made a motion to approve the audit results prepared by Bonadio and Company for the F/Y 5/31/2016 and to forward them to the NYS Office of Court Administration. The motion was seconded by Deputy Mayor Ferguson. The motion was approved with Trustee Browning, Trustee Gustafson, Trustee Henry, and Deputy Mayor Ferguson, all voting in favor of the same.

**ATTORNEY REPORT:** He stated that we received comments back on the Floodplan Law from the D.E.C. There was nothing of great substance; apparently they go thru those things very thoroughly as they pointed out in four or five places where we should have had a point instead of a dash. Therefore, this will have to have some tweaking to the structure of it a little. We are going to be dealing with an interesting thing, a subdivision within the Village, for a project that is actually in the Town of Cicero. It doesn't look like anything significant; just something to be alerted to.

**ENGINEER REPORT:** Mr. Bouchard stated he has two updates. The NYS DOT TAP Grant was submitted last week and it will go thru the review process. We should hear back by the end of December or early January with any awards or thoughts that they have on the widening of Chestnut Street thru to Church Street. The other update is for the Chestnut Street sidewalks which are installed. This is a great project for pedestrian connectivity between the park and Belmore Drive. The sidewalks look good. They still have small areas to patch and some of the crosswalk work. He mentioned the contractor has agreed to temporarily fill in the small patches with stone if they are not done by Halloween which would try to eliminate the tripping hazards that escalate with masks and things, if they are not already filled in by Monday. They have gotten the Highway Work Permit to do the alternate work on Rt. 11 and should be starting within two weeks. He stated some of the ripping, tearing, and placement of greenspace could still be done and warned the temperature and weather changes cause limitations for permeable asphalt installation. It is a small area and they should still be



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able to get it done in that window of time. Our recommendations will come from the subcontractor, who is a specialty contractor. If he doesn't feel it should be put in at this time, then we will have to install it in the spring. He explained CHA has submitted an Extra Work Authorization (EWA) for Construction Administration and Inspection. He stated that part of this is the construction inspection which deals with more complex projects that have deep excavations within the Village limits. He stated he understands that the DPW Superintendent has been speaking with the contractor regarding questions and the quality control has been taken care of. The costs for the EWA were scaled back, emailed today and he asked the Board to consider approving it tonight. Some of this we have already done with a few hours for the preconstruction meeting and getting the project off the ground. DPW Superintendent has covered almost the entirety of the construction inspection with the exception of when Mr. Bouchard has driven by and noticed things himself. He stated this would include any charges for services moving forward that we might need to coordinate. This will get us through the Village obligation of fulfilling the contract by handling the close out of paperwork, the payment applications, and if there are things that are wrong with the quality of work or concrete starts spalling or things like that. This is a "not to exceed number" based on an hourly rate on a set fee, so it would be based on the hours that are needed. The Mayor stated he saw the email come thru, but did not get a chance to open it. He asked if the Board had looked at it. Deputy Mayor Ferguson commented that the fee for photo film and developing charge caught his attention. Mr. Bouchard explained that is in the spec books. We use our cell phones to take pictures. It is a blanket statement for reimbursable expenses that includes mileage, and anything that we would need to reproduce for the contractor like extra sets of plans. He stated that we do not need to print out all the photos we take. Mr. Bouchard stated we have scaled back our construction observation and have included one hour per week based on our hourly rate. Contract Administration and Expenses would be a "not to exceed number" of \$6,620. This would be us charging hourly, so whatever we do not use would not be billed.

**RESOLUTION # 200-16**

**APPROVAL CHA CONTRACT ADMINISTRATION AND EXPENSE FEE  
FOR CHESTNUT ST. AND RT. 11**

Deputy Mayor Ferguson made a motion to approve the Contract Administration Fee that is not to exceed \$6,620 for the Chestnut Street and Rt. 11 projects. The motion was seconded by Trustee Gustafson. The motion was approved with Trustee Browning, Trustee Gustafson, Trustee Henry, and Deputy Mayor Ferguson, all voting in favor of the same.

**DEPARTMENT HEAD REPORTS:**

**Police Department:** Police Chief Crowell stated their new vehicle #171 is in service and he thanked



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the Village for their support. He stated that they are preparing for Halloween. They will have additional staffing that night to be in the neighborhoods to give that level of support, along with their traditional handing out glow sticks to the kids for safety.

**Fire Department:** The Mayor stated that the Fire Chief had intended to be here, but he had calling hours to go to. The Trustees did receive an email. The apron replacement is complete and looks good. They did run into some minor additional cost. When they started to dig they found drain pipes under there that were never connected to the manhole in the first place, so there was a subterranean pond around that manhole. They had them connected which made sense. The extras were rather minimal, although we have not seen a number yet. Trustee Browning asked when they could expect to see that number. The Mayor replied it will be coming fairly soon, because they are pretty much done. The Mayor shared with the Board he had just received a copy of the report that was prepared from the audit for the Fireman's Association. It includes a summary that Dannible & McKee has done that you will be able to see. They sent copies to the Towns of Cicero and Clay, so we thank them for that. The Mayor shared that he is dealing with the Reserve and the Chief sent a memo to me. Historically, any money that was left over for the Fire Department went into a Reserve Account for them. The Mayor stated attending some of the state meetings and talking with counsel that technically, is not proper. He brought this up to Deputy Chief Strong the other day. Although, it may have been going on for a long time; if it is not right, he wants it corrected. He continued if they created a Reserve Account and included it in their Budget for specific pieces of equipment, it has to be designated. He stated it is his understanding that it just can't be thrown into a pot and used for whatever; he wants to clarify it and make it right. Attorney Chatfield stated he had seen the letter and stated it was argumentative toward their position. As he read through it he thinks when the Village Clerk/Treasurer has the time, we should look back into the original formation. It was noted that there is only (1) account since 2000 and it is labeled a Capital Reserve Account. The Mayor stated he had it from 1990 with him and there was a Reserve Account initiated by Resolution # 9040. Attorney Chatfield stated he could look at it, but thinks that we should look at the facts associated with the establishment. The Mayor continued that if this was done originally and it is correct from 1990, then we are O.K. Deputy Mayor Ferguson inquired as to whether this is something that they found during the audit. Mayor Butterfield replied no; this is something that has been bothering him. He stated if it needs correction, he would like to see it corrected. Attorney Chatfield stated that the two resolutions here talk about repair and capital. He clarified capital means the building structure, not equipment. This is a Village Capital Reserve Account, not specific for any particular department.

**Public Works Department:** No Report (Absent).

**Parks and Recreation Department:** She wanted to promote the Village Halloween Party that is tomorrow night at St. Rose at 6:00 p.m. and she stated you are all invited to come. You are welcome



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to wear a costume, if you would like. It is for the Village youth ages 12 and under; if you haven't signed up, you can call and we can add them to the list. Right now we have around 40 kids signed up. The Village Holiday Parade will be on December 4<sup>th</sup>, 2016. We will continue to work on it and hope you will all mark your calendar. We have a Driver's Safety Course scheduled for November 15<sup>th</sup>, 2016 and November 16<sup>th</sup>, 2016 that is filling up fast. There is still room if anyone wants to sign up for that. You can call my office and we can add your name to the list.

**Codes Department:** No Report.

**Clerk-Treasurer:** No Report.

**DEPUTY MAYOR-TRUSTEES REPORT:**

**Trustee Gustafson:** No Report.

**Trustee Browning:** No Report.

**Trustee Henry:** No Report.

**Deputy Mayor Ferguson:** He stated December 5<sup>th</sup>, 2016, is the next Public Safety Committee Meeting at 4:00 p.m. downstairs.

**MAYOR'S REPORT:**

The Mayor stated he will be attending the Legislative Priorities Meeting in Albany on Monday, November 14<sup>th</sup>, 2016, with NYCOM. On November 3<sup>rd</sup>, 2016, at Northern Onondaga Public Library at 6:30 p.m. there will be Complete Streets Public Meeting for our final presentation of the Complete Streets. It is a nice report, a tool, and it may help us with the TAP Application. It is planned for our Village, so I would encourage anyone interested to show up, and see what our Village could be like. He stated that he had just completed four nights of Critical Incident Training up at OCC. It was interesting and there was a lot of information. CNS had initiated Military Honor Roll about two years ago. On Tuesday, November 15<sup>th</sup>, 2016 at 6:30 p.m., those who are graduates of NS or CNS who have served in the Military are being honored or recognized. Since he served, and has discovered it, he will be there. He had put his dad's name in and he will be honored as well. He shared that his dad is 101 years old, still alive, still with it; he will be heading south on Monday. The next Mayor's Meeting is November 16<sup>th</sup>, 2016; a lady will be speaking on LED Lighting, an interesting topic. The Friends of the Canteen are having a Spaghetti Dinner. It will be on Saturday, November 5<sup>th</sup>, 2016, at the Cicero Senior Center, 5924 Lathrop Drive, Cicero. The cost is \$5 in advance and \$6 at the door. All you can



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eat Spaghetti Dinner includes: meatballs, salad, bread, light dessert and a beverage. Trustee Gustafson made a motion to go into Executive Session at 5:02 p.m. to discuss two items regarding personnel. The motion was seconded by Deputy Mayor Ferguson. The motion was approved with Trustee Browning, Trustee Gustafson, Trustee Henry, and Deputy Mayor Ferguson, all voting in favor of the same.

The Board returned at 6:12 p.m. to Regular Session.

**RESOLUTION # 201-16**

**APPROVAL OF PAY RATE ADJUSTMENT FOR P. FULLER**

Deputy Mayor Ferguson made a motion to grant Pearl Fuller a 2 ½ % raise to be retroactive to June 1<sup>st</sup>, 2016, bringing her annual salary to \$32,800. The motion was seconded by Trustee Henry. The motion was approved with Trustee Browning, Trustee Gustafson, Trustee Henry, and Deputy Mayor Ferguson, all voting in favor of the same.

Mayor Butterfield asked for a motion to adjourn. Deputy Mayor Ferguson made a motion to adjourn at 6:13 p.m. The motion was seconded by Trustee Henry. The motion was approved with Trustee Browning, Trustee Gustafson, Trustee Henry, and Deputy Mayor Ferguson, all voting in favor of the same.

Respectfully submitted,

  
Dianne M. Kufel  
Village Clerk Treasurer

