



VILLAGE OF NORTH SYRACUSE
Regular Board Meeting and Annual Meeting
Thursday, July 13th, 2017 @ 6:30 PM
North Syracuse Community Center
700 South Bay Road, North Syracuse, NY 13212

The Village of North Syracuse Regular Board Meeting and Annual Meeting began at 6:30 P.M. with the Mayor Gary Butterfield inviting everyone present to join him in the Pledge of Allegiance.

Swearing in/Oath of Office for: Trustee Chuck Henry and Trustee Ferguson

Judge Bertrand performed the official Oath of Office to swear Trustee Fred Ferguson and Trustee Chuck Henry in as Village Board Trustees for the next 4 years.

Roll Call: Mayor Gary Butterfield, Trustee Fred Ferguson, Trustee Diane Browning, Trustee Pat Gustafson, and Trustee Chuck Henry.

Personnel Present: Village Clerk/Treasurer Kufel, Police Chief Michael Crowell, DPW Superintendent Gary Wilmer, Assistant Chief Casey Daugard, Parks Director Teresa Roth, Village Engineer Amy Franco, and Village Attorney Scott Chatfield.

Personnel Absent: Codes Enforcement Officer (Vacant).

RESOLUTION # 131-17

APPROVAL OF BOARD MEETING MINUTES

Trustee Ferguson made a motion to approve the minutes from the June 22nd, 2017 Board Meeting. The motion was seconded by Trustee Gustafson. The motion was approved with Trustee Browning, Trustee Gustafson, Trustee Henry, and Trustee Ferguson, all voting in favor of the same.

RESOLUTION # 132-17

GENERAL FUND ABSTRACT APPROVAL

Mayor Butterfield stated the large amount is due to PERMA (Workers Comp) and the 1st payment on the new Brush Truck. Trustee Ferguson made a motion to approve the General Fund Abstract #03 in the amount of \$217,325.35 covering Voucher #82 to Voucher #164. The motion was seconded by Trustee Henry. The motion was approved with Trustee Browning, Trustee Gustafson, Trustee Henry, and Trustee Ferguson, all voting in favor of the same.

RESOLUTION # 133-17

SEWER FUND ABSTRACT APPROVAL

Trustee Ferguson made a motion to approve the Sewer Fund Abstract #03 in the amount of



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\$63.00 covering Voucher #03. The motion was seconded by Trustee Browning. The motion was approved with Trustee Browning, Trustee Gustafson, Trustee Henry, and Trustee Ferguson, all voting in favor of the same.

RESOLUTION # 134-17

VET'S MEMORIAL PARK ABSTRACT

Trustee Ferguson made a motion to authorize the Vet's Memorial Park Abstract #03 in the amount of \$29.00 covering Voucher #01. The motion was seconded by Trustee Gustafson. The motion was approved with Trustee Browning, Trustee Gustafson, Trustee Henry, and Trustee 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. The Mayor asked if anyone else would like to speak and no one responded, so he closed Citizens' Voice.

RESOLUTION # 135-17

**DISCUSS/AUTHORIZE THE APPOINTMENT OF CODES
ENFORCEMENT OFFICER EFFECTIVE 7/24/2017**

Mayor Butterfield made a motion to appoint Brian Johnstone to the position of Codes Enforcement Officer with a salary of \$43,000 to be effective 7/24/2017 with a fifty two week probationary period. The motion was seconded by Trustee Ferguson. The motion was approved with Trustee Browning, Trustee Gustafson, Trustee Henry, and Trustee Ferguson, all voting in favor of the same.

RESOLUTION # 136-17

PERSONNEL APPOINTMENT(S)

The Mayor made a motion to appoint all of those appointments on the list (below) as presented for the 2017-2018. The motion was seconded by Trustee Browning. The motion was approved with Trustee Browning, Trustee Gustafson, Trustee Henry, and Trustee Ferguson, all voting in favor of the same.

Annual Meeting Information - 7/13/17

Personnel Appointments:

Trustee Ferguson appointed as Deputy Mayor
Historian – Alfred W. (Bill) Ferguson



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Director of Parks and Recreation – Teresa Roth (no harm no foul to reappoint but not legally required)
 Codes Enforcement Officer – Brian Johnstone (no harm no foul to reappoint each year but not legally required)
 Village Clerk-Treasurer – Dianne Kufel (no harm no foul but only every 2 years)
 Deputy Village Clerk –Treasurer – Diane Ilacqua (no harm no foul but only every 2 years)
 DPW Superintendent – Gary Wilmer (depends on date this position was created – no harm/no foul to reappoint)
 Police Chief – Michael Crowell (no harm no foul to reappoint but not legally required)
 Signatories-Mayor, Clerk/Treasurer, Dep. Clerk Treasurer
 Attorney – Scott F. Chatfield
 Engineer – CHA (CHA)
 Official Newspapers – Eagle Newspaper (Star Review) and Post Standard
 Depositors – M&T Bank, Solvay Bank
 Official Insurance Co. – Eastern Shores – NYMIR and PERMA for W/C
 Village Auditors – The Bonadio Group and Michael Benn and Company (LOSAP)
 Acting Village Justice – William Bradt
 Court Clerk – Cindy Goodman

Policies/Handbooks-

Emergency Operations Plan

Procurement Policy/Personnel Policy – Same as last year

Fund Balance Policy – Same as last year

Investment Policy – Same as last year

Mileage Reimbursement Federal Rate (IRS) .535 cents per mile as of Jan. 1st. 2017

Board Meeting Dates – 2nd Thursday of each month @ 6:30 PM and the 4th Thursday of each month @ 4:30 PM at the Community Center unless otherwise noted.

Standard Work Day – Clerk-Treas./Dep.Clerk-Treas. F/T P/T	7 Hours Standard Work Day
Codes Dept. FT PT	7 Hours Standard Work Day
Court Clerk	8 Hours Standard Work Day
DPW-Highway Dept. Firehouse Caretaker	8 Hours Standard Work Day
Elected Officials	6 Hours Standard Work Day
Parks Dept. (Inc. Clerical/Seasonal FT PT)	7 Hours Standard Work Day
Police Off/Dispatch Aids/Admin Aid	
Incl. Part Time Officers	8 Hours Standard Work Day



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Audit Committee – **Trustee Diane Browning** and Clerk-Treasurer Dianne Kufel

Liaison Appointments:

Zoning Board of Appeals – Trustee Diane Browning Fire Dept.-Mayor Gary Butterfield
Planning Commission – Trustee Chuck Henry Parks – Trustee Pat Gustafson
Public Safety (Police) – Dep. Mayor Fred Ferguson Codes Dept. – Trustee Chuck Henry
Clubs and Organizations – Dep. Mayor Fred Ferguson DPW Highway – Trustee Browning

Chamber of Commerce – Mayor Gary Butterfield

Planning Commission:

Chairman

Gregg Lancette **NEW TERM** 3 Year Appointment Expires 7/01/2020

Members

Jeff Bachstein 3 Year Appointment Expires 7/01/2018
Paul Kolodzie 3 Year Appointment Expires 7/01/2018
Emily Sharp 3 Year Appointment Expires 7/01/2019
Vera Desimone **NEW TERM** 3 Year Appointment Expires 7/01/2020
Casey Daugard 3 Year Appointment Expires 7/01/2019
Fred Wilmer 3 Year Appointment Expires 7/01/2019

Alternate

Mayor and Chairman to search for an alternate

Zoning Board of Appeals:

Chairman

David Robinson (filling vacancy of J. Baker) 5 Year Appointment Expires 7/01/2020



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Members

Jeff St. Germain (filling vacancy of L. Alteri)	5 Year Appointment Expires 7/01/2018
Gloria Mitton	5 Year Appointment Expires 7/01/2021
Jack Gaiser	NEW TERM 5 Year Appointment Expires 7/01/2022
Judy Hamel	5 Year Appointment Expires 7/01/2020

Alternate

Hugh Williams 5 Year Appointment Expires 7/01/2021

Committee Appointments:

Public Safety Committee Members:

Dep. Mayor Fred Fergerson	Police Chief Michael Crowell
Ray Sharp	Codes Enf. Officer – Brian Johnstone
Jack Gaiser	Fire Chief Chris Strong
DPW Superintendent – Gary Wilmer	Parks Director – Teresa Roth

Disaster Plan Committee Members

Mayor Gary Butterfield	Dep. Mayor Fred Fergerson
Dianne Kufel – Clerk Treasurer	Fire Chief Chris Strong
Codes Enf. Officer – Brian Johnstone	Police Chief Michael Crowell
Matthew Conti – Director of Transportation	Evan Grenier/Operations – NAVAC

MS-4/Stormwater Compliance Committee

Mayor Gary Butterfield
Chairman of Planning Commission Gregg Lancette
Codes Enf. Officer – Brian Johnstone
Village Attorney – Scott Chatfield
Village Engineer – Kristy Harris
Village Clerk/Treasurer Dianne Kufel
DPW Superintendent – Gary Wilmer



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Board of Ethics:

Mayor Gary Butterfield
 Raymond Holbrook
 Robert Maloney
 Christiane DeRosa
 Amy Maggiolino

***Housing Authority Members:**

Chairman Pat Ferguson		Renew in 2019
Ernest Wass		Renew in 2018
Bradford Hunt		Renew in 2020
Diane Browning		Renew in 2021
Pat Gustafson	NEW TERM	Renew in 2020

Annual Public Comments on MS4:

Separate Resolution for date and time of annual meeting.

RESOLUTION # 137-17

SCHEDULE DATE PUBLIC COMMENTS FOR MS4

Mayor Butterfield made a motion to schedule the meeting next year for the Public Comments on the MS4 - second meeting in May 2018 - which is May 24, 2018. 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.

OLD BUSINESS:

RESOLUTION # 138-17

RESCIND TOWN OF CLAY ANIMAL CONTROL AGREEMENT

Trustee Gustafson made a motion to rescind our existing Agreement with the Town of Clay for Dog Control Services. 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.



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RESOLUTION # 139-17

PROPOSAL FOR DOG CONTROL SERVICES-SPCA

Trustee Browning made a motion to enter into an agreement with the SPCA for Dog Control Services at \$4,000 per year; to be prorated for this year effective 7/14/2017. 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.

DISCUSS AARP GRANT SUBMITTAL

Mayor Butterfield explained the opportunity for \$50,000 Grant from the AARP to open up the "bottle neck", at Church Street near the Community Center, onto South Bay Road with a right turn only. He continued mentioning tractor trailers that come into the 100 block of Church Street to service a couple of businesses have a difficult time turning around. He stated if we are fortunate to win the grant then we can do some engineering to fix it. Mrs. Franco stated that they had talked about this at the last meeting as well. She continued so that is what we are going to move forward with for that grant that has to be done by November 1st, 2017; so there is a quick turnaround on that. She stated they should let us know by the beginning of August between the 7th and the 14th of month if you do get the money. The Mayor stated we have already authorized CHA to apply for the grant. The Mayor stated that there is a question about what happens to the parking lot at the Community Center. He continued they are looking to have it engineered, so that people exiting this parking lot do not scoot out onto Church Street to try and get out that way. The Mayor stated that there is a little building here on the corner that we are discussing with the owner about acquiring that. He continued it would clean up this corner and make it look better.

NEW BUSINESS:

RESOLUTION # 140-17

DISCUSS/AUTHORIZE WALKER WILDLIFE AGREEMENT

Deputy Mayor Ferguson made a motion to authorize the Mayor to sign the new modified agreement with Walker Wildlife that makes changes to his 2015 agreement which shadows the same dollars and procedures as used in the Town of Salina. The motion was seconded by Trustee Henry. Trustee Gustafson asked for an explanation as to why the dollar amount appears to have doubled. Deputy Mayor Ferguson stated it is \$20 more. Mike Walker stated the residents in the Village are refusing to pay him the \$20; they hide on him after he sets the trap, they are gone or give him a hard time. He explained after having a meeting and discussing it he is doing it the way it has worked well in the Town of Salina. The first call the Village will pay \$85 for and then any additional calls the resident will



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come into Village Hall and pay that \$20. Deputy Mayor Ferguson clarified that the \$20 stays with the Village. The motion was approved with Trustee Browning, Trustee Gustafson, Trustee Henry, and Deputy Mayor Ferguson, all voting in favor of the same.

RESOLUTION # 141-17

DISCUSS/AUTHORIZE FULL-TIME CLERK THROUGH STAFKINGS PERSONNEL AGENCY

Trustee Henry made a motion to authorize hiring the Stafkings Personnel Agency to provide the Village with a full-time Clerk for a minimum of 400 hours at \$18 an hour to Stafkings through the Accounts Payable; not on payroll and they will pay the employee while Stafkings will carry the insurance and if we choose to turn that into a permanent situation we can. 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 #142-17

DISCUSS/AUTHORIZE HIRING OF (2) SUMMER CAMP STAFF MEMBERS

Deputy Mayor Ferguson made a motion to authorize the following changes: the hiring of Anna Marie Sallis as a fill-in Recreation Aide at an hourly rate of \$9.70, the hiring of Tevor Kruger as a Recreation Aide at an hourly rate of \$9.85, and a pay increase of \$.25 to Arden Carrow bringing her to \$10.00 per hour. 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 #143-17

DISCUSS/AUTHORIZE CHA AGREEMENT EFFECTIVE 6/01/17-5/31/2018

Trustee Henry made a motion to authorize the CHA Agreement effective 6/01/17-5/31/2018 with the rates the same as last year. 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.

DISCUSS/AUTHORIZE COPIER AGREEMENT-VILLAGE HALL

The Mayor stated we are tabling the Copier Agreement, because we are still reviewing proposals and will take this up at our next meeting.



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DISCUSS/AUTHORIZE COPIER AGREEMENT-POLICE STATION

The Mayor stated we are tabling the Copier Agreement, because we are still reviewing proposals and will take this up at our next meeting.

RESOLUTION #144-17

**DISCUSS/AUTHORIZE THE MAYOR TO SIGN NSCSD-FUEL
AND WASH AGREEMENT: 08/01/17-7/31/18**

Trustee Henry made a motion to authorize the Mayor to sign the NSCSD-Fuel and Wash Agreement effective from 08/01/17-7/31/18. 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 #145-17

**DISCUSS/AUTHORIZE MAYOR TO SIGN NSCSD-BURNELL
PARKWAY STRIP AGREEMENT: 08/01/17-7/31/18**

Deputy Mayor Ferguson made a motion to authorize the Mayor to sign the NSCSD-Burnell Parkway Strip Agreement effective 08/01/17-7/31/18. 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 #146-17

**DISCUSS/AUTHORIZE CONSULTANT FOR THE TRANSPORTATION
ALTERNATIVES PROGRAM GRANT**

Deputy Mayor Ferguson made a motion to engage CHA as our Consultants/Engineer for the TAP Grant Project. 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.

ATTORNEY REPORT: He stated as the Board may recall we authorized the renewal of the lease with Crown Castle. He reported that they finally got that lease in; he has reviewed it and placed it on the Mayor's desk for execution. He continued the terms were as described to you previously including the sign up bonus. He stated the increase in monthly payments which commences in sixty days after the execution of the agreement. The Mayor stated it has been signed.

ENGINEER REPORT: She thanked the Board for the TAP Award; it is very much appreciated and humbling.



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DEPARTMENT HEAD REPORTS:

Police Department: He stated he is happy to report that the background investigation on our new police officer/employee is completed. He went to psychologist yesterday and passed that without an issue. He is getting finger printed on Saturday and certainly by the next Board meeting he will have a recommendation, so that we can give an offer for employment.

Fire Department: Assistant Chief Daugard stated since the last Board Meeting they have responded to 59 calls, so it has been kind of busy for us the last few weeks. He explained one of the calls was an incident on Ferguson and he wanted to recognize the Police Department as they responded as well. He continued while they were still being dispatched the Police Department were on the scene giving us a report already on the conditions of the fire. In addition to that they were parked at least three houses away on each side; a lot of time police cars get in there and block a fire engine from getting in so he just wanted to recognize them for that.

Public Works Department: He stated that they are in the process of putting up the new Village signs. The Mayor commented for those that are not aware, sometimes people drive by and do not notice them; but we have five new signs. He stated that he is not sure if they are going to put them in five locations; they may save one for reserve. He continued on the south end of the Village there is a new sign on Rt. 11 and South Bay and on the Rt.11 and South Bay on the north end. He stated we were thinking about putting on one on the entrance over by Church Street, but we do not own that lot; piece of pie, so we are thinking about maybe moving it down closer to Meals on Wheels or just save it in reserve. He stated the new signs look great. The Mayor continued describing the post design that DPW came up with, he really likes.

Parks and Recreation Department: She stated a lot is going on in the Parks Office. She continued we have had three of our summer concerts, but still have six more. She stated that they have finished three weeks of the seven week program and we have about 160 kids that are registered in that program. She continued we finished the first session of swim lessons, the second session starts next week and we have about 90 kids registered for that. She stated there are some trips coming up for the seniors and that program is going real well. She continued there is a Driver's Safety Course coming up later this summer; if anyone wants to sign up for that, they can contact the Parks' Office. She stated that they have issued a lot of pool passes even though the weather has not been really hot; but still come by their office to have those made up, if you are interested. The Mayor stated we did get approved an award to renovate this building and it was supposed to happen this year, but he thought it would probably run into next year. He clarified that we have not really received anything that the official funding is available. Parks Director Roth stated that she thinks that it will



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still happen this year. She continued they told her that they could not give her a timeline of when it will happen. She explained it is to replace the flooring downstairs, get a commercial refrigerator, repair some of the windows, replace one of the doors, do some efficiency type stuff like blown insulation, and stuff for this building. She commented it will be a nice addition; the floor needs to be replaced downstairs and the windows repaired, but that will be a big thing. She stated she is hoping fall or early winter.

Codes Department: No report.

Clerk-Treasurer: She reported that she tried to follow up with Computel, the company looking at our Utility bills, gross receipts tax, cable and telephone bills, because it has been quite some time since they reached out with an update. She stated that he sent her quite an informative email and they are making progress, but are not done yet. She continued it is definite that we will be owed money; definitely from the Verizon Gross Utility Receipts Tax. She stated that they are still awaiting Time Warner, and Charter from some information there. She commented in any effect it looks positive that we will receive some revenues once completed.

DEPUTY MAYOR-TRUSTEES REPORT:

Trustee Henry: He stated today he starts his tenth year officially on the Board. He shared that he was very excited and looked forward to the next four years.

Trustee Browning: She congratulated our new Codes Officer, and shared she was in on the interviewing process and feels he will be a great.

Trustee Gustafson: She welcomed the new Codes Officer to our little family and she stated she looks forward to working with him.

Deputy Mayor Ferguson: He also welcomed the Codes Officer to the organization. He informed him of the next meeting with him will be the Public Safety Committee Meeting on September 11th, 2017 at 4:00 p.m. downstairs; you are part of that committee as are many people in this room.

MAYOR'S REPORT:

The Mayor welcomed the new Codes Officer as well. He stated he had been doing many things are temporary duty and he looked forward to the Codes Officer taking over this task. He stated the



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Regreening on Main Street update is St. Rose as you will notice, the porous paving has been placed. He spoke of the last Saturday that it was raining real hard and they had finished the paving about two days before. He stated he drove up and down Rt. 11 and that was the only spot where there were not any puddles on the sides of the road. He continued we are still waiting for a change order from the contractor to continue on some more work that we have identified and we have money for to have done; we are just waiting for the change order so he can go to work. The Mayor stated next Wednesday there is another Mayors and Supervisors Meeting being held in the Village of Liverpool, on the consolidation efforts from the county by way of Albany. He continued he will be attending another Mayors and Supervisors Meeting only on August 2nd, 2017 over there to further discuss what we are supposed to do. He stated that we have several people that want to put up some signs that are in process, so our Sign Committee will be looking into some changes that we need to make now that we have a new Codes Officer we are going to move ahead with our changes to Codes regarding the signs. He continued a word to the Community there have been several Coyote sightings including one in his yard a week ago, one by Heritage Park and another by Toll Road Park; be alert and use caution.

Mayor Butterfield asked for a motion to adjourn. Trustee Browning made a motion to adjourn at 7:07 p.m. 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.

Respectfully submitted,

Dianne M. Kufel
Village Clerk Treasurer

