



## VILLAGE OF NORTH SYRACUSE

### *Regular Board Meeting*

Thursday, November 9, 2017 @ 6:30 PM  
North Syracuse Community Center  
700 South Bay Road, North Syracuse, NY 13212

The Village of North Syracuse Regular Board Meeting began at 6:30 P.M. with the 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, Codes Enforcement Officer Brian Johnstone, DPW Superintendent Gary Wilmer, Parks Director Teresa Roth, Village Engineer Amy Franco, and Village Attorney Scott Chatfield.

**Personnel Absent:** Fire Chief Chris Strong and Police Chief Michael Crowell (Vacant/Resigned).

### RESOLUTION # 201-17

### APPROVAL OF BOARD MEETING MINUTES

Deputy Mayor Ferguson made a motion to approve the minutes from the October 26<sup>th</sup>, 2017 Board Meeting. 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 # 202-17

### GENERAL FUND ABSTRACT APPROVAL

Deputy Mayor Ferguson made a motion to approve the General Fund Abstract #12 in the amount of \$138,174.89 covering Voucher #606 to Voucher #652. 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 # 203-17

### SEWER FUND ABSTRACT APPROVAL

Trustee Gustafson made a motion to approve the Sewer Fund Abstract #12 in the amount of \$63.00 covering Voucher #09. 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 # 204-17

### VET'S MEMORIAL PARK ABSTRACT APPROVAL

Deputy Mayor Ferguson made a motion to approve the Vet's Memorial Park Abstract #12 in the



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amount of \$87.00 covering Voucher #02 and #03. 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 # 205-17**

**BUDGET TRANSFER(S)**

The Mayor explained the transfer of monies are to do additional enhancements at Comm. Ctr. as part of grant/renovation project with payroll funds not used in Parks Dept. 2017. Trustee Henry made a motion to approve the budget transfer for \$7,000 from A7180.12 Pool Payroll Labor and \$5,000 from A7110.13 Parks Laborer Payroll to increase A7181.28 Equipment-Comm. Ctr. Grant by a total of \$12,000. 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 # 206-17**

**BUDGET TRANSFER(S)**

The Mayor explained that the Village had originally disbursed a check in last year's budget for painting of the overhead doors at Station 1. It was determined that this was not necessary after all. The check was hence voided and the monies were returned to the General Fund. It since was revisited and the work was done and subsequently another check was cut this abstract. Deputy Mayor Ferguson made a motion to approve the budget transfer for \$1,200 from A1990.4 Contingency Fund to increase A3410.200 Overhead Doors. The motion was seconded by Trustee Browning. Much discussion took place regarding why if this was approved and then voided last year - why it was before the Board again. Village Clerk-Treasurer Kufel explained the original check was cut in May 2017 for \$1,600, held until August, and subsequently voided due to the Fire Chief instructing us to void it that it was not a necessary expenditure. She continued the check was voided and added to the General Fund Balance due to the closing of the books. Fire Chief Strong provided a new requisition for \$1,200 due to the scope of work being less but it was now necessary; stated he did not have it in his budget and requested the Village to provide the funding. Trustee Browning stated she wished there was someone present from the Fire Dept. to answer these questions. Deputy Mayor Ferguson asked if it could come out of the Fireman's Association. The motion was denied 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. Ms. Tansey of 38 Devonshire Road spoke of an existing problem with the easement and standing water



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that does not drain, so she cannot use her backyard or put her dogs out in it. She stated over the years she had meetings with the Mayor at the time, the Village Attorney and the DPW Superintendent and they walked the affected areas. DPW Superintendent Wilmer was aware of the easement problem and having been in contact over the years. She also spoke of the ponding as being a breeding ground for mosquitos that last most of the year.

Mrs. Merluzzi of 109 Aspenwood Circle spoke of the previous contact as well. She spoke of the Village using a Bobcat to level and reseed the topsoil; which did not help. She stated this effects six of the neighbors the yards which have become pitted and some have standing water a foot deep; this year there is standing water all the way to her house. Mrs. Merluzzi stated we still have mosquitos right now and it is not just dawn to dusk, it is all day long.

The Mayor thanked the ladies and stated he would ask the DPW Superintendent and the engineer to look at it. The Mayor continued he was sure that the Board was with him on this, and they would do what they could to get it to drain as long as there was a positive pitch to get the water to go somewhere. He asked Mrs. Merluzzi's for her permission in case they should they need to go outside the easement to do work to try to resolve the drainage problem. She stated it was fine, but warned it is very pitted, so someone could easily turn an ankle. Ms. Tansey asked how long it would be before they might investigate and they would hear something. The Mayor stated it would be within the next few months before Superintendent Wilmer retires. The Mayor asked if anyone else would like to speak and no one responded, so he closed Citizens' Voice.

**OLD BUSINESS:**

**RESOLUTION # 207-17**

**DISCUSS CODE MODIFICATION OF FREE STANDING/MONUMENT SIGNS  
IN C-2, C-2A, C-3-SET PUBLIC HEARING/DISCUSS CODE MODIFICATION  
OF ELECTRONIC SIGNS-SET PUBLIC HEARING/DISCUSS CODE  
MODIFICATION OF STORAGE TRAILERS-SET PUBLIC HEARING**

Deputy Mayor Ferguson made a motion to set a public hearing to discuss the following Code modifications that will be done in one local law: Freestanding/Monument Signs in C-1, C-2, C-2A, C-3, Electronic Signs, and Storage Trailers on Tuesday, November 21<sup>st</sup>, 2017 at 4:29 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.

**RESOLUTION # 208-17**

**DISCUSS/APPROVE TAP GRANT MOTION-ENG.  
FEES EXCEED ALLOWABLE BY \$30,444**



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Deputy Mayor Ferguson made a motion to approve the cost of the survey which CHA subcontracted out in the amount of \$30,444 to be absorbed as a part of the construction costs leaving a construction balance of \$1,037,159. 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.

**NEW BUSINESS:**

**RESOLUTION #209-17**

**APPROVE/DISCUSS THE APPOINTMENT OF DPW  
LABORER-P. FERSTLER**

Trustee Gustafson made a motion to approve the appointment to hire Peter Ferstler for the position of full-time Laborer I. at a rate \$24,960 annually to begin as of November 27<sup>th</sup>, 2017 pending the pre-employment drug test. The motion was seconded by Deputy Mayor Ferguson. The motion was approved with Trustee Browning, Trustee Gustafson, and Deputy Mayor Ferguson, all voting in favor of the same.

**APPROVE/DISCUSS FUND BALANCE POLICY**

Mayor Butterfield stated the Board has received the Policy that is already in place. He stated there was a webinar that he sat in on to see what we have to do or should be doing. He continued it was informative and we are up to speed already with our fund balances. He shared there are different types of Reserves, Appropriated Fund Balance and Restrictive Fund Balance. He spoke of the pension smoothing whereas we currently appropriate fund balance for a portion of, that actually Mayor Atkinson put into place a few years ago and we are still doing that. He continued that there are not many Villages that have a fund balance policy and we have it right and have one in a place. Village Clerk-Treasurer Kufel stated we have had it for about three years and it was a recommendation from the comptroller's office. She explained she kind of shadowed some others, but basically it says that we will not be using the Fund Balance to balance the budget. She continued that basically we strive to add something to the Fund Balance every year from savings from line items if at all feasible. She stated it talks about the two Fund Balances that we have, one in the General Fund and one in the Sewer Fund. She continued this is something that is in our annual meeting when we do all the appointments; this is one of the Policies that are approved at that time and if we wanted to make modifications that would be the best time. The Mayor stated one of the things that the seminar did caution against is the process of inflating your budget every year, so you can appropriate money into a Fund Balance; they stated do not do that. However, the Mayor stated if you want to put Contingency in your budget as a line item you can.



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**RESOLUTION # 210-17**

**CNY STORMWATER COALITION FOR 2018**

Mayor Butterfield acknowledged that the Board received the new agreement for 2018. He explained that this annual agreement with the CNY Regional Planning and Development Board enables the Village to comply with the mandated requirements that we face and the global assistance of 27-30 other municipalities whereas they all group together to ease the burden of the cost. He referenced that the \$3,600 fee is based on the average of how many municipalities are in the coalition. Mayor Butterfield stated that he feels that we need to pay this as this service is valued and we need their expertise. Deputy Mayor Ferguson made a motion authorizing the Mayor to sign the agreement with CNY Stormwater Coalition for \$3,600 covering January 1, 2018 thru December 31<sup>st</sup>, 2018. The motion was seconded by Trustee Henry. The motion was approved with Trustee Browning, Trustee Gustafson, and Deputy Mayor Ferguson, all voting in favor of the same.

**ATTORNEY REPORT:** He spoke of 209 Herman Dr. where there was a neighbor dispute over a fence and a citation was issued, because it enclosed a pool and it was not enclosed. He continued we went to trial on Monday and we got that resolved. He stated we got her to plead guilty and came up with a resolution that was approved by the court. He stated the Codes Officer just informed him that she did what she needed to do the next day. He spoke of another case that he would not go into any great deal on, but it is one that you are going to hear more about that is on Chestnut Street. He stated it is a problem that will be going through the court has a residence that was built over the top of a garage illegally and improperly. The Codes Officer has some concerns with respect to health/ safety requirements as it relates to the structure at present. He stated he obtained the consent of the property owner to allow the Codes Officer to set up an appointment to go in and inspect, identify what needs to be done and as a minimum what needs to be done to make it at least safe.

**ENGINEER REPORT:** She stated the final punch list for McGinnis was sent out, as you may have seen today. She continued they have very little left to address; just their paperwork to submit for closeout on their end and hopefully by the end of the year they will send in their final bill for that. She stated a couple of grant opportunities that did not happen, but she was sure that the Mayor would speak on that.

**DEPARTMENT HEAD REPORTS:**

**Police Department:** No Report (Vacant/Resigned).

**Fire Department:** No Report (Absent).

**Public Works Department:** He stated guys are still busy doing the leaf pick up, brush pick up and



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heavy trash. He continued we are going to change our Bulk pickup limiting from March to October as in November they are really busy with a lot of different things with the Christmas lights and winterizing parks; we just do not have enough time to do all the Bulk pickup at the same time. He stated that they are pretty much all set for any snow that comes now and we are kind of hoping for a little bit, but not too much to move.

**Parks and Recreation Department:** She stated the construction has started at the Community Center, so if you have not noticed take a peek on the flooring downstairs, because it is also the same up here in the kitchenette and the bathroom which finished Tuesday. She continued the new carpeting was just put in this afternoon. She went on window sills will be done later this month. She thanked the DPW and the Mayor for helping to organize that in the last two weeks. She stated we still have some finishing touches; they hung up the coat racks. She continued we have a Driver's Safety Course coming up which we still have room in if anyone wants to sign up for that. She stated that the Halloween Party went very well; she did not have a number for that, but the event itself went really well. She sent notification out this week about the Holiday Parade, the Village Parade is scheduled for December 3<sup>rd</sup> and we are gearing up for that. She stated we had the parks winterized and the water shut off yesterday, so that is good to go over the winter.

**Codes Department:** He stated to continue on what Attorney Chatfield had started the Board sent a letter 120 Wilshirl Drive for the trees in the back in late August; sixty days had gone by and they had not done anything with the trees, but promised him that they were going to be taking them down every time that he called. He continued on October 29<sup>th</sup> we had that storm roll through; the tree broke and fell at 5:00 a.m. on the properties at 31 and 33 Lee Terrace. He stated it took down a gazebo, and fence; after calling them every day finally a tree guy was there today cutting it down and they will be there all day tomorrow to get them both down. He commented ten days after it happens is quick in their eyes. He shared the company that owns the property is in California, so he does not feel they see it as an issue for them. He continued as for the two builds that are going on: they have closed up the Fed-Ex portion of the build at Maine's, but the other side still does not have windows and doors in it. He went on the Fed-Ex portion is insulated, rocked, has power; their moving right along on that side, but the other side is not as pressing as he does not have a tenant for that side yet. He stated that we all have heard that Maine's is leaving and he is looking to change the sign; he has another grocer coming in, and we will reveal that when he changes the sign. He updated the project at the old Dollar Store, now has the windows and doors on that went in this week, so that is now all sealed. He went on the all the framing is done and they are going to start insulating and rocking probably next week. He stated the parking lots for both are done; this one is done at the Dollar Store and they have got binder down at the other one and it is all closed going from Rt.11 to the school with fence. He shared the Planning Board is going to be busy the next two months as the following



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will be going: Napa of 605 N. Main St. for the sign, so after we change the sign code they will be allowed to put up a new pole sign out in front of the Napa. He continued this month we have Don Metz of D. & L. Manufacturing at 340 Gateway Pk. Dr. is coming as he has exceeded his Sunset Clause for any work as they did not have the funds to do it. He stated apparently business is good now, so they are coming to the Board to ask for an extension, so they can start doing their parking lot and then next year their second building. He continued another one that is coming up that is at the corner of Bear Rd. and North Main St. is Firehouse Subs of 805 N. Main St. and they will be going to the Planning Board on December 21<sup>st</sup>.

**Clerk-Treasurer:** She stated she passed out copies of the last financial statement for the Village for FY 5/31/2017. She went on in summary the main focus is on the first few sheets where it shows what the fund balance is for the General Fund which is \$685,000 and then we also have in Reserves \$122,000 Restricted Funds and additionally we have allocated about \$80,000 towards the budget we are in right now. She stated that includes the Pension Smoothing and a couple of capital improvements that we chose to take out of the fund balance; it is healthy. She continued we are also doing the LOSAP Service Award Program that is showing the asset that we are carrying in the Trust & Agency Account. The Sewer Fund that has about \$681,000 in its fund balance. She welcomed any questions if anyone had any. She went on the other thing is she updated the L.E.D. Lights again and we are at a savings now for six months of \$12,000 over last year, so it is probably going to amount to over \$24,000 for the year. She stated that the county sent her an email asking her to provide them with information as a "sample" so to speak that has already initiated this program, and she is getting some information from DPW Superintendent Wilmer; they want to know what the cost is in changing to the L.E.D.'s and she is giving them some information that they can pass on to others. She shared that Excellus Blue Cross increased their rates 9.1% this year, so she has notified the DPW that they are going to have some increases in their deductions. She stated also with the negotiated contract they are going to be contributing a little bit more towards the increase too. She continued this also impacted a few of the retirees too, so that has gone out to them.

**DEPUTY MAYOR-TRUSTEES REPORT:**

**Trustee Henry:** No Report.

**Trustee Browning:** No Report.

**Trustee Gustafson:** She commended Parks Director Roth on the floor; it is absolutely amazing.

**Deputy Mayor Ferguson:** He stated on Monday, December 4<sup>th</sup>, the day after our parade is the next Public Safety Meeting at 4:00 P.M. downstairs and he has a ton of stuff for that meeting. He



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continued we may actually have to limit the time talking for the general public; we have at least three or four complaints and one is going to have to be acted on with some rerouting in the Village. He reminded that there is no on street parking after November 15<sup>th</sup> until April 15<sup>th</sup> in the Village from 1:00 a.m. to 6:00 a.m. and if you are in Cicero it is to 8:00 a.m. and he did not get Clay inside the Village.

**MAYOR'S REPORT:**

Mayor Butterfield stated he had a meeting with the Land Bank which is Countywide and we sent a letter to Joanie Mahoney about six properties in the Village. He continued and what our intention is if we allow the Land Bank to acquire them we stand a better chance to have something happen. He stated they sent a follow up email asking if we had any brownfield sites. He continued the former Mobil station on Rt. 11 is brownfield, so we communicated to them about that and we are waiting to hear about any possibilities. He went on over all the Codes Officer just updated him that we have 36 vacant properties in the Village. Trustee Browning asked for a Village this size is that good. Mayor Butterfield answered for a Village this size we really do not want any, but the total count of properties are up there so he did not think that we are in bad shape. The Mayor stated he did not remember what the total parcel count was. The Village Clerk-Treasurer stated she would guess it is either 2808 or 3202. The Attorney stated your population is like 7,000 and the Mayor stated it was 6,800. The Mayor stated NYCOM is having a meeting on November 13<sup>th</sup> in Albany and he is not sure if anyone will be attending. He continued he and Engineer Franco will be attending a SMTC Planning Meeting on November 13<sup>th</sup> at 10:00 a.m. regarding the Rt.11 and Bear Road corner. He went on the two properties that are there cannot stand on their own, so after doing some investigation the Bear Road Extension is a state road with a limited access highway. He stated he has lobbied to get a right turn only out of those two properties, so they can get on those properties, so they could get on to 481. He commented interestingly he and Engineer Franco went over to Assemblyman Stirpe's Office on Monday to talk about another grant opportunity. He stated they kind of reached out to us to come over to visit them and that is about monies available; we pitched opening the end of Church Street – and the reformation of a municipal parking lot behind the Grotto. He continued the minimum grant was for \$50,000 and we are at \$60,000, but then the Assemblyman brought up that corner up by Bear Road. The Mayor stated that he shared that they are trying to see what they can do and the Assemblyman asked him to find out about the cost of the old Mobil station. He stated that Engineer Franco and he left that meeting feeling pretty good about the chances of us getting some money from the Assemblyman; it sounds like he likes the Village of North Syracuse. He went on to say we did not get grant monies for Restore NY for Stickley and the Bowling Green properties; they were looking for vacant buildings and never one of those are vacant. The Mayor gave an update on the search for the Police Chief position stating the former Police Chief Crowell put together a team who did the interviews and they had a recommendation for us. He continued he wanted to set up an interview





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and have Police Chief Crowell come back, so they could do one more interview; based on that interview, we will probably make an offer. He stated he did not want to mention names yet, but there is a clearly a candidate that stands above the rest. He continued he hoped by next meeting we will have a name. He commented our current interim chief is enjoying himself and he stated this is a breath of fresh air. He continued he has been busy, because of what is happening down at the county, so he is here; then he will go to his real job and come back. He stated the Village Offices are closed tomorrow in honor of Veteran's Day. He continued that many of the people that have responded to the website poll question are not aware that we are going to be repaving Chestnut Street, so he commented he does not know we get the information out; it has been in the news. Village Clerk-Treasurer Kufel stated the total was 32; 25 did not know and 7 do know.

Deputy Mayor Ferguson made a motion to adjourn at 7:30 PM. 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

