

VILLAGE OF NORTH SYRACUSE

Regular Board Meeting

Thursday, October 11th, 2018 @ 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 asking everyone to join him in the Pledge of Allegiance.

Roll Call: Mayor Gary Butterfield, Deputy Mayor Diane Browning, Trustee Pat Gustafson, Trustee LouAnn St. Germain, and Trustee Art Steere.

Personnel Present: Village Clerk/Treasurer Dianne Kufel, Codes Enforcement Officer Brian Johnstone, DPW Superintendent Ed Ware, Assistant Chief Scott Gratien, Parks Director Teresa Roth, Police Sergeant Jeffrey Tripp, Village Attorney Scott Chatfield and Village Engineer Amy Franco.

RESOLUTION # 180-18

APPROVAL OF BOARD MEETING MINUTES

Trustee Gustafson made a motion to approve the minutes from the September 27th, 2018 Board Meeting. The motion was seconded by Trustee Steere. The motion was approved with Trustee Gustafson, Trustee St. Germain, Trustee Steere, and Deputy Mayor Browning, all voting in favor of the same.

RESOLUTION # 181-18

GENERAL FUND ABSTRACT APPROVAL

Deputy Mayor Browning made a motion to approve the General Fund Abstract #10 in the amount of \$98,615.61 covering Voucher #449 to Voucher #487. The motion was seconded by Trustee Gustafson. The motion was approved with Trustee Gustafson, Trustee St. Germain, Trustee Steere, and Deputy Mayor Browning, all voting in favor of the same.

RESOLUTION # 182-18

SEWER FUND ABSTRACT APPROVAL

Deputy Mayor Browning made a motion to approve the Sewer Fund Abstract #10 in the amount of \$59.50 covering Voucher #9. The motion was seconded by Trustee St. Germain. The motion was approved with Trustee Gustafson, Trustee St. Germain, Trustee Steere, and Deputy Mayor Browning, all voting in favor of the same.

RESOLUTION # 183-18

BUDGET TRANSFER(S)

Trustee Gustafson made a motion to approve the budget transfers from A1990.4 Contingency to increase A3410.445 Bldg. Repairs-Fire Dept. for gutters repaired at Station 1 in amount of \$2,800. The motion was seconded by Trustee Steere. The motion was approved with Trustee Gustafson, Trustee



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St. Germain, Trustee Steere, and Deputy Mayor Browning, all voting in favor of the same.

OLD BUSINESS:

**CELL TOWER REAL PROPERTY TAX BILL-LETTER
SENT-REMAINS UNPAID**

The Mayor stated this is a reminder that the Cell Tower Realty Tax Bill has been sent. He continued it was the Town of Clay Assessor that wanted to tax the Cell Tower at Lonergan Park. He explained in the lease agreement it was mentioned if it was taxed; we would pass the tax bill on, so we have done so. He went on but we have not received a response from the Cell Tower owner, but counsel is monitoring this. He stated it was due on 10/03/2018.

NEW BUSINESS:

**DISCUSS 2019 FIRE PROTECTION PROJECTIONS FOR
CLAY/CICERO-VILLAGES FY 2019/2020**

The Mayor stated the Board received the details of their budget for the upcoming fiscal year. He continued it is an increase to each of 1.9%. He explained the LOSAP is a separate component and that has increased 13%. He stated we are not voting on this; we are just saying it is O.K. to pass on to the towns, because the towns need this for their budgeting purposes as they are on the calendar year. He stated it is just informational, you have had time to review it, so feel free to pass it on to the towns.

RESOLUTION 184-18

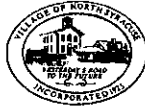
**DISCUSS/APPROVE FULL TIME HIRE C. KLAISLE
AS A LABORER 1-EFFECTIVE 10/15/2018**

Trustee Gustafson made a motion to authorize the promotion of Chad Klaisle for DPW as a permanent full-time Laborer I. effective October 15th, 2018 at \$24,960 per year. The motion was seconded by Trustee Steere. The motion was approved with in Trustee Gustafson, Trustee St. Germain, Trustee Steere, and Deputy Mayor Browning, all voting favor of the same.

RESOLUTION 185-18

**DISCUSS BENCHMARKING ENERGY CONSUMPTION
FOR FUTURE GRANT OPPORTUNITIES**

Trustee St. Germain made a motion to adopt this Benchmarking Energy Consumption Program. The motion was seconded by Deputy Mayor Browning. Trustee Steere asked if it included the street lights and total energy of the Village. Codes Enforcement Officer Johnstone stated it is for Village owned buildings over 1,000 sq. ft. Trustee Steere asked if this is to encourage us to insulate them, install



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L.E.D.'s. or just so we have a record of it. The Mayor stated he was not exactly sure; he thought the lead agency would review the information and if something spikes may ask what you did not do. The motion was approved with in Trustee Gustafson, Trustee St. Germain, Trustee Steere, and Deputy Mayor Browning, all voting favor of the same. (See Exhibit "A"- attached)

RESOLUTION 186-18

DISCUSS/AUTHORIZE THE MAYOR TO SIGN THE AIR SAMPLING PROPOSAL 134 CHURCH ST

The Mayor stated the Board received the proposals from DPW Sup't. from Arctic Enterprises, Inc. and AECC. He continued Arctic suggests a flat budget amount of \$1,200 were as AECC quotes hourly rates/fees only. He opened it up to the Board for discussion. Deputy Mayor Browning made a motion to authorize the Mayor to sign the Air Sampling Proposals for 134 Church St not to exceed \$1,200. The motion was seconded by Trustee Steere. The motion was approved with Trustee St. Germain, Trustee Steere, and Deputy Mayor Browning. Trustee Gustafson – present.

RESOLUTION 187-18

DISCUSS/AUTHORIZE THE MAYOR TO SIGN THE DEMOLITION PROPOSAL FOR 134 CHURCH

Deputy Mayor Browning made a motion to authorize the Mayor to sign the proposal from Asbestos Env. Svcs. for \$15,500 including hauling away. The motion was seconded by Trustee Steere. The motion was approved with Trustee Steere, and Deputy Mayor Browning and Trustee St. Germain. Trustee Gustafson-Present.

CITIZENS' VOICE: The Mayor invited anyone that wished to share concerns or thoughts to address the Board. The Mayor asked if anyone would like to speak and no one responded, so he closed Citizen's Voice.

ATTORNEY REPORT: No Report.

ENGINEER REPORT: She explained the status of Chestnut/Church St. Tap Grant; we have been working those plans with National Grid trying to get them to identify the poles that will be in conflict. She stated anything that is in the Right-a-way is part of National Grid's cost and not an additional cost to the Village. She continued they have identified one pole that does have an underground service which does fall within the Village's cost, of the project cost. She went on to say there are five additional poles that have CATV and telephone risers on them, so they may be considered project cost. She spoke of working with OCWA, receiving their final plans and they are looking at potentially a winter work, but more than likely it will be a spring work. She stated so we are in coordination with them when our project starts because



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we want them to be a little bit ahead of us; as they are going to be digging up pavement and we have been coordinating with them on that timeframe. She added it might just push our starting date out a little bit, but still looking at next summer for that. She continued we have our open house on October 29th, 2018 for the project. She stated we will have some boards up, the Mayor and Dory (CHA Engineer) will probably talk a little bit about the project, but we really want to get some feedback from the public. She continued we will have written comments at that point and an opportunity to drop them at Village Hall, so we get that input; D.O.T. requires that as well for the application. She continued our plan is to get that to D.O.T. by the end of the month to get their review done which takes them a couple of months. The Mayor asked how they were coming on the drawings for the end of Church St. Mrs. Franco stated we are finalizing the specs and feeling out the demolition before; we are ready. She continued we are going to go out to bid over the winter and then that will be ready for spring as well. She spoke of it being close, but not really a big conflict; it will be a different contractor and project. The Mayor stated he would like to see what the DPW can do this fall (in-kind) once we get the building down, then we will have a better idea of where the road goes. Mrs. Franco stated she would print out the plans and go over them with DPW Sup't. Ware to finalize the bid specification.

DEPARTMENT HEAD REPORTS:

Police Department: Sgt. Tripp stated the following:

- 10/3/18 E.O.C. operations briefing and review for Village Board Members and Village Hall Employees; few shortfalls identified in the E.O.C. and are being addressed.
- Participated in NSFD Safety Day; conducted Cars Seat Inspections
- Officer Lostumbo represented NSPD at N. Syr. Applebee's Special Olympics event
- So far in October: 357 total calls for service, 213 property checks, 02 Domestic, 11 Motor Vehicle Accidents, 30 Traffic Stops, 31 Traffic tickets, 2 arrests

Fire Department: Assistant Chief Scott Gratien stated the following:

- He thanked the DPW and Police for their participation in the annual safety day
- For October we have had 27 alarms for service, for the year 706; 67 ahead of last year

Public Works Department: He stated the following:

- They have done 127 tons of heavy trash, 232 loads of brush averaging 6,000 lbs. a load
- They have been helping the departments with many things on their vehicles
- They are getting ready for the fall

Parks and Recreation Department: She stated the following:

- Friday, Oct. 26th at 6:00 PM-Village Halloween Party at St. Rose; taking registration for Village



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youth that wants to sign up for that

- Dec. 2nd is the Holiday Parade
- Is getting quotes to submit for the Heritage Park renovations Grant for \$125,000 with a \$10,000 match- then wait for the O.K. to start, so we can be reimbursed for paving/dog park/ picnic tables and playground stuff

Codes Department: He stated the following:

- Paperwork submitted to NYSERDA for the Charging Station; takes 2 to 4 weeks for O.K. from them for the rebate of \$8,000
- Once approved, we will have the Online Plug-In Stations available in the Municipal Pkg. Lot once the vendor ships the products to DPW, so we can get our part started getting the trenching parking lot and digging hole for footer done
- Once completed their electrician will come out and hook them up
- Tomorrow we have a meeting with Syracuse Haulers to finalize the mailer that is going out to residents about automated trash which will go out next week
- Tote delivery is starting Oct. 22nd and goes for two weeks; automated pick-up starts Nov. 5th

Clerk-Treasurer: She stated the following:

- The Audit is definitely completed
- She is waiting for the AUD notes from the Auditor into the comptroller's office
- Once complete, she will open the new fiscal year books for June, July and August; plans to be caught up with that within 1 1/2 weeks and have sent to Depts.
- 3 more calls on court issues from Troopers regarding background history, for people trying to work at Turning Stone and a lot of inquires with the court now closed, so her time has been a little bit involved in that
- Mayor/Codes Officer will deliver flyers, to go on doors on Church St. and Chestnut St.; letting people know what is going to be taking place here next spring with driveways and road frontage

DEPUTY MAYOR-TRUSTEES REPORT:

Trustee St. Germain: She offered to the help the Village-Clerk Treasurer with what she does not know.

Trustee Gustafson: She thanked the Fire Dept. for a job well done for Safety Day; they enjoyed it. She also thanked them for the raffle she won.

Trustee Steere: He stated the last few reports have quite a few traffic accidents and asked if there was anything we can do; like public information or driver training to help reduce those. Sgt. Tripp stated if



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you look at an entire year; a lot of them are in parking lots where people are side swiping and backing into other people. He continued the other big thing which usually happens on Main St. is rear ends when people are looking off to the side, not paying attention to somebody stopping or pulling in front of them; then just bump right into the back of them. He spoke of them using the grant money to get more patrols out there, handing out flyers and doing Crosswalk Crackdowns a couple of days a month; they have one planned for October 17th again. He stated usually the more tickets issued; the less accidents they see, but the causes vary and there is no specific cause to pinpoint to work on besides overall enforcement. Trustee Steere stated it sounds like you are on top of the issue anyways. Deputy Mayor Browning asked percentage wise how we are compared to Liverpool or Mattydale for number of accidents; above, below or average. Sgt. Tripp stated personal injury accidents are not too high which is pretty good we do not want fatalities or injuries and we do not see a lot of them as many are in parking lots. He continued he did not know the numbers to compare total numbers to other Depts., but he thinks our Dept. usually exceeds most other Villages in total calls for service and pretty close to exceeding some towns. He stated we are busy, but accidents are hit or miss sometimes.

Deputy Mayor Browning: No Report.

MAYOR'S REPORT:

The Mayor stated the next Mayor's Meeting is Wednesday, October 17th to be held at the Town of Geddes with Town Supervisors, Councilmen/women, Trustees and Village Mayors; John Katko is the speaker for the evening. He continued this weekend St. Rose has their Harvest Festival on October 12th and October 13th. He stated JoAnne Mahoney has resigned effective October 31st. He continued Ryan McMahan has been appointed to be the new County Executive. He just had an email correspondence with the new County Executive and we will see what transpires. He stated he knows when he was Chairman of the County Legislature he was a little more sympathetic to the Villages. He stated the pasta night fundraiser for Meals on Wheels is on Thursday, November 1st from 4 to 7 PM. He spoke of having the EOP exercise, so we would know where it is in our Sta. 1. He stated thankfully, because of that we learned some phone lines were out, so they are fixing them. He shared with the court being abolished and no longer having court; although the Village Clerk-Treasurer has some work from old cases that have not been totally taken care of. He explained if somebody needs it for a job and somebody is looking for them then they have to go back into the records; that is something we were not really aware of, but we know how to do and we will deal with it. He stated since we have no court and the office where the court clerk was; it is his intention to turn it into a conference room, gain some space for the Police and their lobby where they can put a drop box for any medications. He added he also wants to put a Handi-cap restroom in the municipal building that currently does not have a Handi-cap bathroom. He stated we will do it with our own forces when DPW has the time; there are no load bearing walls, so it should



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not take too much to do it. He continued we will find the money somewhere. Village Clerk Treasurer Kufel agreed.

Trustee Steere made a motion to adjourn at 6:55 PM. The motion was seconded by Deputy Mayor Browning. The motion was approved with Trustee Gustafson, Trustee St. Germain, Trustee Steere, and Deputy Mayor Browning, all voting in favor of the same.

Respectfully submitted,

Dianne M. Kufel
Village Clerk



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Exhibit "A"

IN THE MATTER

OF

RESOLUTION

**VILLAGE OF NORTH SYRACUSE
ESTABLISHING ENERGY BENCHMARKING
REQUIREMENTS FOR CERTAIN MUNICIPAL
BUILDINGS**

The **VILLAGE BOARD OF TRUSTEES OF THE VILLAGE OF NORTH SYRACUES** in the County of Onondaga, State of New York, met in regular session at the Municipal Building, located at 700 South Bay Road, in the Village of North Syracuse, County of Onondaga, State of New York, on the October 11, 2018 at 6:30 PM.

The meeting was called to order by Mayor Gary Butterfield and the following were present, namely:

Deputy Mayor Diane Browning

Trustee Pat Gustafson

Trustee Artemas Steere

Trustee LouAnn St. Germain

The following resolutions were moved, seconded and adopted:

WHEREAS, buildings are the single largest user of energy in the State of New York; the poorest performing buildings typically use several times the energy of the highest performing buildings—for the exact same building use; and

WHEREAS, collecting, reporting, and sharing building energy data on a regular basis allows municipal officials and the public to understand the energy performance of municipal buildings relative to similar buildings nationwide, and equipped with this information the Village of North Syracuse is able to make smarter, more cost-effective operational and capital investment decisions, reward efficiency, and drive widespread, continuous improvement; and



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WHEREAS, the Village of North Syracuse Board of Trustees desires to use Building Energy Benchmarking, a process of measuring a building's energy use, tracking that use over time, and comparing performance to similar buildings, to promote the public health, safety, and welfare by making available good, actionable information on municipal building energy use to help identify opportunities to cut costs and reduce pollution in the Village of North Syracuse; and

WHEREAS, as such the Village of North Syracuse Board desires to establish procedure or guideline for Vil
NOW THEREFORE, IT IS HEREBY RESOLVED AND DETERMINED, that the following specific policies and procedures are hereby adopted and imposed as active and affirmative financial internal control procedures of the Village of North Syracuse;

BUILDING ENERGY BENCHMARKING POLICY/PROCEDURES

§1. DEFINITIONS

- (A) "Benchmarking Information" shall mean information generated by Portfolio Manager, as herein defined including descriptive information about the physical building and its operational characteristics.
- (B) "Building Energy Benchmarking" shall mean the process of measuring a building's Energy use, tracking that use over time, and comparing performance to similar buildings.
- (C) "Commissioner" shall mean the head of the Department.
- (4) "Covered Municipal Building" shall mean a building or facility that is owned or occupied by the Village of North Syracuse that is 1,000 square feet or larger in size.
- (5) "Department" shall mean the Village of North Syracuse Clerk's Office.
- (6) "Energy" shall mean electricity, natural gas, steam, hot or chilled water, fuel oil, or other product for use in a building, or renewable on-site electricity generation, for purposes of providing heating, cooling, lighting, water heating, or for powering or fueling other end-uses in the building and related facilities, as reflected in Utility bills or other documentation of actual Energy use.
- (7) "Energy Performance Score" shall mean the numeric rating generated by Portfolio Manager that compares the Energy usage of the building to that of similar buildings.
- (8) "Energy Use Intensity (EUI)" shall mean the kBTUs (1,000 British Thermal Units) used per square foot of gross floor area.
- (9) "Gross Floor Area" shall mean the total number of enclosed square feet measured between the exterior surfaces of the fixed walls within any structure used or intended for supporting or sheltering any use or occupancy.



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(11) "Portfolio Manager" shall mean ENERGY STAR Portfolio Manager, the internet-based tool developed and maintained by the United States Environmental Protection Agency to track and assess the relative Energy performance of buildings nationwide, or successor.

(12) "Utility" shall mean an entity that distributes and sells Energy to Covered Municipal Buildings.

(13) "Weather Normalized Site EUI" shall mean the amount of Energy that would have been used by a property under 30-year average temperatures, accounting for the difference between average temperatures and yearly fluctuations.

§2. APPLICABILITY

(1) This policy is applicable to all Covered Municipal Buildings as defined in Section 1 of this policy.

(2) The Commissioner may exempt a particular Covered Municipal Building from the benchmarking requirement if the Commissioner determines that it has characteristics that make benchmarking impractical.

§3. BENCHMARKING REQUIRED FOR COVERED MUNICIPAL BUILDINGS

(1) No later than May 1 every year, the Commissioner or his or her designee from the Department shall enter into Portfolio Manager the total Energy consumed by each Covered Municipal Building, along with all other descriptive information required by Portfolio Manager for the previous calendar year.

(2) For new Covered Municipal Buildings that have not accumulated 12 months of Energy use data by the first applicable date following occupancy for inputting Energy use into Portfolio Manager, the Commissioner or his or her designee from the Department shall begin inputting data in the following year.

§4. DISCLOSURE AND PUBLICATION OF BENCHMARKING INFORMATION

(1) The Department shall make available to the public on the internet Benchmarking Information for the previous calendar year:

(a) no later than September 1 each year for Covered Municipal Buildings; and

(2) The Department shall make available to the public on the internet and update at least annually, the following Benchmarking Information:

(a) Summary statistics on Energy consumption for Covered Municipal Buildings derived from aggregation of Benchmarking Information; and

(b) For each Covered Municipal Building individually:

(i) The status of compliance with the requirements of this Policy; and

(ii) The building address, primary use type, and gross floor area; and

(iii) Annual summary statistics, including site EUI, Weather Normalized Source EUI, annual GHG emissions, and an Energy Performance Score where available; and



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(iv) A comparison of the annual summary statistics (as required by Section 4(2)(b)(iii) of this Policy) across calendar years for all years since annual reporting under this Policy has been required for said building.

§5. MAINTENANCE OF RECORDS

The Department shall maintain records as necessary for carrying out the purposes of this Policy, including but not limited to Energy bills and other documents received from tenants and/or Utilities. Such records shall be preserved by the Department for a period of three (3) years.

§6. ENFORCEMENT AND ADMINISTRATION

(1) The Commissioner or his or her designee from the Department shall be the Chief Enforcement Officer of this Policy.

(2) The Chief Enforcement Officer of this Policy may promulgate regulations necessary for the administration of the requirements of this Policy.

(3) Within thirty days after each anniversary date of the effective date of this Policy, the Chief Enforcement Officer shall submit a report to the Village of North Syracuse including but not limited to summary statistics on Energy consumption for Covered Municipal Buildings derived from aggregation of Benchmarking Information, a list of all Covered Municipal Buildings identifying each Covered Municipal Building that the Commissioner determined to be exempt from the benchmarking requirement and the reason for the exemption, and the status of compliance with the requirements of this Policy.

FURTHER RESOLVED, the Village of North Syracuse Board, in regular session duly convened, does hereby authorize and direct the Mayor or Clerk-Treasurer of the Village of North Syracuse to execute such other and additional documents as may be required for to perfect the resolutions herein;

The adoption of the foregoing Resolution was moved by Trustee LouAnn St. Germain, seconded by Deputy Mayor Browning, and duly put to vote, which resulted as follows:

Deputy Mayor Browning	Aye
Trustee Pat Gustafson	Aye
Trustee Artemas Steere	Aye
Trustee LouAnn St. Germain	Aye

THIS RESOLUTION WAS ADOPTED.



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I, **Dianne Kufel**, Village Clerk of the Village of North Syracuse, **DO HEREBY CERTIFY** that the preceding Resolution was duly adopted by the Village Board of Trustees of the Village of North Syracuse at a regular meeting of the Board duly called and held on the 11th day of October, 2018; that said Resolution was entered in the minutes of said meeting; that I have compared the foregoing copy with the original thereof now on file in my office; and that the same is a true and correct transcript of said Resolution and of the whole thereof.

I **FURTHER CERTIFY** that all members of said Board had due Notice of said meeting.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed

The seal of the Village of North Syracuse this 12th day of October, 2018.

Dianne Kufel

**Village Clerk of the Village of North Syracuse
Onondaga County, New York**

VILLAGE OF NORTH SYRACUSE

REGULAR BOARD MEETING

DATE: Oct. 11, 2018

PLEASE SIGN IN

Name

Address

Scott Gratio

117 Maple Manor Drive

Christopher Strong

202 Lyndhurst Ave
