



## VILLAGE OF NORTH SYRACUSE

### *Regular Board Meeting*

Thursday, November 14<sup>th</sup>, 2019 @ 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 Mayor Gary Butterfield asking everyone to join him in the Pledge of Allegiance.

**Roll Call:** Mayor Gary Butterfield, Dep. Mayor Browning, Trustee LouAnn St. Germain, Trustee Chris Strong, and Trustee Fred Wilmer.

**Personnel Present:** Village Clerk/Treasurer Dianne Kufel, CEO Brian Johnstone, DPW Superintendent Ed Ware, Parks Director Teresa Roth, Dep. Chief Casey Daugard, Police Chief William Becker, Village Attorney Scott Chatfield, Village Engineer Amy Franco, and Sabreen Noel Ben Salem (Intern).

#### **RESOLUTION # 201-19**

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

Trustee Wilmer made a motion to approve the minutes from on October 24<sup>th</sup>, 2019 Board Meeting. The motion was seconded by Dep. Mayor Browning. The motion was approved with Trustee St. Germain, Trustee Strong, Trustee Wilmer, and Dep. Mayor Browning, all voting in favor of the same.

#### **RESOLUTION # 202-19**

#### **GENERAL FUND ABSTRACT APPROVAL**

Trustee Wilmer made a motion to approve the General Fund Abstract #12 in the amount of \$121,538.70 covering Voucher #612 to Voucher #692. The motion was seconded by Trustee Strong. The motion was approved with Trustee St. Germain, Trustee Strong, Trustee Wilmer, and Dep. Mayor Browning, all voting in favor of the same.

#### **RESOLUTION # 203-19**

#### **SEWER FUND ABSTRACT APPROVAL**

Trustee Strong made a motion to approve the Sewer Fund Abstract #12 in the amount of \$121.31 covering Voucher #15 thru #17. The motion was seconded by Trustee Wilmer. The motion was approved with Trustee St. Germain, Trustee Strong, Trustee Wilmer, and Dep. Mayor Browning, all voting in favor of the same.

#### **RESOLUTION 204-19**

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

The Mayor stated to cover unexpected costs for the electric panel box to be replaced at Kennedy Pool. Trustee Wilmer made a motion to approve the budget transfers from A7181.445 Comm. Ctr. Bldg. Maint. to increase A7180.475 Kennedy Pool Bldg. Maint. In the amount of \$600.00. The motion was seconded by Trustee Strong. The motion was approved with Trustee St. Germain, Trustee



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Strong, Trustee Wilmer, and Dep. Mayor Browning, all voting favor of the same.

**OLD BUSINESS:**

**CHURCH ST./CHESTNUT ST.-OCWA: UPDATE**

The Mayor stated they had a meeting two weeks ago with the contractor and OCWA as the weather was starting to leave us and asked are you sure that you are going to finish on Chestnut St., because there are quite a few loose ends that need to get tied up. The Mayor continued to say he assured me that they would. He stated this weather that we have had the past few days has been detrimental, but they are working against it and tying in the services to the new line and hopefully by next week they will have all the services tied in. He continued they are coming behind that with the hot mix asphalt, the plants were closed for a couple of days, because of the weather, but they are open again; quite often if there is a lot of activity they will stay open past Thanksgiving, so he is feeling pretty confident that we will have Chestnut St. back to the way it was, still not good. He added they have actually poured some concrete today, he did not know if they did it on Chestnut St., but they did it on Rt. 11. where they had to go through the sidewalk. He stated so we have been on that and DPW Sup't Ware has been in contact with the crew of both OCWA and Tarolli; he asked if DPW Sup't Ware felt confident. DPW Sup't Ware stated he keeps pushing along and reminding them.

**NEW BUSINESS:**

**RESOLUTION 205-19**

**AUTHORIZE THE SURPLUS OF 2017 CHEVY SILVERADO  
(BUY NEW/GAIN MONEY ON THE OLD)**

Trustee Wilmer made a motion to authorize the surplus of the 2017 Chevy Silverado to go to auction. The motion was seconded by Trustee Strong. The motion was approved with Trustee St. Germain, Trustee Strong, Trustee Wilmer, and Dep. Mayor Browning, all voting favor of the same.

**RESOLUTION 206-19**

**AUTHORIZE THE SURPLUS OF THE POLICE SPEED  
TRAILER/OLD UNUSED SMALL EQUIPMENT**

Trustee Wilmer made a motion authorizing the surplus of the 1971 Police Speed Trailer for auction. The motion was seconded by Trustee St. Germain. The motion was approved with Trustee St. Germain, Trustee Strong, Trustee Wilmer, and Dep. Mayor Browning, all voting favor of the same.

**RESOLUTION 207-19**

**RESOLUTION ADDING .03 MILES WITH THE RECENT**



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**GAINING OF CHURCH ST. EXT. TO VILLAGE  
MILEAGE FOR CHIPS MONEY**

Dep. Mayor Browning made a motion authorizing to add the 0.3 miles recently gained of the Church St. Extension to the total tally to increase CHIPS funding. The motion was seconded by Trustee Strong. The motion was approved with Trustee St. Germain, Trustee Strong, Trustee Wilmer, and Dep. Mayor Browning, all voting favor of the same.

**DISCUSS RULES AND REGULATIONS PERTAINING TO  
JUNIORS/RAMS FOR THE N. SYR. VOL. FIRE DEPT.**

The Mayor stated next to discuss rules and regulations pertaining to Juniors/Rams for the N. Syr. Vol. Fire Dept. He continued the reason this came up was the emphasis on the 14 and 15 yr. age, so we called our insurance company, and it turns out the Fire Dept. had already done some homework. He asked Dep. Chief Daugard if we were ready to address this. He stated they had spoken with Chief Liberatore yesterday and it seemed that things had already been done, so we are just making sure, because we do not want to put people at risk. Dep. Chief Daugard stated they are covered under the insurance with VFIS, after two meetings with Mike White, they are setting up guidelines from his suggestions and recommendation; tailoring a form, so they will be coming in as part of the Standard Operating Procedures. He explained RAMS is a Restricted Access Member, could be anyone over 18 or any age, they may have a health condition where they cannot wear an air pack or something like that, but still could help out on emergency scenes, and currently we do not have any RAMS. The Mayor explained so the Board knows there are 14 and 15 yr. olds and there are restrictions for them. He added then when you get 16 to 18 yrs. there are another set of rules and regulations, so they are trying to recruit younger kids to get involved. Dep. Chief Daugard spoke of a BOCES Program Monroe County where they can attend BOCES and at 18 yrs. they already have their EMT Certification, Firefighter Certification, so we are looking to get that here. Trustee Wilmer asked if there was a set of guidelines that we can view. The Mayor stated there are a whole set. Trustee Strong stated so the program has already started, but the guidelines are still being finalized. Dep. Chief Daugard stated yes, we are learning some of it and we have had some out already, but it is new to us. Trustee Strong asked if there were any goals or objectives from age 14 to 15 yrs. we are looking to do this, these are the limitations and this is what can be expected, this is what we can do; then from 16 on, but it is already in place. Dep. Chief Daugard stated we have had many meetings with the advisors as soon as last Sunday night fine tuning our stuff; it is tough getting 8 people together to agree on one thing, plus getting them together to discuss one thing.

**DISCUSS/APPROVE NEW PART TIME POSITION**



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**FIREHOUSE CUSTODIAN/CARETAKER  
FOR THE N. SYR. VOL. FIRE DEPT.**

The Mayor stated during the budget a slot was made for this part-time position. He continued he had received a copy of the job description which looks like 40 hours and turned it over to Dep. Chief Daugard. Dep. Chief Daugard stated that is exactly what we are looking for a part-time person to help with maintenance, stuff on the fire trucks, be at the firehouse for calls and stuff, and if there is nothing to do then they will clean sidewalks, mowing lawns or whatever else needs to be done. The Mayor stated this could be difficult to fill, because some applicants are not qualified to fight fires.

**DISCUSS UNFUNDED MANDATE OF THE NEW YORK'S  
DISCOVERY PROCESS IMPOSED BY THE  
GOVERNOR AND LEGISLATURE**

The Mayor stated the next item to discuss the unfunded Mandate of N.Y. Discovery process imposed by the Governor and Legislature. Chief Becker reported briefly on the new "Discovery Process" being passed on to their department from the Governor, effective Jan. 1, 2020. In summary, requires the discovery process allows 24 hours to provide the required documents regarding arrests to the D.A., other than electronic data. He continued to report on the additional overtime hours this would be required of his department and add'l clerical staff on the weekends and evenings. He also briefly reported on the raise the age that went from 16 to 17 and now to 18. Discussion took place and the Board was in agreement with the Mayor signing a petition in reference to the "Discovery Process."

**CITIZENS' VOICE:** The Mayor invited anyone that wished to share concerns or thoughts to address the Board. Jacklyn Keyes of 311 Chestnut St. thanked the Board for the Electronic Sign on the Village Message sign for meeting. The Mayor asked if anyone else would like to speak and closed Citizen's Voice.

**ATTORNEY REPORT:** No Report.

**ENGINEER REPORT:** No Report.

**DEPARTMENT HEAD REPORTS:**

**Police Department:** He stated the following:

- NSPD received \$2603.96 grant award from Dept. of Justice Bulletproof Vest Partnership; this is a 50%-50% contribution grant which will allow 6 vests that are out of date to be updated.



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Officer Hohmann's vest, initial issue, will be funded 50% DOJ and 50% state funding.

- Halloween expanded patrol went well even with the heavy rain, patrols maintained high visibility to ensure pedestrian safety on dark streets with no major incidents to report. Officers handed out glow in the dark spinners to the children in the neighborhood throughout the Village.
- So far in November: 499 Total Calls for service, 227 Property Checks, 10 Domestic, 10 Motor Vehicle Accidents, 110 Traffic Stops, 56 Traffic tickets, 10 Arrests

**Fire Department:** Dep. Chief Daugard stated the following:

- Things are quieting down with the fire prevention and all that stuff
- The month of October they had 77 calls; 760 for the year

**Public Works Department:** DPW Sup't. Ware stated the following:

- We have the plows ready to go, put rubber on wings to help with Church St. /Chestnut St.
- The leaf machine is out picking up a lot of leaves, even with snow, we are picking that up too
- Shut the water down at the Parks; we are going to cut some trees and try to put the water in for the Dog Pk. next week at Heritage

**Parks and Recreation Department:** Parks Director Roth stated the following:

- She thanked "The Gathering Place" for helping sponsor the Trunk or Tree Event, approx. 400 kids and over 1,200 people there total
- Please mark calendars for Sunday, December 8th, Holiday Parade starts at 5:00PM with the festivities at the Comm. Ctr., Tree Lighting and at Library
- Coffee and Hotdogs will be offered in addition to the cocoa and donuts with help from Just 1 Bite
- Got names from Housing Authority to collect donations for needy families in the area to assist for Holiday time; email will be sent out
- Thanked DPW for work at Heritage, removed some trees, trying to get ready for spring and installation for the Dog Pk.
- Letter went out to parents of kids who participated in summer program informing them about the Online Rec. Software that we are starting in January to start setting up profile for January Online Registrations for the programs; she hopes we can take credit card payments as well

**Codes Department:** He stated the following:



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- Thursday, Nov. 21<sup>st</sup>, downstairs Planning Commission will hear Nestico's Restaurant for an Electronic Sign

**Clerk-Treasurer:** She stated the following:

- Noel was here earlier and has since left, but she was a big advocate for the Taste of North Syracuse and she did send out some questions to get some feedback for next year
- Noel has given a timeline on how to move forward with Taste of North Syracuse for next year; go to the media in early spring to promote and different objectives to get more people interested and more notification with that.
- Noel also sat in on conference call with Laserfiche Company; we are looking to scan electronically in house ourselves a lot of the payroll records as well as the board meeting minutes, and the planning and zoning minutes. In the past it was done by outside vendor, but of late we have had some issues, some errors, so we are looking into doing it our self; we need to purchase scanner – software and the training component. Initially it was going to cost \$11,000, but with careful consideration it has been reduced to \$6,000. We are looking to apply for a grant; more to follow
- Noel's professor is nominating her for student of the year; she has really been outstanding, really nice things for us too; so glad to have her - last day is Dec. 8<sup>th</sup>

**DEPUTY MAYOR-TRUSTEES REPORT:**

**Trustee St. Germain:** No Report.

**Trustee Strong:** No Report.

**Trustee Wilmer:** No Report.

**Dep. Mayor Browning:** No Report.

**MAYOR'S REPORT:**

The Mayor stated today was a good for those of you that were unaware, we ran into a glitch, when they first did the Centerville Pl. and moved Church St. over in line with Centerville Pl.; one deed was never recorded, so it should one of the homeowners actually owned out into the street. He continued because of the Federal Guidelines, passed on to the state, money would not be released unless there



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was a certain box checked, so we had to get a hold of the owners. He added that we found the owners and they were very cooperative with us; the owners showed up today and signed, so hopefully we got all the correct paperwork. We are looking to finish the drawings, so we can bid on Church St./Chestnut St. projects out this winter. He stated he is cautiously optimistic, unbelievable paperwork, but did it right and that is behind us. He went on to say he is still seeking an Alternative now for the Zoning Board, if anybody has an interest, let us know. He stated also, still looking for more individuals for the "Block Builders" group. He continued he thinks there is enough now that we are in the slow season to start having meetings and have an initial meeting just to get it kicked off. He stated going back to the Opening of Church St. we were awarded a grant initially. He continued then there was a cost overrun, so we went back to the Assembly, and they awarded up an additional grant to cover all the funds; they lost the paperwork, so we have resigned all the paperwork. He added we trust all the money will be coming back to us, correct; we did sign everything we are supposed to sign. Village Clerk-Treasurer Kufel stated yes. The Mayor stated we did not lose it; they did, so we can get reimbursed for the monies that we already spent. He stated at Village Hall carpet squares are being installed one office at a time. He continued that it is going to look nice and we will get used to it. He stated we saw the sketch for Village Hall for the concepts and he talked with the architect today, and again he asked if they could give us a hard price, so you could draw a plan for us. He continued she gave him a number and he will pass it on to the Board, he would like to see at least have it drawn, then we can decide when we are going to do and let it out for bid. He stated it is a 50's look; he would like to upgrade the look of our Village Hall Building. He continued we are close to having the Police work in the basement. Chief Becker stated three rooms have the ceilings up, flooring has all been purchased, and they are getting ready to paint the men's locker room, so we can put the shelving up and base selection of the paint. He continued they are moving forward, shortly after the holidays it is going to be completed. He added as soon as they get the floor in the bathroom, the plumbers will come and put the toilet back in and turn the water on. The Mayor stated it is a great improvement compared to what it was.

Trustee Wilmer made a motion to adjourn at 7:05 PM. The motion was seconded by Trustee St. Germain. The motion was approved with Trustee St. Germain, Trustee Strong, Trustee Wilmer, and Dep. Mayor Browning, all voting in favor of the same.

Respectfully submitted,

Dianne M. Kufel  
Village Clerk

VILLAGE OF NORTH SYRACUSE

REGULAR BOARD MEETING

DATE: 11/14/19

PLEASE SIGN IN

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