



Village of North Syracuse  
**Regular Board Meeting**  
Thursday, April 25th, 2013 at 4:30 PM  
North Syracuse Community Center  
700 South Bay Road, North Syracuse, NY 13212

The Village of North Syracuse Regular Board Meeting began 4:30 PM with Mayor Atkinson inviting everyone present to join in the Pledge of Allegiance.

**Roll Call:** Mayor Mark Atkinson, Deputy Mayor Chuck Henry, Trustee Gary Butterfield, Trustee Fred Ferguson and Trustee Paul Linnertz were all present.

**Personnel Present:** Village Clerk/Treasurer Dianne Kufel, DPW Sup't Gary Wilmer, Parks Director Teresa Roth, Codes Enforcement Officer Pam DiCarlo, Village Engineer Mary Burgoon, Village Attorney Scott Chatfield and Police Chief Michael Crowell.

**RESOLUTION # 260-13**

**APPROVAL OF MINUTES**

Trustee Ferguson made a motion to approve the minutes from the April 11th, 2013 Board Meeting. Trustee Butterfield seconded the motion. Trustee Linnertz requested that his report be modified to include the verbiage 'in recognition of the 100<sup>th</sup> anniversary of the North Syracuse Fire Department'. The motion was carried unanimously.

**RESOLUTION # 261-13**

**GENERAL FUND ABSTRACT APPROVAL**

Trustee Linnertz made a motion to approve the General Fund Abstract #23 in the amount of \$70,742.31 covering Voucher #1260 to Voucher #1305; the motion was seconded by Deputy Mayor Henry. Trustee Ferguson requested clarification of Voucher #1262 for \$6,400.00. The motion was carried unanimously.

**RESOLUTION # 262-13**

**SEWER FUND ABSTRACT APPROVAL**

Trustee Ferguson made a motion to approve the Sewer Abstract #23 in the amount of \$14.00 covering Voucher #9; the motion was seconded by Deputy Mayor Henry. The motion was carried unanimously.

**RESOLUTION # 263-13**

**BUDGET TRANSFER**

Mayor Atkinson made a motion to transfer \$15.81 from A1620.413 Copy Paper to A1620.2 Small Equipment to cover the costs of a new shredder. The motion was seconded by Trustee Ferguson. The motion was carried unanimously.

**RESOLUTION # 264-13**

**BUDGET TRANSFER**

Trustee Linnertz made a motion to transfer \$43.63 from A7180.12 Pool Staff Payroll to A7140.14 Playground Director Overtime to cover small shortage in playground payroll with funds available from the pool payroll. The motion was seconded by Trustee Ferguson. The motion was carried unanimously.



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**CITIZENS' VOICE:** Vera Desimone of 304 Belmore Drive, commended the DPW for doing a beautiful job maintaining the Village streets and thanked DPW Sup't. Gary Wilmer. She continued to announce that Saturday, May 25<sup>th</sup>, is the family festival. The committee has been working very hard. She mentioned that this year they will be donating some curtains for the gazebo at the festival. This will dress this area up and add to the look of it. Vera continued to invite everyone to attend; and is very excited about this event.

**OLD BUSINESS:**

**DISCUSS/APPROVE BACKGROUND CHECK POLICY**

Mayor Atkinson explained that we started discussions of this a year ago when the Onondaga County Sheriff stopped doing background checks. The monthly staff meeting has picked up on this as a topic of discussion and we continued to progress with it. The Mayor thanked Teresa for picking up on this with the Parks meetings that she attends. The Mayor mentioned that the basis is done, although he wants to add a few things to this. He would like to encompass all individuals, part-time, full-time, and clearly define volunteers, contractor, vendors; he wants to build/expand on this a little bit. The Mayor continued to say that he has some input from Trustee Linnertz, and welcomes other input from the other Trustees. He continued to say that he plans to critique the policy and have it completed within 2 weeks. The Mayor spoke of a standalone policy, but considered perhaps making a part of the Personnel Policy. Teresa spoke of a report that came out from the Comptroller's Office regarding background checks for youth programs. She continued to say that they had conducted audits across New York State of 7 to 10 municipalities whereas a few of them had some issues that were concerning in relation to these background checks and not concurring with some laws, particularly regulations regarding individuals that have contact with children in camps, childcare programs and therapeutic programs. She continued to say that all of the Parks Departments got together based on this and put together this draft which was based on the State Comptroller's Office. The Mayor spoke of his modifications; they would cover more than just the parks employees. The Mayor said that once he has completed critiquing, he will have the attorney review this for a final policy. Teresa would like to have this in place in the next few weeks preferably by June 1<sup>st</sup> for her to complete the hiring process for this summer season. Conversations continued regarding background checks for instructors, whereas it will be different for each department. Mayor again thanked Teresa on taking the initiative on this. This process started at a background check costing approx. \$40 or \$50 each, although now it is down to \$10 each; thanks to the efforts of Teresa and the other Parks Directors around the County.

**NEW BUSINESS:**

**RESOLUTION # 265-13**

**ARBOR DAY OBSERVANCE DATE AND TIME**

The Mayor spoke of the Board receiving a copy of the proclamation. Arbor Day will be Friday, April 26<sup>th</sup> at 12:30, at Lonergan Park. This year a tree will be planted in memory of Michelle Szymanoski. As you all know, Michelle was an employee of the Village of North Syracuse who lost her life to cancer at a very



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young age. The Mayor continued to say that there will be more emotions than normal at this event to be held at Lonergan Park. This is where Michelle was on Wednesday nights, directing traffic for the concerts. The Mayor proceeded to read the following proclamation that he will also read tomorrow at the ceremony:

**Arbor Day - 2013**

**WHEREAS**, In 1872, Sterling Morton proposed to the Nebraska Board of Agriculture that a special day to be set aside for the planting of trees, and

**WHEREAS**, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and Arbor Day is now observed throughout the nation and the world, and

**WHEREAS**, trees reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, lean the air, produce oxygen and provide habitat for wildlife, and

**WHEREAS**, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

**WHEREAS**, trees in our Village increase property values, enhance the economic vitality of business areas, and beautify our community, and

**WHEREAS**, trees, wherever they are planted, are a source of joy and spiritual renewal, and

**WHEREAS**, the Village of North Syracuse has been recognized as a Tree City USA by the National Arbor Day Foundation and desires to continue its tree-planting practices

**NOW, THEREFORE**, I, Mark S. Atkinson, Mayor of the Village of North Syracuse, do hereby proclaim Friday, April 26<sup>th</sup>, 2013 as ARBOR Day in the Village of North Syracuse and urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

**FURTHER**, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

**Dated** this 26<sup>th</sup> day of April in the year 2013.



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Trustee Ferguson made a motion to set the observance of Arbor Day in the Village of North Syracuse as Friday, April 26<sup>th</sup> at 12:30 PM. The motion was seconded by Trustee Butterfield. The motion was carried unanimously.

**RESOLUTION # 266-13**      **EXTEND OPTION TO RENEW LEASE WITH CROWN CASTLE**

Mayor Atkinson spoke of the Board receiving a copy of the Lease that allows for this option and the letter from Crown Castle requesting this extension for (5) years from July 1, 2013 thru June 30, 2018. Attorney Chatfield reviewed this as well and explained that this is an automatic renewal; and the revenues generated are computed and tied to the CPI. Mayor Atkinson made a motion to renew the lease for 5 years with Crown Castle as outlined in the Contract. The motion was seconded by Trustee Ferguson. The motion was unanimously approved.

**RESOLUTION # 267-13**      **PROCLAIM APRIL 13, 2013 AS N. SYRACUSE FIRE DEPT. DAY**

The Mayor explained that this past Saturday marked a celebration of the 100<sup>th</sup> year anniversary of our Fire Dept. They have done a great job....One Hundred years is a long time; a lot of stories were told at this event. The Mayor was proud to present a proclamation and read it at the event on Saturday night and would like to read it for the records now. The Mayor will bring it over to the Firehouse this weekend as it is their Open House. The Mayor proceeded to read the following proclamation that he will also read at the event:

**NORTH SYRACUSE FIRE DEPARTMENT DAY**  
**APRIL 13, 2013**



WHEREAS, the North Syracuse Fire Department is a department within the North Syracuse Village Government.

WHEREAS, a group of citizens living in the Village presented a petition to the Board of Supervisors of Onondaga County, asking that a fire district be established in North Syracuse. The Board of Commissioners purchased two hand drawn chemical fire engines in the fall of 1913. Hubert Fay was



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made Chief and Smith Soule, Assistant Chief, establishing the North Syracuse Fire Department 100 years ago.

**WHEREAS**, the North Syracuse Fire Department answers on average over 1,000 Fire and Rescue calls annually.

**WHEREAS**, the members of the North Syracuse Fire Department are available 24 hours a day, 7 days a week, 365 days a year to respond to emergencies within our community and to assist neighboring departments and their communities.

**WHEREAS**, the members of the Fire Department are all volunteers providing the most essential of services to our community.

**NOW THEREFORE**, I, Mark S. Atkinson, Mayor of the Village of North Syracuse, do hereby proclaim April 13<sup>th</sup>, 2013 as North Syracuse Fire Department Day in the Village of North Syracuse.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the corporate seal of the Village of North Syracuse to be hereto fixed this 13<sup>th</sup> day of April, in the year 2013.

Mayor Atkinson made a motion to proclaim April 13, 2103 as North Syracuse Fire Department Day. The motion was seconded by Trustee Ferguson. The motion was carried unanimously.

**ATTORNEY REPORT:** Attorney Chatfield spoke of the K-9 issue that was talked about at the last meeting whereas the K-9 was from outside of the Village and was a nuisance to a resident inside of the Village. He has spoken to legal counsel for the Town of Clay. Attorney Chatfield will provide them with specific information of the victim and owner of the K-9 so that this will be taken care of.

**ENGINEERING REPORT:** Mary Burgoon spoke of her facilitating a meeting within the next few weeks. She continued to say that we will be contacting the business owners and property owners within our study area of the Streetscape Project. She suggested having an open house with the best setup for the business owners to sit down with us, and see what we have planned for the Streetscape Plan; narrowing driveways, tightening it up, better defined sidewalks, and placement of trees. She suggested a powerpoint presentation on how things are now, showing photographs, and getting them acclimated with some of the issues that exist. She explained how these business owners live and breathe this every day, and it will be worthwhile for them to see some options and what some of the improvements would be. Mary also mentioned that they are in the process of preparing a Save the Rain Grant Application (Round 2) that will help assist with part of the construction of this Streetscape Plan using impervious material where possible, as well as trees; these are all eligible for Save the Rain. The due date for this application is May 2<sup>nd</sup>. Recently, this was extended to May 9<sup>th</sup>.

**DEPARTMENT HEADS REPORT:**

**Police Department:**Police Chief Crowell spoke of his department finishing up their in-service training.



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He also spoke of a presentation he conducted for NOPL Association, representing the N. Syr. Library, Brewerton, and Cicero; on how they should enforce their code of conduct now that summer is here regarding concerns of fights and activities on or around the library. Chief Crowell also thanked a teacher from the Cicero/North Syracuse High School for his efforts thru the classroom of revamping the complete Village logo/artwork – patch on the police uniform. The Chief and the Mayor met with that teacher as well, thanking him for his efforts. He followed up with a letter of appreciation to the teacher, as this did not cost the Village or Police Dept. any monies to do this and several hours were needed to complete this. This artwork is now available for publications and a plaque for the lobby. This will professionalize his department.

**Highway Department:** Sup't. Gary Wilmer Gary spoke of his department concentrating on brush pickup and spoke of the Bulk Waste that will be starting up this next week.

**Parks and Recreation:** Parks Director Teresa Roth spoke of her Summer Flyer, it is completed and is currently being printed; it will be distributed in the Sunday paper on Mother's Day. She will be placing it on our website as well. Teresa also spoke of the summer camp information and the first sign up will be in early May. Teresa also spoke of the grand opening of the disc golf at Heritage Park on June 8<sup>th</sup>, Saturday, from 10 AM thru noon. CNY Disc Golf Association members will give a tour of the course, and offer some pointers. Village resident Doug Corbett helped design the course in Clay, but completely designed the Village course, score cards and course layout; he has put a lot of his time into this. Teresa also commented on Gary Wilmer also assisting with putting the baskets in for the course. Teresa mentioned several phone calls on the summer concerts. The first concert will be on June 26<sup>th</sup> with (9) concerts booked over the summer.

**Codes Department:** Codes Enforcement Officer Pam DiCarlo mentioned that the Internet Café just opened next to Applebees on Monday, April 22<sup>nd</sup>. Also, a new gelato place is opening up next to the Concepts in Hair on Bear Rd. She continued to say that many residents are coming in for fence permits and pool permits.

**Clerk/Treasurer:** Dianne Kufel spoke of the Village's Syracuse University intern and her last day being Friday, April 26<sup>th</sup>. Dianne also made mention of the bid opening for the Trash Contract is May 2<sup>nd</sup>, and is hopeful that the results can be discussed and perhaps awarded at the next Board meeting. Dianne also commented on a recent meeting she attended last evening on NYS Retirement that reviewed the different Tiers and went over some of the billing issues and concerns. Dianne lastly mentioned that the budgets are being prepared and laminated and will be distributed soon for each of the departments.

**DEPUTY MAYOR/TRUSTEES REPORTS:**

**Trustee Linnertz:** mentioned that this weekend is the Open House at the Fire Department from Noon until 4:00 PM. They also offer a Chicken BBQ on this day. The purpose of the Open House is to entice new members to join.



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**Trustee Ferguson:** made mention of the next Public Safety Meeting which is June 3<sup>rd</sup> at 4:00 PM at the Community Center – first room on left.

**Trustee Butterfield:** No report.

**Deputy Mayor Henry:** mentioned the last Emergency Operations Plan meeting was at the Fire Dept. Chris Strong gave us a tour of the Emergency Operations Center; and it was noted some items needed updating. He continued to say that they have a list of the items that need to be updated. The next meeting is on May 20<sup>th</sup> at 2:30 PM.

**MAYOR'S REPORT:**

The Mayor mentioned that he will be attending the NYCOM Annual Meeting in Saratoga on Monday, May 6<sup>th</sup>. He continued to say the best courses are offered on Monday that he wishes to attend; and the Mayor of Minoa, Dick Donovan, is being sworn in as NYCOM president for NY State on Monday, as well. The Mayor continued to say that he will also be attending a class in Albany offered by the NY State Economic Development Council for 3 days; whereas he will be giving a presentation at the end. The Mayor also thanked all those that contributed to the hanging flowers in the Village; whereas the budget was cut; this is a great example of the community getting involved in their Village. We actually collected more than last year - \$1,140. The Mayor also commented on further meetings with our local county legislators regarding the sales tax monies. We continue to seek a share of some of these monies that were cut from us a few years back; they are listening to us. The Mayor mentioned that soon we will be seeing some improvements over at Centerville Park this summer; afforded by the Community Development Funds and the Save the Rain Grant (Round 1). Lastly, he mentioned that he had an initial kick-off meeting with the Teamsters 317 to begin negotiations. He will see that each of the Trustees receive a copy of their current agreement and would appreciate any feedback that they have regarding upcoming negotiations; this feedback is important.

Respectfully submitted,

Dianne M. Kufel  
Village Clerk/Treasurer