The Village of North Syracuse Regular Board Meeting began at 6:29 P.M. with Mayor Gary Butterfield asking everyone to join him in the Pledge of Allegiance.

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


Personnel Absent: Village Attorney Robert Germain (Excused), and Amy Franco Village Engineer (Excused).

Business of the Month: The Mayor presented Joe Markert, President of D & L Manufacturing from Gateway Pk. Dr. with a plaque for being an Outstanding Business in North Syracuse. Mr. Markert thanked the Board and shared that he grew up in the greater Syracuse area. He spoke of a great group who do work for Fortune 500 companies manufacturing dock equipment that is all patented and unique. He shared they are planning on doing an expansion in the coming months.

Public Hearing #1: Please take notice that a public hearing will be held by the Board of Trustees on the adoption of Local Law #2 of 2021, a local law allowing for the property tax levy in excess of the limit established in General Municipal Law 3-C and basically the governor has put in a 2% Tax Cap every year, it is actually 1.56% and we are not supposed to exceed that. He stated we need to pass a law to exceed that, because if we do not, they will come in and take charge. He asked if anybody would like to speak in support of or any objection to passing this law. He again, asked if anyone would like to speak in favor of or against us passing the Tax Cap Law giving the ability to exceed it. Doug Hummel of Herbert Street stated you are saying that you are going to pass a law to pass the Tax Cap, but he has not gotten any information by how much. The Mayor stated we have no idea, we have to put our Budget together, the intent is to keep it under the Tax Cap, but if because of the Pandemic, our Budget goes over the Tax Cap, this gives us the authority to go over without being penalized. Mr. Hummel continued if you decide that you have to go over, are you going to have another hearing specifying why you went over by 3% instead of 1%. The Mayor explained we are going to have a public hearing that is going to be a presentation at that time that would be the appropriate time to speak to that. The Mayor asked if there was anyone else for or against, with no response he closed the public hearing at 6:36 PM.
Trustee St. Germain made a motion to approve the minutes (Facebook Livestreamed) from the February 25th, 2021 Board Meeting. The motion was seconded by Trustee Wilmer. The motion was approved: St. Germain, Strong, Wilmer, and Gustafson, all voting in favor of the same.

RESOLUTION # 039-21

Trustee Wilmer made a motion to approve Abstract #21 in the amount of $84,568.72 covering voucher #1111 thru #1178. The motion was seconded Trustee Strong. The motion was approved: St. Germain, Strong, Wilmer, and Gustafson, all voting in favor of the same.

RESOLUTION # 040-21

Trustee Strong made a motion to approve the Sewer Fund Abstract #21 in the amount of $31.51 covering Voucher #17. The motion was seconded by Trustee St. Germain. The motion was approved: St. Germain, Strong, Wilmer, and Gustafson, all voting in favor of the same.

RESOLUTION # 041-21

The Mayor stated money transfers are for the center console in the Codes Vehicle, currently is without, and warning light in front grill and rear safety taillights. Trustee Wilmer made a motion to approve the budget transfers from A3620.466 Codes Safety Inspection Training in the amount of $1,250 and from A3620.417 Codes Educational Material in the amount of $500 to increase A3620.26 Codes Equipment in the amount of $1,750. The motion was seconded by Trustee Strong. The motion was approved: St. Germain, Strong, Wilmer, and Gustafson, all voting in favor of the same.

OLD BUSINESS:

DISCUSS/APPROVE SUBMITTAL FOR THE 2021 COMMUNITY DEVELOPMENT FUNDING

The Mayor stated we need to discuss and approve submittal for the 2021 Community Development Funding, we have discussed it a couple of times and had a couple of ideas, there was a 5 yr. plan; he opened this up for dialogue. Discussion went back and forth thanking the Mayor, Village Clerk-Treasurer Kufel, and Mrs. Franco for her work with this and her breakdown to provide them more information. The following were suggestions to consider for the submittal:

- Improvements at Centerville Pk. was to upgrade bathrooms and enhancements
- Comm. Ctr. downstairs basement water and mold issues and in combination renovations to Judge’s Chambers; have quote for $25,000-$26,000
Village of North Syracuse  
Regular Board Meeting  
Thursday, March 11th, 2021 6:29 PM

- Sidewalks  
The Mayor stated we do not have to decide tonight, so we can talk about those 2 next meeting, so we can make a decision where we want to spend our money.

**AS OF 6/01/2021-COMMERCIAL BUSINESSES: ALLOWED**  
**(1) PAIR ONLY: 2ND LETTER MAILED LAST WK.**

The Mayor stated the next item on the agenda is the Trash for Businesses/Multi Dwellings which will start on 6/1/2021: Each Tax Parcel, the 2nd letter went out to and we have not gotten anymore correspondence back. Dep. Mayor Gustafson asked CEO Johnstone, if there was any feedback. CEO Johnstone stated most of the properties that have called understand what is going on, they are either going to get dumpsters or pay the extra for the totes; there really has not been anybody too awfully upset.

**UPDATE ON APPRAISAL: STATION 2-FIRE DEPT.**

The Mayor stated the next item is an update on the appraisal for Sta. #2 of our Fire Dept. He continued they rec’d the appraisal for $482,000; it does not make sense to try and sell it until we get more pieces of the puzzle put together. He added we are not going to get rid of Sta. #2 if we cannot make improvements to Sta. #1. He shared the property at 115 Chestnut St. our Attys. are working on, it has been carded, uninhabitable and should be torn down; we are working on acquiring that, but cannot sell Sta. #2 without it. Discussion took place back and forth with the Board wanting more information and the Mayor explained it is a 2 yr. process. Also, asked about possibility of appraisal going up or down timewise. The appraiser thought it was a nice property and would sell quickly, if they do not want to sell then we cannot; that was the 1st step to get the appraisal, if it works, then we can continue on, so we are continuing on the path that it is going to take. The Mayor explained we got a price for the appraisal of $4,000 ($2,500 for Sta. 2, and $1,500 for 115 Chestnut St.) We proceeded with Sta. 2 for the $2,500; but had our attorney do some research for 115 Chestnut St. rather than spending $1,500. Trustee Strong added he knew it was in the arrears, but he did not think that the rest of them knew that. The Mayor shared he just found that out when he talked to the Atty. about the whole process, the Atty. stated he wanted to look into it, it is in the arrears and it is carded, so nobody can go in there.

**RESOLUTION # 042-21**

**VILLAGE CODE RELATING TO “PODS” ON RESIDENTIAL PROPERTIES: SET PUBLIC HEARING FOR 4/8/2021**

Dep. Mayor Gustafson made a motion to set a public hearing relating to “PODS” on Residential Properties to be held Thursday, April 8th, 2021 at 6:29 PM. The motion was seconded by Trustee
Strong. The motion was approved: St. Germain, Strong, Wilmer, and Gustafson, all voting in favor of the same.

**DISCUSS KITTY CORNER SVCS.-REPRESENTATIVE TO PROVIDE AN OVERVIEW OF THEIR PROGRAM**

The Mayor stated the next we have a Linda Young, a representative from Kitty Corner Svcs. here to discuss feral cats and an overview of their program; he invited her to speak. Ms. Young explained the TNR process they use, and how it works. She stated if you go to the SANS Clinic, Syracuse Spay & Neuter Clinic it is $100 for a female and $75 for a male; when budgeting for something like that we figure 50/50. She continued she pays for spay/neutering and then she is reimbursed by the Village. Beth Mawhinny, a volunteer since 2006, explained what is involved, and gave examples of reduction in the amount of feral cats. The Mayor suggested putting the name of Kitty Corner Svcs. and to contact Village Hall on the website, if they would like to work with her, so people with a cat issue can get in contact with her.

**RESOLUTION # 043-21**

**DISCUSS/ADOPT LOCAL LAW #2 ALLOWING FOR A PROPERTY TAX LEVY INCREASE OVER THE 1.56%**

The Mayor stated the next item on the agenda is to adopt Local Law #2 allowing for a Property Tax Levy Increase over the 1.56%. Trustee Wilmer made a motion for purpose of discussion to adopt Local Law #2. The motion was seconded by Trustee Strong. The Mayor asked for discussion and there was none. The motion was approved: St. Germain, Strong, Wilmer, and Gustafson, all voting in favor of the same.

**NEW BUSINESS:**

**RESOLUTION # 044-21**

**REVIEW/DISCUSS EMERGENCY PANDEMIC PLAN TO BE IN PLACE BY APRIL 1, 2021**

Trustee Wilmer made a motion to approve the Emergency Pandemic Plan Policy with or without changes. The motion was seconded by Dep. Mayor Gustafson. Discussion went back and forth thanking both Diane’s for the excellent job they did in preparation. It was suggested that going forward to broaden the Pandemic Plan (Exhibit A.), so as not to be so “Corona” specific, and have it reviewed the Public Safety Committee. The Board can review this on an annual basis and moving forward, although we have something in place for now. The motion was approved: St. Germain, Strong, Wilmer, and Gustafson, all voting in favor of the same. (See Exhibit “A” – attached)
RESOLUTION # 045-21

ONONDAGA COUNTY WEP: 2021 INTERMUNICIPAL WASTEWATER AGREEMENT SAN. SEWER MTC. SVCS.

Dep. Mayor Gustafson made a motion to authorize the Mayor to sign the annual Onondaga County WEP 2021 Intermunicipal Wastewater Agreement San. Sewer Mtc. Svcs. The motion was seconded by Trustee Wilmer. The motion was approved: St. Germain, Strong, Wilmer, and Gustafson, all voting in favor of the same.

RESOLUTION # 046-21

SET THE PUBLIC HEARING DATE AND TIME TO PRESENT THE FY 2021/2022 TENTATIVE BUDGET

Dep. Mayor Gustafson made a motion to set a public hearing for Thursday, April 8th, 2021 at 6:28 PM to present FY 2021/2022 Tentative Budget. The motion was seconded by Trustee St. Germain. The motion was approved: St. Germain, Strong, Wilmer, and Gustafson, all voting in favor of the same.

DISCUSS FACILITATING A SHARED AGREEMENT WITH APPROX. 10 LOCAL FIRE DEPARTMENTS

The Mayor stated there is a Shared Service Agreement as we just loaned a piece of our fire equipment to Clay Fire Dept., now there is a movement to do a Shared Service Agreement with approx. 10 local fire departments, so we can trade back and forth. The Mayor explained we had a spare piece of equipment, and Clay was out a piece, we had to give them our Engine; we sign an agreement and Hold Harmless; more to follow.

RESOLUTION # 047-21

REVIEW/AUTHORIZE THE MAYOR TO SIGN ADT COMMERCIAL: AUDIBLE/VISUAL/HEAT DETECTORS STA. 1

Trustee Wilmer made a motion to open it up for discussion to authorize the Mayor to sign the agreement for ADT Commercial: Audible/Visual/Heat Detectors for Sta. #1. The motion was seconded by Trustee Strong. The Mayor stated they were accommodating for Bunkins, so areas that previously had coverage, do not have coverage anymore; that is the purpose of this. The motion was approved: St. Germain, Strong, Wilmer, and Gustafson, all voting in favor of the same.

CITIZENS’ VOICE: The Mayor invited anyone that would like to share concerns or thoughts via Facebook to address the Board.
Doug Hummel of 128 Herbert St. spoke of being concerned about all the garbage in the Village. He stated people over fill trash totes, so it is falling on the ground, before the trash gets picked up and trash people won’t pick up. He suggested putting a note on the brochure of a $25 fine for littering for repeat offenders, and volunteering for a spring cleanup day.

Lisa Lioto of 356 Chestnut St. stated she had concerns with businesses not taking care of the garbage, gas station at 523 S. Main St. having a lot of junk that keeps piling up becoming an eye soar. She continued the smoke shop on Rt. 11 that is a problem and plans to address that with the Police Reform Committee. She added there is garbage for blocks, from the people buying from there, and throwing litter all over the street; no one is picking that up. She spoke of walking that area, noting the parking is unsafe, she has almost was hit. The Mayor stated they share her concerns about that shop. She stated several smoke shops are popping up and she would like to address that in the future, nothing good is going on in those shops.

The Mayor asked if anyone else would like to speak and closed Citizen’s Voice.

ATTORNEY REPORT: No Report (Excused).

ENGINEER REPORT: No Report (Excused).

DEPARTMENT HEAD REPORTS:

Police Department: (Police Chief: William Becker): He stated the following:
- Justice Reform Update: March 10th, 21 the NSPD hosted a meeting with our new Police Committee regarding our current Police Reform Project. We conducted a review of both the North Syracuse Police and Onondaga County Justice Reform plans with an open discussion of the topics. Both plans with their entire appendix, A through I-2 are posted on our website for public viewing. On March 25th, the Village Board can vote on the North Syracuse Reform Act.
- Month of February Totals: 1281 Total Calls for service, 677 Property Checks, 17 Domestic, 12 Motor vehicle crashes, 176 Traffic Stops, 74 Traffic tickets, 15 Criminal Arrests
- So far for March: 438 Total Calls for service, 236 Property Checks, 9 Domestic, 8 Motor Vehicle Accidents, 46 Traffic Stops, 32 Traffic tickets, 4 Criminal Arrests

Fire Department: (Dep. Fire Chief: John Linnertz) He stated the following:
- It has been a busy couple of weeks
- Crew to fire off Allen Road, a crew went to South Bay yesterday, rescuing a logger backed over a mile with many depts. involved, then ultimately medevacked him from serious injuries
Public Works Department: (DPW Sup’t.: Ed Ware) He stated the following:
- Getting vehicles cleaned up
- Had our 1st Heavy Trash Pickup, went smoothly with the collecting of money for mattresses; have been meeting with residents, so they understand why we are charging
- Starting to do outside work while weather is nice

Parks and Recreation Department: (Parks Director: Anthony Burkinshaw) He stated the following:
- Free Easter Event: Saturday, April 3rd, 10:00 to Noon at Lonergan Pk., Village Residents pre-register on the Community Pass to receive gift bags for 1st 100 people, prior to event. If you do not pre-register there are still things to do and see Easter Bunny. The Parks Dept. is partnering with the Community Family Fest. Committee
- Earth Day: Saturday, April 24th, 10:00 AM to Noon, groups and organizations to meet at Comm. Ctr. to disburse to clean up parks, help DPW get wood chips to parks around the playground, so they are safe
- Memorial Day Parade, someone called inquiring, would like to have the Board consider
- Started advertising for Summer Help on Facebook, print out applications on our website; looking for Summer Staff and Summer Counselors in particular
- Ordered FOB System from Gladd, hopes 1 mo. or 1 1/2 mo. after rec’d, will have new FOB & Security System at Comm. Ctr.,
- Comm. Development Grant for 22/23, he would like to talk about:
  o The Comm. Ctr. Basement, Judge’s Chambers
  o Resurfacing tennis and basketball courts
  o Introduce Pickle Ball to the Community
- Would like to get with you to talk about the cleanup, have boy scouts and girl scouts

Codes Department: (CEO: Brian Johnstone) He stated the following:
- As Mr. Markert stated DL Manufacturing is looking to do expansion on their building, we have not rec’d any site plan yet for the Planning Commission
- Still waiting on plans for the 444 S. Main St. Apartment Complex Project
- Waiting on the Site Plan for St. Rose Convent Renovation for the Planning Commission
- Going to have a Rage Room moving into the Village over on Taft Rd., it is a svc. where you pay to go and smash things
- Heavy trash has started, have been reminding people they have to call and sent letters out to those who did not call, heavy trash out the week prior to the pickup date is a violation
- Busy with Permit applications, took a couple of pool applications
Clerk-Treasurer: (Village Clerk-Treasurer Kufel) She stated the following:
- Have not started any of the Budget, but will be working on it this next week; more to follow
- Been wrapping up last year’s final, because of the auditors just finalized that, so wrapped up the Annual Update Document
- Have been working on several F.O.I.L. Requests
- We have 3 interns and 1 is solely working in the Parks Dept., 1 is in back room here tonight listening to our meeting and another that had to go to Michigan, so he is quarantined because grandfather was sick
- We had a trip/fall behind the Municipal Pkg. Lot by McPherson’s, wondered if it should be in the Budget, did not know if anyone has looked at it or how bad it is; know it was sealed, perhaps you could look at it and let her know what you think

DEPUTY MAYOR-TRUSTEES REPORT:

Trustee St. Germain: She stated the following:
- She spoke of spending quite a bit of time on Trash totes in the fore front, contacted Dianne and taken some pictures, gone out and looked the night before garbage day; morning before and even following the trucks. She stated some fill them way too much while others have hardly anything in them and could put them out less often. Much discussion went on back and forth regarding cost per tax parcel, tipping fees changing frequently changing, the increase from $300,000 to $500,000 and trying to figure out ways to resolve this.

Trustee Strong: He stated the following:
- Thanked the Dept. Heads for the extra time over the last few months even on salaried time for before and afterhours stopping to handle something; Kuddos for a wonderful job.

Trustee Wilmer: He stated the following:
- Putting a committee together to review the trash pickup and maybe bring it in house again.

Dep. Mayor Gustafson: No Report.

MAYOR’S REPORT:

He stated tomorrow he has a conference call with the Conference of Mayors and County Executives to talk about the American Rescue Plan that has been approved. He continued he will find out tomorrow how much the money Villages are going to get; that should hopefully be a good thing. Trustee Strong asked that people double check their requisitions to be sure it has COVID is written on
it for anything that can potentially related to COVID. The Mayor added NYSDOT is acquiring 225 sq. ft. of roadway, near Lonergan Pk.; we are currently working on this, so they can put a crosswalk where they suggest we put it. He stated Rt. 11 is going to be repaved this spring and summer, contract is already signed; it is going to happen this year. He shared the DPW Workers are back and working; they cleaned our windows over at the Village Hall, that was a nice thing. He stated he would echo Trustee Strong, our Dept. Heads are doing are putting in the hours in spite of the pandemic and we are doing O.K.

Dep. Mayor Gustafson made a motion to adjourn at 7:40 PM. The motion was seconded by Trustee Wilmer. The motion was approved: St. Germain, Strong, Wilmer, and Gustafson, all voting in favor of the same.

Respectfully submitted,

Dianne M. Kufel
Village Clerk-Treasurer
VILLAGE OF NORTH SYRACUSE

EMERGENCY PANDEMIC PLAN

APPROVED
BY BOARD RESOLUTION

DATE: 03/11/2021
Background of Plan

As a public employer in the State of New York, the Village of North Syracuse is required to prepare a plan for the continuation of operations in the event that the Governor declares a state disaster emergency involving a communicable disease.

Village Plan Development

The Village of North Syracuse plan was created using guidelines from the New York Conference of Mayors (NYCOM), and provided to the Village Board of Trustees to review. The Village Board of Trustees adopted the plan by passing a resolution on 03/11/2021.

The following areas are covered in this plan:
- Designation of employees that are essential and why
- Remote work plans for the non-essential employees
- Policy of staggered work shifts, hours & work locations of essential employees
- Protocols on emergency housing for essential employees
- Policy on procurement of PPE
- Leave, health testing and quarantine policies

Future of the Plan

This plan should be reviewed and reconfirmed on an annual basis by the Village Board of Trustees at Village Annual Meeting.

Designation of Essential and Non-Essential Employees

The Village has reviewed each staff position and classified them into three different categories (Essential A, Essential B & Non-Essential). “Essential” shall refer to an employee who is required to be physically present at the worksite to perform his or her job. “Non-Essential” shall refer to an employee who is not required to be physically present at a worksite to perform his or her job.

- **Essential A**: Employee is any employee that would be expected to work onsite immediately during an emergency response/pandemic.

- **Essential B**: Employee is any employee that would be expected to work onsite or remote after any kind of emergency response/pandemic is in place. No need for immediate response.

- **Non-Essential**: Employee is any employee that would not be expected to work onsite, if remote option is available, they would be asked to work during an emergency response/pandemic. No need for immediate response.
Remote Work Plans for Essential & Non-Essential Employees

Village Office
- Clerk-Treasurer – Essential A – Has laptop and cell phone to work remote.
- Deputy Clerk-Treasurer – Essential B – Laptop to be provided.
- Information Aide – Non-Essential

Codes
- Codes Enforcement Officer – Essential A – Has laptop and cell phone to work remote.
- Codes Clerk – Non-Essential

Department of Public Works
- Superintendent – Essential A – Laptop to be provided. Has cell phone to work remote.
- DPW Laborers – Essential B – No technology needed.
- P/T Clerk – Non-Essential

Fire Department
- Firehouse Caretakers – Essential A – No technology needed.
- P/T Clerks – Non-Essential

Parks & Recreation
- Parks Director – Non-Essential – Has laptop and cell phone to work remote.
- Senior Rec. Leader – Non-Essential – No technology needed.

Police Department
- Police Chief – Essential A – Onsite only
- Police Officers – Essential A – Onsite only
- FT Clerk – Essential B – Laptop available to work remote.
- P/T Clerk – Non-Essential

Village Board
- Mayor – Essential A – Has cell phone. No other technology provided by the Village.
- Deputy Mayor – Essential A – Has cell phone. No other technology provided by the Village.
- Trustees – Essential B – No technology provided by the Village.

Village Committees: Planning/Zoning
- Non-Essential – No technology provided by the Village.
Policy on Procurement of PPE

The Village Clerk’s Office currently has an adequate supply of PPEs for the Village Hall departments. The DPW Superintendent and Fire Chief maintain their own department supplies, but the Clerk-Treasurer will coordinate the purchase of such equipment if necessary. All purchasing should follow standard procurement policy processes unless an emergency has been declared by the Mayor and the Village Department Heads are authorized for emergency procurements.

Leave, Health Testing and Quarantine Policies

Physical Distancing/Sanitation
- Staff should always remain 6 feet apart. Any time staff are less than 6 feet apart from one another, they must wear a mask. Staff are required to wear masks in common areas such as hallways, breakrooms, lobbies. Staff will be required to wear a mask when they cannot socially distance from other staff members and the public.
- Whenever employees are riding together in the same vehicle, they are required to wear a mask.
- Occupancy in enclosed areas will be limited as per local guidelines.
- Social distancing markers that denote 6 feet of space shall be used in common areas.
- All visitors entering our Village buildings must wear a mask.
- Staff will be required to disinfect their work area daily.
- A schedule will be created to disinfect building restrooms, offices and common areas on a regular basis. Schedule will indicate who is responsible and equipment to be used. Fire Department and Police Department have sanitizing sprayers to use on hard surfaces.
- Areas where large crowds have gathered (Community Center) will be disinfected after each gathering.

Communication
- Village will post signage throughout the buildings to remind staff and visitors to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.

Screening
- Each day, all Village staff will be required to take their temperature upon arrival and certify that is under 100 degrees; and complete a questionnaire which asks: 1) any COVID-19 symptoms in the past 14 days; 2) any positive COVID-19 test in the past 14 days; 3) any close contact with someone with a confirmed or suspected COVID-19 in the past 14 days; 4) any travel internationally or from a state with widespread community transmission of COVID-19 per the New York State travel advisory in the past 14 days. The questionnaires will be maintained by the Village Clerk-Treasurer. Screening will be based on CDC and Onondaga County Health Department recommendations.
## Regular Board Meeting

### Date: 3-11-21

### Please Sign In

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<th>Name</th>
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<td>Dave M. Kugel</td>
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<td>Fred Wilhoit</td>
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<td>Tony Barkinschaw</td>
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<td>Pat Gustafson</td>
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<td>J. Buehler</td>
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<td>Sue Dean</td>
<td>1154 New Michigan Rd, Farmington</td>
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<td>L. A. Stumbras</td>
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<td>Linda Young</td>
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<td>5854 W. Gillette Rd.</td>
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<td>Marian Butterfield</td>
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<td>Lisa Nader</td>
<td>224 Chestnut St.</td>
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<td>356 Chestnut St.</td>
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## VILLAGE OF NORTH SYRACUSE

### REGULAR BOARD MEETING

**DATE:**

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### PLEASE SIGN IN

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<tr>
<td>Joseph Munker</td>
<td>6660 Kane Way, East Syracuse, NY</td>
</tr>
<tr>
<td>John Linette</td>
<td>108 Crescent St, Liverpool, NY</td>
</tr>
<tr>
<td>Beth Maughin</td>
<td>296 Galloway Dr, Liverpool, NY</td>
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