



VILLAGE OF NORTH SYRACUSE

Regular Board Meeting

Thursday, July 14th, 2022 @ 6:30 PM

North Syracuse Community Center

600 South Bay Road, North Syracuse, NY

Facebook Livestreamed

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, Trustee LouAnn St. Germain, Trustee Chris Strong, Trustee Fred Wilmer, and Dep. Mayor Gustafson.

Personnel Present: Village Clerk/Treasurer Dianne Kufel, DPW Superintendent Ed Ware, Fire Chief Patrick Brennan, Parks Director Tony Burkinshaw, Police Chief William Becker, and Village Attorney Robert Germain.

Personnel Absent: CEO Brian Johnstone (Excused) and Village Engineer Amy Franco (Excused).

APPROVAL OF BOARD MEETING MINUTES-JUNE 23RD, 2022

The Mayor stated the 1st item on the agenda is Approval of Board Mtg. Min. for June 23rd, 2022: Due to short staffing, these will not be available until our next meeting.

RESOLUTION # 156-22

GENERAL FUND ABSTRACT APPROVAL

Trustee Wilmer made a motion to approve General Fund Abstract #4 in the amount of \$225,755.57 covering voucher #94 thru #176. The motion was seconded by Dep. Mayor Gustafson. The Mayor shared there are lots of insurance payments and a snow plow payment. The motion was approved: St. Germain, Strong, Wilmer, and Gustafson, all voting in favor of the same.

RESOLUTION # 157-22

SEWER FUND NEW BUDGET ABSTRACT APPROVAL

Trustee Strong made a motion to approve Sewer Fund New Budget Abstract #4 in the amount of \$81.05 covering voucher #1 thru #2. 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.

PERSONNEL APPOINTMENT(S) - ATTACHED

The Mayor stated the next item on the agenda is Personnel Appointments: The Board has rec'd a print out, the only thing that he was asked to mention is for the approval to allow up to \$1,000 for the fiscal yr. for us to cut checks. He explained sometimes a check needs to be cut and it is between meetings, so that is something that should be authorized. He continued the mileage reimbursement has been



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changed, it has gone up a little bit and you have seen all of the appointments. He added there is now an Ethics Committee, that is just informational and we do not have to make comments on MS4 anymore. He stated all of those that need to sign the Oath of Office; Village Clerk-Treasurer Kufel requested that you come into the Village and she will give you the Oath of Office, so you can sign the book.

OLD BUSINESS:

UPDATE: VILLAGE HALL/ GARAGE ROOF SPECIFICATIONS-BID OPENING 7/22

The Mayor stated the next item on the agenda Update: Village Hall/Garage Roof Specifications, the Bid Opening was changed to 7/22, we have had a fair amount of interest in the project; we have at least 2 contractors that we know of that have the plans. He continued because it is electronic, there could be others looking at it that we do not know about.

UPDATE: DPW IMPROVEMENTS/ROOF SPECIFICATIONS-BID OPENING 7/28

The Mayor stated also the Update: DPW Roof, that Bid Opening is 7/28, we have had a fair amount of interest in that as well. He continued unfortunately it is going to take a yr. or more to actually do the job, if we get a lower bidder.

UPDATE: COMMUNITY CENTER FLOORING/PILLARS/TRIM-BID OPENING 7/21

The Mayor stated then Update Community Center Flooring/Pillars/Trim-Bid Opening is 7/21, we have also had some people looking at it. He continued again that is out there electronically, so some other people could be looking at it.

RESOLUTION # 158-22

UPDATE: 218 FERGERSON PARK-TREE BOARD RESOLUTION

The Mayor stated next is Update: 218 Fergerson Park-Tree Board Resolution: He asked do we leave the tree alone or is it our obligation to do something with the tree. Much discussion went back and forth regarding: The placement of the tree, whether on property owners or Village's property that appeared to be in the right-of-way and whose responsibility to remove, whether measurements had been done. They discussed whether it leaned or presented a hazard to the road, public or laden. Atty. Germain explained this is similar to an easement, but we have the right-of-way; the Tree Board has the right to do whatever we need to do in that area, you have the legislative ability. Mayor continued but if we remove this tree that far back on the homeowner's property, then we are going to be cutting a lot more trees, because any tree that is planted in the right-of-way; if somebody says it should come down



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because of. He added then, this Board votes to take it down or not. He stated and the homeowner wanted us to take it down. He continued the tree was just 1 branch and it would not have damaged the public right-of-way, we are talking about the public right-of-way and the roads; that is what we need to protect. Atty. Germain stated so it does not really matter you have the ability to; if you want to have an arborist, give their opinion or you do not have to, because you are the Tree Board you have that resource. The Mayor asked if the Board is comfortable with maybe getting an arborist to look at it. Trustee St. Germain added yes. The Mayor stated to make a determination, it still has to come back here and we need to decide, are we going to remove a tree; this is a unique situation, because the right-of-way goes so far back. He continued are we going to remove a tree that has no danger to the public, from the Right-of-way out. Atty. Germain stated it is completely within your legislative. Trustee Strong made a motion to get an arborist to look at the tree. The motion was seconded by Dep. Mayor Gustafson. The motion was approved: St. Germain, Strong, Wilmer, and Gustafson, all voting in favor of the same. Atty. Germain asked if Trustee Wilmer knows an arborist to reach out to.

NEW BUSINESS:

**NOTIFICATION OF THE SMTc TAP GRANT FOR SIDEWALKS: SHAVER/WELLS AVE.
EAST/MAXWELL/GERTRUDE/PARKWAY DR., VAN MARA DR./CHURCH ST./
SOUTH BAY RD.**

The Mayor stated moving on to New Business, there was a notification we rec'd that we were awarded the SMTc Tap Grant for Sidewalks: This is something that we applied for September of last yr., so Shaver/Wells Ave East/Maxwell/Gertrude/ Parkway Dr./Van Mara Dr./Church St./ South Bay Rd. He continued it is \$1,250,000 worth of funds. He added it just takes time, it is the same grant we got for Church/Chestnut., so we have to go through the process; but that is good news.

TREE BOARD: 112 GROVE ST. AND 116 GROVE ST.

The Mayor stated the next item on the agenda is another 1 for the Tree Board: 112 Grove St. and 116 Grove St.: The Board received the email from Parks Dir. Burkinshaw, there are a safety issues that need our attention. He continued he believed it is the tree at 116 Grove St., there are dead branches that could fall down on the parking area. He added at 112 Grove St. there are dead branches that could fall down near the building and both of these should have the branches presenting the hazard removed; not the whole tree. Much discussion went back and forth regarding the following: Whose property the trees were on, the parks or the homeowners, the placement of the fence, being sure measurements were done, the dangers that were presented and if a hazard to the public. Safety hazard presented and DPW not being trained to handle the trees that close to the wires and should a professional be hired to handle both. Trimming what was allowed prior to determination from an arborist to prevent branches



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from hitting people or cars. Reaching out to a professional, if need be, to remove the branches they could not reach. Wording of a letter from the Tree Board to notify homeowners Village would be trimming branches they could reach. Monday with CEO Johnstone and look at the records and see if there are any measurements off the fence line or the building off the homeowners or determine whose fence it is possibly. Atty. Germain explained the Tree Board had the legislative ability to handle the trees how they see necessary.

RESOLUTION # 159-22

SURPLUS: HIGHWAY DEPT. PAINT SPRAYER, WALK BEHIND SAW

Dep. Mayor Gustafson made a motion to surplus: Highway Dept. paint sprayer, and walk behind saw and list of items of equipment for DPW. 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 # 160-22

AUTHORIZE POLICE CHIEF-TRAINING-GLENS FALLS

Trustee St. Germain made a motion to authorize the Police Chief to attend training at the NYS Conference at Glens Falls not to exceed \$500. The motion was seconded by Trustee Strong. The motion was approved: St. Germain, Strong, Wilmer, and Gustafson, all voting in favor of the same.

RESOLUTION # 161-22

AUTHORIZE POLICE CHIEF-TRAINING-DALLAS, TX

Dep. Mayor Gustafson made a motion to authorize training for the Police Chief at the IACP Conference in Dallas, TX in October not to exceed \$500. 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 # 162-22

**REVIEW/APPROVE/AUTHORIZE MAYOR TO SIGN
CHA CONSULTING AGREEMENT**

Trustee Wilmer made a motion to approve and authorize the Mayor to sign CHA Consulting Agreement. The motion was seconded by Dep. Mayor Gustafson. Much discussion went back and forth about shopping for engineering, the process, cycle, etc. They are used on an hourly basis, very good and reasonable handling the following: Grant preparations, attending meetings, the Planning, Zoning, MS4 Specialist, Landscaping, and have Brian Bouchard or James Trasher who can fill in if needed. The motion was approved: St. Germain, Strong, Wilmer and Gustafson, all voting in favor of he same.

RESOLUTION # 163-22

**DISCUSS/REVIEW AGREEMENT: ONONDAGA COUNTY
PLANNING REVIEW PROCESS**



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Trustee Wilmer made a motion to authorize the Mayor to sign Onondaga County Planning Review Process Agreement. The motion was seconded by Trustee Strong. The motion was approved: St. Germain, Strong, Wilmer, and Gustafson, all voting in favor of the same.

RESOLUTION # 164-22

DISCUSS/APPOINT NEW PART-TIME POLICE OFFICER

Dep. Mayor Gustafson made a motion to approve the appointment of J. Bingham as a Part-time Police Officer at \$25/hr. effective 7/18/22. The motion was seconded by Trustee Strong. Dep. Mayor Gustafson asked what number is this for your Part-time. Police Chief Becker stated #6. Dep. Mayor Gustafson clarified that it fulfills the contract. Police Chief Becker continued it does. The motion was approved: St. Germain, Strong, Wilmer, and Gustafson voting in favor.

CITIZENS' VOICE: The Mayor invited anyone that would like to share concerns or thoughts via Facebook to address the Board.

Pat Ferguson of 211 S. Main St.-Was not here, but Dianne Kufel reported we are moving forward with a lot of requirements from HUD for the North Syracuse Housing Authority. She spoke of there not providing a lot of details over the past few yrs. relating to HUD requirements and finance requirements. She added they rec'd some letters from HUD with some deep concerns. She shared they are moving forward with a good plan for Bonadio to come in, the accounting firm to go back to 2019, we really have some "things to do" to get up to speed. She explained she is on the Board, along with Tim Walker who has a very good accounting background and software knowledge too. She stated then we have some members that have been on for a little bit too, for a long time.

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

ATTORNEY REPORT: (Robert Germain): No Report.

ENGINEER REPORT: (Amy Franco): No Report (Absent).

DEPARTMENT HEAD REPORTS:

Police Department: (Police Chief William Becker): He stated the following:

- Month of June Totals: 893 Total Calls for service, 393 Property Checks, 17 Domestic, 21 Motor vehicle crashes, 98 Traffic Stops, 77 Traffic tickets, 34 Criminal Arrests
- So far for July: 540 Total Calls for service, 288 Property Checks, 6 Domestic, 11 Motor Vehicle Accidents, 71 Traffic Stops, 62 Traffic tickets, 9 Criminal Arrests



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Fire Department: (Fire Chief Patrick Brennan): He stated the following:

- Very busy last 2 wks. partnering in Town of Cicero and Town of Clay for fires
- Thanked Board/Village Clerk-Treasurer Kufel Assisting: Go Bags, last abstract now complete
- Talked to Mgr. at Toll Rd. to assist them with issues when fire alarms going off
- Fire Dept. Leadership gone 7/25-7/26; going for Mid Build on new fire engine, delivery will be in August or September, will get with Village Clerk-Treasurer Kufel re: financing
- Truck #1 Repairs invoices: Reach out with options
- Next Meeting – items to surplus

Public Works Department: (DPW Sup't.: Ed Ware): He stated the following:

- 103 Watson: Covert pipe collapsing, issue with sewer pipe could not open, Notified: Fire, Police, and NAVAC: and 911 Ctr, going to be shutting road down 4 hrs. tomorrow
- Have been cleaning, rebuilding storm drains
- Rec'd 10 large pots, putting out in ctr. of Vlg, work to pick plants, and prepare to set out
- Trimming trees around stop signs and lighting which have more to do
- Patching pot holes on the streets
- Will be coming out with list of streets that sent out to have bid on for repaving/resurfacing

Parks and Recreation Department: (Parks Director: Anthony Burkinshaw): He stated the following:

- About ½ way through concert series, encouraged to come out, 6 more shows left
- In 2nd wk. of summer camp
- Just finished 1st session of swim lessons, we have 1 more session left; wrapping up Saturdays in about 1 wk.
- Eagle Scout Project at Lonergan Pk. complete; thanked Clayton and Troop #157; will be here at next meeting for recognition and congratulations on project

Codes Department: (CEO: Brian Johnstone): No Report (Absent).

Clerk-Treasurer: (Village Clerk-Treasurer Kufel): No Report.

DEPUTY MAYOR-TRUSTEES REPORT:

Trustee St. Germain: No Report.

Trustee Strong: He stated the following:

- Wonderful to see so much usage of the parks during day, afternoons, evenings; weekends,



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- they are packed, spoke of great job Fire Dept. showing vehicles, Police making extra stops, DPW extra cleaning up and the Parks crew
- Disappointing having more damage at Centerville Pk. at Basketball Hoop; probably not from Vlg., but decided to use and it happens
 - Weather, Annual Mtg. Info. Look at Emergency Operations Plan; Marcellus got pretty beat up, so just something to keep in back of mind, think of mutual aid plans and DPW if we had all of those trees in this small Vlg., if we had would still be cleaning up; plan one at fire house in near future

Trustee Wilmer: No Report (Absent).

Dep. Mayor Gustafson: She stated the following:

- Thanked Parks Dir. Burkinshaw for doing such a good job with Summer Camp Program

MAYOR'S REPORT:

He stated we rec'd a letter from Senator Mannion at end of June, he sent out letter regarding Capital Projects, is there anything of interest. He continued he sent letters out to all Dept. Heads. He added he rec'd letter from Parks Dir. Burkinshaw with several opportunities, so we are going to pursue some of the opportunities he is talking about. He explained over at Kennedy, there are some Code issues and ADA issues and Health Dept. issues, so going to try to put together; have to have in by July 29th. He shared we are meeting an architect there tomorrow morning to hopefully come up with some creative solutions, so we can put in an application. He thanked Village Clerk-Treasurer Kufel and Dep. Village Clerk-Treasurer Ilacqua; we have been very short at Village Hall. He stated Judy has been sick, and Pearl was out with her knee recovery, so we have been doing without for quite a while; so KUDDOS to those that are still there soldiering on, and getting as much done as we can.

The Mayor stated he would like to entertain a motion to go into executive session to discuss some personnel issues. He continued we won't have any motions at the end of the meeting.

Dep. Mayor Gustafson made a motion to enter into **Executive Session** at 7:18 P.M. The motion was seconded by Trustee St. Germain. The motion was approved: St. Germain, Strong, Wilmer, and Gustafson, all voting favor of the same.

Trustee Wilmer made a motion to return to **Regular Session** at 8:30 P.M. The motion was seconded by Dep. Mayor Gustafson. The motion was approved: St. Germain, Strong, Wilmer, and Gustafson, all voting favor of the same.

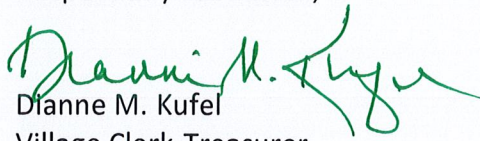


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Trustee Wilmer made a motion to adjourn at 8:31 PM. The motion was seconded by Trustee St.

Germain. The motion was approved: St. Germain, Strong, Wilmer, and Gustafson, all voting in favor of the same.

Respectfully submitted,


Dianne M. Kufel
Village Clerk-Treasurer

VILLAGE OF NORTH SYRACUSE

REGULAR BOARD MEETING

DATE: 7/14/22

PLEASE SIGN IN

NAME

Muhammad Bitterfield
Lisa Liao

ADDRESS

224 Chestnut St.
356 Chestnut St.

Annual Meeting Information – 7/14/2022 (Adopted 7/14/2022)

New Term: Chris Strong (Expires 7/2025), Lou Ann St. Germain (Expires 7/2025)

Pat Gustafson (Expires 7/2023) G. Butterfield (Expires 7/2023) F. Wilmer (Expires 7/2023)

Personnel Appointments:

Historian – Alfred W. (Bill) Fergerson

Director of Parks and Recreation – Anthony Burkinshaw (no harm no foul to reappoint but not legally required)

Codes Enforcement Officer – Brian Johnstone (no harm no foul to reappoint each year but not legally required)

Village Clerk-Treasurer – Dianne Kufel (no harm no foul but only every 2 years)

Deputy Village Clerk-Treasurer – Diane Ilacqua (no harm no foul but only every 2 years)

DPW Superintendent – Ed Ware (depends on date this position was created – no harm/no foul to reappoint)

Police Chief – William Becker (no harm no foul to reappoint but not legally required)

Signatories-Mayor, Clerk/Treasurer, Dep. Clerk Treasurer

Attorney – Germain & Germain

Engineer – CHA (CHA)

Official Newspapers – Eagle Newspaper (Star Review) and Post Standard

Depositors – M&T Bank, Solvay Bank

Official Insurance Co. – Eastern Shores – NYMIR and PERMA for W/C

Village Auditors – The Bonadio Group and Michael Benn and Company (LOSAP)

Policies/Handbooks-

Police Reform (Adopted 3/25/2021)

Emergency Pandemic Plan

Emergency Operations Plan

Be sure to add allow approval of up \$1,000 for the fiscal year – for us cut checks.

Procurement Policy – Same as last year

Personnel Policy – Same as last year

Sexual Harassment Policy – New 08/11/2020

Travel Policy – New 6/27/2019

Fund Balance Policy – Same as last year

Investment Policy – Same as last year

Mileage Reimbursement Federal Rate (IRS) **.625** cents per mile as of June 9th, **2022**

Board Meeting Dates – 2nd Thursday of each month @ 6:30 PM and the 4th Thursday of each month @ 4:30 PM at the Community Center unless otherwise noted.

Zoning Board of Appeals Meetings – 1st Thursday of the Month

Planning Commission Meetings – 3rd Thursday of the Month

Standard Work Day – Clerk-Treas./Dep.Clerk-Treas. F/T P/T	7 Hours Standard Work Day
Codes Dept. FT PT	7 Hours Standard Work Day
DPW-Highway Dept. Firehouse Caretaker	8 Hours Standard Work Day
Elected Officials	6 Hours Standard Work Day
Parks Dept. (Inc. Clerical/Seasonal FT PT)	7 Hours Standard Work Day
Police Off/Dispatch Aids/Admin Aid	
Incl. Part Time Officers	8 Hours Standard Work Day

Audit Committee – Deputy Mayor Gustafson and Clerk-Treasurer Dianne Kufel

Liaison Appointments:

Zoning Board of Appeals – Dep. Mayor Gustafson	Fire Dept.-Mayor Gary Butterfield
Planning Commission – Trustee Chris Strong	Parks – Trustee Fred Wilmer
Public Safety (Police) – Trustee Chris Strong	Codes Dept. – Trustee LouAnn St. Germain
Clubs and Organizations – Mayor Gary Butterfield	DPW Highway – Dep. Mayor Gustafson
Chamber of Commerce – Mayor Gary Butterfield	

Planning Commission:

Chairman

Gregg Lancette	3 Year Appointment Expires 7/01/2023
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Members

Jeff Bachstein	3 Year Appointment Expires 7/01/2024
Paul Kolodzie	3 Year Appointment Expires 7/01/2024
Emily Sharp	New Term 3 Year Appointment Expires 7/01/2022 7/01/2025
Vera Desimone	3 Year Appointment Expires 7/01/2023
Connie Irick	New Term 3 Year Appointment Expires 7/01/2022 7/01/2025
Lisa Lioto	New Term 3 Year Appointment Expires 7/01/2022 7/01/2025

Alternate

Darlene Piper	3 Year Appointment Expires 7/01/2023
Sam Mondello	3 Year Appointment Expires 7/01/2023

Zoning Board of Appeals:

Chairman

David Robinson

5 Year Appointment Expires 7/01/2025

Members

Jeff St. Germain

5 Year Appointment Expires 7/01/2023

Anthony Irick

5 Year Appointment Expires 7/01/2026

Jack Gaiser New Term

5 Year Appointment Expires ~~7/01/2022~~ 7/01/2027

Jake Bunton

5 Year Appointment Expires 7/01/2025

Alternate

John Coleman

5 Year Appointment Expires 7/01/2026

Committee Appointments:

Public Safety Committee Members:

Dep. Mayor Pat Gustafson

Police Chief William Becker

Trustee Strong

Codes Enf. Officer – Brian Johnstone

Jack Gaiser

Fire Chief Pat Brennan

DPW Superintendent – Ed Ware

Parks Director – Anthony Burkinshaw

Disaster Plan Committee Members

Mayor Gary Butterfield

Dep. Mayor Pat Gustafson

Dianne Kufel – Clerk Treasurer

Fire Chief Pat Brennan

Codes Enf. Officer – Brian Johnstone

Police Chief William Becker

Matthew Conti – Director of Transportation

Evan Grenier/Operations – NAVAC

MS-4/Stormwater Compliance Committee

Mayor Gary Butterfield

Chairman of Planning Commission Gregg Lancette

Codes Enf. Officer – Brian Johnstone

Village Attorney – Germain & Germain

Village Engineer – Kristy Harris

Village Clerk/Treasurer Dianne Kufel

DPW Superintendent – Ed Ware

Board of Ethics: (5 Members)

Mayor Gary Butterfield	Chris Palma
Dave Robinson	Doug Hummel
Ken Ryan	

***Housing Authority Members:**

Chairperson Pat Fergerson	Renew in 2024
Ernest Wass	Renew in 2023
John Canorro	Renew in 2025
Dianne Kufel (Replacing D. Browning)	Renew in 2026
Tim Walker (Replacing P. Gustafson)	New Term Renew in 2022 New Expire 2027

Annual Public Comments on MS4:

No need to do this anymore (as per CHA)