

Dianne Kufel

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From: Lauren Darcy <ldarcy@cnyrpdb.org>  
Sent: Thursday, September 29, 2022 12:40 PM  
To: mdickson@townofcamillus.com; clerk@ciceronewyork.net; townclerk@townofclay.org;  
clerk@townofdewitt.com; clerk@townofgeddes.com; hastingssclerk@hotmail.com;  
townclerk@townoflafayette.com; aedsall@townofmanlius.org; clerk@marcellusny.com;  
lgoodwin@townofonondaga.com; townclerk@townofpompey.org; jventre@salina.ny.us;  
abettinger@townofsullivan.org; tully-townclerk@cnyemail.com; vbclerk@townofvanburen.com;  
mbutler@baldwinsville.org; centralsquarevillageclerk@cnyemail.com;  
smrowinski@villageofeastysyracuse.com; lcorsette@fayettevilleny.gov;  
villageclerk@villageofliverpool.org; lisab@manliusvillage.org; clerk@villageofmarcellus.com;  
ldevona@villageofminoa.com; Dianne Kufel; rdemo@villageofphoenix-ny.gov;  
gtarolli@villageofsolvay.com; villageclerk@villageoftully.org  
Cc: Aaron McKeon; Mary e Robison (mrobison@syrgov.net)  
Subject: [External] CNY Stormwater Coalition 2023 Membership  
Attachments: DRAFT 2023 muni resolution w attachment.doc

ATTENTION: This email message was received from someone outside the Village of North Syracuse. Please DO NOT click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon,

To continue membership in the CNY Stormwater Coalition for 2023, your municipal board must return a signed resolution by December 1<sup>st</sup>. Member municipalities are also requested to approve the annual Coalition membership fee as a line item in their annual budgets.

Please present the attached 2023 proposal for review and approval to your municipal board. Municipal resolutions to participate should be returned to CNY RPDB's Business Manager, Patricia Wortley at: [pwortely@cnyrpdb.org](mailto:pwortely@cnyrpdb.org)

Or by mail at:

CNY Regional Planning & Development Board  
Attn: Patricia Wortley  
126 N. Salina Street, Suite 200  
Syracuse, NY 13202"

10/27/22

Best,

Lauren

Lauren Darcy  
Environmental Planner  
Central New York Regional Planning and Development Board  
100 Clinton Square  
126 N. Salina Street, Suite 200  
Syracuse, NY 13202  
(315) 422-8276 X1206

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1. The first part of the document is a list of names and their corresponding dates. The names are listed in a column on the left, and the dates are listed in a column on the right. The names are: John Doe, Jane Smith, and Bob Johnson. The dates are: 1/1/2020, 2/1/2020, and 3/1/2020.

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**Resolution Supporting Participation in the  
CNY Stormwater Coalition Staff Services and Education Compliance Assistance Program**

Resolution authorizing the items listed below pursuant to requirements of the New York State Pollutant Discharge Elimination System Municipal Separate Storm Sewer System General Permit.

WHEREAS, \_\_\_\_\_  
(Legal Name of Municipality)

herein called the "Municipality", after thorough consideration of the various aspects of the problem and consideration of available information, has hereby determined that certain work, as described in Attachment A, herein called the "Project", is desirable, is in the public interest, and is required in order to implement the Project; and

WHEREAS, the Central New York Regional Planning & Development Board, herein called the "Board", has provided program planning and implementation assistance pertaining to the requirements of the New York State Pollutant Discharge Elimination System (SPDES) Stormwater Phase II General Permit for Municipal Separate Storm Sewer System (MS4) operators since 2002, and

WHEREAS, the Board has proposed staff and education assistance services in support of sustaining the CNY Stormwater Coalition and to provide a regional public education, outreach and training compliance program to reduce municipal staff burdens, ensure consistency, provide widespread priority audience targeting the most efficient use of limited municipal funds by distributing total program costs over a number of entities within a twelve-month timeframe.

NOW, THEREFORE, BE IT RESOLVED BY \_\_\_\_\_  
(Governing Body of Municipality)

1. That \_\_\_\_\_  
(Name and Title of Chief Elected Official)

or such person's successor in office is the representative authorized to act on behalf of the Municipality's governing body in all matters related the Project;

2. That the Municipality agrees that it will fund its portion of the program cost in the amount of \$3,600, and that those funds will be made available to the Board upon receipt of invoice.

3. That one (1) certified copy of this Resolution will be prepared and sent to the Board upon adoption.



4. That this Resolution take effect immediately.

#### CERTIFICATE OF RECORDING OFFICER

That the attached Resolution is a true and correct copy of the Resolution, as regularly adopted at a legally convened meeting of the \_\_\_\_\_  
(Name of Governing Body of Applicant)

duly held on the \_\_\_\_\_ day of \_\_\_\_\_, 2022; and further that such Resolution has been fully recorded in the \_\_\_\_\_ in my office.  
(Title of Record Book)

In witness thereof, I have hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Signature of Recording Officer

\_\_\_\_\_  
Title of Recording Officer

Impress Official Seal here.

## **ATTACHMENT A**

### **SCOPE OF SERVICES AND PROJECT APPROACH**

Program tasks are proposed under three project components: CNY Stormwater Coalition Staff Support; Public Education and Outreach; and Direct Municipal Assistance. This is the 2022 Workplan provided as guidance for 2023 activities. Additional work items may be amended as the Final 2023 Workplan is in development and a new Stormwater General Permit is expected from the NYSDEC in 2023. This will be subject to the Stormwater Coalition's approval.

#### **I: CNY STORMWATER COALITION STAFF SUPPORT**

Tasks proposed under this project component are designed to advance and sustain the CNY Stormwater Coalition (the Coalition), currently consisting of 30 regulated MS4 owner/operators identified in Attachment A of this proposal. The Coalition was formally established on January 1, 2011.

#### **I: CNY STORMWATER COALITION STAFF SUPPORT**

Task I.1. Purchase Annual Zoom Pro License – Zoom Pro provides a forum for hosting interactive, remote meetings, presentations, and trainings. This forum has proven convenient over the past two years and avoids any health risks that may be associated with large, in-person gatherings. Remote workshops and meetings reduce the overall time needed to attend these events, while providing opportunities for increased attendance.

Task I.2 Staffing Support for the CNY Stormwater Coalition, Executive Committee and Working Committees Deemed Necessary to Advance the Coalition's Objectives – CNY RPDB will provide direct staff support needed to plan and conduct four (4) scheduled meetings of the CNY Stormwater Coalition, four (4) scheduled meetings of the CNY Stormwater Coalition Executive Committee, and Coalition working committees as needed to advance and sustain a fully functioning Coalition. Meetings may be held remotely, in-person or as a combination of the two at the direction of the Coalition's Executive Committee. Staff support for all scheduled meetings includes meeting preparation and agenda development, speaker recruitment, training programs, venue selection as appropriate, preparation and distribution of meeting minutes and completion of all identified meeting follow up tasks. CNY RPDB will monitor public and private grant opportunities, respond to appropriate Requests for Proposals, and oversee implementation of any grant funded projects and/or programs.

Task I.3. Communications – CNY RPDB will coordinate all internal and external communications and serve as the primary liaison between the Coalition and various regulatory agencies including the NYS DEC and the U.S. EPA. To help ensure Coalition members understand the implications of any modifications or additional requirements that may impact their ability to comply with the NYS Stormwater General Permits (MS4 and Construction), CNY RPDB will monitor, and report proposed and enacted changes to the stormwater general permits, including associated compliance, reporting, and inspection requirements. CNY RPDB will compile feedback and inquiries from Coalition members and coordinate and prepare unified responses to new and evolving regulatory requirements on behalf of the Coalition to appropriate regulatory agencies as warranted. CNY RPDB will prepare training and informational updates for Coalition members to support regulatory compliance with the next version of the MS4 General Stormwater Permit upon its effective date. CNY RPDB will engage other statewide stormwater coalitions and other non-regulatory partners involved in all aspects of stormwater

management to identify and initiate compliance opportunities that support the objectives of the Coalition.

Task I.4. Annual and Semi-Annual Reporting - CNY RPDB will document all education, training and outreach compliance activities conducted on behalf of the Coalition and complete the Minimum Control Measure 1. Public Education and Outreach section of the MS4 annual report in compliance with MS4 annual reporting requirements, and semi-annual reporting requirements for MS4s in the Onondaga Lake Watershed, as specified in the most current NY SPDES General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4s). CNY RPDB will deliver the MCM 1 section to participating MS4s for inclusion in their individual annual and semi-annual reports. CNY RPDB will respond to any public comments received relative to the documented education and outreach services. It is currently anticipated that NYS DEC will enact a new MS4 Annual Report format during the 2023 program year. If this is the case, the CNY RPDB will provide information and assistance as needed to transition into the new format.

Task I.5. Financial Administration and Reporting – CNY RPDB will coordinate and administer all contracted activities funded as part of this Scope of Services through December 31, 2023, including quarterly financial reporting, bookkeeping, and accounting, documentation of local match (if necessary to support Coalition approved grant funded programs), subcontracting (if deemed necessary and approved by the Coalition), and solicitations (if deemed necessary and approved by the Coalition). Progress reports and financial reporting will be made available to the Executive Committee of the Coalition on a quarterly basis.

## **II: PUBLIC EDUCATION AND OUTREACH**

Task II.1 Expand Online and Print Media Outreach – CNY RPDB will utilize paid post options to expand the reach of a refocused social media presence on Twitter. CNY RPDB will prepare weekly informational content and track responses. Other social media accounts will be developed or expanded including options such as, but not limited to LinkedIn and Facebook.

CNY RPDB will identify and establish contacts at local print newspapers. CNY RPDB will promote the CNY Stormwater Coalition and provide stormwater management content for publication. Small community newspapers provide a means for engaging community-minded individuals in stormwater management while improving recognition and support for the CNY Stormwater Coalition.

CNY RPDB will re-establish contacts with the Onondaga County Public Library and appropriate branch libraries in Madison and Oswego County for the purposes of distributing stormwater educational materials to the general public.

Task II.2. Maintain Regional Stormwater Website – CNY RPDB will maintain and promote the CNY Stormwater website. CNY RPDB will compile new and existing information, guidance materials and permit updates for reference and use by regulated MS4s in the SUA. CNY RPDB will provide informational items developed as part of the education program directly to participating MS4s for inclusion on municipal websites at their discretion.



Task II.3 Electronic Stormwater Newsletter - CNY RPDB will distribute a quarterly stormwater newsletter for the public. The seasonally themed electronic newsletter maintains a focus on primary pollutants of concern in the SUA, stormwater processes, and offers advice for reducing negative water quality impacts through simple actions. The newsletter will encourage participation in locally sponsored events that support stormwater management and protection efforts. CNY RPDB will conduct direct outreach in support of building the distribution list with existing organizations, groups, and users of social media.

Task II.4 Direct Outreach to Targeted Stakeholder Groups – CNY RPDB will provide direct information on topics of interest to a minimum of 3 targeted stakeholder groups. Information will be designed to address the specific functions and stormwater concerns relative to each group. Materials will be delivered electronically and/or in hard copy as most appropriate.

### **III. DIRECT MUNICIPAL ASSISTANCE**

Task III.1. Municipal Training - CNY RPDB will broadcast live and pre-recorded trainings for municipal staff and elected officials on a variety of topics utilizing the Coalition funded Zoom license and A/V equipment. Trainings will include live workshops, webinars, and presentations as well as archived webinars and streamed presentations. As part of this task, CNY RPDB will renew a paid annual membership with the Center for Watershed Protection. Topics will be selected to address current training and informational needs as determined through discussions with NYS Department of Environmental Conservation and the CNY Stormwater Coalition. Workshops will be designed to improve compliance with the MS4 Stormwater General Permit.

Task III.2. Online System Map – CNY RPDB will compile new and existing data and information needed to expand the storm sewer system mapping effort. This may include additional field data collection and data post-processing, digitizing existing paper maps, and/or other tasks as needed to advance efforts to build a full, regional system map. CNY RPDB will secure all necessary software and hardware updates, storage credits and perform ongoing maintenance of the online map platform as needed. CNY RPDB will provide assistance to member municipalities to support additional data collection efforts.

### **PROGRAM FEE**

The services described in this proposal will be conducted for a total fee not to exceed \$108,800 (\$3,600 per Coalition member). This fee will remain constant for each participating Coalition member regardless of the number of municipal members participating in the Coalition.

To participate in the proposed program, MS4s are required to adopt and return a municipal resolution no later than December 1<sup>st</sup> 2022 to CNY RPDB. CNY RPDB will issue a single invoice in January 2023, payment will be due to CNY RPDB no later than March 1<sup>st</sup> 2023.



Dianne Kufel

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From: Pearl Fuller  
Sent: Friday, November 4, 2022 2:36 PM  
To: Dianne Kufel  
Subject: Public Hearing

Hi Dianne,

As per our conversation, you asked that I send you an email reminding you that you need to set the date for a public hearing for December 8<sup>th</sup>, 2022 at the November 10<sup>th</sup>, 2022 meeting for the addition to the code for Village Center C-3 Districts to allow with special permit Motor Vehicle Service and Repair.

Thank you,

*Pearl Fuller*

Codes Clerk  
315-458-4763

**RECEIVED**

NOV 07 2022

VILLAGE OF N. SYRACUSE  
CLERK/TREASURER

Dianne Kufel

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From: Pearl Fuller  
Sent: Friday, November 4, 2022 1:36 PM  
To: Dianne Kufel  
Subject: Proposed Change: Village Center C-3 Districts  
Attachments: C-3 Vlg Ctr Allowed Uses Proposed Change.docx

Hi Dianne,

I have attached a copy of the proposed change as to how it would appear in the Codes Book and highlighted the new additional (8) Motor Vehicle Service and Repair, in case you need this to distribute to your Board members to better understand.

Thank you,

*Pearl Fuller*

Codes Clerk  
315-458-4763

## **§240-13 Village Center C-3 Districts.**

**A. Uses permitted in C-3 Districts shall be as follows:**

- (1) Retail and personal service.**
- (2) Professional and business office.**
- (3) Religious institution.**
- (4) Community center/private club.**
- (5) School.**
- (6) Mortuary and funeral home.**
- (7) Multiple-family dwelling.**
- (8) Public utility substation. (See § 240-48.)**
- (9) Accessory uses and structures.**

**B. Uses permitted in C-3 Districts upon issuance of a special permit shall be as follows (see Article VI):**

- (1) Public outdoor recreation.**
- (2) Indoor recreation.**
- (3) Drive-in service.**
- (4) Restaurant/bar.**
- (5) Hotel/motel.**
- (6) Shopping center.**
- (7) Residential units in combination with nonresidential use.**
- (8) Motor Vehicle Service and Repair.**

**C. Uses prohibited in C-3 Districts shall be as follows: All other uses not enumerated above.**

**Notice to the Board of Trustees:**

The Board wants to consider an amendment of the Village Code to add a new permitted use to the C-3 Village Center District. We are proposing adding a new paragraph (to be labeled (8) Motor Vehicle Service and Repair) to Section 240-13 B of the Code. This would allow an owner to operate a motor vehicle repair business in the C-3 designation upon the issuance of a Special Permit from the Village.

If the Board wants to proceed, here are some draft proposed Resolutions.....

**Calling Public Hearing:** Move the adoption of a resolution calling a Public Hearing commencing at 6:30 local time on \_\_\_\_\_ to consider adopting Local Law \_\_\_\_ of 2022, amending the Village of North Syracuse Code Section 240-13-Village Center C-3 Districts, by adding a new permitted use upon the Issuance of a Special Permit to paragraph "B" of the Section to be labeled number "(8) Motor Vehicle Service and Repair." The purpose of the proposed amendment is to allow for the operation of motor vehicle service businesses in the C-3 designation subject to the issuance of a Special Permit.

**SEQRA Decision:** Move the adoption of a resolution declaring the adoption of the proposed Local Law \_\_\_\_ of 2022 to be a Type II action for the purpose of SEQRA compliance.

**Decision:** Move the adoption of a resolution approving the adoption of Local Law \_\_\_\_ of 2022 amending the Village of North Syracuse Code Section 240-13-Village Center C-3 Districts, by adding a new permitted use upon the issuance of a Special Permit to paragraph "B" of the Section to be labeled number "(8) Motor Vehicle Service and Repair."

**RECEIVED**  
NOV 07 2022  
VILLAGE OF N. SYRACUSE  
CLERK/TREASURER



## CHANGE ORDER

NO. 3

PROJECT: Village Offices Renovations & AdditionDATE OF ISSUANCE: 10/27/22EFFECTIVE DATE: 10/27/22OWNER: Village of North SyracuseOWNER'S Contract No. 1CONTRACTOR Drulyk ConstructionENGINEER CHA Consulting LLC

You are directed to make the following changes in the Contract Documents.

Description & Work as described in the attached estimate for wall height.

Reason:

Attachments: Included

CHANGE ORDER IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price:	Original Contract Times
<u>\$284,382.00</u>	Substantial Completion: _____
	Ready for final payment: _____
	(days or dates)
Net changes from previous Change Orders No. 0 to 2.	Net changes from previous Change Orders No. _____ to _____
<u>\$ 11,320.40</u>	
	_____ days
Contract price prior to this Change Order:	Contract Times prior to this Change Order
<u>\$ 295,702.40</u>	Substantial Completion: _____
	Ready for final payment: _____
Net <del>increase</del> (decrease) of this Change Orders	Net increase (decrease) of this Change Orders
<u>\$ 836.04</u>	
	_____ days
Contract price with all approved Change Orders:	Contract Times with all approved Change Orders
<u>\$ 296,538.44</u>	Substantial Completion: _____
	Ready for final payment: _____

This change order represents full and complete compensation for all costs relative to the change itself and all other impacts on the project. Contractor hereby acknowledges that it has considered and priced into this change order impacts beyond the scope of the individual change order and waives all claims otherwise.

<b>RECOMMENDED:</b>		<b>APPROVED:</b>		<b>ACCEPTED:</b>	
BY: <u>Amy Franco</u>	BY: <u>[Signature]</u>	BY: _____	Contractor (Authorized Signature)		
Date: <u>10/25/22</u>	Date: <u>11 1 22</u>	Date: _____			

# DRULYK CONSTRUCTION

5450 LUCKNOW DRIVE · CLAY, NY 13041 · 315-378-7171

Village of N. Syracuse

600 S. Bay Road

North Syracuse, NY 13212

Attn: Mayor Butterfield & Group One Design

Gary Butterfield <gbutterfield@northsyracuse.ny.org>

codes@northsyracuse.ny.org

Change Order Number 3

Project No:	22 - 097	Date:	October 24, 2022
Project:	Village of N. Syracuse Hall Improvements		
Location:	600 S. Bay Road N. Syracuse, 13212		

## Changes to contract:

Prices include all labor, material and equipment

Change in height of 2 x 6 walls. Met with Architect to discuss the height differential with new addition and existing building.

It was determined to change the height of the wall.

The height of the wall is to be extended in order for the elevation of new addition with trusses to match up with the existing building elevation. Includes material & labor for cutting down 12' 2 x 6s to proper height.

Material price is only the differential between the sizes of studs. \$ 760.04

Subtotal \$ 760.04

Contractor OH&P 10% Markup \$76.00

**TOTAL: \$ 836.04**

NOTE: This Change Order shall become part of and conform with the existing contract.

WE AGREE hereby to make the change(s) specified above at this price

Total Amount of Change Proposal \$ 836.04

DATE: 10/24/22

AUTHORIZED SIGNATURE :

*Michael Villa*

ACCEPTED- The above prices and specifications of this Change Order are satisfactory and are hereby accepted. All work to be performed under same terms and conditions as specified in original contract unless otherwise stipulated.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_