



## VILLAGE OF NORTH SYRACUSE

### *Regular Board Meeting*

Thursday, November 13, 2025 @ 5:30 PM

North Syracuse Community Center

700 South Bay Road, North Syracuse, NY

*Facebook Livestreamed*

The Village of North Syracuse Regular Board Meeting began at 5:30 P.M. with Mayor Butterfield asking everyone to join him in the Pledge of Allegiance.

**Roll Call:** Mayor Butterfield, Trustee Bolton, Trustee Wilmer and Trustee St. Germain were all present. Deputy Mayor Gustafson resigned.

**Personnel Present:** Clerk/Treasurer D. Kufel, Police C. Fieldson, Police Linstroth, Parks Dir. T. Burkinshaw, Dep. Fire Chief Asztalos, and Eng. A. Franco. Excused: Codes Enforcement Officer L. Nestell and Attorney Germain.

Mayor Butterfield announced that Friday, November 14, 2025 is the last day of work for Parks Director Tony Burkinshaw as he is moving on to another job. He thanked Tony for 5 years of service with the Village.

### **RESOLUTION #227-25**

### **APPROVAL OF REG. BD. MTG. MINUTES– OCTOBER 23, 2025**

Trustee Wilmer made a motion to approve the meeting minutes from the October 23rd, 2025 Board Meeting. The motion was seconded by Trustee St. Germain. Motion was approved. Trustee St. Germain, Trustee Wilmer and Trustee Bolton, all voting in favor of the same.

### **RESOLUTION #228-25**

### **GENERAL FUND ABSTRACT APPROVAL**

Trustee Bolton made a motion to approve General Fund Abstract #12 in the amount of \$266,185.82 covering voucher #684 thru #795. The motion was seconded by Trustee Wilmer. Trustee Bolton stated in the interest of transparency, Trustee Bolton opened discussion about having a concern with the way the bills that are presented to the Village are done. He explained that according to the NYS Municipal law that the bills are supposed to be audited by a Trustee prior to the abstract being sent out to the rest of the Trustees. The last two abstracts we have received have not been reviewed or approved by a Trustee. The first abstract was reviewed by a new employee and the second abstract was reviewed by the Mayor. According to NYCOM, they are to be reviewed by a Trustee. According to the Office of the State Comptroller, they are supposed to be reviewed by a Trustee. Trustee Bolton reviewed an email from Attorney Robert Germain that stated both the Mayor and Trustee Bolton are correct. The Village needs to establish a process for auditing claims moving forward. The Mayor is a part of the Board of Trustees and according to NYCOM there is nothing that prohibits the Mayor from auditing the claims. Trustee Bolton is also correct that claims must be voted on and approved by the majority of the Board of Trustees. This process acts as checks and balances before it is presented to the Trustees at a regular Board meeting. The process was done in the past by the Deputy Mayor. The Mayor advised Attorney Germain that he would come up with a process for having these claims reviewed in the future. Trustee Bolton advised that he will be voting no tonight to approving the abstract. Mayor Butterfield added that of the \$266,185.82, \$185,219.58 went to Seneca Stone Corp. for paving of the streets, which came in about \$12,000 less than expected. This expenditure was totally reimbursed by CHIPS.



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The motion was approved. Trustee St. Germain, Trustee Wilmer and Mayor Butterfield, all voting in favor of the same. Trustee Bolton voting no.

**RESOLUTION #229-25**

**BUDGET TRANSFER**

Trustee Wilmer made a motion to transfer monies in the amount of \$588.84 from A3389 Police PTS Monies to A3120.141 (PTS Overtime) in the amount of \$147.94 and to A3120.142 (STEP OT Shifts) in the amount of \$440.87. Transferring money from the revenue received to cover the expenses related. The motion was seconded by Trustee St. Germain. The motion was approved. Trustee St. Germain, Trustee Wilmer and Trustee Bolton, all voting in favor of the same.

**RESOLUTION #230-25**

**BUDGET TRANSFER**

Mayor Butterfield explained that he does not want to process this budget transfer in the amount of \$3,228.50 from A1990.4 – Contingency to A7181.447 – Community Center Elevator Repair. The Mayor explained the reason for not wanting to process the budget transfer at this time is that the part that was ordered for the repair of the elevator was the wrong part that was ordered from the vendor. The Village had to pay 50% of the part price. The part has been reordered, but the vendor is now asking for a restocking fee, which the Mayor stated the Village will not pay as the vendor ordered the wrong part, not the Village. This budget transfer is tabled.

**OLD BUSINESS:**

**VILLAGE HALL SECURITY GATE IN REAR: APPROVED REPAIR 10/23/2025/ALL REPAIRED**

Mayor Butterfield stated that this bill will be paid on the next abstract as the invoice was received after the current abstract had been prepared.

**THE SWIMS GRANT**

Mayor Butterfield explained that the grant application was submitted on Thursday, October 30<sup>th</sup>, 2025. At this point it is wait and see. Hopefully the Village will be successful in receiving the grant. This was submitted for the Kennedy Park/Pool bathhouse renovations.

**UPDATE ON THE BOARD OF ETHICS: COMMITTEE STATEMENTS**

Mayor Butterfield stated that all but a few of the people required to sign the agreement have been received.

**HOME SECURITY CAMERAS – RING CAMERAS**

Parks Director Burkinshaw stated that the Board approved \$2,000 to replace the cameras for the Community Center, which does not include the yearly fee. He has been doing research on home cameras, looking at quantity and quality. Although Syracuse Technologies was already approved, Mayor Butterfield suggested that the Village hold off with the transaction until the research is done.

**NEW BUSINESS:**

**RESOLUTION #231-25**

**DISCUSS A PROVISIONAL APPOINTMENT FOR PARKS DIRECTOR: D. RADELL/EFFECTIVE**



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**11/17/25 - \$52,000/ANNUALLY**

Trustee Wilmer made motion to approve the provisional appointment of Don Radell as Parks Director, effective date of 11/17/25 with an annual salary of \$52,000. It is understood that he will have to take and pass the test when it becomes available. Motion was seconded by Trustee St. Germain. Motion was approved. Trustee St. Germain, Trustee Wilmer and Trustee Bolton all voting in favor of the same.

**RESOLUTION #232-25**

**DISCUSS RETIREMENT AGREEMENT: (1) DAY PER WEEK/D.KUFEL/ASSISTING THE TRANSITION OF BOTH POSITIONS**

Trustee Wilmer made a motion to approve the assignment of D. Kufel, retiring Clerk-Treasurer, to work one day a week to assist in the transition of both the Deputy Clerk Treasurer and Clerk Treasurer positions. Trustee Bolton asked if there was any decision on what she would be paid and the assignment of an end date. Trustee Wilmer rescinded the motion to approve. Trustee St. Germain seconded the motion. Discussion is tabled for further consideration.

**RESOLUTION #233-25**

**DISCUSS/REVIEW/APPROVE THE 2025 FUNDING REQUEST: COMMUNITY CENTER ELEVATOR REPLACEMENT**

Trustee St. Germain made a motion to approve the 2025 Funding of the Community Center Elevator Replacement in the amount of \$52,000. Mayor Butterfield stated that originally the Village had monies held for sidewalks and then moved monies to fund elevator replacement. He explained that he received a call from the County giving the Village \$52,000 from the Town of Clay Community Development monies that remained unspent. The Village is now able to replace the elevator with these funds. This will leave "untouched" the 2025 Community Development Sidewalk Extension on Wells Ave East. Mayor Butterfield explained that the motion is to approve the acceptance of the \$52,000 only. Additional monies needed for the repair will be addressed at another time. Motion was seconded by Trustee Wilmer, Motion was approved. Trustee St. Germain, Trustee Wilmer and Trustee Bolton all voting in favor of the same.

**RESOLUTION #234-25**

**DISCUSS/REVIEW/APPROVE THE 2025 FUNDING REQUEST: COMMUNITY CENTER ELEVATOR REPLACEMENT NOT TO EXCEED \$72,690.00**

Trustee Wilmer made a motion to approve ordering the replacement lift for the Community Center with payment to North Lifts not to exceed \$72,690, using \$52,000 from the Town of Clay Community Development monies and the Village providing the remaining monies. Motion was seconded by Trustee St. Germain. Motion was approved. Trustee St. Germain, Trustee Wilmer and Trustee Bolton all voting in favor of the same.

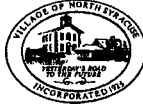
**RESOLUTION #235-25**

**DISCUSS/REVIEW/APPROVE ZONING BOARD OF APPEALS SCHEDULE FOR 2026**

Trustee Bolton made a motion to approve Zoning Board of Appeals schedule for 2026 that identifies each Thursday of the month. Motion was seconded by Trustee Wilmer. Motion was approved. Trustee St. Germain, Trustee Wilmer, and Trustee Bolton all voting in favor of same.

**RESOLUTION #236-25**

**DISCUSS/REVIEW/APPROVE PLANNING COMMISSION MEETING SCHEDULE FOR 2026**



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Trustee Bolton made motion to approve the Planning Commission meeting schedule for 2026 that identifies each Thursday of the month. Motion was seconded by Trustee St. Germain. Motion was approved. Trustee St. Germain, Trustee Wilmer and Trustee Bolton all voting in favor of the same.

**RESOLUTION #237-25**      **DISCUSS/REVIEW/APPROVE PLANNING COMMISSION MEETING SCHEDULE FOR 2026**

Trustee St. Germain made motion to engage Attorney Scott Chatfield at a rate of \$350/hour not to exceed \$6,500. Mayor Butterfield advised that he is the Village Compliance Officer and received a formal harassment complaint. This has to be acted upon quickly. He gave the Board a copy of the engagement letter for services by an attorney. The rate is \$350/hour not to exceed the sum of \$6,500. The Mayor read to Board the contents of the letter. Because of the nature of the complaint, the Mayor explained he does not want to be involved. The Village engaged Attorney Scott Chatfield who is a prior Attorney for the Village. Trustee Bolton questioned if there could be any conflict of interest in hiring a prior Village attorney. Mayor Butterfield explained that he was chosen because of time constraints and trust. Motion was seconded by Trustee Wilmer. Motion was approved. Trustee St. Germain, Trustee Wilmer and Trustee Bolton all voting in favor of the same.

**CITIZENS VOICE:** The Mayor asked if any citizen would like to address the Board for any issues:

**Pat Gustafson – 137 Maxwell Avenue:**

- Thanked Mayor Butterfield for his continued respect.
- Read her Letter of Resignation from the Village of North Syracuse Board of Trustees.

“Dear Mayor Butterfield and Members of the Board,

It is with a heavy heart and deep reflection that I formally submit my resignation from my position as Village Trustee for the Village of North Syracuse, effective 9/26/2025/

Serving this community over the past ten years has been one of the greatest honors of my life. I have been proud to be a voice for the people—to listen, to advocate, and to help in ways both big and small. I’ve had the privilege of meeting incredible residents and working alongside dedicated public servants. I am especially grateful to the community for placing their trust in me and allowing me the opportunity to represent them.

I hold great respect for the Office of the Mayor and for those who genuinely serve with integrity and purpose. However, it would be dishonest not to acknowledge the reason behind my departure. Over time, the environment within the current leadership has become increasingly toxic, making it difficult to serve in good conscience or continue to be effective in the role I was elected to fulfill.

This decision did not come lightly, but I believe stepping away is the healthiest and most responsible course of action at this time—for both myself and for the continued well-being of the village.

Thank you again for the opportunity to serve. I will always care deeply for the people of North Syracuse and remain hopeful for a future where unity, transparency, and respect guide every decision made on their behalf.

With Sincere Appreciation,  
Patricia Gustafson  
Village Trustee”

- Thanked Clerk-Treasurer – Dianne Kufel for her service, respect and mentorship.



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**Paul Linnertz: Clay, New York:**

- Suggested that the Board Meeting Agenda be edited to have the Citizen's Voice in the beginning of the meeting.
- Thanked Clerk-Treasurer – Dianne Kufel for her service and for her professionalism when working with him in the past.

**Attorney Report: (R. Germain):** Excused

**Engineer Report: (Amy Franco):** She stated the following:

- Meeting regarding the Fire Department will be held on December 11, 2025.
- Thanked Clerk-Treasurer – Dianne Kufel.

**Parks and Recreation Department: (Parks Director D. Radell):** He stated the following:

- Thanked Tony B. for his service, mentorship and for what he has done for the Village.
- Parks Department is preparing for the Christmas Parade on December 7<sup>th</sup>, 2025, at 5:00 p.m. on Main St.
- Is working with the DPW to put up Christmas decorations.
- Has been preparing to move into new position.
- Window ordered to replace the broken window at the Community Center was installed in the wrong position, and is working to get all broken windows in the Community Center ordered.

**Code Enforcement: (Code Enforcement Officer L. Nestell):** Excused

**Public Works Department: (DPW Supt: Ed Ware):** He stated the following:

- Picked up 187,000 lbs. of bulk trash.
- 1016 stops and 52 trips to the dump.
- Picked up 862 lbs. of brush this year.
- 146 loads to dump year ending October.
- Salted the roads on Veterans Day. Checked equipment for operation and safety.
- In 2023/2024 the salt cost was \$49.21. In 2024/2025 it is now \$50.21 which is a 21% increase. It costs \$60.97 per ton. 1,000 has been reserved, which should take care of this year, but won't have a surplus for next year.
- Working on plow markers.
- Parks winterization is complete for the water.
- Thanked Tony B. for his years of service.
- Thanked Dianne K. for her years of service.

**Fire Department: (Deputy Chief Asztalos):** He stated the following:

- The Fire Department appreciates Dianne Kufel's years of service.
- Thanked Tony B. for his years of service.
- Asked for clarification on a matter of procedure. What is the acceptable time frame for a department to submit to the Trustees information for them to act on at the Board Meeting? Mayor Butterfield responded



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by saying typically we try to get information to the Board by Monday or Tuesday. For large purchases, we like to get information quicker than that. Dep Chief Asztalos stated that the Fire Department submitted information about the Truck #1 purchase close to 10 days in advance. The Board, on two separate topics for the Fire Department, at the last meeting, tabled them to appear in the Old Business today. The request was sent to Dianne to have it added. He stated that he feels that it is inappropriate that the Fire Department's business isn't being addressed. It was tabled to this meeting. Mayor Butterfield responded that there are some issues that he would like to go over with the Fire Department. Dep. Chief Asztalos stated that he is very disappointed with the Board at this time.

**Police Department: (Police Chief Fieldson):** He stated the following:

- October Statistics:
  - 974 total events.
  - 364 property checks.
  - 19 domestic incidents.
  - 22 vehicle crashes.
  - 206 traffic tickets.
  - 21 criminal arrests.
  - 8 AGI arrests.
  - 10 larcenies.
- Still looking to hire part-time officers.
- Spent evening with Madison County Regional Police Academy where they spoke to the Phase One candidates. Small class but excited to enter the profession.
- Attended a School Based Threat Assessment training along with many local community partners.
- Caller recently expressed their gratitude for having quick response.
- Police Dept. is in need of additional administrative staffing. He recently spoke with the Mayor and Trustee explaining that the department is not administratively structured the same as agencies of their same size.

**Clerk-Treasurer: (Village Clerk-Treasurer D. Kufel):** She stated the following:

- Received an email from Butler regarding increase in OCRA fees (per ton).
  - Currently: \$105 – Starting 01/2026: \$111
- Received a preliminary estimate of trash for the period of June through October.
  - Extra 6,000 or 7,000 per year
- Staffing changes has been a bit of a hurdle, but it is good.
- She thanked everyone and stated that her time has been very challenging, but rewarding.

**DEPUTY MAYOR-TRUSTEES REPORT:**

**Trustee Bolton:** Stated the following:

- Fire Department is participating in a Mustache Growing contest for donations to help with Men's Mental Health. Information is located on the N. Syracuse Fire Department's Facebook site.
- Happy to see the vacant parking lot where the Unfinished Furniture business used to be.
- Thanked Dianne K. for being patient and answering all of his questions during her time with the Village.



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**Trustee St. Germain:** Stated the following:

- Thanked Tony B. for his years of service.
- Thanked Dianne K. for her years of service and stated she will be missed.
- She was very disappointed in the former Deputy Mayor's comments during Citizen's Voice.

**Trustee Wilmer:** He stated the following:

- He thanked Tony B. for his years of service.
- He thanked Dianne K. for her years of service.

**MAYOR'S REPORT:** Mayor Butterfield stated the following:

- **Tap Grant Sidewalks:**
  - Construction is still planned for Spring of 2026.
  - Sidewalks will be replaced at Maxwell Ave., Gertrude St., Grove St., Benmera Dr., Church St., Parkway Dr., Shaver Ave., Wells Ave. and one more spot.
  - Will have a full sidewalk from the Eastern side of the Village to the Western side of the Village.
  - Received \$1.5 million grant for the sidewalks:
    - Had to come up with a little over \$300,000.00 out of the Village's pocket.
    - To date the Village has paid out \$222,346.40.00 and have ask for reimbursed almost \$177,877.12 and out of the Village funds \$44,469.00
    - Still have to cover \$266,531.00.
- **Comprehensive Plan:**
  - Almost done.
  - Had public hearing that went well.
  - Should have updated Comprehensive Plan in another month.
  - Will have Comprehensive Plan for the next 25 years.
- **Onondaga County Sculpture Grant:**
  - Village has paid out \$51,222 balance remaining to cover the Bronze Plaque.
  - Estimated completion is Spring, 2026.
- **Fire House Addition:**
  - Still being worked on.
  - Two grants in the amount of \$150,000 each that the Village will receive when stamped drawings are finished.
- **Village Offices:**
  - Has been coasting and staying afloat with minimal staff of many departments.
  - There is so much work that gets cranked out of the Administrative Office.
  - We are moving on and we have plenty of work to do.
  - The next election for Mayor is in June, 2027. The Mayor stated that he is not going anywhere and he is not done. There are still things he would like to see happen and wants to continue to do the best job he is capable of doing. He wants to do what is best for the Village.



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- o He thanked Dianne K. for doing such a great job in her time working as Clerk-Treasurer. He added that her heart has been in the Village. He said that her work and care for the Village and the staff of the Village is very much appreciated and that she has been a tremendous asset to the Village.

Trustee Wilmer made the motion to adjourn at 7:00 P.M. The motion was seconded by Trustee St. Germain. The motion was approved: Trustee Wilmer, Trustee Bolton, and Trustee St. Germain all voting in favor of the same.

Respectfully submitted,

Nick Zarzecki  
Village Clerk-Treasurer



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