

VILLAGE OF NORTH SYRACUSE

Regular Board Meeting

Thursday, November 25, 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, Trustee Robinson and Trustee St. Germain were all present.

Personnel Present: Clerk/Treasurer N. Zarzecki, Police C. Fieldson, Parks Dir. D. Radell, Dep. Fire Chief P. Brennan. Excused: Engineer A. Franco, Codes Enforcement Officer L. Nestell and Attorney Germain.

RESOLUTION #238-25

APPROVAL OF REG. BD. MTG. MINUTES– NOVEMBER 13, 2025

Trustee Bolton made a motion to approve the meeting minutes from the November 13, 2025 Board Meeting. The motion was seconded by Trustee St. Germain. Motion was approved. Trustee St. Germain, Trustee Wilmer, Trustee Robinson and Trustee Bolton, all voting in favor of the same.

RESOLUTION #239-25

GENERAL FUND ABSTRACT APPROVAL

Trustee Bolton made a motion to approve General Fund Abstract #13 in the amount of \$588,327.41 covering Voucher #796 thru #833. Which includes payment of \$451,071.00 to NYS Retirement. The motion was seconded by Trustee Robinson. The motion was approved. Trustee St. Germain, Trustee Wilmer, Trustee Robinson and Mayor Butterfield, all voting in favor of the same.

RESOLUTION #240-25

GENERAL FUND ABSTRACT #13 – VOUCHER #7 APPROVAL

Trustee St. Germain made a motion to approve Voucher #7 in the amount of \$31.26 that is included with General Fund Abstract #13. The motion was seconded by Trustee Bolton. The motion was approved. Trustee St. Germain, Trustee Wilmer, Trustee Robinson and Trustee Bolton, all voting in favor of the same.

OLD BUSINESS:

DISCUSS ELEVATOR AT COMMUNITY CENTER: APPROVED 11/13/25 TO ACCEPT ADDITIONAL COMMUNITY DEVELOPMENT FUNDS FROM TOWN OF CLAY TO REPLACE ELEVATOR

Mayor Butterfield stated that the Village was able to cancel services and part order related to fixing existing elevator. With the approval of additional Community Development Funds, we were able to move forward with ordering the new elevator from Northstar Lifts. Replacement is still on track to replace in early 2026.



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DISCUSS RENTAL REGISTRY AND COST FOR OWNERS:

Mayor Butterfield explained that the Codes Officer has been working with ownership of local rentals to create a registry in the Village. May or may not include houses that are rented. There will be a cost associated with the registry to the owners of \$20 per unit for fire inspections. Once passed, is good for 3 years. i.e. 25 units X \$20.00 per unit is \$500.00 to the rental owner.

RESOLUTION #241-25

**DISCUSS RETIREMENT AGREEMENT: (1) DAY PER WEEK D. KUFEL ASSISTING
TRANSITION OF BOTH VILLAGE CLERK/TREASURER & DEPUTY CLERK POSITIONS:**

Trustee Wilmer made motion to approve the agreement. Motion was seconded by Trustee Bolton with discussion. Mayor Butterfield stated that this agreement was presented by D. Kufel at 7-8 hours a week until July 1, 2025. The Board has been presented with an updated agreement with more specifics regarding pay and contract length. The motion was approved. Trustee St. Germain, Trustee Wilmer, Trustee Robinson and Trustee Bolton, all voting in favor of the same.

UPDATE: BOARD OF ETHICS: COMMITTEE – STATEMENTS:

Mayor Butterfield stated that most statements have been received, but there are still a few are missing. The Village Staff are still taking in and recording signed forms.

NEW BUSINESS:

DISCUSS THE APPOINTMENT OF DAVID ROBINSON AS A NEW VILLAGE TRUSTEE – EFFECTIVE 11/14/25

Mayor Butterfield stated that the appointment of David Robinson as a new Village Trustee. This appointment was effective on 11/14/2025. He was sworn in on 11/14/2025. This seat will be up for election in 2026.

RESOLUTION #242-25

**DISCUSS THE APPOINTMENT OF PLANNING BOARD MEMBER MATTHEW EWALD
– EFFECTIVE 11/17/25**

Trustee Robinson made a motion to approve the appointment of Matthew Ewald to the Village of North Syracuse Planning Board. This appointment was effective 11/17/25. Trustee Wilmer seconded the motion. The motion was approved. Trustee St. Germain, Trustee Wilmer, Trustee Robinson and Trustee Bolton, all voting in favor of the same.

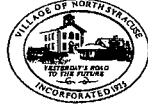
CITIZENS VOICE: The Mayor asked if any citizen would like to address the Board for any issues: No response

Attorney Report: (R. Germain): Excused

Engineer Report: (Amy Franco): Excused

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

- Christmas parade coming up next Sunday, December 7, 2025.
- Currently has 31 groups, floats and participants in Christmas parade. Had 30 last year.



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- Invited elected officials to parade.
- Asked Fire Chief Brennan to invite other Fire Depts. to participate in the parade.
- Arrow Fence fixed the fence at Heritage Park at 336 and 340 Chestnut.
- Met Friday with P&J regarding furnace/air conditioning unit here. Sending a quote on new air conditioner.

Code Enforcement : (Code Enforcement Officer L. Nestell): Excused: Mayor Butterfield stated the following:

- 118 Grove Street – Contractor coming in to obtain application for building permit. Drawings are complete. Waiting on deed to be changed.
- 3 cases currently in court. 209 Herman, 102 Northfield, and 231 Chestnut.
- Just-1-Bite is near completion. Fire Dept. concerns have been addressed.
- Saw the old Walgreens drawings for Dollar General.

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

- Department has been busy picking up leaves and brush.
- Christmas decorations are up and the Christmas tree is up and has been tested.
- Entry sign says Happy Holidays.
- Overnight parking times have been changed and information is being sent out. Law now reads that Overnight Parking is from 1:00 a.m. – 8:00 a.m. changed from 1:00 a.m. – 6:00 a.m. starting on 11/15/2025 and ends on 4/15/2025.
- Signs for over-night parking are being changed.

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

- 831 alarms for 2025.
- 86 alarms for the month of October.
- NYS DOT reported that 481 N to 81 S is now opened.
- South Bay Road will be opened as of December 1, 2025.
- Met with Town of Cicero to discuss the State DOT and how its actions are effecting the Town of Cicero and how it effects the Village at Bear Rd. and Route 11.
- Communication from the State DOT has been hard to get and it has been difficult to provide input from the Village.
- Meeting coming up in early December to stay on top of issues.
- Been working to finish up the public education and communications with pre-schools.
- Dept. of Emergency Management will be dedicating their new building to LT. Hoosic on Saturday, November 30, 2025 on Electronics Parkway.

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

- The new Overnight Parking laws are being reinforced by the Police Department to facilitate the DPW.
- Had a press conference which the Police Department was presented with a check for \$55,000 from Senator Ryan's office to upgrade tasers. He thanked the Trustees and Senator Ryan for attending.
- Read a recent card showing appreciation to the Police Department.



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Clerk-Treasurer: (Village Clerk-Treasurer N. Zarzecki): Stated the following:

- Thanked D. Kufel for all of her help during the transition upon her retirement.
- Welcomed Tanya G. into her new role as Deputy Clerk-Treasurer.
- Thanked all Department Heads for all of their help with payroll.

DEPUTY MAYOR-TRUSTEES REPORT:

Trustee Bolton: Stated the following:

- Wished everyone a Happy Thanksgiving.
- Had recent discussion with Parks Director Radell about making Christmas Parade bigger and better.
- Thanked Fire Chief Brennan on inviting him to Saturday's meeting in Town of Cicero.

Trustee Robinson: Stated the following:

- Thanked the Mayor for his appointment.
- Wants to work on collegiality of the Board.
- Explained that if an item is out of budget, he wants to know how it is being paid for. Wants to taxpayers to know how it is being paid for.

Trustee St. Germain: Stated the following:

- Wished everyone a Happy Thanksgiving.

Trustee Wilmer: He stated the following:

- Had question about having an audit to make sure all books are correct due to the recent position changes. Mayor Butterfield explained that the Village currently spends \$18,000 a year to an accounting firm to do an audit. He added that D. Kufel is still working for a while to make sure all accounting is done correctly. Mayor Butterfield stated that he is comfortable that the current staff is competent to manage the accounting. Trustee Bolton added that he spoke with R. Germain and he stated that he supports an audit when there is a change in the Clerk Treasurer position. He continued to say that the State Comptroller's office and NYCOM also supports the audit when change with the Clerk Treasurer position.

MAYOR'S REPORT: Mayor Butterfield stated the following:

- Tap Grant Sidewalks:
 - Still waiting on drawings.
 - Still scheduled for Spring of 2026.
- Comprehensive Plan:
 - Almost done.
 - CHA has billed the Village.
- Village Office:
 - Doing a good job during the 2 position transitions.



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- PayChex:
 - Has meeting next month to decide if moving from manual payroll to using payroll services.

- Community Center:
 - Replaced two furnaces downstairs.
 - Should now address the furnaces for upstairs. Is currently good for heating season, but will not be for cooling season.
 - Getting a quote from troubleshooter. Will go out for bid.

Trustee Wilmer made the motion to adjourn to Executive Session at 6:30 P.M. to discuss a personnel issue. 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.

Mayor Butterfield made the motion to end Executive Session, and move to Regular Board Meeting at 8:40 PM. The motion was seconded by Trustee St. Germain. The motion was approved: Trustee Bolton, Trustee St. Germain, Trustee Wilmer and Mayor Butterfield all voting in favor of the same.

Trustee Wilmer made the motion to adjourn at 8:40 P.M. The motion was seconded by Trustee St. Germain. The motion was approved: Trustee Wilmer, Trustee Bolton, Trustee St. Germain, Trustee Robinson and Mayor Butterfield all voting in favor of the same.

Respectfully submitted,

Nick Zarzecki
Village Clerk-Treasurer

