

**VILLAGE OF MANLIUS
BOARD OF TRUSTEES
April 25, 2017 Regular Meeting**

PRESENT: Mayor Whorral; Trustees Abdo-Rott, Pilewski (7:07), and Pfeiffer.

ABSENT: Trustee McGrew

OTHERS:

Rick James, Village Attorney; Martha Dygert, Administrator/Clerk; David Haase, MFD; Chris Sherwood, DPW Superintendent; Meg Randall, Interim Rec Director; Jerry Dardzinski; Ray Dill, Deputy Fire Chief; Bob Bennett, 1st Assistant Chief, Callum Newton; Harold Jones and Allen Olmsted

Mayor Whorral opened the meeting at 7:00 p.m. in the Board Room at Village Centre. The Pledge of Allegiance was recited and he welcomed those present.

TEAMSTERS LOCAL 317 - CONTRACT RATIFICATION

The agreed-upon terms of the successor agreement to the Teamsters CBA through May 31, 2019 were reviewed by the Board and it was therefore on **Motion by Trustee Abdo-Rott, seconded by Trustee Pfeiffer to ratify the successor agreement and further direct the Mayor to sign the agreement on behalf of the Village.**

MOTION CARRIED 3-0

MINUTES

The minutes of the April 11, 2017 Regular Meeting were presented to the Board for review. Mrs. Dygert explained that she had agreed to a minor change under Trustee reports. **Motion by Trustee Abdo-Rott, seconded by Trustee Pfeiffer to approve the meeting minutes as amended.**

MOTION CARRIED 3-0

TRAINING REQUISITION

Clerk

- NYMCI – Rockefeller Institute 7/9-7/12 Dygert Approx Cost: \$1208.00
Motion by Trustee Pfeiffer, seconded by Trustee Abdo-Rott to approve the training requisition for Ms. Dygert as submitted. **MOTION CARRIED 3-0**

Fire/EMS

- NYS Fire Academy – Codes Training Hoosock & Sinnema
Mayor Whorral explained this training request to the Board. He stated that it had never been the policy of the Village to send part-time staff of the Fire Department to training. Both the Deputy Chief and 1st Assistant Chief were present and the Mayor asked if they could explain this request. Both stated that they had no knowledge of this and agreed that it was never the practice of the Department to send part-time staff to training, as normally they were full-time employees of another department and there would be no benefit to the Village Fire Department to send them. Also, Mayor Whorral reminded the Board that there is a staffing shortage currently and it doesn't make sense to take these employees away so that they are not able to fill vacant shifts and offset the overtime burden.

DEPT REQUISITIONS

Recreation

- Scottish Pipe Band Memorial Day Parade Performance Cost: \$1200.00
Motion by Trustee Pfeiffer, seconded by Trustee Abdo-Rott to approve the purchase of the kitchen appliances and equipment from Gerharz as submitted. **MOTION CARRIED 3-0**

ABSTRACTS

A copy of General Fund Abstract #019 was received and reviewed by the Board in the amount of \$78,611.94. **Motion to approve made by Trustee Pfeiffer, seconded by Trustee Abdo-Rott and order the claims paid.**

MOTION CARRIED 3-0

A copy of Capital Fire Station Abstract #819 was received and reviewed by the Board in the amount of \$121,202.93. **Motion to approve made by Trustee Pfeiffer, seconded by Trustee Abdo-Rott.** **MOTION CARRIED 3-0**

Trustee Pilewski arrived at 7:07 pm

DEPARTMENT REPORT

Administrator/Clerk – Mrs. Dygert submitted the following report for Board consideration

- **NYS Archives – Grant Follow-up** - I attended a NYS Archives training in Watertown on March 29th and had a subsequent follow-up meeting with Maria McCashion, NYS Regional rep for the NYS Archives office. She wanted to inform the Village of the reasons for not receiving the grant funding for digitizing the Fire Dept records. I hadn't been aware that we had formally applied for a grant. Typically, if a grant application goes out to one of the State Departments, the application goes to the Village Board, the Mayor and the CFO (Treasurer) prior to submittal. To the Board packet e-mail, I have attached the e-mail from Maria McCashion which also contains a copy of the grant application submitted. We spoke of a joint application with the other two Villages in the Town for a larger grant which could potentially digitize all our inactive records (to include the Fire Dept records) and for conversion of our existing microfiche (property records) to a more accessible digital format.
- **Key Bank** – A meeting has been set with Bob Fenner from Key Bank to discuss the Village's accounts on May 16th.

- **207a Status Designation Request – Update** I have received the reports of the eyewitnesses to the accident and forwarded that information to our Attorney for review. I have not heard back from him as to his recommendation for proceeding with this.
- **Multi-Med Request – Third Party Payer Agreement** – Attached is a communication received from Multi-Med. If the Village Board would agree to the terms of this arrangement, payment for ambulance service for several private insurance companies could be streamlined, in that we would agree to accept 90% of the total billed charges and not bill the balance.
Motion by Trustee Abdo-Rott, seconded by Trustee Pilewski to authorize the Mayor to the agreement as set forth through PMCS, with the understanding that Multi-Med will not sign any contracts on behalf of the Village and that this agreement with PMCS is a stand-alone agreement and any other like agreements would be brought to the Village Board for approval and subsequent execution.
MOTION CARRIED 3-0
- **Policy Review – Duties of Parks & Recreation Board/Village Board** Included in the Board packet was a copy of Village Code §17 *Parks and Recreation Board*. This local law was adopted in 1982 and hasn't been amended since, although the current practices as they relate to the Parks & Rec Board have possibly changed. Mrs. Dygert is seeking guidance from the Board as to whether or not the language in the Village Code should change to reflect the current practice.
- **Tentative Budget Amendments** - Attached in the Board packet was a quote received from the Skeelee Agency for Insurance. The Village has had coverage through Haylor, Freyer & Coon for the past 6 years and prior to that, Skeelee Agency was our insurance broker. No quote has been received from HFC for the 2017-2018 year. The policy with HFC is through June 1, 2017. The Skeelee quote reflects a savings of approximately \$14,000 from what was paid in 2016. Mrs. Dygert was directed to verify the downstream dam failure coverage.
- **Purchasing Procedure – Fire Station Project/Security System**. Peter Marsenison (Construction Manager) met with the bidders for the Security System and he will be reporting back once he receives the modified bids from the vendors. They will be re-submitting bids to him on May 2nd and bid award is anticipated for the May 9th meeting.
- **Engineer Bids – HVAC** – The bids are being reviewed and a recommendation will be brought to the Board at the May 9th meeting.
- **PubWorks Software** – Chris and I had a conference call with the software rep. We are now in the process of gathering the GIS mapping data from County Planning to incorporate into this software.
- **Application for Variance – 8146 Old Sunridge**. Zoning Board of Appeals will meet on May 1st at 7:00 p.m. to review the application of the Moynihans for permission to install an inground pool on their property, which will require a variance for rear yard setback.

DPW – Chris Sherwood was present to answer questions. He submitted the following report for review:

Completed Projects:

- Picked up excess trash from #111 Smith St. (Recording fees due to Village)
- Repaired storm drain line behind #306 Pleasant St. (Work in progress)
- Cleaned up about 35% of Mill Run Park from winter debris
- Swept East & West Seneca, Washington, Fayette, the flats and the old section with street sweeper.
- Turned water on @ ball fields on Stickley
- Stock piled topsoil for plow damage repair
- Broke down truck #6 from winter work
- Broke down truck #7 from winter work
- Picked up brush throughout the Village 4/13, 4/14, 4/20 & 4/21 first round of new brush schedule completed.
- Picked up various dead animals
- Repaired leaf spring on #6 truck (Allied Spring)
- Marked out (7) DSNY tickets since 4/11/17
- Still picking up plow stakes
- New Fuel tank is up and running, notified FD
- Received new annual permits for stocking hatchery and lower pond
- Ordered 18 Grass Carp from McIntrye's bait farm for lower pond
- Set up #17 truck for soil work with conveyor belt system
- Installed pavers on E. Seneca St. (@ Pavones Pizza)
- Spring Clean-up in green space between curb and sidewalk along E. Seneca St., W. Seneca and Fayette, DPW will return to do this once again.
- Repaired one flat tire on skid steer
- Received okay from All State insurance to repair fence @ Burger King parking lot, contacted Arrow Fence for proposal
- Repaired catch basin on corner of Brickyard and W. Seneca
- In progress - repairing catch basin on lower Academy
- Removed Signs @ Mill Run and Perry Springs with spelling error
- Plow damage repair in the flats and the most of the old section
- Repaired "chin up" bar in Mill Run Park
- Broke down holder from winter work and prepared for summer work
- Turned leaf pile over in DPW yard

Current/Future Projects:

- Brush pick up
- Install banners on light posts, Fayette & Seneca St.
- Install metal roofs in Mill Run Park (Spring 2017)
- Yard work on Russell (Spring 2017)
- Additional work need in yard/compost Site
- Grind, soil and seed numerous stumps in village
- Clean out catch basins (In progress)
- Install catch basin on Clark Lane
- Tree removal @ Smith St. Candy, Pleasant & Scoville. Mill St
- Additional Slip-Lining in Candy Lane area
- Replace "Curb Tip up" on Greenridge Dr. & Elmbrook

Engineering projects at DPW & Village Centre:

- HVAC in works, reviewing engineer proposals
- Doors windows in progress
- Everglade Road Project, met with Mayor 4/6/17

There were no questions from the Board. Mayor Whorrall read the thank you letter that was received from a resident regarding the work done by the DPW.

Recreation –

Upcoming Events:

- Bike and Blade Sale with the Village of Manlius Recreation Department *Volunteers Needed – May 6th from 8AM-9:45 AM equipment drop off at Fayetteville Fire Station and 10:00AM start of sale.

Action Items:

Rampage Strength Additional Class

Ben Rayland from Rampage Strength and Conditioning would like to hold an additional class on Tuesdays and Thursdays for ages 14-18. The class will be in the Village Centre Gym from 5:00pm-6:00pm. The cost of registration for Village of Manlius Residents is \$120.00 and the Non-Village of Manlius Rate is \$135.00. The Parks and Recreation Board has made a recommendation for the Board of Trustees to host an additional class.

Motion by Trustee Pilewski, seconded by Trustee Pfeiffer seconded by Trustee Pfeiffer to approve the request from Ben Rayland/Rampage Strength and Conditioning as submitted.

MOTION CARRIED 3-0

Yoga Instruction - Giacona

Eva Giacona, Adult Yoga Instructor, would like the ability to offer a 4 class pass during the 6-week session program. Giacona has been receiving complaints from participants who would like to join, but cannot make every class during the 6-session period. The Village of Manlius Resident Rate would be \$44.00 and the Non-Village of Manlius Rate would be \$48.00. The Parks and Recreation Board as made a recommendation to the Board of Trustees to offer the 4 class pass during the 6-session period. The instructor will be responsible for keeping track of her participants.

Motion by Trustee Pfeiffer, seconded by Trustee Pilewski to approve the request from Eva Giacona as submitted.

MOTION CARRIED 3-0

Additional Class Request - Giacona

During the events of the Towpath Quilt, a class had to be cancelled due to the setup period of the Quilt Guild. Eva Giacona had arranged an additional make-up class with Meg Randall on Monday, April 10th in the auditorium. The Parks and Recreation Board recommended to the Board of Trustees for Giacona hold an additional free class for her participants however, she will not be compensated for the additional class.

Motion by Trustee Pilewski seconded by Trustee Pfeiffer to approve the recommendation of the P&R Board and allow the additional class with no additional compensation.

MOTION CARRIED 3-0

Eagle Scout Project – Callum Newton

Callum Newton explained to the Board the project outline that was submitted for their review. He is seeking approval to renovate the benches that encircle the lower Pond and is asking that the Board agree to provide the paint and stain for this project. He has been working with Meg Randall and Chris Sherwood to put the plan together. **Motion by Trustee Pfeiffer, seconded by Trustee Pilewski to approve the project as submitted.**

MOTION CARRIED 3-0

OLD BUSINESS:

Little League Camp – Field Use

Meg Randall stated that this issue is no longer pending as the Town of Manlius Recreation has found another field to hold the camp.

BUDGET ADOPTION – 2017-2018 Village Budget

Motion by Trustee Abdo-Rott, seconded by Trustee Pfeiffer to adopt the tentative 2017-2018 Budget as submitted.

MOTION CARRIED 3-0

TRUSTEE REPORTS

Trustee Pilewski – Nothing additional to report

Trustee Abdo-Rott – Nothing additional to report

Trustee Pfeiffer – Nothing additional to report

ATTORNEY REPORT –

Memory Lane Property Donation

Attorney James explained the process that would need to be followed if the Village were to accept donation of this parcel (Tax Map #021.-01-06.0) at the end of Memory Lane. The terms and conditions of the bequest were submitted by Mr. Jones and with stipulations as follows:

- **The Village shall acknowledge the donation by Harold and Barbara Jones, residents of the Town of Manlius.**
- **The property shall be designated a nature preserve, in accordance with the Village's mission of natural area protection to provide the community with clean water, clean air, wildlife habitat and a chance to relate to nature. Beavers in particular and wildlife in general are not to be disturbed.**
- **The preserve shall be included in the park system, subject to the rules and regulations of Village parks. As a park, the function shall be limited to that of an undeveloped nature preserve. Signs shall be placed at all entries to the preserve (currently Candy Lane, Memory Lane and Calvary Circle) about rules and regulations.**
- **The preserve is to be kept in its natural state permanently, with two exceptions:**
 - The undeveloped entry road from Candy Lane may be used by the Village for public access to Candy Lane Park. The road may be improved as appropriate for that purpose, as part of any future development of Candy Lane Park. Any future parking area shall be located in Candy Lane Park, not in the preserve. Since there will not be parking in the preserve, ingress to the preserve from Candy Lane, Memory Lane and Calvary Circle shall be by foot.
 - To keeping the preserve in its natural state, is that existing trails may be maintained. They may also be improved, but only in a natural way, such as moving fallen trees that block trails.
- **The preserve shall be open, free of charge, for hiking, photography, painting and nature study from sunrise to sunset every day of the year. Fishing, wading, and swimming are permitted in Limestone Creek (at the public's own risk) but not in the beaver pond or waters leading to it. Signs shall be placed to remind the public to avoid disturbing or encroaching on the beaver area.**
- **Hunting, trapping, fires, camping, erecting of temporary or permanent structures, the use of motorized vehicles and dumping shall be prohibited for the safety of the visiting public and the protection of the habitat.**
- **Trash collection shall not be provided.**
- **There shall be a stated "Carry In, Carry Out" policy posted at the entrances to the preserve.**
- **The Village shall remove inevitable trash from time to time.**
- **The property shall have its own identity and name. It is not an extension of Candy Lane Park. The donor's proposed names, in order of preference, are "Beaver Pond Nature Preserve", "Beaver Lodge Nature Preserve", and "Limestone Creek Nature Preserve".**

RESOLUTION OF SUPPORT FOR ACCEPTANCE OF LAND DONATION

WHEREAS, the Village of Manlius is a municipal corporation located in southeastern Onondaga County governed by the Village of Manlius Board (BOARD); and

WHEREAS, in 2017 the BOARD received an offer of a donation of approximately 42 acres of undeveloped land within the Village at no cost to the Village; and

WHEREAS, the Village engineer has inspected the property at the request of the Village and the Village has reviewed the engineer's report; and

WHEREAS, the BOARD desires to accept the proposed land donation on terms which include preservation of the undeveloped nature of the land; and

IT IS HEREBY RESOLVED AS FOLLOWS:

1. A Donor has offered to donate approximately 42 acres of undeveloped land located in the Village along Memory Lane (tax map parcel # 021.-01-06.0) and, subject to the following, the Village desires to take the action necessary to accept title to the land; and
2. The donation to the Village shall be without any cost to the Village, including purchase price, engineering and attorney fees, recording costs, clean-up costs, signage costs, and any other expenses ordinarily associated with a municipal land acquisition; and
3. The proposed donation is subject to certain Donor conditions, including the condition that the Village agree not to develop the donated land. The Village agrees to such conditions upon its acceptance of title to the donated land, but only to the extent compliance with such conditions is not inconsistent with Federal, State or local laws, or contrary to the Village's obligations respecting public health, safety and/or welfare; and
4. This proposed action is subject to the State Environmental Quality Review Act (SEQRA) and its implementing regulations (6 NYCRR 617; and
5. The Board hereby designates itself Lead Agency for review of the proposed action under SEQRA; and
6. The proposed is classified as Type I under SEQRA due to the size of the donated land and its location in relation to an existing Village park; and
7. The Board acknowledges a Type I action under SEQRA requires coordinated review of the potential project-related environmental and socio-economic impacts among local and State Involved Agencies; and
8. The Board determines there are no other involved agencies; and
9. As Lead Agency, the Board has prepared and placed on file with the Village Clerk a Full Environmental Assessment Form (EAF), Part I; and
10. Hereafter, the Board shall engage in subsequent activities, including the preparation, approval and filing of documents necessary to comply with SEQRA, including the Full EAF Parts 2 and 3, while it awaits receipt from the current owner (or the Donor) of the existing land survey, an abstract of title (satisfactory in form and content to the Village), and a proposed Warranty Deed with lien covenant (acceptable to Village counsel); and
11. The Village's acceptance of title to the donated land, which shall require subsequent resolutions, remains subject to the satisfactory completion of SEQRA, confirmation by Village counsel that it has received acceptable transfer documentation, and the establishment of an escrow account by the Donor in an amount adequate to cover anticipated expenses associated with the land donation and transfer.

Motion to adopt Resolution made by Trustee Abdo-Rott, seconded by Trustee Pfeiffer and approved unanimously by the Board.

MOTION CARRIED 3-0

Attorney James gave an update on the status of the appraisal for Stations 1 & 2.

MAYOR REPORT

- Informed the Board that he and Trustee Pfeiffer met with a potential developer and stated that he would need to set up a meeting with NYSDOT regarding a left turn arrow onto Elmbrook from Rte 92/Fayette Street. He asked the Board for a resolution of support.
Motion by Trustee Abdo-Rott, seconded by Trustee Pfeiffer to authorize the Mayor to set up a meeting with NYSDOT to request a left turn arrow from Rte 92 east onto Elmbrook St. MOTION CARRIED 3-0
- Read letter from Sen DeFrancisco regarding CHIPS funding for 2017-2018 year.
- Invitation to participate in the Fayetteville Memorial Day Parade.
- Confirmed that Trustee Pilewski would be attending the installation of Chief Buskey as pastor of the Baptist Church on May 7th.
- County Mayor’s Meeting, NYCOM Peter Baynes discussed the new gubernatorial initiative plan.
- Mackenzie Hughes invitation for an open house of the new facility – from 5:30 to 7:30 Thursday.
- Received a communication from NYSDEC and our application to downgrade the hazard class of the Glencliff Road Detention Basin Dam has been denied. We will discuss what this means when we speak with Rich DeGuida.
- Fire Department is requesting permission to place the recruitment signs at the Swan Pond. **Motion by Trustee Pfeiffer, seconded by Trustee Pilewski to allow the Fire Dept to place the recruitment signs at the Swan Pond up to a week prior to Memorial Day. MOTION CARRIED 3-0**
- DPW Issues – A resident from Brookhill is asking for assistance from the Village to remove debris and make changes to the sandbar in Limestone Creek. A local engineer recommended leaving the Creek as is and furthermore advised that work of this type would need to be arranged for through NYSDEC and the Army Corp of Engineers. Mayor asked Village Attorney to draft a letter to the resident stating that the Village could not assist with this. Another issue with regard to a resident on Ledyard who is asking that the Village, instead of removing a tree that is causing problems with the sanitary sewer line, move the sewer line; Mayor asked Attorney to draft a letter in response to this request.
- Gave an update on the Fire Station
- Exec Session for personnel in the Clerk’s Office

Public Forum

Judy Dardzinski told the Board that the FM Food Pantry would be holding a fundraising event this week at Traditions. Ray Dill thanked the Board for approving placement of the Fire Dept recruitment signs.

Executive Session

Motion by Trustee Pilewski seconded by Trustee Pfeiffer to enter executive session to discuss a personnel matter in the Clerk’s Office.

MOTION CARRIED 3-0

The Board entered executive session at approximately 8:50 p.m.

Motion by Trustee Pfeiffer seconded by Trustee Pilewski to leave executive session and re-enter the regular meeting.

MOTION CARRIED 3-0

The Board re-entered the regular meeting at approximately 10:00 p.m.

JOB DESCRIPTIONS – FIRE DEPT PERSONNEL

Motion by Trustee Abdo-Rott, seconded by Trustee Pfeiffer to authorize the redrafting of job descriptions for Fire Department personnel relative to specific tasks linked to the appropriation of funds, contingent upon receipt of job descriptions via e-mail prior to meeting with affected personnel, by the Village Board.

MOTION CARRIED 3-0

F-M Little League – Shed

Motion by Trustee Pilewski, seconded by Trustee Abdo-Rott granting permission to the F-M Little League to purchase and install a shed adjacent to the fields for storage of grounds maintenance equipment pending coordination with Village DPW.

MOTION CARRIED 3-0

ADJOURN

Motion by to adjourn the meeting made by Trustee Abdo-Rott and seconded by Trustee Pilewski.

MOTION CARRIED 3-0

The meeting was adjourned at approximately 10:10 p.m.

Respectfully submitted by,

Martha Dygert
Administrator/Clerk