

**VILLAGE OF MANLIUS
BOARD OF TRUSTEES
September 26, 2017 Regular Meeting**

PRESENT: Mayor Whorral; Trustees Abdo-Rott, McGrew, Pfeiffer and Pilewski.

ABSENT: None

OTHERS:

Rick James, Village Attorney; Martha Dygert, Administrator/Clerk; LouAnne Randall, Treasurer; Meg Randall, Rec Director; Chris Sherwood, DPW Superintendent; Brad Pinsky, Fire Chief; Bill Nickal, FD Admin Asst; Lisa Lucken; Rich DeGuida, MRB Group; Bob Bennett, MFD; David Haase, MFD and Jerry & Judy Dardzinski.

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.

MINUTES

The minutes of the September 5, 2017 regular meeting were presented to the Board for review. **Motion by Trustee Pilewski, seconded by Trustee McGrew to approve the meeting minutes as submitted.**

MOTION CARRIED 4-0

TRAINING REQUISITIONS

Mayor

- Whorral - PERMA – Safety Coordinator 10/19/17 Cost: Additional Overnight only

Mayor Whorral explained that he will already be in Lake George for the NYCOM Public Works training through 10/18/17 and this would be an additional night stay only – no travel or registration costs associated as this training is in Latham and he will go there on his way back from Lake George.

Motion by Trustee Pilewski seconded by Trustee Abdo-Rott to approve the training requisition for the PERMA training as submitted. **MOTION CARRIED 4-0**

Fire/EMS

- Steven Watson - NYS EMS Certified Lab Instructor November 11 & 12, 2017 Cost: \$150.00
Motion by Trustee Pilewski, seconded by Trustee Abdo-Rott to authorize Steven Watson to attend the NYS EMS Certified Lab Instructor course as submitted. **MOTION CARRIED 4-0**

- Halliday – Crouse Hospital Teaching Day September 28, 2017 Cost: Approx \$410 total
Motion by Trustee Pilewski, seconded by Trustee Abdo-Rott to authorize Chris Halliday to attend the Crouse Hospital Teaching Day on September 28, 2017 as submitted. **MOTION CARRIED 4-0**

- Ammann – Crouse Hospital Teaching Day November 16, 2017 Cost: Approx \$270 total
Motion by Trustee Pfeiffer seconded by Trustee McGrew to authorize David Ammann to attend the Crouse Hospital Teaching Day on November 16, 2017 as submitted. **MOTION CARRIED 4-0**

DEPARTMENT REQUISITIONS

Fire/EMS

- Vander Molen Fire Apparatus Prev Maint 2011 Aerial Cost: \$4490.53

DISCUSSION: Mayor Whorral explained that VanderMolen is the local authorized service facility for Sutphen vehicles and will perform better service than what we have been getting from Har Rob and that this vehicle has really been neglected since we purchased it in 2011. **Motion by Trustee Pilewski, seconded by Trustee Pfeiffer to approve the requisition for VanderMolen as submitted.** **MOTION CARRIED 4-0**

- Vander Molen Fire Apparatus Repairs 2011 Aerial Cost: \$17,976.48

DISCUSSION: Chief Pinsky stated that another quote was received from Har Rob but they have omitted the parts and quoted only labor. The discussion regarding a prior repair to the outriggers and it was brought up that the PM wasn't done properly on the outriggers which is causing the continued problems. Trustee McGrew questioned specific repairs and that the age of the vehicle wouldn't warrant these types of repairs. The Board discussed specific issues with the vehicle at length. **Motion by Trustee Abdo-Rott, seconded by Trustee Pfeiffer to approve the requisition for VanderMolen as submitted.** **MOTION CARRIED 4-0**

- Code 4 Fire & Rescue PM Hurst Tools Cost: \$3,747.95

Motion for purpose of discussion by Trustee Pfeiffer, seconded by Trustee Pilewski to approve the requisition for Code 4 Fire as submitted. **DISCUSSION:** The paperwork presented to the Board was for an invoice for work already completed in August 2017. This work was authorized by one of the paid Lieutenants without prior approval of the Board and Mayor Whorral stated that this shouldn't have happened. The employees are aware of the policy and the need to follow it. Chief Pinsky stated that this employee has been served written notice of a verbal reprimand for failure to follow the procurement policy. Mrs. Dygert stated she hasn't received anything yet. Chief Pinsky advised that he would send a copy via e-mail. **MOTION CARRIED 4-0**

Capital Fire Station

- Ra-Lin Appliances Cost: \$5947.00

Motion by Trustee Pfeiffer seconded by Trustee Abdo-Rott to approve the requisition for Ra-Lin as submitted. **MOTION CARRIED 4-0**

- Syracuse Fitness Store Exercise Equipment Cost: \$46,561.05

subsequent meeting. She also stated that there was a need for an executive session for a personnel matter relating to a Fire Department employee and a DPW employee.

Fire/EMS – Chief Pinsky was present and, per his report, is seeking approval for the following:

Continuously Riding Member – Courtney Randall

Pursuant to GML 209-I the Fire Chief is seeking approval from the Village Board to allow Courtney Randall of the Cuyler Fire Department to grant authority as a “continuously riding member”.

Motion by Trustee Pfeiffer seconded by Trustee McGrew to authorize this request. MOTION CARRIED 4-0

- Chief Pinsky gave the Board an update on the part-time firefighters orientation to be held a week from this Friday.
- Structure fire over the weekend – one dog was lost.
- Asked about the bail out devices; doorbells for the fire station; winch on i-beam in mezzanine.

Recreation – Megan Randall was present. Gave an update on the fishing derby and that Trunk or Treat event would be held on October 21st.

OLD BUSINESS

Curb Cut/Off Street Parking Request – 101 Clinton Street

Sarah Falso provided the Board with a plan for off-street parking at 101 Clinton Street as was the Board’s request at the prior meeting when this question was posed. Ms. Falso provided adequate information for the Board to consider.

Motion by Trustee Pfeiffer seconded by Trustee McGrew to allow off-street parking at the location outlined in the drawings submitted by Ms. Falso for the property located at 101 Clinton Street. MOTION CARRIED 4-0

TRUSTEE REPORTS

Trustee McGrew – Advised the Board that the committee recommendation for Police Chief has gone to Supervisor Theobald and the Town Board.

Trustee Pfeiffer – Continuing the filing project in the Codes office.

Trustee Abdo-Rott – Met with Chris Sherwood and Jeff Lewis regarding the layout of the trees.

Trustee Pilewski - Sat in on the interviews for the Police Chief. Gave the August court report. Brought a request to the Board as follows:

Online Payments – Elavon

Motion by Trustee Pilewski seconded by Trustee Abdo-Rott to authorize contracting with Elavon to allow for online payments for recreation programs on the Village website at a cost of \$120 per month pending review of agreement by Village Attorney and Village Treasurer. MOTION CARRIED 4-0

ATTORNEY REPORT – Attorney James updated the Board on the following:

- MRB request for additional funds for the Glenclyffe Dam report has been settled.
- Had agreement for special counsel – James Stokes – for Mayor to sign.
- Lot Line Adjustment 601 & 603 E Seneca Street (See resolution below)
- Tax Certiorari – Brookdale. Brought proof of delivery copies for review.
- Jones Land transfer
- Received an unsolicited e-mail from the former Codes officer regarding e-mail account transfer back to Village.
- Liberty Commons – 1993 Land transaction documentation with Onondaga county IDA still having interest in the facility. Determined that PILOT agreement is still in effect and the County will be passing a resolution relinquishing their interest and asked if he could be provided with proof that the Impact Assessment Fee has been paid.

Lot Line Adjustment – 601 & 603 E. Seneca Street

WHEREAS, the Village Board of the Village of Manlius (“Village”) has been presented with an application by Seneca Street Station, LLC, of 603 East Seneca Street, Manlius, New York 13104, and Bonnie Connelly, of 601 East Seneca Street, Manlius, New York 13104, to approve a lot line adjustment related to their properties; and

WHEREAS, at the present time the lot line between the applicants’ properties runs directly through a garage structure located on the lands of Connelly; and

WHEREAS, the existing lot line between the parties’ properties renders existing structures out of compliance with existing Village Zoning Laws, more specifically setback requirements; and

WHEREAS, in support of said lot line adjustment request, the Village has received a Survey by D.W. Hannig L.S., P.C., (“Hannig Survey”) -- which sets forth the proposed, adjusted lot lines and each of the resulting lots, Quit Claim Deeds (including quit Claim Deeds which set forth legal descriptions of the lands being transferred between the owners in order to adjust the lot lines), and a memo from Village Code Enforcement Officer; and

WHEREAS, the requested lot line adjustment, if approved, will render the structures on both properties, as shown on the Hannig Survey, in compliance with Village Zoning Law setback requirements; and

WHEREAS, the Village has been advised by the Onondaga County Clerk that among the documentation required by the County Clerk, prior to its acceptance of deeds adjusting a lot line for filing, is a copy of the Village Board resolution approving the lot line adjustment.

NOW THEREFORE ON MOTION BY TRUSTEE Pfeiffer, SECONDED BY TRUSTEE Pilewski, BE IT RESOLVED AS FOLLOWS:

1. SEQRA has been considered by the Village Board and the Board finds the project meets the requirements of a Type II Action.
2. The Village Board hereby approves the requested lot line adjustment as in the public interest as it involves a very minor modification to existing lot lines and, upon adjustment of the lot lines, the structures on both properties will be in compliance with Village setback requirements.
3. The Village Board approves the application and this procedure as satisfactory to adjust the lot lines and intends that this Resolution satisfy any and all requirements of the Onondaga County Clerk related to the filing of deed(s) and other legal instruments necessary or required to adjust the lot lines between the properties as set forth in the Hannig Survey.
4. The Village Clerk shall provide a certified copy of this Resolution to the applicants for filing with the Onondaga County Clerk along with other instruments associated with adjustment of the lot lines.

MOTION CARRIED 3-0 (*Recusal
Trustee Abdo-Rott*)

Conditional Resolution – Termination of PILOT Agreement Brookdale

Motion by Trustee Pfeiffer seconded by Trustee Pilewski for a conditional resolution authorizing the Mayor to sign the termination agreement for the PILOT (Liberty Commons aka Alterra/Wynwood aka Brookdale) at such time that the prerequisites have been met and confirmation of such from OCIDA has been received.

MOTION CARRIED 4-0

- Impact Assessment fee – Liberty Commons/Alterra Wynwood explanation.

MAYOR REPORT

- Consensus/shared services update.
- Temporary Codes service plan

Zoning Authority (Dygart) & Codes Authority (L. Randall) Temporary

Mayor Whorrall is recommending that the Board authorize the additional Codes duties be split between Martha Dygart and LouAnne Randall with Ms. Dygart handling the zoning questions/interpretations and Ms. Randall handling the Building Codes permits/inspections and reports. She is a trained Codes Officer and needs to do online training for re-certification.

Motion by Trustee McGrew, seconded by Trustee Pilewski to authorize this proposal as explained on a temporary basis until such time as the Board makes a determination on the plan to provide Codes services.

- Fish hatchery filming next week.
- Fire Station update: Invitations for grand opening; punch list; storm water issues; dedication plaque; public open house to be held October 15, 2017.
- Executive session for Fire Department personnel issue.

Public Forum

Mayor Whorrall thanked Judy Dardzinski for her hard work on the Festival of Swans and stated that he thoroughly enjoyed the event and received a lot of positive feedback from those in attendance. Mrs. Dardzinski made mention that the ideas were a cooperative effort and much of the credit should be attributed to Patty Oot.

EXECUTIVE SESSION

Motion by Trustee Pilewski, seconded by Trustee Pfeiffer to adjourn the regular meeting and enter executive session for the purposes as stated previously in the meeting. **MOTION CARRIED 4-0**

Board entered executive session at approximately 9:15 p.m.

Motion by Trustee McGrew, seconded by Trustee Abdo-Rott, to leave executive session and reconvene the regular meeting. **MOTION CARRIED 4-0**

Board re-entered executive session at approximately 9:40 p.m..

Discipline DPW Employee – Suspension (30 day) & Last Chance Agreement

Motion by Trustee McGrew, seconded by Trustee Abdo-Rott to approve the disciplinary letter to the DPW employee discussed in executive session to include a 30-day suspension and a Last Chance Agreement with a copy to the union.

MOTION CARRIED 4-0

Letter of Reprimand – Fire Dept Employee

Motion by Trustee McGrew, seconded by Trustee Abdo-Rott to approve the drafting and serving of a letter of reprimand to the Fire Department employee discussed in Executive Session. **MOTION CARRIED 3-0**
(Trustee Pfeiffer abstained)

Ambulance Service Outsource Committee

Based on the recommendation of Mayor Whorrall, Motion by Trustee Abdo-Rott, seconded by Trustee Pilewski to establish a committee of Trustees McGrew & Pilewski and Administrator Dygart to look at the drafting of specifications to outsource ambulance services. **MOTION CARRIED 3-0**
(Trustee Pfeiffer abstained)

Deny 207-a Designation – FF Wright

Motion by Trustee McGrew, seconded by Trustee Pilewski to deny the 207-a designation request made by Caroline Wright for injury on January 19, 2017.

MOTION CARRIED 3-0
(Trustee Pfeiffer abstained)

DPW – Equipment & Supplies Use

Motion by Trustee McGrew seconded by Trustee Abdo-Rott to direct the Village Administrator to draft a letter to the DPW Superintendent and Assistant Superintendent regarding upholding the policy established in the Employee Handbook prohibiting the use of Village supplies or equipment by the department employees for personal use/gain.

MOTION CARRIED 4-0

ADJOURN

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

MOTION CARRIED 4-0

The meeting was adjourned at approximately 10:00 p.m.

Respectfully submitted by,

Martha Dygert
Administrator/Clerk