

**VILLAGE OF MANLIUS
BOARD OF TRUSTEES
January 19, 2021 Regular Meeting**

PRESENT: Mayor Whorrall, Trustee Pilewski, Trustee McGrew, Trustee Abdo-Rott, and Trustee Chapman. (*Zoom meeting streamed via Facebook Live*)

ABSENT: None

OTHERS: Martha Dygert, Administrator/Clerk-Treasurer; Brad Hunt, Village Attorney; Mike Decker, Codes Enforcement; Fire Chief Jansen Casscles; Lisa Baker, Deputy Clerk-Treasurer; Chris Sherwood, DPW Superintendent, Tom Rentz, Fire Co President, Deputy Chief Greg VanDyke.

Mayor Whorrall opened the meeting at 7:00 p.m. The Pledge of Allegiance was recited and he welcomed those present.

Executive Session

Motion by Trustee McGrew, seconded by Trustee Abdo-Rott to leave the regular meeting and enter executive session for matters relating to personnel within the Fire Department. **MOTION CARRIED 4-0**

The Board entered executive session at 7:02 p.m.

There being no decisions made nor votes taken in executive session it was on motion by Trustee Abdo-Rott, seconded by Trustee McGrew to leave executive session and re-enter the regular meeting at 7:39 p.m.

MOTION CARRIED 4-0

PUBLIC FORUM

Although the meeting was held via Facebook Live, there was no one from the public who posted comments or asked to speak at the meeting.

COMMUNICATIONS

Manlius Vol Fire Company – Membership Changes

Communication was received from Rob Furey, Fire Company Secretary outlining the membership changes voted on at the Company Meeting held on December 10, 2020. The following was before the Board for consideration:

Resigned from Membership:

Jake Seager
Hannah Scalzetti

Voted to Probationary Membership:

Mike Gilbert Fire

Moved from Auxiliary Membership to Full Active Membership:

Julie Francis EMS

Moved from Junior Membership to Probationary Membership:

Drew Harrig (turned 18 years old)

Motion by Trustee McGrew, seconded by Trustee Pilewski to approve the Fire Company membership changes as indicated. **MOTION CARRIED 4-0**

Voted to Junior Membership

Jay Korter, EMS/Junior Member

Motion by Trustee McGrew, seconded by Trustee Abdo-Rott to approve the probationary membership appointments as indicated. **MOTION CARRIED 4-0**

Manlius Vol Fire Company – Membership Changes

Communication was received from Rob Furey, Fire Company Secretary outlining the membership changes voted on at the Company Meeting held on January 14, 2021. The following was before the Board for consideration:

Resigned from Probationary Membership:

Mary Helander

Voted from Probationary Membership to Full Active Membership:

Dan Becker
Dane Britcher
Morgan Durr
Aaron French
Forrest Thompson
Sal Zarrella

MINUTES

- The minutes of the December 8, 2020 Regular Meeting were distributed to the Board for review. **Motion by Trustee McGrew, seconded by Trustee Pilewski to approve the minutes as submitted.**

MOTION CARRIED 4-0

DEPARTMENT REQUISITIONS

Village Centre Capital Project

- **SJ Thomas Change Order #12 – Misc General Changes**

Cost: \$7495.44

Motion by Trustee Abdo-Rott, seconded by Trustee McGrew to approve the change order as submitted.

DISCUSSION: Trustee Pilewski asked if this is the last change order the Board would need to approve. Mrs. Dygert stated that there were several change orders that have not yet come to the Board. She will be meeting with Tim

Wiese next week to reconcile differences in change order amounts. She is asking the Board to schedule a special meeting next week for change order approvals. Trustee Chapman asked how close to going over budget on this project we are currently. Mrs. Dygert stated that she will have a better idea once she has met with the clerk on the project.

MOTION CARRIED 4-0

ABSTRACTS

RESOLUTION TO APPROVE PAYMENT OF CLAIMS **January 19, 2021**

WHEREAS the Board of Trustees desires to audit and pay the claims asserted against it; and

WHEREAS, payment of certain claims in advance of the audit of claims has been approved by the Village Board annually at the Organizational Meeting, as required by law; and

WHEREAS it is required that all such claims shall be presented at the next Regular Meeting for audit, and

WHEREAS, the Village Board has been presented with the following abstracts for approval and payment;

General Fund Abstract 008 \$365,233.95 (V542-643)

Trust & Agency Abstract 333 \$1022.49 (V65-67)

Main Street Revit Abstract 402 \$998.73 (V03)

VC Renovations Abstract 708 \$196,904.15 (V49-53)

and

December Payroll Expenses for Payroll #25, 26, 27 & 27A (attached) \$264,328.83

NOW THEREFORE BE IT RESOLVED:

That the Board of Trustees of the Village of Manlius on motion by Trustee Pilewski, seconded by Trustee Chapman to approve the payment of claims **totaling \$717,379.72** the Village Treasurer as outlined above. DISCUSSION: Trustee Pilewski asked about the extremely high National Grid gas bill for the Village Centre. Mrs. Baker will look into this and report back to the Board.

MOTION CARRIED 4-0

DEPARTMENT REPORTS

DPW – Trustee Abdo-Rott gave the DPW report. Update on the capital project for the Village Centre revealed that the project is 95% complete and all that is left is a punch list. She stated there are roughly 35 to 40 thousand left in change orders to bring to the board.

Trustee Abdo-Rott stated that the mini excavator requires a total of \$4200 in repairs for the drive motor on one side. She is hesitant to agree to this repair as she feels strongly that the Village should consider a trade for a new mini excavator in lieu of the repair. By trading in, the Village cost will be approximately \$36,000 total. A new mini excavator would be \$70,000 with \$44,000 allowance on the trade in. Trustee Abdo-Rott feels that the Village would benefit by trading this piece of equipment, instead of paying for the repair. She expressed concern relative to the Village waiting another year and the uncertainty of the value at that time.

Mrs Dygert apologized to the board and the Department heads for the delay in providing year to date budget numbers. She is working on those while at home for Covid isolation. She will distribute these figures to the Board as soon as they are available.. The Mayor asked that the board wait for a decision on this until next week. Chris Sherwood stated that he was fine waiting a week.

Tax-Exempt Properties – Trash & Recycling Pickup

Trustee Abdo-Rott e-mailed the entire Board about the trash policy for tax-exempt properties. A decision should be made relating to whether or not the Village will continue to pick up trash and recycling for tax exempt properties or will a collection fee be imposed for the service to these properties. Per Section 60-14 of the Village Code, which reads as follows:

§ 60-14 C. Materials to be collected.

C. The Village shall not be responsible for collecting any hazardous waste or waste material that has been placed or prepared in ways that do not comply with all the provisions of this chapter, nor shall the Village be obligated to collect waste material generated from property which is exempt from real property taxation.

Trustee Abdo-Rott stated her position on this issue. She feels that the Village should not continue to pick up trash and recycling without imposing a fee on these entities. Trustee Pilewski stated he is curious to know what other Villages do with these properties.

Motion by Trustee Abdo-Rott, seconded by Trustee Pilewski to not accept trash or recycling from tax-exempt properties in the Village in accordance with the Village Code section 60-14 C. DISCUSSION: Trustee Chapman would like advice from the Attorney on this topic. Mrs. Dygert stated she understands that there are certain fees allowed by NYS to be imposed on tax-exempt properties, one of them being fees for trash removal. Trustee Abdo-Rott and Trustee Pilewski withdrew their motion and second respectively to await advice of the Attorney.

A lengthy discussion about other properties to include Café 119 and the property next door (apartments) and whether or not the Village is willing to pick up recycling at those locations as well as other properties. Some ideas on placement of containers at a site on Keith Morgan Way was recommended. Mr. Sherwood stated that they have mitigated almost all the issues with regard to the new policy at this time.

Fire/EMS – Chief Casscles’ report was provided to the Board and he presented the following for discussion and/or approval:

Surplus Squad 5

Approval was granted at the December meeting to surplus Squad 5 and enter into negotiations with the Dewitt Fire Department who expressed interest in purchasing this apparatus. Dewitt offered \$20,000 to purchase. Both Chief Casscles and Trustee McGrew were thinking the value to be approximately \$30,000. Chief Casscles will go back and recommend a price of \$25,000 and update the Board on this at the February meeting.

Notices of Retirement & Staffing Needs

Two notices were submitted relative to the retirement of Lieutenant Pfeiffer (February 25, 2021) and Lieutenant Carroll (March 31, 2021). Chief Casscles asked for Board approval to appoint volunteer Matt Meidenbauer to one of the open positions and canvass the civil service list for the other. Mr. Meidenbauer appears on the list with a score of 90. Staffing has been low in the County Personnel office and due to low staffing levels and the need to send our new hires to training, there is an urgent need to hire Paramedic qualified candidates.

It is with regret the Village Board acknowledges the retirements of both Lieutenant Mike Pfeiffer and Lieutenant Norm Carroll.

Appointment – Meidenbauer

Motion by Trustee McGrew, seconded by Trustee Chapman to approve the appointment of Matthew Meidenbauer to the position of Firefighter/Paramedic. MOTION CARRIED 4-0

Chief Casscles also advised of the need for an executive session relating to a personnel issue in the Fire Department.

New Hire Training – MOU and Plan

Chief Casscles outlined a plan for meeting the training requirements for all the new hires within the Town of Manlius and the DeWitt Fire Department. The draft MOU was circulated to the Board for perusal. Chief Casscles gave an overview of this plan which would be entertained in lieu of sending these employees to the Fire Academy. NYS officials contacted Chief Casscles to advise that the training classes are already at capacity and therefore the Fire Chiefs collaborated on this plan and agreement. The benefits of the plan would be to decrease the overall cost for all departments and that the resultant higher credentialing due to a higher level of training would be accomplished with Mr. Dunn providing this service. The new hires from Manlius, Fayetteville, Dewitt and a recent addition of Endicott to the plan will result in 13 students at the “academy”. This will be a 40 hour per week course for 14 weeks.

- Hire Brendan Dunn, a credentialed instructor, retired Chief from Utica, as a part-time firefighter.
- Enter into an MOU with Madison County for use of the training facility at a total cost (shared) of \$5000.
- Cost share per student with all participating entities.
- Benefit of lower cost and higher level of credentialing for students. No additional training will be required once they complete the regimen.

Several questions were asked of Chief Casscles. He advised the Board the total cost borne by the Village would be in the neighborhood of \$5500 total for the three students attending from Manlius. Pay rate for Mr. Dunn will be roughly \$27.00 per hour, again cost to be shared by the participating departments. Two items require Board approval: hire of Mr. Dunn and the Mayor to execute the MOU.

Motion by Trustee McGrew, seconded by Trustee Pilewski to hire Brendan Dunn as a temporary part-time Firefighter at a pay rate of \$27.00 per hour, 40 hours per week for 14 weeks. MOTION CARRIED 4-0

Motion by Trustee McGrew, seconded by Trustee Chapman to authorize Mayor Whorral to execute the MOU with Madison County for use of the training facility at a total cost shared by the four departments of \$5000.

DISCUSSION: Attorney Hunt advised the Board that a certificate of insurance naming Madison County as additional insured would be required.

MOTION CARRIED 4-0

MOU – Radio Grant

Chief Casscles is seeking approval for the Village to once again enter into an MOU with the Town of Manlius Fire Departments for a grant application submitted previously for new radios. Fayetteville Fire Department is acting a lead on this grant application.

Motion by Trustee McGrew, seconded by Trustee Chapman to authorize the Mayor to execute the MOU for the radio grant, if received. MOTION CARRIED 4-0

Award – Assistance to Firefighters Grant for PPE

The Village was awarded a \$21,000 grant for PPE due to COVID-19 through FEMA. Chief Casscles stated he wasn’t sure if this could be used to offset purchases already completed since the beginning of the pandemic. There is no match required for this grant.

Administrator – Mrs. Dygert was present and had the following items for Board approval:

Separation Payouts – Sinnema

Due to a computation error and not including banked sick leave in the amount provided to the Board at the December meeting, the amount approved for Firefighter/Paramedic Sinnema in the amount of \$11,571.56.

Motion by Trustee Chapman seconded by Trustee Pilewski to approve the Separation payouts as submitted. MOTION CARRIED 4-0

Buyback Payments

The Board was provided with a spreadsheet outlining the buyback payments for unused vacation and sick leave for

The 2020 calendar year.

Motion by Trustee Pilewski, seconded by Trustee Chapman to approve the buyback amounts as listed in the total amount of \$42,482.94. MOTION CARRIED 4-0

Syracuse Haulers – Contract Notice of Cancellation

Mrs. Dygert stated that notification needs to be given to Syracuse Haulers in order to meet the 60-day notice requirement in the current contract. She is asking for Board approval to have the Attorney draft the language to be executed by Mayor Whorrall and sent to Syracuse Haulers.

Motion by Trustee Chapman, seconded by Trustee Pilewski to authorize Attorney Hunt to draft the letter to Syracuse Haulers for Notice of Cancellation of Contract. MOTION CARRIED 4-0

Mayor's Report

1. Main Street Revitalization – notice given that the Committee would be meeting tomorrow. Trustee Abdo-Rott asked if the plan will come to the Board for review. Mayor Whorrall explained that the Committee hasn't even seen a final plan as yet but that it will ultimately be brought to the Board.
2. SMTC will be meeting again in late February
3. Legislative Priorities – there were thirteen (13) legislative priorities the NYCOM Committee decided upon to be brought to the State Legislature. Mayor Whorrall stated he would be forwarding this information to the Board.
4. Village Safety Committee will be meeting on Thursday 1/21.
5. Governor Cuomo signed into law a mandate requiring all government agencies to complete and submit a pandemic operations plan which needs to be given to the union representatives and then finalized. The plan has been completed and he will forward to the union reps and the Clerk.
6. Inauguration Day Threats – he will be closing the building if there are any suspected threats and he has been in close contact with the Manlius Police Dept in this regard.
7. Lights on the Pond Drive-In Movie event – Mayor Whorrall again expressed his appreciation for this event and thanked those involved in the planning and execution.
8. Fire Department Memorial – the committee for the memorial met and have decided to sell paving stones paid for by family members to help offset the cost of the project as well as memorial benches. Now that the plan is final, the Committee is requesting assistance from the Village for 1) Moving the Bell from former Station #1 and placing onsite. This bell was on the original Manlius Fire Station and they would like it mounted to be able to use it at memorial events. 2) Would like the Village to commit to paying for the mounting of the 9/11 steel from the Twin Towers. He stated that other entities around the County have already completed this. The memorial is at the DeWitt Town offices and not at the Fire Station. He doesn't have an exact cost but estimates it to be between 10-12 thousand for both. He will get a final cost and bring back for Board approval.
9. Memorial Bricks for non-veterans – there have been several calls fielded by Ms. Baker with individuals requesting the purchase of a memorial brick or bench to honor non-veteran family members. The Board discussed where these pavers/bricks could be placed. Some options were the Library entrance, the Senior Centre entrance or in front of the flagstone at the Village Centre. Trustee Abdo-Rott to look into and bring back a recommendation to the Board.

Trustee Reports:

Trustee Chapman – He stated that Mayor Whorrall had touched on most of the items in his report. He wanted the Board to be aware that Jane Nicholson (MRB Group) is looking for other grants to continue with the rehabilitation/revitalization projects. SMTC is working on the traffic portion of these projects and will be holding another meeting to discuss options for pedestrian safety/traffic reduction through the Village. The Planning Board is meeting tomorrow (1/20/21) to review the application submitted for a Planned Unit Development at 332 Fayette Street. He thanked Chris, Jeff & the rest of the team in working hard on sorting through the issues with the trash transition. He also thanked them for the cleanup and signage in the park off Memory Lane.

Trustee McGrew – Police Committee update – there are several positions to be filled and they are performing interviews this month. He sent out the PD flyer generated as a result of a questionnaire sent out to the public. Trustee McGrew asked the status of the sale of Station #1. Attorney Hunt stated he had been working with Brosztek and they are close to scheduling the auction.

Trustee Abdo-Rott – Stated she already brought up most items in her report under the DPW report. The baskets have gone to Zerillo's for planting.

Trustee Pilewski – Recreation update – Tae Kwon Do will be starting a new session on Monday. He has been working closely with Rhino Lacrosse and let them know that permission to hold the event the third week in February is still not final. We are waiting for their safety plan and any approval would be pending Onondaga County sign-off. Rampage has been out of our building since the beginning of the pandemic. Ben Rayland would like to start with Youth Programs to begin in mid-February. He is asking Board approval for the young students. Mayor Whorrall would like the safety plan prior to approving stating the fitness classes. Trustee Pilewski stated that the Recreation Board would be meeting next week. He has fielded several phone calls for the Daddy Daughter Dance and has conveyed that there likely will not be a Valentine's event this year and possibly we will look at doing something in the Spring when the Covid regulations have lessened. The issue of the Summer Playground program was brought up and Trustee Pilewski stated he would be bringing a plan to the Board at a later time. He also stated that he, Trustee Chapman and Mrs. Dygert had been discussing the RFP and hiring of new auditors. He will be ready to bring something to the Board at the February meeting.

Codes Enforcement – Mr. Decker was present to update the Board on activity in the Codes office.

- Silver Fox Senior Centre is going in the Limestone Plaza
- Yo Burrito set to open in the former Murphy's Bakery

Attorney Report:

Mr. Hunt was present and offered the following:

- **Fire Station #1 Sale** – Mr. Hunt addressed this under Trustee McGrew's report

- **T-Mobile Lease** - they accepted the \$2500 per month with an additional 3% per year to begin with the contract renewal in 2023.

Executive Session

Motion by Trustee Pilewski, seconded by Trustee McGrew to adjourn the regular meeting and enter executive session for the purpose of discussing matters relating to potential litigation and the potential discipline of an employee in the Fire Department.
MOTION CARRIED 4-0

The Board entered executive session at approximately 10:00 p.m.

Motion by Trustee Abdo-Rott, seconded by Trustee Chapman to leave executive session and re-enter the regular meeting at approximately 10:30 p.m.

ADJOURN

Motion to adjourn the meeting made by Trustee Pilewski, and seconded by Trustee McGrew at 10:30 p.m.

MOTION CARRIED 4-0

Respectfully submitted by,

Martha Dygert
Administrator/Clerk-Treasurer

***A portion of the minutes were transcribed from the meeting recording as Mrs. Dygert left the regular meeting at 9:30 p.m.