

**Minutes of the Annual Meeting of the Village Board of Trustees held at 7:30 p.m.
April 7, 2022**

Members Present: Mayor Dick Clarke via zoom
Trustee Ruth Cico
Trustee Mike Shepard
Trustee Megan O'Donnell
Trustee Bruce Stebbins
Trustee Nate Collins
Trustee Eric Reinagel

Others Attending – Attorney Bob Baldwin; Village Clerk Maureen Butler; Code Enforcement Officer Gregg Humphrey; Senior Center Coordinator Ruth Troy; Police Chief Mike Lefancheck, Superintendent of Public Works Chuck McAuliffe and the family of newly elected Trustee Eric Reinagel.

The Pledge of Allegiance was recited.

Resolution #1/2022 Moved by Trustee Cico, second by Trustee Stebbins
Resolved that the minutes from the Village Board meeting of March 17, 2022, be approved.

Carried

Citizen's Comments

There were none.

Annual Appointments

Resolution #2/2022 Motion by Trustee Collins, second by Trustee Cico
Resolved that the appointment of **Baldwin, Sutphen & Frateschi, PLLC**, as Attorneys for the Village of Baldwinsville, for the ensuing year and that the following appointments, by the mayor, for the ensuing year, be approved:

Trustee Stebbins as Deputy Mayor
Mark Baker as Village Treasurer
Maureen Butler as Village Clerk
Maureen Butler as Tax Receiver
Jody DePaulis as Deputy Village Clerk
Mary Augustus as Part-time Clerk
Timothy McMahon as Acting Justice
Sheryl Adsitt as Clerk for the Village Justice
Debbie Saldo as Court Attendant for the Village Justice
Louise Corrigan as Part-time Clerk for Department of Public Works
Mary Augustus as Part-time Codes Clerk
Lou Ann St. Germain as Communications Officer
Richard Long as Part-time Communications Officer
Trustee Stebbins as the Village representative to the DPW Safety Committee
McHarrie's Legacy as the organization to act as Historian for the Village.
Baldwin, Sutphen & Frateschi as Attorney for the Zoning Board of Appeals
Baldwin, Sutphen & Frateschi as Attorney for the Planning Board
Mary Augustus as Secretary for the Zoning Board of Appeals, Planning Board and Architectural Review Board
Trustee Cico to the Canton Woods Senior Center Board of Directors

And that the following committee appointments (the first named in each instance to act as Chairperson), by the mayor, be approved:

Public Works Committee: (includes Parks, signs, trees, planting, benches and fixtures):	Trustees Stebbins, Reinagel and O'Donnell
Public Safety:	Trustees Shepard, Cico and Collins
Labor Relations:	Trustees Shepard and Reinagel
Intermunicipal Consortium:	Trustee Shepard
Finance Committee:	Trustee Cico

Carried

Resolution #3/2022 Motion by Trustee O'Donnell, second by Trustee Shepard

Resolved to accept the resignations of Nathan Collins from the Planning Board and Eric Reinagel from the ZBA, effective April 3, 2022, in order to fulfill their elected Trustee positions effective April 4, 2022, and to approve the following:

- the re-appointment of **Margaret "Peg" Halleron** as a member of the Zoning Board of Appeals, with a term ending 2027.
- the appointment of **Rocco Nalli**, as an alternate member of the Zoning Board of Appeals, effective April 11, 2022, at a rate of \$50.00 per meeting.
- the re-appointment of **John Tonello** as a member and Chairman of the Planning Board with a term ending 2029.
- the appointment of **Donna Freyleue**, as a member of the Planning Board, effective April 7, 2022, at a rate of \$50.00 per meeting, with a term ending 2024.
- the appointment of **Johanna Bock**, as an alternate member of the Planning Board, effective April 7, 2022, at a rate of \$50.00 per meeting.
- the appointments of **Dean Johnson, Jim Orlando and Bruce King** as members of the Architectural Review Board.
- the appointment of **Baldwin & Sutphen and Frateschi**, as Village Prosecuting Attorney is confirmed, pursuant to Section 20-2006 (2) of the New York State Village Law, with the full benefit of the prosecutorial immunity provided in law and the full benefit and protection of defense and indemnification that is provided to all Village Officers/Employees, to prosecute any violators of any and all local laws known as the Code of the Village of Baldwinsville, New York in the Village of Baldwinsville Justice Court. The use of this service of the Prosecuting Attorney shall be as authorized by the mayor.
- the **2022 permit and fee schedule** be adopted with a change to the Engineering Fee. Fee was changed from \$150.00/hr. to \$160.00/hr. (copy is attached).
- that it shall be the Village of Baldwinsville's policy to waive permit fees for small projects and signs submitted by not-for-profit civic organizations. Such waivers shall apply to signs and projects where the permit fee does not exceed \$99.00.
- that the following **3rd party electrical inspectors** be appointed for the ensuing year:
Larry Kinne, CNY Electrical Inspection Services, LLC; Timothy Willsey, The Inspector, LLC.; Aaron Bellows and Scott Bellows, Upstate Electrical Inspection Agency, Inc.; Richard Kersey, New York Atlantic-Inland, Inc.; Brian Fenner and Eugene Spencer, Commonwealth Electrical Inspection Services, Inc.
- that **Solvay Bank, M&T Bank and NBT Bank** be designated as depositories for the ensuing year.

- that **WellNow** be designated as the provider of professional services to the Baldwinsville Police Department for the ensuing year.
- that the **Messenger** and the **Syracuse Post Standard** be designated as the official newspapers of the village for the ensuing year. Any legal notice can be published in either newspaper to meet the requirement. No legal notice is required to be published in both papers.
- that **WSYR Radio Station** be designated as the official radio news media for the village for the ensuing year.

Carried

Resolution #4/2022 Moved by Trustee Reinagel, second by Trustee Collins

Resolved that the following are a list of meeting dates and times for the various boards:

- the 1st and 3rd Thursdays of each month, between **7:00 p.m.** and 7:30 p.m. be designated as work session time for the Village Board members.
- the 1st and 3rd Thursdays of each month at **7:30 p.m.** be designated as the regular meeting dates of the Village Board. The list is as follows:

April 21, 2022	October 6, 2022	March 16, 2023
May 5, 2022	October 20, 2022	April 3, 2023
May 19, 2022	November 3, 2022	
June 2, 2022	November 17, 2022	
June 16, 2022	December 1, 2022	
July 7, 2022	December 15, 2022	
July 21, 2022	January 5, 2023	
August 4, 2022	January 19, 2023	
August 18, 2022	February 2, 2023	
September 1, 2022	February 16, 2023	
September 15, 2022	March 2, 2023	

- 2nd Monday of each month at **7:00 p.m.** be designated as the regular meeting date for the Zoning Board of Appeals.
- 4th Tuesday of each month at **7:00 p.m.** be designated as the regular meeting date for the Planning Board.
- 1st Monday of each month at **7:00 p.m.** be designated as the regular meeting date for the ARB.
- that the business hours of the Village Clerk's Office and therefore Village Hall, be designated as **8:00 a.m. to 4:00 p.m.** Monday thru Friday.
- that the business hours of Canton woods Senior Center, be designated as **8:00 a.m. to 4:00 p.m.** Monday thru Friday.
- that Village employees be allowed reimbursement for mileage while on official village business, at a rate per mile, as set by the IRS Guidelines.
- that the amount of removal, towing and storage charges authorized under Section 68033 shall be those established by the management council of the Onondaga 911 Center through which communication systems said removal, towing and storage is processed.

- that authorization be given to the **mayor (first)** and **deputy mayor (second)** to sign checks in the absence of the Village Treasurer.
- that the charges for work performed outside the Village of Baldwinsville by our Department of Public Works employees be set at **\$76.21** per hour/per man and the overtime cost be set at **\$93.94** per hour/per man. The materials charge would be at cost plus 10% and the charge for equipment rental would be at the current village rate.

Carried

Resolution #5/2022 Motion by Trustee Cico, second by Trustee O'Donnell
Resolved to approve the following:

- that employees of the Village of Baldwinsville will be required to file a **Certificate of Compliance and Disclosure**.
- that the **Procurement Policy for 2022** be adopted.
- And that the following resolution be adopted:

WHEREAS the board of trustees has determined to authorize payment in advance of audit of claims for public utility services, postage, freight, and express charges, and

WHEREAS all such claims shall be presented at the next regular meeting for audit, and

WHEREAS the claimant and officer incurring or approving the claim are jointly and severally liable for any amount the board of trustees disallows.

NOW THEREFORE BE IT RESOLVED:

Section 1. That the board of trustees authorizes payment in advance of audit of claims for public utility services, postage, freight, and express charges. All such claims must be presented at the next regular meeting for audit and the claimant and officer incurring or approving the claims are jointly and severally liable for any amount the board of trustees disallows.

Section 2. This resolution shall take effect immediately.

Carried

Trustee's Comments

Trustee Cico welcomed new trustees Eric and Nate to the board.

Trustee Stebbins added an item to the agenda: resolution to authorize the purchase of an aluminum box culvert at a cost not to exceed \$45,000.00. This would be purchased from ARPA funds.

Trustee O'Donnell enlightened the audience that the Volunteer Center has announced the Volunteer of the Year recipients as Leslie Morelli and Pam Fallesen. The event will be held on Saturday, April 30th at Pastas.

Trustee Shepard noted that the Volunteer's Center's Margaritafest will be held on Saturday, July 16th.

Trustee Collins expressed his excitement to serve the community by being elected to the board.

Trustee Reinagel also expressed his appreciation to serve the community as a trustee. Reinagel reminded the viewing audience to be cautious as the weather is getting nicer and there will be a larger presence of pedestrians and bicyclists on the sidewalks and roadways.

Mayor's Comments

Mayor Clarke noted that:

- he was pleased that the two new trustees were elected and beginning their service to the community.
- Mark Baker, the new Treasurer for the village, has a list of goals to accomplish as he takes over the reins. Some of which has already taken place.
- the village received its NYS Fiscal Stress results and once again there is no designation, which is the best grade that one can achieve.

Department Heads

Code Enforcement Officer Gregg Humphrey reminded residents to keep debris out of the roadways.

Village Clerk Maureen Butler stated that the brunt of village tax season is winding down. The clerk's office will still be collecting taxes through October 31st with penalty. Butler noted that there are approximately 280 bills totaling \$240,000.00, still outstanding.

Senior Center Coordinator Ruth Troy stated that the Senior Center has Covid kits available. Troy noted that the garden is back this year with Bert Mead at the helm. Mead will be hosting an informational meeting at the center on April 20 at 10:30 a.m. April is Volunteer Recognition month!

Superintendent of Public Works Chuck McAuliffe explained the various projects that the DPW have going on, including brush pick up and the sidewalk program. He reiterated that there may be traffic delays during the sidewalk installation on East Genesee and Oswego Streets.

Chief Lefancheck enlightened the audience that the body camera program is fully operational. This additional feature will be both beneficial to the organization as well as the community. The Chief commented on the growing issues at Mercer Park. This has warranted extra patrols at the park and parents will be notified if their youth is involved.

Pending Business

- **PMI Promoter Agreement**

Resolution #6/2022 Moved by Trustee O'Donnell, second by Trustee Collins

Resolved to authorize the mayor to sign the 2022 PMI Promoter Agreement. Promoter Chuck Chao, Creative Concerts has signed the agreement with no changes.

Carried

New Business

- **Block Party Approval – Mildred Ave.**

Resolution #7/2022 Moved by Trustee Cico, second by Trustee Shepard

Resolved to approve a block party on July 9, 2022, from 12:30 – 5:00 p.m. They are requesting barricades for the area between 33 and 44 Mildred Avenue.

Carried

This was previously approved for a date prior to covid. No alcohol will be served.

- **Public Hearings Set**

Resolution #8/2022 Moved by Trustee Reinagel, second by Trustee O'Donnell

Resolved to set a public hearing for the adoption of an amendment to Chapter 345, the Zoning Code, for the **Construction of Handicap Ramps** for residential properties on Thursday, May 5, 2022, at 7:30 p.m.

Carried

Resolution #9/2022 Moved by Trustee Cico, second by Trustee Shepard

Resolved to set a public hearing for the adoption of an amendment to Chapter 292, **Streets and Sidewalks**, for the repair of defective sidewalks on Thursday, May 5, 2022, at 7:35 p.m.

Carried

Resolution #10/2022 Moved by Trustee O'Donnell, second by Trustee Cico

Resolved to set a public hearing for the adoption of a **Mobile Food Vendor code** to be added to the Peddlers and Solicitors code on Thursday, May 5, 2022, at 7:40 p.m.

Carried

- **Appointment – Police Officer**

Resolution #11/2022 Moved by Trustee Collins, second by Trustee Cico

Resolved to appoint **Nicholas A. Newcomb** as a full-time police officer, effective on May 1, 2022, at a salary of \$73,566.00.

Carried

Chief Lefancheck summarized Newcomb's work history which included over 14 years at SUNY Upstate and a long history of training that includes being a certified defensive tactics instructor, firearms instructor, taser instructor and a pepper spraying instructor among other things. Lefancheck feels that he will be a great addition to the department.

- **Arbor Day Proclamation – 4/29/2022**

Resolution #12/2022 Moved by Trustee Reinagel, second by Trustee Collins

Resolved to declare Friday, April 29, 2022, as **Arbor Day** in the Village of Baldwinsville.

Carried

Mayor Clarke read the proclamation.

- **2021 Municipal Grant**

Resolution #13/2022 Moved by Trustee O'Donnell, second by Trustee Shepard

Resolved to authorize the mayor to sign the **Conflict Interest Affidavit** and once submitted an authorization is needed for the mayor to sign the **2021 Municipal Grant** with Onondaga County for the Village Hall insulation, the Visitor Center improvements and the PMI Amphitheater sign.

Carried

- **Aluminum Box Culvert Purchase**

Resolution #14/2022 Moved by Trustee Reinagel, second by Trustee Collins

Resolved to authorize the purchase of an aluminum box culvert for repairs of the Warner Ave. bridge area under NYS contract, not to exceed a cost of \$45,000.00. This project will be funded through the ARPA funding.

Carried

- **Motion to pay bills as audited**

Resolution #15/2022 Moved by Trustee Cico, second by Trustee O'Donnell

Resolved to pay the bills from their proper accounts, after audit.

Abstract #3

- General Fund Checks #47843 - #47894 \$ 98,243.17
- Water Fund Checks #25183 - #25195 \$ 3,847.72
- Sewer Fund Checks #24068 - #24071 \$ 1,763.44

Carried

- **Adjournment**

Resolution #16/2022 Moved by Trustee Collins, second by Trustee Reinagel

Resolved that the meeting be adjourned at 8:06 p.m., until the next village board meeting on Thursday, April 21, 2022, at 7:30 p.m.

Carried

Respectfully submitted,

Maureen Butler

Village Clerk

Village of Baldwinsville