

**Minutes of the Annual Meeting of the Village Board of Trustees held at 7:30 p.m.
April 4, 2024**

The Pledge of Allegiance was recited.

A Public Hearing was held by the Village Board of Trustees on April 04, 2024, at Village Hall at 7:30 p.m., to consider a proposed resolution to authorize the Mayor of the Village of Baldwinsville to execute and submit an application to the County of Onondaga for the 2024 Community Development Block Grant (CDBG) funding cycle.

Members Present: Mayor Bruce Stebbins
Trustee Ruth Cico
Trustee Eric Reinagel
Trustee Megan O'Donnell
Trustee Michael Shepard
Trustee Nate Collins
Trustee Donna Freyleue

Others Attending – Attorney Bob Baldwin; Village Clerk Jody DePaulis; Police Chief Mike Lefancheck; Superintendent of Public Works Chuck McAuliffe; Treasurer Mark Baker (via zoom); Pac-B videographer Ben Weiss; Citizens: Vickie Fryleue, Jim Dale, Ken Fitz, Jon Parry, James Miller, MaryAnne Williams, Patrick Laminarde, Lisa Campagna, S. Patterson and Mark Zack.

The Village Clerk read the Proof of Publication.

Comments in favor of the proposal: There were none.

Comments against the proposal: The Mayor explained the 5-year plan and what it is. The award is up to \$50,000 and the county can pick one or none. The plan presented is as follows:

Enhanced pedestrian safety through the completion of the trail to Community Park and the addition of sidewalks along the east side of Phillips Street and E. Oneida Street. The extension of the current paved trail would link the trail system to an existing sidewalk on Water , eliminating the need for pedestrians and cyclists to negotiate through a parking area. The proposed sidewalks would safely connect to the existing network of walkways within the Village.

Improvements to Community Park Trailhead parking area. This proposal would include some pavement work and lighting. Paving 8 parking spaces immediately adjacent to the trailhead would provide at least 4 accessible spaces. This would allow for improved access to the existing ADA compliant trail. Lighting would enhance public safety for those using the parking area during public events.

Improvements to the existing Crooked Brook Trail within Community Park. This project would include widening and surface preparation of the t trail followed by paving. The trail would link to the existing accessible trail and provide inclusive access for strollers, wheelchairs, and walkers, opening the world of nature to many who can not navigate an uneven surface.

Replace an aged, existing sidewalk along Tappan Street adjacent to Riverview Cemetery.

SSW Trail extension. Link the existing trail in phases along the river to Gentry Street and Tappan Street

Resolution #001/2024 Motion by Trustee Collins, second by Trustee Cico
Resolved that the Public Hearing be adjourned and closed at 7:38 p.m.

Carried

Respectfully submitted,

Jody DePaulis, Village Clerk

Resolution #002/2024 Moved by Trustee Shepard, second by Trustee O'Donnell
Resolved that the minutes from the Village Board meeting of March 21, 2024, be approved.

Carried

Citizen's Comments

Jim Dale wanted to let the board know that Shakespeare in the Park is a go. They will be rehearsing on June 11th and the performance will be on June 12th on PaperMill Island. He also updated the board that his board meets the 4th Wednesday of the month, and they would like to know if it is ok to proceed with their parks contract for the summer. Per Mayor Stebbins, there was a new email that was received on April 4, 2024, and they will need to discuss that and look it over before any decision is made.

Annual Appointments

Resolution #003/2024 Motion by Trustee Reinagel, second by Trustee Fryleue
Resolved that the appointment of **Baldwin & Sutphen 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:

- The following appointments, for the ensuing year:

Megan O'Donnell as Deputy Mayor

Mark Baker as Village Treasurer

Jody DePaulis as Village Clerk

Jody DePaulis as Tax Receiver

Melissa Panella as Deputy Village Clerk

Timothy Ganey as Part-time Codes Officer

Kelli Battles as Information Aide

Michelle Hamilton as Information Aide

Teresa Huegel as Acting Justice

Sheryl Adsitt as Clerk for the Village Justice

Maria Shockney as Part-time Clerk for Department of Public Works

Lou Ann St. Germain as Communications Officer

Richard Long as Part-time Communications Officer

Trustee Freyleue as the Village representative to the DPW Safety Committee

McHarrie's Legacy as the organization to act as Historian for the Village.

Baldwin & Sutphen PLLC as Attorney for the Zoning Board of Appeals

Baldwin & Sutphen PLLC as Attorney for the Planning Board

Michelle Hamilton 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

Trustee Collins as the Planning Board Liaison

Trustee Reinagel as the Zoning Board Liaison

- That the following committees be appointed by the Mayor (the first named in each instance to act as Chairman)

Public Works Committee: (includes streets, water, sewer and all capital improvements)
Trustees O'Donnell (Chair), Reinagel and Collins

Public Safety: **Trustees Shepard (Chair), Cico and Freyleue**

Labor Relations: **Trustees Collins (Chair), Reinagel, Freyleue**

Intermunicipal Consortium: **Trustee Shepard**

Finance Committee: **Mayor Stebbins (Chair), Trustee Reinagel, Mark Baker, Jody DePaulis**

Tree Advisory Committee: **Mayor Stebbins, Trustee Fryleue**

Parks Committee: (work with the Clerk and DPW Superintendent to coordinate permits, fees and approved activities: **Trustees O'Donnell (Chair), Reinagel and Cico**

Carried

Resolution #004/2024 Motion by Trustee O'Donnell, second by Trustee Collins

- That the appointment of **Terri King** as Chair of the Planning Board, with a term ending 2031, be approved.
- That the appointment of **Rosanne Wicks** as member of the Planning Board, with a term ending 2025, be approved.
- That the appointment of **Kevin Hamilton** as member of the Planning Board, with a term ending 2026, be approved.
- That the appointment of **Chris Greer** as Deputy Chair of the Planning Board, with a term ending 2027, be approved.
- That the appointment of **Andrew Knowlden** as member of the Planning Board, with a term ending 2028, be approved.
- That the appointment of **Sandy Rabe** alternate member of the Planning Board, with a term ending 2029, be approved.
- That the appointment of **Johanna Bock** as member of the Planning Board, with a term ending 2030, be approved.
- That the appointment of **James Zuccolotto** as Chair of the Zoning Board of Appeals, with a term ending 2029, be approved.
- That the appointment of **Matthew Fox** as member of the Zoning Board of Appeals, with a term ending 2025, be approved.

- That the appointment of **Rocco Nalli** as member of the Zoning Board of Appeals, with a term ending 2026, be approved.
- That the appointment of **Margaret Halleron** as member of the Zoning Board of Appeals, with a term ending 2027, be approved.
- That the appointment of **Kevin Baker** as member of the Zoning Board of Appeals, with a term ending 2028, be approved.
- That the appointments of **Dean Johnson**, and **Bruce King** as members of the Architectural Review Board be approved.
- That the appointment of **Baldwin & Sutphen PLLC** 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.
- That the **2024 permit and fee schedule** be adopted (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.; and Richard Kersey, New York Atlantic-Inland, Inc.; Brian Fenner and Gene Spencer, Commonwealth Electrical Inspection Service, Inc.**
- That **Solvay Bank, M & T Bank, NBT Bank and NYCLASS** are 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 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 **WOLF-FM** is designated as the Official Radio news media for the Village for the ensuing year.

Resolution #005/2024 Moved by Trustee Cico, second by Trustee Collins

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

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 as needed.

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 18, 2024	October 3, 2024	March 20, 2025
May 2, 2024	October 17, 2024	April 3, 2025
May 16, 2024	November 7, 2024	
June 6, 2024	November 21, 2024	
June 20, 2024	December 5, 2024	
July 4, 2024-Cancelled	December 19, 2024	
July 18, 2024	January 2, 2025	
August 1, 2024	January 16, 2025	
August 15, 2024	February 6, 2025	
September 5, 2024	February 20, 2025	
September 19, 2024	March 6, 2025	

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 7:30 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 **\$76.86** per hour/per man and the overtime cost be set at **\$94.75** 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.
- That the village water/sewer rates will increase by 3% for village residents and 4% for non-residents.
- That the appointment of Dunn & Sgromo Engineers, PLLC as the engineering firm for general engineering including assisting Planning and Zoning Boards as needed. The Village may contract with other firms as deemed necessary for specific projects, be approved.

Carried

Resolution #006/2024 Motion by Trustee O'Donnell, second by Trustee Shepard
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 2024** be adopted.
- 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 Collins welcomed Trustee Freyleue to the board and told everyone to be safe on Monday.

Trustee O'Donnell also wanted to welcome Trustee Freyleue to the board.

Trustee Shepard wanted to wait until after the election was over to comment on it. Thanked everyone who came out and voted and he wanted to welcome Trustee Freyleue to the board.

Trustee Reinagel wanted to welcome Trustee Freyleue to the board.

Trustee Cico expressed a welcome to Trustee Freyleue

Trustee Freyleue first congratulated Mayor Stebbins and Trustees O'Donnell and Shepard on their reelection. She thanked the voters for their votes and was encouraged by the voter turnout on the 19th. She hopes that the number keeps trending upward.

Mayor's Comments

Mayor Stebbins noted that:

- He wanted to welcome Trustee Freyleue to the board and also passed on his condolences on the loss of a member of her family.

Department Heads

Attorney Robert Baldwin congratulated Trustee Freyleue and told her if there are any questions that she had to please reach out to him. Also, NYCOM is a very good source for information on meetings, etc.

Village Clerk Jody DePaulis wanted to let the board know that there will be a meeting with the Tompkins County Health consortium on Tuesday, May 7th at 11:00 am if anyone would like to attend.

Treasurer Mark Baker noted that that the snowplow truck we bonded for was delivered at 137,772.00. Also, we will be paying for the AED defibrillators through ARPA money for \$11,992.00. We have to commit the ARPA money before 2026, and we have about \$100,000 or a little less to spend.

Superintendent of Public Works Chuck McAuliffe explained that the new plow truck and bucket truck is here. The plow truck is a little smaller than what they have had in the past. The bucket truck is going to be put to good use, it is used from putting up lights, taking down trees, putting up the banner. Also, McAuliffe told everyone that brush pick up has started back up.

Chief Lefancheck told the board about an incident that happened last week with one of the officers. The officer first observed the driver and followed suit into Solvay. The driver took their own life. Shows that they never know what they will be dealing with. Thoughts are with the family of the victim and wanted to that our Officer for doing an outstanding job.

Pending Business

- **2024 Community Development Block Grant**

Resolution #007/2024 Moved by Trustee Collins, second by Trustee Cico

Resolved to authorize the Mayor of the Village of Baldwinsville to execute and submit an application to the County of Onondaga for the 2024 Community Development Block Grant (CDBG funding cycle).

Carried

Mayor Stebbins told the residents that the grant was extended by the County, so the Village could have the Public Hearing and then submit the application.

New Business

- **Surplus**

Resolution #008/2024 Moved by Trustee O'Donnell, second by Trustee Collins

Resolved to declare the following items as surplus to be auctioned off by the DPW: Coats Tire Changer, Serial #0002512969, a Keller Power Hacksaw and a 1999 Chevy Bucket Truck.

Carried

- **Resignation**

Resolution #009/2024 Moved by Trustee Collins, second by Trustee Cico, Trustee Freyleue abstained.

Resolved to accept the resignation of Planning Board member, Donna Freyleue, effective April 01, 2024.

Carried

- **Omitted Tax Corrections**

Resolution #010/2024 Moved by Trustee Collins, second by Trustee xx

Resolved to approve an application for the correction of village taxes for the property located at 80 Brown St, tax map # 014.-03-08.0, for the 2024 – 2025 tax year, in the amount of \$1,212.80. Omitted tax amount was calculated incorrectly.

Carried

Resolution #011/2024 Moved by Trustee O'Donnell, second by Trustee Collins

Resolved to approve an application for the correction of village taxes for the property located at 2 Curtis Ave, tax map # 007.-03-11.0, for the 2024 – 2025 tax year, in the amount of \$652.95. Omitted tax amount was calculated incorrectly.

Carried

Resolution #012/2024 Moved by Trustee Collins, second by Trustee Cico

Resolved to approve an application for the correction of village taxes for the property located at 21 Charing Cross Circle, tax map # 006.-04-57.0, for the 2024 – 2025 tax year, in the amount of \$1475.38. Omitted tax amount was calculated incorrectly.

Carried

- **Village Treasurer Authorization**

Resolution #013/2024 Moved by Trustee Reinagel, second by Trustee O'Donnell

Resolved to approve that the Village Treasurer be authorized to pay for the Articulating Telescopic Aerial Device (aka "Bucket Truck") from the General Fund in the amount of \$148,615 per Quote #DJ 91005766 from Altec Industries and further be resolved that the General Fund be reimbursed by bond which Village will begin the origination process pending this approval. (Full Resolution attached).

Carried

- **Budget Modifications**

Resolution #014/2024 Moved by Trustee O'Donnell, second by Trustee Collins

Resolved to approve the encumbrance be created per the attached document "Encumbrance 2024-04-04 for 2023-2024.pdf.

Carried

Resolution #015/2024 Moved by Trustee O'Donnell, second by Trustee Collins

Resolved to approve budget modifications for the year ended 2/29/2024 as outlined in document "Budget Modifications 2024-04-04 for 2023-2024.pdf.

Carried

Resolution #016/2024 Moved by Trustee Collins, second by Trustee Freyleue

Resolved to approve budget modifications for the current year as outlined in document "Budget Modifications 2024-04-04 for 2024-2025.pdf.

Carried

- **Resignation**

Resolution #017/2024 Moved by Trustee Cico, second by Trustee Collins

Resolved to accept the resignation of Nancy Sullivan, as Neighborhood Advisor/Outreach Coordinator, effective April 18, 2024.

Carried

- **Amendment to Salary Compensation Schedule**

Resolution #018/2024 Moved by Trustee Shepard, second by Trustee O'Donnell

Resolved to modify the salary compensation schedule for Part Time Information Aide and DPW Clerk to at 20.87 per hour as the same rate as Full Time Information Aide.

Tabled

There was a discussion with the board and Village Clerk DePaulis on the equal rates between two part time and a full-time employee. Motion tabled to discuss further.

- **Executive Session – No anticipated action**

Resolution #019/2024 Moved by Trustee O'Donnell, second by Trustee Collins
Resolved that the board retire into an executive session regarding a personnel issue with no anticipated action planned at 8:25 p.m.

Carried

- **Executive Session – returned.**

Resolution #020/2024 Moved by Trustee Freyleue, second by Trustee Collins
Resolved that the board returned from executive session at 8:54 p.m.

Carried

- **Motion to pay bills as audited.**

Resolution #021/2024 Moved by Trustee Freyleue, second by Trustee Collins
Resolved to pay the bills from their proper accounts, after audit.

Abstract #3

- General Fund Checks #49858 - #49883 \$ 28,483.91
- Water Fund Checks #25643 - #25649 \$ 8,265.76
- Sewer Fund Checks #24309 \$ 75.24
- HB Fund Checks #1086 \$137,772.00

Carried

- **Adjournment**

Resolution #22/2024 Moved by Trustee Freyleue, second by Trustee Collins
Resolved that the meeting be adjourned at 8:55 p.m., until the next village board meeting on Thursday, April 18, 2024, at 7:30 p.m.

Carried

Respectfully submitted,

Jody DePaulis

Village Clerk
Village of Baldwinsville