



# Village of East Syracuse

204 North Center Street, East Syracuse, NY 13057

Tel: 315-437-3541 Fax: 315-463-2150

## Mayor

Lorene Dadey

## Deputy Mayor

Mary Albanese

## Trustees

Carol Para

Shawn Plourde

Bernard Ment

## Justice

Robert Jokl

## Village Clerk

Jennifer Scafidi

## Parks & Recreation

Thomas Richardson

## DPW Superintendent

Randy Hughson

## Code Enforcement

Chris Shields

## Fire Chief

Leonard DiBello

## Organizational Meeting

Village of East Syracuse

January 3, 2024

MINUTES

6:33pm

**Present: Mayor Dadey, Deputy Mayor Albanese, Trustee Para, Trustee Plourde, Trustee Ment**

**Also Present: Jennifer Scafidi, Renee Stone, Chris Shields, Tom Richardson, Nate Baker, Randy Hughson, Christopher Smith, Luke Maxwell**

**Excused: Chief Lenny DiBello**

**Start time: 6:33pm**

**Pledge of Allegiance**

**Mayor Dadey proposed the following appointments.**

- Jennifer Scafidi, Village Clerk, 1 year term
- Renee Stone, Treasurer, 1 year term
- Treasurer as Collector of taxes, 1 year term
- Village Clerk as Budget Officer, 1 year term
- Village Clerk as Licensing Officer, 1 year term
- Bridget Albanese, Court Clerk, 1 year term
- Robert Jokl, Justice, 1 year term
- William C. Cramer, Building Inspector, 1 year term
- William C. Cramer, Fire Inspector, 1 year term
- Chris Shields, Director of Code Enforcement, 1 year term
- Robert Sweeney, Chairperson to Zoning Board, 1 year term
- Ron Gustafson, Chairperson to the Planning Board, 1 year term
- Barbara Falcone Quonce, Chairperson to the Board of Ethics, 1 year term
- Jeff Raub, acting justice, 1 year term

**Mayor Dadey proposes the following:**

- Deputy Mayor Albanese as Deputy Mayor, 1 year term
- Deputy Mayor Albanese as **liaison** to the DPW Department, 1 year term
- Deputy Mayor Albanese and Trustee Para as **liaisons** to the Village Office, 1 year term
- Trustee Para as **liaison** to Parks and Recreations, 1 year term
- Trustee Ment as **liaison** to Justice Court, 1 year term
- Mayor Dadey and Deputy Mayor Albanese as **liaisons** to Fire Dept 1 year term
- Trustee Plourde as **liaison** to Code Enforcement, 1 year term
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**Mayor Dadey** proposes that she is **Liaison** for the Town Board, 1 year term

**Mayor Dadey** proposes the **Eagle Bulletin** will be our official newspaper.

**Mayor Dadey** proposes that Key Bank, Community Bank NA, Pinnacle, New York Class as Village depositories up to \$10 million for 1 year.

**MOTIONS:**

1. **Motion to approve** the regularly scheduled meetings of the Board of Trustees will be held on the 1<sup>st</sup> Monday of each month at 6:30pm in the court room according to the open meeting law.

**Motion By: Trustee Ment**

**2nd By: Deputy Mayor Albanese**

**Polling the board: Yes    Motion Carried**

2. **Motion to approve** that the usual penalties written by insurance agent covering Board Members, Village Clerk, Village Treasurer, Tax Collector, Justice, Acting Justice Court Clerk, and other employees handling cash and or authorized to sign checks.

**Motion By: Deputy Mayor Albanese**

**2nd by: Trustee Para**

**Polling the Board: Yes    Motion Carried**

3. **Motion to approve/authorize** section 1094 of the real property tax law to waive penalties and interest on any unpaid village taxes prior to April 1944.

**Motion By: Trustee Para**

**2nd By: Deputy Mayor Albanese**

**Polling the Board: Yes Motion Carried**

4. **Motion to approve** partial payments of Village real property taxes.

**Motion By: Deputy Mayor Albanese**

**2nd By: Trustee Para**

**Polling the Board: Yes Motion Carried**

Amending resolution regarding partial payments of the Village real property taxes whereas by resolution no. 37-1995 this legislation authorized village collection officers to accept partial payments of village real property taxes, special, actable on levies and assessments and whereas in these difficult economic times, many residents of Onondaga County are finding it difficult to budge real property tax payments according to the existing schedules established in such resolutions and whereas conforming payments the municipality is negatively affected because it misses out on having cash in hand and the resident is negatively affected because the statutory interest on penalties accruing on the outstanding balance. And whereas it is necessary to amend the prior resolution so is to provide residents greater flexibility in making partial real property tax payments in amounts other than 50% of the total tax due for each of the 3 permissible installments. Now therefore be it resolved that Resolution No. 37-1995 is hereby further amended to allow partial payments of Village Real Property Taxes, special ad valorem and special assessments as shall be consistent with the following:

1. The Village real property taxes, levies and special assessments may be paid in up to 4 partial payments during the village collection period of the current tax year.
2. The initial partial payment shall be paid no later than one day of the penalty free period of the current tax year. Interest and penalties shall be charged against the unpaid balance after such date.
3. No minimum amount is required for partial payment, except the final payment shall be in the amount of remaining unpaid balance due and owing.

4. No partial payment shall be accepted from a property owner if there are delinquent real property taxes, special ad valorem levies and special assessments owned on such property unless the property owner is current.
5. Installment payments to the county pursuant to Local Law No. 7-1995 shall remain in full force and effect.
6. BE IT FURTHER RESOLVED that in all other respects Resolution No. 37-1995 shall remain in full force and effect.
7. BE IT FURTHER RESOLVED that the Clerk of this Legislature is directed to file a certified copy of this resolution with the Commissioner of the New York State Office of Real Property Tax Services no later than 30 days after adoption.

The Village Board of Trustees hereby supports this resolution and will be in the future accepting partial payments in accordance with Onondaga County Resolution No. 38 amending resolution No. 37-1995 regarding partial of Village real property taxes.

5. **Motion to approve** authorizing the Mayor to sign checks in the absence of the treasurer.

**Motions By: Deputy Mayor Albanese**

**2nd by: Trustee Para**

**Polling of the Board:**

6. **Motion to approve** the following resolution concerning the advance payment of claims be adopted. Whereas the Board of Trustees has determined to authorize payment in advance of audit of claims for payroll, public utility services, postage, freight and express charges. And whereas, all such claims shall be presented at the next regular meeting for audit and now therefore be it resolved that the Board of Trustees authorize payment in advance of audit of claim for payroll, public utilities services, postage, freight and express charges and payments. All claims stated shall be presented at the next regular meeting for audit. This resolution was initially adopted August 5. 1996 and affirmed annually.

**Motions By: Deputy Mayor Albanese**

**2nd by: Trustee Ment**

**Polling the Board: Yes    Motion Carried**

7. **Motion to approve** the adoption of the following resolution regarding authorizing municipal employees and officials to attend certain schools, conferences, seminars, etc. conducted for the benefit of local government. Whereas there is to be held in the coming official year.
- The New York Conference of Mayors training schools, seminars, workshops, and meetings.
  - Central New York clerk/treasure association annual and monthly meetings.
  - New York State Comptroller seminars.
  - Onondaga County Mayors and Public Officials Association annual dues and monthly meetings.
  - New York State Mandatory Code Enforcement Certification training
  - New York fire Academy
  - Magistrates Association-both New York State and Central NY seminars and monthly meetings.

Whereas it is determined by the Board of Trustees that attendance by certain municipal officials and employees at one or more of these meetings, schools and conferences benefit the municipality. Now therefore be it resolved

**Section 1.** The officers and employees authorized to attend such training.

**Section 2.** Approvals granted herewith acknowledge and authorize the payment of claim for any registration or program cost but not any additional expenses or charges. Such as vehicle or mileage reimbursement, overnight accommodation, meals or other out of pocket expenses. A separate and formal request must be made to the Board of Trustees for prior approval for any such additional expenses or charges.

**Section 3.** The Board encourages all employees to attend training locally or within a day drive to avoid adding cost for overnight accommodations whenever possible.

**Section 4.** Whenever possible a Village vehicle should be used for all Village related travel.

**Motions by: Deputy Mayor Albanese**

**2nd By: Trustee Para**

**Polling Board: Yes Motion Carried**

8. **Motion to approve** reimbursement of authorized preapproved mileage to officers and employees who have permission to use their personal automobile while performing official duties on behalf of the Village at the new IRS rate which is currently **\$0.67**.

**Motions By: Deputy Mayor Albanese**

**2nd By: Trustee Para**

**Polling the Board: Yes Motion Carried**

9. **Motion to approve** annual review of development fee schedule will be reviewed and presented at a later date at a Village Board Meeting. On June 5, 2023, the Village Board adopted Local law No.1 of 2023 – A local law to create a fee, an expense schedule for certain applications to the Village Board and applications for Village service. This law gave the authority to the Village of East Syracuse to periodically amend by resolution.

**Motion By: Deputy Mayor Albanese**

**2nd By: Trustee Ment**

**Polling the Board: Yes Motion Carried**

10. **Motion of approve** that the meeting procedures for the Village of East Syracuse adopted April 1, 1996 and revised April 4, 2015 continue in effect.

**Motion by: Trustee Ment**

**2nd by: Trustee Plourde**

**Polling the Board: Yes Motion Carried**

11. **Motion to approve** that procurement policy at the Village of East Syracuse adopted January 1, 1992 and revised September 9, 2019 continue in effect.  
R2022-13.

**Motion by: Deputy Mayor Albanese**

**2nd by: Trustee Plourde**

**Polling of the Board: Yes Motion Carried**

12. **Motion to approve** that the Emergency Preparedness Plan continue in effect.

**Motion By: Deputy Mayor Albanese**

**2nd by: Trustee Para**

**Polling the Board: Yes Motion Carried**

13. **Motion to approve** that the Employee Handbook continue in effect.

**Motion by: Trustee Ment**

**2nd by: Trustee Plourde**

**Polling the Board: Yes    Motion Carried**

14. **Motion to approve** that the next annual organizational meeting for the Village of East Syracuse shall be held on January 6, 2025

**Motion by: Deputy Mayor Albanese**

**2nd By: Trustee Plourde**

**Polling the Board: Yes    Motion Carried**

15. **Motion to** retain the services of Crowley Insurance and designate them as insurance agent for the Village of East Syracuse

**Motion By: Deputy Mayor Albanese**

**2nd By: Trustee Ment**

**Polling the Board: Yes    Motion Carrie**

16. **Motion to** approve these work week standards.

<b>Title</b>	<b>Name</b>	<b>Current Term Beginning/End</b>	<b>Participates Employers Time Keeping System</b>	<b>Standard Workday &amp; Work week</b>
Mayor	Lorene Dadey	1/1/21 thru 1/1/25	No	6 hr/wk
Deputy Mayor	Mary Albanese	1/1/21 thru 1/1/25	No	6 hr/wk
Trustee	Carol Para	1/1/21 thru 1/1/25	No	6 hr/wk
Trustee	Shawn Plourde	1/1/24 thru 1/1/28	No	6 hr/wk
Trustee	Bernard Ment	1/1/24 thru 1/1/28	No	6 hr/wk
Court Clerk	Bridget Albanese	1/1/24 thru 1/1/25	Yes	8 hr/day
DPW	Randy Hughson	1/1/24 thru 1/1/25	Yes	8 hr/day
Village Clerk	Jennifer Scafidi	1/1/24 thru 1/1/25	Yes	8 hr/day
Village Justice	Robert Jokl	1/1/24 thru 1/1/25	No	6 hr/wk
Associate Justice	Jeff Raub	1/1/24 thru 1/1/25	No	6 hr/wk
Treasurer	Renee Stone	1/1/24 thru 1/1/25	Yes	8 hr/day

**Motion By: Trustee Para**

**2nd By: Trustee Ment**

**Polling the Board: Yes    Motion Carried**

**Motion to adjourn at 6:51pm**

**Motion by: Trustee Ment**

**2nd by: Deputy Mayor Albanese**

**Polling the Board: Yes    Motion Carried**