

**ANNUAL MEETING  
BOARD OF TRUSTEES  
Village of East Syracuse  
January 8, 2018**

In April 2016 the Board of Trustees adopted a Resolution, subject to Permissive Referendum, to extend all terms of all Village Office holders until December 31, 2017, or the end of any calendar year the term would normally expire, to coincide with the change of the Village's general elections.

Newly elected Officials were sworn in on December 26<sup>th</sup> in a brief ceremony before family and friends with Mayor Tackman administering the oath of Office to Justice Joseph Zavaglia and the Judge returning the favor and administering the oath to Mayor Robert T. Tackman. Then Judge Robert Jokl administered the oath to Trustees Mary Albanese and Kimberly Liedka.

The Annual Meeting for the Village of East Syracuse was called to order at 7:00PM by Mayor Tackman.

Present: Trustee Mary C. Albanese, Trustee James Carr, Jr., Trustee Kimberly A. Liedka, Trustee Janet L. Mattox, and Mayor Robert T. Tackman.

**Appointments**

All appointments are made by the Mayor, with the approval of the Board of Trustees.

Mayor Tackman proposes that the position of Village Clerk remain open for a two (2) year term to expire January 2020.

Polling the Board: All in favor.

Mayor Tackman proposes that the position of Treasurer remain open for a two (2) year term to expire January 2020.

Polling the Board: All in favor.

Mayor Tackman proposes Treasurer be designated as Collector of Taxes, for a one year term to expire January 2019.

Polling the Board: All in favor. Appointment carried.

Mayor Tackman proposes Village Clerk for Licensing Officer, for a one year term to expire January 2019.

Polling the Board: All in favor. Appointment carried.

Mayor Tackman proposes that the **Mayor** be designated as Budget Officer, for a one year term to expire January 2019.

Polling the Board: All in favor. Appointment carried.

Mayor Tackman proposes **Bridget Albanese** for Court Clerk for a one year term to expire January 2019.

Polling the Board: Trustee Albanese abstains. All others in favor. Appointment carried.

Mayor Tackman proposes **Helena (Holly) Glassford** for Associate Justice, with a one year term to expire January 2019.

Polling the Board:

*The Annual Meeting was interrupted to allow Justice Zavaglia to administer the Oath of Office to Associate Justice Helena (Holly) Glassford.*

Mayor Tackman proposes **William C. Cramer** for Building Inspector for a one year term to expire January 2019.

Polling the Board: All in favor. Appointment carried.

Mayor Tackman proposes **William C. Cramer** for Fire Inspector for a one year term to expire January 2019.

Polling the Board: All in favor. Appointment carried.

Mayor Tackman proposes **Director of Code Enforcement** for Zoning Officer for a one year term to expire January 2019.

Polling the Board: All in favor. Appointment carried.

Mayor Tackman proposes **Kevin Gill** to the Zoning Board of Appeals for a five (5) year term to expire January 2023.

Polling the Board: All in favor. Appointment carried.

Mayor Tackman designates **Ellen Robb** to continue serve as Chairperson.

Mayor Tackman proposes **Ron Gustafson** to the Planning Board for a seven (7) year term to expire April 2025.

Polling the Board: All in favor. Appointment carried.

Mayor Tackman designates **Ronald Gustafson** continue to serve as Chairperson.

Mayor Tackman proposes **Carol Todd** to the Recreation (Advisory Commission, for a two (2) year term to expire January 2020.

Polling the Board: All in favor. Appointment carried.

Mayor Tackman proposes **Carissa Gill** to the Recreation (Advisory) Commission, for a two (2) year term to expire January 2020.

Polling the Board: All in favor. Appointment carried.

Mayor Tackman proposes **Renee Simone** to the Recreation (Advisory) Commission, for a two (2) year term to expire January 2020.

Polling the Board: All in favor. Appointment carried.

Mayor Tackman proposes **Helena (Holly) Glassford** to Board of Ethics, for a five year (5) term to expire January 2023.

Polling the Board:

Mayor Tackman designates **Helena (Holly) Glassford** to serve as Chairperson for the Board of Ethics.

Mayor Tackman designates **Trustee Kimberly Liedka** as Deputy Mayor.

Mayor Tackman designated the following Board Member liaison assignments:

|                            |                            |
|----------------------------|----------------------------|
| Department of Public Works | <b>Trustee Carr</b>        |
| Parks & Recreation         | <b>Trustee Albanese</b>    |
| Justice Court              | <b>Trustee Mattox</b>      |
| Facilities/Custodians      | <b>Trustee Mattox</b>      |
| Fire Department            | <b>Mayor Tackman</b>       |
| Village Office             | <b>Mayor Tackman</b>       |
| Codes Enforcement          | <b>Deputy Mayor Liedka</b> |
| Police Commission          | <b>Mayor Tackman</b>       |

Mayor Tackman proposes the *“Eagle Bulletin”* be designated as the official newspaper.

Polling the Board: All in favor. Appointment carried.

Mayor Tackman proposed that Key Bank, M&T, Solvay Bank, Community Bank NA, and NYClass are designated as the Village depositories, with maximum allowable deposit up to \$10 million, for one year.

Polling the Board: All in favor. Appointment carried.

**Motion** - by Trustee Mattox, seconded by Trustee Carr - That the **regularly scheduled meetings** of the Board of Trustee will be held the **first Monday** of each month at **7:00PM** at the Court Room. (For September 2018, the meeting will be held on the 2<sup>nd</sup> Monday of the month) All meetings are conducted in accordance with the *Open Meetings Law*.

Polling the Board: All in favor. Motion carried.

**Motion** - by Deputy Mayor Liedka, seconded by Trustee Albanese - That the **usual Bonds and Penalties** be written by the Insurance Agent covering the Board Members, Village Clerk, Treasurer, Tax Collector, Justice, Acting Justice, Court Clerk, and any other employees handling cash and/or authorized to sign checks for the Village.

Polling the Board: All in favor. Motion carried.

**Motion** – by Trustee Albanese, seconded by Trustee Carr - As authorized by Section 1094 of the Real Property Tax Law, the Board of Trustees hereby **waives all penalties and interests on unpaid Village taxes prior to April 1941**, provided that such taxes are paid in full within one year of adoption of this motion.

Polling the Board: All in favor. Motion carried.

**Motion** – by Trustee Mattox, seconded by Deputy Mayor Liedka - That the Board of Trustees provides for the **partial payment** of Village real property taxes pursuant to the Onondaga County Legislature’s actions taken on March 6, 1995, under Chapter 928 of the Laws of 1994 resolving that Village collecting officers are authorized to accept partial payments of village real property taxes, special ad valorem levies, and special assessments.

The Onondaga County Legislature adopted a resolution (Resolution 38) on March 6, 2012 as follows:

Amending Resolution No. 37 – 1995  
**Regarding Partial payments of 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 ad valorem levies, and special assessments; and

WHEREAS, in these difficult economic times, many residents of Onondaga County are finding it difficult to budget real property tax payments according to the existing schedules established in such resolutions; and

WHEREAS, when a resident is unable to make conforming payments, the municipality is negatively affected because it misses out on having cash in-hand and the resident is negatively affected because of the statutory interest and penalties accruing on the outstanding balance; and

WHEREAS, it is necessary to amend the prior resolution so as to provide residents greater flexibility in making partial real property tax payments in amounts other than fifty percent of the total tax due for each of the three 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 levies, and special assessments, as shall be consistent with the following:

1. Village real property taxes, special ad valorem levies and special assessments may be paid in up to four (4) partial payments during village collection period of the then current tax year.
2. The initial partial payment shall be paid not later than the penalty-free period of the then current tax year. Interest and penalties shall be charged against the unpaid balance after such date.
3. No minimum amount is required for a partial payment, except that the final partial payment shall be in the amount of the 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 owed on such property, unless the property owner is current on installment payments to the County pursuant to Local Law No. 7-1995 as may be amended from time to time; and

BE IT FURTHER RESOLVED, that in all other respects, Resolution No. 37-1995 shall remain in full force and effect; and

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 thirty days after adoption.

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

Polling the Board: All in favor. Motion carried.

**Motion** – by Trustee Mattox, seconded by Trustee Carr - That the Mayor be authorized to sign checks in the absence of the Village Treasurer.

Polling the Board: All in favor. Motion carried.

**Motion** – by Trustee Mattox, seconded by Trustee Carr - That 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 authorizes payment in advance of audit of claim for payroll, public utilities services, postage, freight, express charges, and payments and all claims shall be presented at the next regular meeting for audit.

This resolution was initially adopted August 5, 1996 and affirmed annually.

Polling the Board: All in favor. Motion carried.

**Motion** – by Trustee Mattox, seconded by Deputy Mayor Liedka - To adopt 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:

- New York Conference of Mayor's Training School(s), seminars, workshops, and meetings;
- CNY Clerk/Treasurer Association seminars and bi-monthly meetings;
- NYS Comptroller seminars;
- Onondaga County Mayor's and Public Officials Association seminars and monthly meetings;
- New York State mandatory Code Enforcement certification training;
- New York Fire Academy;
- Magistrate Association (NYS and CNY) seminars; and
- CNY Court Clerk Association seminars and monthly meetings.

WHEREAS, it is determined by the Board of Trustees that attendance by certain municipal employees and officials at one or more of these meetings, conferences or schools benefit the municipality;

NOW THEREFORE BE IT RESOLVED:

Section 1. That Officers and employees are hereby 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 accommodations, 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's drive, to avoid added costs for over-night accommodations whenever possible.

Section 4. That, whenever possible, a Village vehicle should be used for all village related travel.

Polling the Board: All in favor. Motion carried.

**Motion** – by Deputy Mayor Liedka, seconded by Trustee Carr - That the Village of East Syracuse will reimburse authorized, pre-approved mileage to officers and employees of the Village who have permission to use their personal automobiles while performing their official duties on behalf of the Village at the IRS rate (presently 53 ½ ¢ per mile).

Polling the Board: All in favor. Motion carried.

### **Annual Review of Development Fee Schedule**

On April 15, 2002 the Village Board adopted Local Law number 1 of 2002, a local law to create a fee and expense schedule for certain applications to Village Board and applications for Village services. This law gave the authority to the Village of East Syracuse Board of Trustees to periodically amend, by resolution this schedule of fees and expenses.

**Motion** – by Trustee Mattox, seconded by Trustee Carr - To affirm and accept the Village of East Syracuse Development Fee Schedule, as follows:

### **Annual Review of Development Fee Schedule**

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| <u>Development Permit</u>      | <u>Fee</u>         |   |
|--------------------------------|--------------------|---|
| <u>Clerk's Fee's</u>           |                    |   |
| Tax Search                     | \$20               |   |
| Notary Charge                  | \$ 2               | For non-Village residents   |
| <u>Fire</u>                    |                    |   |
| Incident Report                | \$25               |   |
| <u>PERMITS</u>                 |                    |   |
| Building Permit                | \$50               | Plus \$6 per \$1,000 construction cost for new, alteration, repairs, conversions, sheds, demolition, grading & filing |
| <b><i>FIRE INSPECTIONS</i></b> | <b><i>\$25</i></b> |   |

|  |             |   |
|--|-------------|---|
| Pool, Sign, Motor Vehicle Permits                      | \$50        |   |
| Fence  | \$50        | Plus Cost Reimbursement Agreement and referral to Planning Board                        |
| Telecommunications Tower                               | \$2,500     | Plus \$2,500 annual license fee for each tenant on Tower and referral to Planning Board |
| Flood Hazard   | \$250       | Plus Cost Reimbursement Agreement   |
| <i>Solar permit</i>                                    | <i>\$75</i> |   |
| Certificate of occupancy/<br>Certificate of compliance | \$20        |   |
| Operating Permit                                       | \$50        | §705 LL#2, of 2007  |
| Sewer Tap Permit                                       | \$750       | 8" pipe or less   |
| Driveway Cut Permit                                    | \$100       | Referral to DPW Superintendent  |
| <b><u>Zoning Board</u></b>                             |             |   |
| Area Variance  | \$50        | Plus cost reimbursement agreement   |
| Accessory Use  | \$50        | Plus cost reimbursement agreement   |
| Special Use Permit                                     | \$200       | Plus cost reimbursement agreement   |
| Use Variance   | \$200       | Plus cost reimbursement agreement   |
| <b><u>Planning Board</u></b>                           |             |   |
| Commercial Fence Review                                | \$50        | Plus cost reimbursement agreement   |
| Subdivision Review                                     | \$100       | Plus cost reimbursement agreement   |
| Site Plan review                                       | \$200       | Plus cost reimbursement agreement   |
| <b><u>License Fees</u></b>                             |             |   |
| Vendors Permit   | \$100       | Annual fee  |
|  | \$250       | Mobile Vending Unit   |
|  | \$ 10       | Individual Investigation charge   |



|   |       |                       |
|---|-------|-----------------------|
| Business License to Conduct "Junk Yard" | \$500 |                       |
| Pawnbroker                              | \$500 |                       |
| Secondhand Dealer                       | \$500 | General & Management  |
|   | \$200 | Exposition            |
| Coin Op license                         | \$100 | Plus \$25 per machine |

**PARK/POOL FEES**

|                 |          |                                       |
|-----------------|----------|---------------------------------------|
| Pool rental     | \$50/hr. | up to 50 swimmers                     |
|                 | \$75/hr. | 51 to 100 swimmers                    |
| Pavilion rental | \$20     | Village residents                     |
|                 | \$40     | Non-residents                         |
|                 |          | Non-Profit organizations see Director |

Polling the Board: All in favor. Motion carried.

**Annual Review of Policies:**

**Motion** – by Trustee Carr, seconded by Trustee Albanese - That the **Investment Policy** of the Village of East Syracuse adopted December 6, 1993, continue in effect.

Polling the Board: All in favor. Motion carried.

**Motion** – by Trustee Mattox, seconded by Deputy Mayor Liedka - That the **Procurement Policy** of the Village of East Syracuse, adopted January 1, 1992, and revised June 6, 2016 continues in effect.

Polling the Board: All in favor. Motion carried.

**Motion** – by Deputy Mayor Liedka, seconded by Trustee Albanese - That the **Meeting Procedures** for the Village of East Syracuse, adopted April 1, 1996, and revised April 4, 2016 continue in effect.

Polling the Board: All in favor. Motion carried.

**Motion** - by Trustee Mattox, seconded by Deputy Mayor Liedka - That the **Emergency Preparedness Plan** of the Village of East Syracuse, adopted December 2, 2013, and revised November 7, 2016 and November 6, 2017 continues in effect.

Polling the Board: All in favor. Motion carried.

**Motion** – by Trustee Albanese, seconded by Trustee Mattox - That the **Employee Handbook** and the policies and procedures stated therein, including the policy on Drug and Alcohol Testing and the Employee Safety Guide, for the Village of East Syracuse, initially adopted July 21, 1997 and revised October 2016, and amended from time to time, continue in full effect.

Polling the Board: All in favor. Motion carried.

**Motion** – by Deputy Mayor Liedka, seconded by Trustee Mattox - That the **next Annual Organizational Meeting** for the Village of East Syracuse shall be **Monday, January 7, 2019 at 7PM.**

Polling the Board: All in favor. Motion carried.

**Motion** – by Trustee Carr, seconded by Trustee Mattox - To adjourn the Annual Organizational Meeting.

Polling the Board: All in favor. Motion carried.

The Annual Organization Meeting for the Village of East Syracuse adjourned at 7:17PM