ANNUAL MEETING

BOARD OF TRUSTEES

**Village of East Syracuse**

**April 3, 2017**

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.

The next Annual Meeting for appointments will be January 8, 2018. Other business may be repeated at that time to ensure that activities and actions do not expire prematurely due to the new election cycle change to the Annual Meeting schedule.

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

Present: Trustee James E. Carr, Jr., Trustee Janet L. Mattox, Trustee Carol Para, and Mayor Robert T. Tackman.

Excused: Trustee Daniel J. Wagner

Most appointments are made by the Mayor in January 2018 due to the changes resulting from the changes to elections from March to November. These few are to fill open or expired terms.

**Appointments**

Mayor Tackman proposes that the **Mayor** be designated as Budget Officer, for an abbreviated terms to expire January 2018.

Polling the Board: All in favor. Appointment carried.

Mayor Tackman proposes **Joseph Zavaglia** term for Village Justice be extended until January, 2018 due to the change in Village Elections from March to November, adopted April 4, 2016.

Polling the Board: All in favor. Appointment carried.

Mayor Tackman proposes **Helena (Holly) A. Glassford** for Associate Justice, for an abbreviated term, to expire January 2018.

Polling the Board: All in favor. Appointment carried.

Mayor Tackman restated the appointments of the Board Member liaison assignments:

Department of Public Works **Trustee Wagner**

Parks & Recreation **Trustee Para**

Justice Court **Trustee Mattox**

Buildings/Facilities **Trustee Mattox**

Fire Department **Mayor Tackman**

Village Office **Mayor Tackman**

Code Enforcement **Deputy Mayor Carr**

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** - Deputy Mayor Carr, seconded by Trustee Mattox - That the **regularly scheduled meetings** of the Board of Trustee will be held, the business meeting will be held the **first Monday** of each month at **7:00PM** at the Court Room. (For September 2017, the meeting will be held on the 2nd 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 Trustee Mattox, seconded by Deputy Mayor Carr - 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 Mattox, seconded by Trustee Para - 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 Carr -** 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 Deputy Mayor 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 Deputy Mayor 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 Carr - 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 Carr, seconded by Trustee Mattox - 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 Deputy Mayor 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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**Development Permit Fee**

**Clerk’s Fee’s**

Tax Search $20

 Notary Charge $ 2 For non-Village residents

**Fire**

 Incident Report $25

**PERMITS**

Building Permit $50 Plus **$6** per $1,000 construction

 cost for new, alteration, repairs,

 conversions, sheds, demolition,

 grading & filing

***FIRE INSPECTIONS $25***

Pool, Sign, Motor Vehicle $50

Permits

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

***Solar permit $75***

Certificate of occupancy/ $20

Certificate of compliance

Operating Permit $50 §705 LL#2, of 2007

Sewer Tap Permit $750 8” pipe or less

Water tap permit $500

Driveway Cut Permit $100 Referral to DPW Superintendent

**Zoning Board**

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

**Planning Board**

Commercial Fence Review $50 Plus cost reimbursement agreement

Subdivision Review $100 Plus cost reimbursement agreement

Site Plan review $200 Plus cost reimbursement agreement

**License Fees**

Vendors Permit $100 Annual fee

 $250 Mobile Vending Unit

 $ 10 Individual Investigation charge

Business License to $500

Conduct “Junk Yard”

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

 Discussion: Trustee Mattox asked if the Procurement Policy had provisions for consolidated purchasing requirements. It does not require but allows for option.

Polling the Board: All in favor. Motion carried.

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

Polling the Board: All in favor. Motion carried.

**Motion** – by Trustee Para, seconded by Deputy Mayor Carr - 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.

 Discussion: Deputy Mayor Carr asked if all employees have returned the sign in sheets. Everyone has returned the acknowledgements and the Mayor has a copy of each.

Polling the Board: All in favor. Motion carried.

**Motion** – by Deputy Mayor Carr, seconded by Trustee Mattox - That the **next Annual Organizational Meeting** for the Village of East Syracuse shall be **Monday, January 8, 2018** at **7PM.**

Polling the Board: All in favor. Motion carried.

**Motion** – by Trustee Mattox, seconded by Deputy Mayor Carr - 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 7:12PM