ORGANIZATIONAL MEETING MINUTES
TOWN BOARD
January 2, 2020

The Town of Manlius Town Board assembled at the Town Hall, 301 Brooklea Drive, Fayetteville, New York, with Supervisor Edmond Theobald presiding and the following Board members present:

Sara Bollinger, Councilor
John Deer, Councilor
Elaine Denton, Councilor
Karen Green, Councilor
Katelyn M. Kriesel, Councilor
Heather Waters, Councilor

The following Town Officers were present:

Tim Frateschi, Attorney for the Town
Mike Crowell, Police Chief
Randy Capriotti, Director of Codes
Doug Miller, Town Engineer
Allison A. Weber, Town Clerk
Rob Cushing, Highway Superintendent
Ann Oot, Town Manager

Other persons attending: Ellen & Mike McGrew, Manlius. Tom Bassett, Mark & Cheryl Matt, Prerna Deer, Tim Kelly, Grace Moran, James Moran, Kelley Kriesel, Bill Kriesel.

1. The Pledge of Allegiance

Supervisor Theobald, called the meeting to order at 5:30 pm. Highway Superintendent Cushing led the Pledge of Allegiance. Supervisor Theobald welcomed everyone and thanked all for attending.

2. Boxcast Contract – Livestreaming of Town Board Meetings

The Boxcast contract was tabled for further review.

3. Zoning Board of Appeals Chairman Appointment

Councilor Green made a motion, seconded by Councilor Bollinger, to appoint K.P. Kelly as the Zoning Board Chairman for a 1-year term expiring 12/31/2020.

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nayes: 0 All in Favor. Motion Carries.

4. Planning Board Chairman Appointment

Councilor Kriesel made a motion, seconded by Councilor Deer, to appoint Joe Lupia as the Planning Board Chairman for a 1-year term expiring 12/31/2020.

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nayes: 0 All in Favor. Motion Carries.

5. Planning and Zoning Board Attorney

Councilor Waters made a motion, seconded by Councilor Denton, to appoint Baldwin, Sutphen & Frateschi as Attorney for the Planning Board and Zoning Board, and authorize the Town Supervisor to enter into a contract.

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nayes: 0 All in Favor. Motion Carries.

6. Engineer for the Town

Councilor Bollinger made a motion, seconded by Councilor Kriesel, to appoint Miller Engineering as the Town Engineer and authorize the Town Supervisor to enter into a contract.

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nayes: 0 All in Favor. Motion Carries.

7. Attorney for the Town Appointment

Councilor Green made a motion, seconded by Councilor Waters, to appoint Baldwin, Sutphen & Frateschi as Attorney's for the Town with Harris Beach Law Firm to serve as backup counsel and authorize the Town Supervisor to enter into a contract.

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nayes: 0 All in Favor. Motion Carries.

8. Town Account Appointment

Councilor Denton made a motion, seconded by Councilor Deer, to appoint Matthew Dunn, C. P. A., Town Account and authorize the Town Supervisor to enter into a contract.

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nayes: 0 All in Favor. Motion Carries.

9. Town Information Technology Services Appointment

Councilor Deer made a motion, seconded by Councilor Waters, to appoint Garam Group and authorize the Town Supervisor to enter into a contract.

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nayes: 0 All in Favor. Motion Carries.

10. Police Department Accreditation Manager

Councilor Green made a motion, seconded by Councilor Denton, to appoint Maureen Buckland, Blu Line Accreditation Consulting, and authorize the Supervisor to enter into a contract.

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nayes: 0 All in Favor. Motion Carries.

11. Marriage Officer Appointment

Councilor Deer made a motion, seconded by Councilor Kriesel, to appoint Allison Weber as the Marriage Officer for the Town.

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nayes: 0 All in Favor. Motion Carries.

12. Records Officer Appointment

Councilor Bollinger made a motion, seconded by Councilor Waters, to appoint Allison Weber as the Records Officer for the Town.

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nayes: 0 All in Favor. Motion Carries.

13. Town Safety Coordinator Appointment

Councilor Deer made a motion, seconded by Councilor Green, to appoint Ann Oot as the Safety Coordinator for the Town.

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nayes: 0 All in Favor. Motion Carries.

14. Historian Appointment

Councilor Bollinger made a motion, seconded by Councilor Deer, to appoint Barbara Rivette as Town Historian.

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nayes: 0 All in Favor. Motion Carries.

15. Historical Society

Councilor Green made a motion, seconded by Councilor Deer, to authorize the Supervisor to enter into a contract with the Manlius Historical Society.

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nayes: 0 All in Favor. Motion Carries.

16. Deputy Supervisor Appointment

Councilor Deer made a motion, seconded by Councilor Bollinger, to appoint Councilor Green as Deputy Town Supervisor.

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nayes: 0 All in Favor. Motion Carries.

17. Health Insurance Split

Councilor Kriesel made a motion, seconded by Councilor Bollinger, to approve the health insurance premium split for non-collective bargaining unit members as 84% paid by the Town and 16% paid by the employee, and for the Town Board and Justices (active and retired) the health insurance premium split at 55% (Town) 45% (employee/retiree).

Nayes: 0 All in Favor. Motion Carries

18. Board Rules and Procedures

Councilor Waters made a motion, seconded by Councilor Deer, to accept the Board Rules and Procedures as presented.

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nayes: 0 All in Favor. Motion Carries.

19. Procurement Policy

Councilor Deer made a motion, seconded by Councilor Green, to adopt the Town Procurement Policy as amended to increase the highway department spending limits as presented.

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nayes: 0 All in Favor. Motion Carries.

20. Prepaid Expenses

Councilor Bollinger made a motion seconded by Councilor Kriesel, to authorize the Supervisor to approve the prepayment of utilities, phone and employee benefits.

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nayes: 0 All in Favor. Motion Carries.

21. Meetings

Councilor Deer made a motion, seconded by Councilor Waters, to approve the following Officers or their designees to attend meetings and receive reimbursement:

Supervisor	Receiver of Taxes
Town Board	Town Manager
Town Clerk	Assessor
Code Enforcement Officer	Town Planning Board
Highway Superintendent	Town Zoning Board of Appeals
Clerk to Town Justice	Recreation Department
Police Department	Town Justice

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nayes: 0 All in Favor. Motion Carries.

22. Association of Towns Annual Meeting Spending Limit

Councilor Kriesel made a motion, seconded by Councilor Deer, to set the maximum reimbursement limit for the Association of Towns annual meeting as follows: Meals at $35 per day with receipts, plus hotel registration fee and bus fee ($80 maximum for other travel expenses)

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nayes: 0 All in Favor. Motion Carries.

23. Delegate to the Association of Towns' Annual Meeting

Councilor Green made a motion, seconded by Councilor Deer to appoint Edmond Theobald as delegate to the Association of Towns' Annual meeting and Sara Bollinger as an alternate delegate.

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nayes: 0 All in Favor. Motion Carries.

24. Meal Reimbursement

Councilor Waters made a motion, seconded by Councilor Bollinger to set the reimbursement for meals when traveling on behalf of the Town as Follows: $35/per day for all meals with receipts.

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nayes: 0 All in Favor. Motion Carries.

25. Holidays

Councilor Deer made a motion, seconded by Councilor Kriesel to approve the following holidays as official Town holidays:

New Year's Day	Wednesday, January 1, 2020
Martin Luther King Day	Monday, January 22, 2020
Presidents' Day	Monday, February 17, 2020
Good Friday (1/2 day)	Friday, April 110, 2020
Memorial Day	Monday, May 25, 2020
Independence Day	Friday, July 3, 2020
Labor Day	Monday, September 7, 2020
Columbus Day / Indigenous Peoples Day	Monday, October 12, 2020
Veterans' Day	Wednesday, November 11, 2020
Thanksgiving Day	Thursday, November 27, 2020
Day after Thanksgiving	Friday, November 27, 2020
Christmas Eve (1/2 day)	Thursday, December 24, 2020
Christmas Day	Friday, December 25, 2020

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nayes: 0 All in Favor. Motion Carries.

26. Committee Assignments

Councilor Green made a motion, seconded by Councilor Bollinger to approve the following committee and liaison assignments:

Committee	Chairperson	Member
Budget & Finance	Sara Bollinger	Katelyn Kriesel
Community & Economic Development/Chamber of Commerce	Karen Green	Katelyn Kriesel
Fire & EMS	Sara Bollinger	Elaine Denton
Recreation/ Community Events	Karen Green	Heather Waters
Personnel & Employee		

Relations	Sara Bollinger	Heather Waters
Professional Services	Elaine Denton	John Deer
Technology	John Deer	Elaine Denton
Police Committee	Karen Green	Elaine Denton
Town Codification	Sara Bollinger	

Committee Liaison Assignment

Liaison/member only unless otherwise indicated

Tree Commission	Heather Waters	
Critical Response Committee	Karen Green	Elaine Denton
Deer Management Committee	Karen Green (Chairperson)	
Comprehensive Plan Committee	Heather Waters	John Deer
Sustainability Committee	Katelyn Kriesel	Elaine Denton

Village of Manlius	Katelyn Kriesel
Village of Fayetteville	Sara Bollinger
Village of Minoa	John Deer

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nayes: 0 All in Favor. Motion Carries.

27. <u>Department Liaison Assignments</u>

Councilor Bollinger made a motion, seconded by Councilor Green to approve the following department liaison assignments:

Assessor	Heather Waters
Highway	Sara Bollinger
Planning & Development	Katelyn Kriesel
Building & Grounds	Elaine Denton
Police	Karen Green
Recreation	Karen Green
Town Clerk	John Deer
Receiver of Taxes	Karen Green

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nayes: 0 All in Favor. Motion Carries.

28. Banks

Councilor Deer made a motion, seconded by Councilor Waters to approve the following list of official banks:

M&T Bank
Key Bank of New York
NBT
Pathfinder Bank
Investments – Savings & Certificate of Deposit
NY Class

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nayes: 0 All in Favor. Motion Carries.

29. Town Board Meeting Time

Councilor Denton made a motion, seconded by Councilor Bollinger to hold the Town Board meetings at 6:30 PM.

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nayes: 0 All in Favor. Motion Carries.

30. Open Podium – 6:15 PM Schedule, Speaker Rules & Procedure

Councilor Waters made a motion, seconded by Councilor Green to create open podium, adopt rules and procedures and schedule open podium prior to town board meetings except August 26th.

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nayes: 0 All in Favor. Motion Carries.

31. Town Board Meeting Schedule

Councilor Kriesel made a motion, seconded by Councilor Deer to approve the Town Board Meeting Schedule for 2020.

January 8, 2020	July 8, 2020
January 22, 2020	July 22, 2020
February 12, 2020	August 12, 2020

February 26, 2020	August 26, 2020
March 11, 2020	September 9, 2020
March 25, 2020	September 23, 2020
April 8, 2020	October 14, 2020
April 22, 2020	October 28, 2020
May 13, 2020	November 4, 2020
May 27, 2020	November 18, 2020
June 10, 2020	December 2, 2020
June 24, 2020	December 16, 2020

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nayes: 0 All in Favor. Motion Carries.

32. <u>Town Board Budget Workshops</u>

Councilor Bollinger made a motion, seconded by Councilor Denton to approve the Town Board Budget Workshop Schedule for 2020.

August 26, 2020 – 4:00 PM
September 2, 2020 – 4:00 PM

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nayes: 0 All in Favor. Motion Carries.

33. <u>Mileage Reimbursement</u>

Councilor Green made a motion, seconded by Councilor Waters to approve the mileage reimbursement rate at 57.5 cents per mile for business miles driven.

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nayes: 0 All in Favor. Motion Carries.

34. <u>Highway Agreement Document</u>

Councilor Bollinger made a motion, seconded by Councilor Kriesel to enter into the annual agreement to spend Town highway funds.

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nayes: 0 All in Favor. Motion Carries.

35. <u>Highway Specification and Highway Agreement</u>

Councilor Deer made a motion, seconded by Councilor Denton to approve Highway Specifications and Highway Agreement.

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nayes: 0 All in Favor. Motion Carries.

36. Official Town Newspapers

Councilor Waters made a motion, seconded by Councilor Deer to approve designate the *Eagle Bulletin* as the official Town newspaper and the *Post Standard* as the alternate.

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nayes: 0 All in Favor. Motion Carries.

37. Insurance

Councilor Green made a motion, seconded by Councilor Denton to authorize the Town Board to ratify existing contracts for Officers and Public Officials insurance with Haylor, Freyer and Coon and authorize the Town Supervisor to sign any contracts.

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nayes: 0 All in Favor. Motion Carries.

38. Salaries

Councilor Bollinger made a motion, seconded by Councilor Green to approve salaries as presented and listed here and in the approved budget:

Supervisor	Edmond Theobald	$40,079
Deputy Supervisor	Karen Green	$ 1,000
Councilor	Karen Green	$12,658
Councilor	Sara Bollinger	$12,658
Councilor	John Deer	$12,658
Councilor	Elaine Denton	$12,658
Councilor	Katelyn Kriesel	$12,658
Councilor	Heather Allison Waters	$12,658
Highway		
Superintendent	Robert Cushing	$85,000
Secretary to Highway	Janet Vollmer	$40,435
Town Clerk	Allison Weber	$54,192
Deputy Clerk	Deborah Witzel	$37,152
Deputy Clerk	Lisa Beeman	$37,152
Receiver of Taxes	Laurie Peschel	$49,935

Typist I	Sharon Lake	$17,430
Clerk I	Mitzi Esposito	$15.12/hour
Assessor	Patrick Duffy	$85,573
Assessment Clerk	Cristine DelFuoco	$44,709
Real Property Appraiser	Philip Murray	$52,233
Assessment Clerk	Jennifer Abbott	$17.28/hour
Clerk I	Kristin Bowes	$31,775
Justice	Salvatore Pavone	$35,661
Justice	Robert O'Leary	$35,661
Clerk to Justice	Janet Stanley	$50,554
Clerk to Justice	Jeanette Zacharias	$50,554
Deputy Clerk to Court	Megan Vieau	$16.33/hour
Recreation Director	Peggy Kenyon	$69,805
Recreation Supervisor	Kristine Zingaro	$52,918
Clerk I	Tina Galvin	$34,050
Custodial Worker I	Christopher Pecht	$19.48/hour
Records Officer	Allison Weber	$ 4,000
Town Manager	Ann Oot	$70,000
Secretary to Supervisor	Kayandra Blythe	$35,721
Trash/Brush Liaison	Sharon Lake	$17,430
Director of Code Enf.	Randy Capriotti	$61,777
Dep.Code Enf. Off.	David Corbett	$18.58/hour
Dep. Code Enf Off.	Michael Grevelding	$20.52/hour
Town Historian	Barbara Rivette	$ 2,700
Planning Chairman	Joseph Lupia	$3,090 per year
Planning Board	7 members @	$3,471 per year
Secretary	Lisa Beeman	$257 per meeting
ZBA Chairman	K.P. Kelly	$114 per meeting
ZBA	4 members @	$83 per meeting
Secretary	Deborah Witzel	$206 per meeting
Police Committee Sec'y	Allison Weber	$100 per meeting
Tree Commission Sec'y		$100 per meeting

Crossing Guard	Kristy Houghton	$14.65/hour
Crossing Guard	Tom Peschel	$14.65/hour
Board of Assessment Review	Ann Kelly	$45.00/hour
Board of Assessment Review	James Campbell	$40.00/hour
Board of Assessment Review	Arnold Poltenson	$40.00/hour
Recreation Leader	Darlene Houghton	$16.10/hour
Recreation Leader	Joanne Smith	$16.30/hour
Recreation Attendant	Mark Kenyon	$13.10/hour
Recreation Attendant	Honesty Dewolf	$13.10/hour
Recreation Attendant	Albert Smith	$13.10/hour
Recreation Attendant	Thomas Kenyon	$12.70/hour

Town of Manlius Police

Chief	Michael Crowell	$105,020
Captain	Kevin Schafer	98,621
Captain	Jeffrey Slater	98,621
Sergeants	Ross Carnie	78,464
	Kenneth Hatter	80,205
	John Paul	78,464
	Gregory Snyder	80,205
	Tina Marie Stanton	80,205
Police Officers	Matthew Applebee	60,384
	Adam Bezek	74,185
	Triston Campbell	60,835
	Daniel Carr	55,204
	Zackary Clarke	55,204
	Patrick Connelly	67,272
	Christopher Cushman	74,185
	Brian Damon	74,185
	Louis Dashno	74,185
	Michael Desalvatore	74,185
	Daniel Filip	74,185
	James Gallup	74,185
	Peter Gilchriest	63,835
	Damien Golden	74,185
	Shawn Gwilt	74,185

	Alicia Hibbard	63,835
	Rebecca Kammar	74,185
	Phillip Knittel	60,384
	Justin Lefebvre	74,185
	Benjamin Lesperance	74,185
	Derek Oursler	60,384
	Angela Palmer	74,185
	Julia Quinlan	60,384
	Zachary Shute	74,185
	Brianna Sparks	63,835
	Nathaniel Spinelli	55,204
	Daniel Tyrel	74,185
	Samuel Williams	63,835

Clerk 1	Sharon Barkauskas	$21.59/hour
Clerk 1	Linda Nyman	$20.46/hour
Clerk 1	Lynn Rybinski	$20.46/hour
Clerk 1/CSO	Jade Taggart	$16.32/hour
Mechanic	Steven Brookins	$23.56/hour
Custodial Worker I	Erika Durfee	$14.19/hour
Laborer	Brian Schermerhorn	$11.80/hour

Police Officer Salary Level	
Entry Level	$55,204
Step 1	$60,384
Step 2	$63,585
Step 3	$67,272
Step 4	$71,886
Step 5	$74,186

Sergeant Salary Level	
Entry Level	$78,465
Step 1	$80,204

Town of Manlius Highway

Name	Hourly Rate
Monty Albanese	27.51
John Barnwell	27.51
David Barnwell	24.90
William Beeman	28.08
Thomas Burns	26.88
David Daniels	28.50
Christopher Dardaris	26.43
Peter Dougherty	24.90

Brian Edwards	28.68
Albert Emmons	24.90
Thomas Emmons	26.34
Justin Graser	22.51
David Hale	27.51
J. Matt Laroche	23.70
Joseph Mapstone	26.79
Daniel Miller	22.46
Matthew Pilcher	25.89
Matthew Raterman	26.34
Derek Rogers	22.51
J. Robert Schepp	25.26
Paul Stewart	27.29
Mark Tily	25.17
Randall Troast	26.34
Zachary Van Auken	22.51
Gary Vona	25.35

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nayes: 0 All in Favor. Motion Carries.

39. <u>Handbook</u>

Councilor Bollinger made a motion, seconded by Councilor Deer to ratify employee handbook.

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nayes: 0 All in Favor. Motion Carries.

40. <u>Code Fee Schedule</u>

Councilor Kriesel made a motion, seconded by Councilor Deer to adopt the code fee schedule as presented.

Town of Manlius
Fee Schedule
Adopted 01-03-2018

	Application and Filing Fees		
Code	Application	Residential	Commercial
Subdivision 127			
127-5.1	Administrative Division of Land	$50.00	$100.00
127-8	Preliminary Plat up to 4 Lots	$200.00	$200.00
	5 or more lots	$400.00	$400.00
	Amended Preliminary Plat	$200.00	$200.00

127-10	Final Plat if not approved at time of Preliminary	$100.00	$200.00
Zoning 155 Application Fees			
155-19	Natural Resource Removal Permit	N/A	$250.00
	Natural Resource Removal Renewal	N/A	$100.00
155-21	Mobile Home	$200.00	N/A
155-27	Special Permit	$250.00	$250.00
	Special Permit Renewal	$100.00	$100.00
155-28	Site Plan Approval	$300.00	$300.00
	Site Plan Amendment	$50.00	$100.00
155-29	Accessory Use Permit	$300.00	$300.00
	Accessory Use Renewal	$100.00	$100.00
155-30	Excavation, Grading, Filling Permit	$150.00	$300.00
155-48	Appeals - ZBA Area Variance	$100.00	$200.00
	Appeals - ZBA Use Variance	$350.00	$400.00
155-50	Zone Change Request	$300.00	$300.00

Town of Manlius
Fee Schedule
Adopted 01-03-2018

General Construction (N.I.C. Houses)	Residential	Commercial
Permit Application and 1st $1000 of construction cost	$65.00	$100.00
Cost per thousand or fraction thereof	$4.00	$5.00
Return Inspection Fee*	$50.00	$50.00
Permit Renewal	$65.00	$100.00
Building without a Permit	Double Fee	Double Fee
Rescind Stop Work Order	$50.00	$100.00
Plan Review, No Permit Issued	50% of fee	50% of fee
Building Demolition	$65.00	$100.00
Sign Installation	$100.00	$100.00
Pool Permit	$100.00	$100.00
Decks	$75.00	
Fireplace	$75.00	
Generator	$75.00	
Shed	$75.00	
New Residential Housing * **		
Up to 1500 square feet	$600.00	N/A
1501 to 2000 square feet	$800.00	N/A
2001 to 2500 square feet	$1,000.00	N/A

2501 to 3000 square feet	$1,200.00	N/A
3001 to 4000 square feet	$1,400.00	N/A
4001 to 5000 square feet	$1,600.00	N/A
each additional 100 sf	$200.00	N/A
* If work is not ready for inspection as requested		
*** square footage of house, excluding garage and unfinished basement space. Discrepancies or added square feet will be addressed prior to issuance of Certificate of Occupancy.		

Miscellaneous Fees	
Zoning Research Letter	$30.00
Annexation	$600.00
Highway Agreement*	$700.00
Special Districts	$600.00
Zoning and Road Maps	$20.00
Zoning Ordinance Booklet	$12.00
Subdivision Booklet	$7.00
* Security for Highway Development. Amount to be determined by the Highway Superintendent and the Town Engineer based on current construction costs.	

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nayes: 0 All in Favor. Motion Carries.

41. <u>Professional Fees Schedule – Ratify</u>

Councilor Denton made a motion, seconded by Councilor Green to ratify the professional fee schedule as presented.

ENGINEERING REVIEW			
(DEPOSIT)***			
155-28; 96(3)(C)	Site Plan Review up to 5 Acres	$1,325.00	$1,325.00
155-28; 96(3)(C)	Site Plan Review over 5 Acres	$2,625.00	$2,625.00
127-9c; 96(3)(C)	**Subdivision Review**		
	Two lot	$375.00	$375.00

	Three to Five Lot	$475.00	$475.00
	6 to 10 Lot	$625.00 + $75.00 per each lot over 5 lots	
	11 to 20 Lot	$1,025.00 + $75.00 per each lot over 10 lots	
	21 to 50 Lot	$3,625 + $75.00 per each lot over 20 lots	
	51 to 100 Lot	$5,125.00	$5,125.00
LEGAL REVIEW			
(Deposit)***			
96(3)(C)	Site Plan Review (including amendment) – up to 5 acres	$525.00	$525.00
96(3)(C)	Site Plan Review (including amendment) – over 5 acres	$875.00	$1,025.00
96(3)(C)	*Subdivision Review - up to 2 lots	$225.00	$325.00
96(3)(C)	Subdivision Review – 3 -5 lots	$375.00	$375.00
96(3)(C)	Subdivision Review – 6 -10 lots	$575.00	$575.00
96(3)(C)	Subdivision Review – 11 -20 lots	$825.00	$825.00
96(3)(C)	Subdivision Review – 21 -50 lots	$1,325.00	$1,325.00
96(3)(C)	Special Use Permit	$375.00	$575.00
96(3)(C)	Accessory Use Permit	$375.00	$375.00
96(3)(C)	Renewal of Special or Accessory Use Permit	$225.00	$275.00
96(3)(C)	**Variance, Area	$0.00	$475.00
96(3)(C)	Variance, Use	$425.00	$525.00

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nayes: 0 All in Favor. Motion Carries.

42. <u>Town Clerk Fee Schedule</u>

Councilor Deer made a motion, seconded by Councilor Bollinger to ratify the town clerk fee schedule as presented.

Type	**Amount**
Marriage License	$40.00

Marriage Certified Copies	$10.00
Dog (Neutered)	$10.00
Dog Unneutered)	$18.00
Decals	Per Ag. & Markets Schedule
Dog Impoundments	1st offense $ 50.00 2nd offense $100.00 3rd offense $250.00
Passports	$25.00
Games of Chance Licenses	$25.00
Peddlers Permit	$50.00
Special Permits	$250.00
Special Permit Renewal	$100.00
Zoning Maps	$20.00
Zoning Ordinances	$12.00

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nayes: 0 All in Favor. Motion Carries.

43. <u>Official Undertaking</u>

Councilor Green made a motion, seconded by Councilor Waters to adopt the Official Undertaking of Municipal Officers resolution as presented for 2020.

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nayes: 0 All in Favor. Motion Carries.

44. <u>2020 Town Goals</u>

The Town Board discussed their goals for 2020.

Councilor Waters stated that she would like focus on community engagement and the comprehensive planning process. Councilor Waters encouraged the Town to engage with the Town Board during the comprehensive planning process. Councilor Waters stated that she will report on the progress made in the comprehensive planning process and soliciting committee member support and expertise from the community.

Councilor Deer stated that he would like to engage more people in the government process. Councilor Deer discussed livestreaming as a way for people in the community to have access to town board meetings and the open podium as a forum for the community to speak with the Town Board. Councilor Deer stated that he would like to build a more personal relationship between the town board and the residents.

Councilor Denton stated that she will consider how each decision the Town Board makes impacts the environment. Councilor Denton stated that she would like to move the Town of Manlius towards becoming a clean energy community. Councilor Denton stated that she would like to provide more information to residents to improve the way that residents interact in local government.

Councilor Kriesel stated that she would like to bring solar and renewable energy to the Town of Manlius. Councilor Kriesel also stated that she is excited to work on the economic development committee and to work with the villages to create economic hubs in our community.

Councilor Bollinger stated that she would like to focus on customer service and to help everyone remember that we work for the residents. Councilor Bollinger stated that she would like to engage residents in the work of our municipality and to improve resident interactions with our municipality.

Councilor Green stated that the Town of Manlius is in a very good place and that has been made possible by all of the people who have served for decades before. Councilor Green stated that the Town has great relationships with other municipalities, organizations and with the residents. Councilor Green stated that she would like to continue to foster those relationships.

Supervisor Theobald stated that he would like to continue to represent the town residents at the Association of Towns. Supervisor Theobald stated that he would like to help and assist the new board members as they pursue their new responsibilities. He thanked Town Manager Oot and Town Clerk Weber for their work on the Transition Team for the new Town Councilors. Supervisor Theobald stated that he would like to continue the good relationships that exist with the Villages.

Town Clerk Weber stated that she would like to continue to be helpful and assist with projects throughout the town.

Highway Superintendent Cushing stated that he wants to continue to keep the Town roads safe and maintained. Highway Superintendent Cushing stated that he is here to help everyone throughout the year,

45. <u>Adjournment</u>

There being no further business to come before the Board, upon motion duly made by Councilor Green and seconded by Councilor Bollinger the Board voted unanimously to adjourn regular session at 6:50 pm.

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nayes: 0 All in favor. Motion Carries.