

Agenda
Manlius Town Board
June 23, 2021
6:30 PM

1. Virtual Meeting Instructions - June 23rd

Documents:

[6-23-21 TOWN BOARD MEETING INSTRUCTIONS.PDF](#)

2. Pledge Of Allegiance
3. Open Podium
Dave Muraco - Moratorium on Solar tied to the Comprehensive Plan.
4. Approval Of Minutes - June 9, 2021 - TABLED

Documents:

[6-9-21 DRAFT.PDF](#)

5. Approval Of Abstract # 12

Documents:

[ABSTRACT 12.PDF](#)

6. 6:35 PM Public Hearing - Proposed Local Law Modification Of 2 Year Term For Highway Superintendent To A 4 Year Term

Documents:

[LOCAL LAW 2021 - TERMS OF OFFICE HIGHWAY SUPERINTENDENT ENACTING.PDF](#)

7. 6:40 PM Public Hearing - Proposed Local Law Modification Of 2 Year Term For Town Clerk To A 4 Year Term

Documents:

[LOCAL LAW 2021 - TERMS OF OFFICE TOWN CLERK ENACTING.PDF](#)

8. Commercial Solar Farms - Town Of Manlius - Pilot Agreements, Partnership With OCIDA
9. Proposed Changes To Rules Of Decorum - Virtual Meeting Attendees

Documents:

[TOWN OF MANLIUS RULES OF DECORUM AT PUBLIC MEETINGS PROPOSED UPDATES.PDF](#)

10. Lease Agreement Between The Village Of Manlius And Town Of Manlius

Documents:

[LEASE AGREEMENT BETWEEN VILLAGE OF MANLIUS AND TOWN OF
MANLIUS.PDF](#)

11. Recreation Department 2021 Summer Staff For Board Approval

Documents:

[ALL SUMMER STAFF FOR BOARD APPROVAL.PDF](#)

12. Highway Superintendent

13. Planning & Development

14. Attorney

15. Town Clerk

16. Police Chief

17. Town Manager

17.I. Employee Assistance Program (EAP) - Renewal

Documents:

[EMPLOYEE ASSISTANCE PROGRAM \(EAP\) RENEWAL AGREEMENT.PDF](#)

17.II. American Rescue Plan Act (ARPA) - Funding Update

Documents:

[AMERICAN RESCUE PLAN ACT \(ARPA\).PDF](#)

18. Committee Reports

18.I. Sustainable Manlius - Councilor Kriesel

- Launch of get Sustainable, Manlius.

- Consolidated Funding Application for Climate Smart Communities

19. Supervisor

20. Adjournment

This meeting is being recorded and live streamed. The recording will be broadcast live and will be posted to the town website a www.townofmanlius.org.



June 23, 20221 – 6:30PM

Town Board Meeting Instructions

The easiest way to participate in the meeting is to use the link provided below. The meeting will be conducted on the ZOOM platform as a webinar. Please make sure that when you complete your attendee registration you enter your full name.

Click on the link or Enter the meeting URL web address as listed below.

<https://us02web.zoom.us/j/89142628634?pwd=ZkM4Ym9OK2JBVGZYOW82N2FPUjU4dz09>

Password to join when prompted:

Password: **168103**

Enter your email address and name and join the meeting.

Join by telephone by dialing the number below:

(929) 436-2866

When prompted to enter the Webinar ID, use the number below followed by #

Webinar ID: 891 4262 8634

Press # again to skip the personal id and enter the password below followed by #

Password: **168103**

If this is your first time joining a ZOOM meeting you may practice using ZOOM meeting platform at

<https://zoom.us/test>.

MINUTES
TOWN BOARD
June 9, 2021

The Town of Manlius Town Board hybrid meeting in-person and virtual live streaming with Supervisor Edmond Theobald presiding and the following Board members present:

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

The following Town Officers were present:

Tim Frateschi, Attorney for the Town
Allison A. Weber, Town Clerk
Ann Oot, Town Manager

In Person Attendees: Joe Messineo, Manlius. Stephen Benson, Manlius. Matt Napierala, Napierala Consulting. James Ballantyne, Syracuse. Mark Lavine, Fayetteville. Warren Linhart, Manlius. Jim Gallup, Manlius Police PBA, Dan Tyrel, Manlius Police PBA.

Virtual Meeting Attendees: Gail Cowley, Chris Beck, Vita DeMarchi, Kelly Wells, Prerna Deer, David Sheridan, John Belton, Andrea Belton, K M Quinn, Deborah Tooker, Roni Morgenstern, Tanya Luciano, Cindy Berrigan, Fred & Vicki Keeney, Mat Zlomek, Lesley Pease, Jamie Freeman, Barb Wilson.

1. Welcome & Introductions

Supervisor Theobald introduced the Town Board Members and Town Officers that were in attendance.

2. The Pledge of Allegiance

The Town Board recited the Pledge of Allegiance. Supervisor Theobald, called the meeting to order at 6:30 pm.

3. Open Podium

Joe Messineo, Salt Springs Road, discussed several concerns regarding the Salt Springs Water District and the petition process to form the water district. Discussion ensued regarding the petition process and the efforts in the neighborhood to promote and dissuade residents from signing the petition.

4. Approval of Minutes – January 25, 2021

Councilor Bollinger made a motion, seconded by Councilor Waters, to approve the minutes of January 25, 2021, as submitted by Town Clerk Weber.

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

Discussion: Town Clerk Weber stated that the draft minutes will be amended to include the presentation of the CALEA Accreditation plaque.

Nayes: 0

All in Favor.

Motion Carries.

5. Approval of Abstract # 11

Councilor Bollinger made a motion, seconded by Councilor Denton, to approve Abstract # 11 as submitted by Town Clerk Weber.

TOWN OF MANLIUS		
Fund Summary		
Abstract # 11 - 2021		
CODE	FUND	TOTALS
A	General Fund Townwide	\$303,596.59
B	General Fund Town	\$16,825.39
DA	Highway Fund Townwide	\$71,779.61
DB	Highway Fund Town	\$36,829.03
SD1	Consolidated Drainage #1	\$558.19
SD3	Consolidated Drainage #3	\$978.18
SL1	Overhead Lighting	\$2,326.53
SL2	Underground Lighting	\$2,123.40
SL3	Entry Lighting	\$95.74
SL4	Garden Park Lighting	\$616.16
SL5	Ratnaur Bridge Lighting	\$2,249.02
SR1	Manlius Trash District	\$112,686.54
SR2	Manlius Res Brush District	\$12,720.20
SS1	Manlius Con Sewer District	\$17.61
TA2	Trust & Agency - Other	\$1,020.00

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

Nayes: 0

All in Favor.

Motion Carries.

6. 3GI Central New York Inland Port – Zone Change Application (RA) to (I) Minoa-Kirkville Road

Matt Napierala, Napierala Consulting, presented to proposed zone change for the 3Gi Inland Port for use as a Container Pooling Operation (CPO).

Mr. Napierala stated the applicant is also requesting an easement for an access road to the railyard gate. Mr. Napierala stated the current request is smaller than the zone change request that was presented in 2020.

Eckardt (Chris) Beck, 3Gi, discussed how the transit routes in the Town of Manlius have been impacted and will continue to be impacted by the recent construction and approvals of warehouses in the Central New York Region.

The Town Board discussed the application and asked questions of the applicant.

asked that the Town Board reconsider the adoption of the plan due to the high cost of the fees and the PBA be given a voice in the process. The PBA representative asked the Town Board to consider adopting the New York State Plan that has a fixed lower fee.

The Town Board discussed the matter with Daniel Jefferies and asked about his role in the plan selection process. The Town Board decided to withdraw the previous motion approving the plan, give notice to all employees and meet with both the PBA and CSEA unions.

Councilor Waters made a motion, seconded by Councilor Kriesel, to withdraw the motion from May 26, 2021 to adopt the 457 Deferred Compensation Plan through Best Times Financial plan and maintain the current plan with Lincoln Financial until more information is collected by the Town Board.

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

Nayes: 0

All in Favor.

Motion Carries.

9. Highway Superintendent

Town Clerk Weber speaking on behalf of Superintendent Cushing presented information on the upcoming Kirkville Road Bridge Closure (over Limestone Creek between Schepps Corners Rd. and N. Manlius Rd.). The bridge will close for repairs after the 4th of July and reopen in September before school begins.

Town Clerk Weber stated that a speed reduction was granted by New York State DOT on Route 290 between Bowman Road and 450 feet east of Clemmons Rd. going from 55mph to 35mph.

7. Planning & Development – No New Business

8. Attorney

Attorney Frateschi stated the 30-day Permissive Referendum time frame is now over on the lease for the landfill and no petitions were presented. The Town is now free to enter into the lease.

Attorney Frateschi stated that the Town Board will have to hold an Executive Session to discuss the employment history of a person or corporation for matters related to the employment of a particular person or corporation.

9. Town Clerk

Town Clerk Weber presented the draft Rules of Decorum that have been updated to include virtual participants. Town Clerk Weber requested the Town Board review the rules and consider approving the rules at the next meeting.

10. Police Chief – No New Business

11. Town Manager – No New Business

12. Committee Reports

Councilor Bollinger stated that the Commercial Solar Farms study group has met and thanked the participants.

Communications Committee

Councilor Deer stated that the committee has met, created a communications calendar and discussed the creation of a communications position in the future budget.

Comprehensive Committee

Councilor Waters stated she along with Councilor Bollinger and Supervisor Theobald will be meeting with Barton & LoGiudice to review the Steering Committee applicants for the Comprehensive Plan Steering Committee.

Sustainable Manlius

Councilor Kriesel will hold a press conference on Thursday, June 24th at 10:00 AM in the Village of Fayetteville at a residential home to launch the “Get Sustainable, Manlius!” community campaigns.

13. Supervisor – No New Business

14. Adjournment

There being no further business to come before the Board, upon motion duly made by Councilor Bollinger and seconded by Councilor Kriesel the Board voted unanimously to adjourn regular session at 8:46 PM to enter executive session to discuss the employment history of a person or corporation for matters related to the employment of a particular person or corporation.

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

Nays: 0

All in Favor.

Motion Carries.

Respectfully Submitted by:

Allison A. Weber
Town Clerk

EXECUTIVE SESSION MEETING MINUTES

Executive Session

June 9, 2021

Councilor Kriesel made a motion, seconded by Councilor Deer, to hire Miller Engineering to provide support services to the Planning Department as set forth in the contract that was presented to the board or until the Town hires a new Code Enforcement Officer.

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

Nays: 0

All in Favor.

Motion Carries.

There being no further business to come before the board, upon motion duly made by Councilor Kriesel and seconded by Councilor Denton, the board unanimously voted to adjourn the executive session at 9:36 PM.

DRAFT

** G/L ACCOUNT TOTALS **

YEAR	ACCOUNT	NAME	AMOUNT	-----LINE ITEM-----			-----GROUP BUDGET-----		
				ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG
2021	A00-5.1220.480	Supervisor - Payroll	626.25	31,700	17,991.05		89,850	50,675.54	
	A00-5.1420.481	Attorney - Litigation	7,482.64	25,000	4,216.98		116,000	54,680.49	
	A00-5.1620.400	Buildings - Contractual	82.00	5,000	1,877.12		270,130	116,543.32	
	A00-5.1620.405	Buildings - Information Te	13,018.37	194,500	75,222.62		270,130	103,606.95	
	A00-5.1620.421	Buildings - Phone	521.05	10,680	3,747.48		270,130	116,104.27	
	A00-5.1620.430	Buildings - Cleaning	1,376.25	17,550	5,719.17		270,130	115,249.07	
	A00-5.1640.410	Central Garage - Gasoline	4,354.74	70,000	24,706.97		73,000	22,238.69	
	A00-5.9055.800	Disability Insurance	506.52	5,700	7,097.89		5,700	7,097.89	
	A00-5.9061.800	Health Insurance Opt-Out	1,050.00	30,000	16,777.02		30,000	16,777.02	
	A00-5.9089.800	Employee Assistance Progra	1,684.53	3,300	4.47		3,300	4.47	
	B00-5.3620.421	P & D - Phone	155.99	2,840	1,323.95		109,070	84,617.89	
	B00-5.9055.800	P & D - Disability Insruan	21.40	260	113.65		260	113.65	
	DB0-5.9055.800	Disability Insurance	185.48	2,000	1,629.04		2,000	1,629.04	
		** 2021 YEAR TOTALS	31,065.22						

** G/L ACCOUNT TOTALS **

YEAR	ACCOUNT	NAME	AMOUNT	-----LINE ITEM-----			-----GROUP BUDGET-----		
				ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG
2021-2022	A00-1.380	Accounts Receivable	300.00						
	A00-2.700	Rec Dept Clearing Acct	2,612.63						
	A00-5.1220.402	Supervisor - Seminar/Confe	17.00	2,000	1,950.00		89,850	51,301.79	
	A00-5.1410.408	Town Clerk - Printing/Ads	71.48	1,200	654.45		8,387	5,291.00	
	A00-5.1620.400	Buildings - Contractual	11.10	5,000	1,959.12		270,130	116,625.32	
	A00-5.1640.411	Central Garage - Town Veh	30.82	2,500	2,938.31	Y	73,000	26,593.43	
	A00-5.3120.400	Police - Contractual	240.72	49,065	17,584.40		542,663	492,420.48	
	A00-5.3120.401	Police - Office Supplies	33.46	12,785	7,934.66		542,663	492,420.48	
	A00-5.3120.402	Police - Seminars/Conferen	1,049.00	24,725	17,029.35		542,663	492,420.48	
	A00-5.3120.404	Police - Books/Publication	556.83	7,585	3,949.27		542,663	492,420.48	
	A00-5.3120.405	Police - Info Tech/Electro	150.00	10,250	3,136.76		542,663	492,420.48	
	A00-5.3120.412	Police - Vehicle Repair	108.96	94,541	130,233.49		542,663	492,420.48	
	A00-5.3120.421	Police - Phone	1,475.72	30,600	20,282.27		542,663	492,420.48	
	A00-5.3120.423	Police - Security Service	29.95	360	270.15		542,663	492,420.48	
	A00-5.3120.446	Police - Maintenance Contr	4,874.03	53,272	35,719.90		542,663	492,420.48	
	A00-5.3120.448	Police - Uniforms & Cleani	4,203.45	47,974	29,920.55		542,663	492,420.48	
	A00-5.3120.460	Police - Tuition Reimburse	1,117.05	10,000	10,792.04		542,663	492,420.48	
	A00-5.3120.464	Police - Protection Gear	36.36	28,371	28,153.48		542,663	492,420.48	
	A00-5.5132.400	Garage - Miscellaneous	52.29	1,250	753.67		68,264	33,642.47	
	A00-5.5132.405	Garage - Information Techn	490.00	8,033	3,089.04		68,264	33,642.47	
	A00-5.5132.422	Garage - Water	324.90	1,650	760.35		68,264	33,642.47	
	A00-5.5132.423	Garage - Fire Monitoring	45.90	574	248.62		68,264	33,642.47	
	A00-5.5132.425	Garage - Garage/Bldg Maint	671.40	16,000	11,616.88		68,264	33,642.47	
	A00-5.7310.410	Recreation - Program Expen	1,578.00	64,000	58,089.61		82,750	71,837.71	
	B00-5.8010.408	Zoning - Advertising	101.10	600	199.42		5,450	4,029.42	
	CM1-5.3120.493	DWI Equipment - Contractu	381.28	0	20,451.84	Y	0	20,451.84	Y
	DA0-5.5130.411	Machinery - Vehicle Expens	3,206.58	124,589	80,792.72		191,015	131,136.26	
	DA0-5.5130.440	Machinery - Equipment Expe	1,446.71	45,044	31,459.89		191,015	131,136.26	
	DA0-5.5130.447	Machinery - Shop Supply/St	461.12	10,200	8,290.41		191,015	131,136.26	
	DA0-5.5140.490	Brush & Weeds - Contractu	5,760.00	52,510	42,070.00		58,885	45,807.53	
	DA0-5.5142.401	Snow Removal - Office Supp	60.73	1,530	1,358.80		711,498	664,617.76	
	DA0-5.5142.421	Snow Removal - Phones/Page	112.22	1,700	1,116.78		711,498	664,617.76	
	DA0-5.5142.447	Snow Removal - Shop Suppli	110.88	37,891	37,120.68		711,498	664,617.76	
	DA0-5.5142.448	Snow Removal - Uniforms/Cl	162.10	13,656	8,997.24		711,498	664,617.76	
	DA0-5.5142.471	Snow Removal - Repairs	4.94	35,375	31,613.58		711,498	664,617.76	
	DB0-5.5110.450	General Repairs - Contract	9,000.00	350,341	219,635.75	Y	1,284,090	527,650.50	
	DB0-5.5110.472	General Repairs - Signs	112.50	12,000	12,055.38		1,284,090	527,650.50	
	DB0-5.5110.473	General Repairs - Road Too	186.94	1,000	533.58		1,284,090	527,650.50	
	DB0-5.5110.474	General Repairs - Tires	814.00	4,937	3,843.00		1,284,090	527,650.50	
	DB0-5.5110.475	General Repairs - Road Rep	95,885.26	799,843	673,330.25		1,284,090	527,650.50	
	DB0-5.5110.476	General Repairs - Road Pai	5,062.62	31,159	671.68		1,284,090	527,650.50	
	DB0-5.5110.478	General Repairs - Drainage	1,724.71	41,500	30,295.92		1,284,090	527,650.50	
** 2021-2022 YEAR TOTALS **			144,452.98						

IN THE MATTER

Of

**A LOCAL LAW 2021-___ TO AMEND THE
TOWN CODE INCREASING THE TERM OF
OFFICE OF THE TOWN HIGHWAY
SUPERINTENDENT FROM TWO YEARS
TO FOUR YEARS**

**RESOLUTION ENACTING
LOCAL LAW**

The **TOWN BOARD OF THE TOWN OF MANLIUS**, in the County of Onondaga, State of New York, met in regular session at the Town Hall in the Town of Manlius, located at 301 Brooklea Drive in the Village of Fayetteville, County of Onondaga, State of New York, and virtually on the platform commonly referred to as Zoom, the Town Facebook page and YouTube on the ____th of June, 2021, at 6:30 p.m.

The meeting was called to order by Edmond J. Theobald, Supervisor, and the following were present, namely:

Edmond J. Theobald	Supervisor
Sara Bollinger	Councilor
John Deer	Councilor
Elaine Denton	Councilor
Karen Green	Councilor
Katelyn Kriesel	Councilor
Heather Allison Waters	Councilor

The following resolution was moved, seconded and adopted:

WHEREAS, a Local Law has been introduced before the Board, to wit: Local Law No. 2021- ____, creating Chapter 3 (“Elective Offices”), Article I to increase the elective office of Highway Superintendent from 2 years to 4 years;

**LOCAL LAW 2021-____, A LOCAL LAW CREATING
CHAPTER 3 ARTICLE I TO INCREASE THE TERM OF
OFFICE OF THE HIGHWAY SUPERINTENDENT FROM
TWO TO FOUR YEARS:**

**Be it enacted by the Town Board of the Town of Manlius, Onondaga County,
New York as follows:**

Section 1. That a new Chapter 3 entitled “Elective Offices”, Article I of the Code of the Town of Manlius, has be adopted as follows:

CHAPTER 3 – ELECTIVE OFFICES

ARTICLE I

HIGHWAY SUPERINTENDENT

§ 3-1 Statutory authority.

This article is adopted pursuant to the provisions of the Municipal Home Rule Law of the State of New York.

§ 3-2 Increase in term.

The term of office of the elected Town Highway Superintendent shall be four years. Such four-year term shall commence as of the first day of January 2022 and shall apply to the person elected to such office at the biennial Town election to be held on November 2nd, 2021, and to those elected thereafter, provided that a proposition submitted pursuant to § 3-3 below is approved.

§ 3-3 Mandatory referendum.

This article is adopted subject to a mandatory referendum and shall be submitted for approval of the qualified voters of the Town of Manlius at the biennial Town election to be held on November 2nd, 2021. A proposition in the following form shall be included on the ballot at such biennial Town election, and the increased term of office shall not take effect unless such proposition is approved by a majority vote of the qualified voters voting thereon:

**Shall Local Law 2021-____, entitled "A Local Law Increasing the
Term of Office of Town Highway Superintendent from Two Years
to Four Years," be approved?**

§ 36-4 Supersession of Town Law.

This article shall supersede Town Law § 24 relating to the term of office for Town Highway Superintendent of the Town of Manlius.

§ 36-5 **When effective.**

This article shall become operative immediately upon its passage on November 2, 2021 and shall be effective upon filing in the office of the Secretary of State, which shall take within 20 days after approval by the qualified voters.

Section 2. This article shall become operative immediately upon its approval at the November 2, 2021 and shall be effective upon filing in the office of the Secretary of State, which filing shall take place within 20 days after approval by the qualified voters.

WHEREAS, the Town Board has determined that the office of Highway Superintendent is administrative in nature and not policy oriented;

WHEREAS, because it is administrative in nature, consistency and continuity in the office of Highway Superintendent is important to gain expertise and management experience to operate an efficient and effective Highway Department;

WHEREAS, on June ___, 2021 the Town Board held a public hearing to consider Local Law 2021-___ at which time the members of the public were given an opportunity to speak for or against increasing the term of office for Highway Superintendent from 2 to 4 years;

WHEREAS, the Town Board desires for the public to vote on Local Law 2021-___ at the general election in November, 2021;

NOW, THEREFORE, BE IT

RESOLVED, that Local Law 2021-___ is hereby adopted, subject to mandatory referendum as set forth in Municipal Home Rule Law Section 23; and be it

FURTHER RESOLVED, that the Town Clerk is directed to file Local Law 2021-__ with the Secretary of State as provided by State Law.

I, ALLISON WEBER, Town Clerk of the Town of Manlius, **DO HEREBY CERTIFY** that the preceding Resolution was duly adopted by the Town Board of the Town of Manlius at a regular meeting of the Board duly called and held on the ____th day of _____ 2021; that said Resolution was entered in the minutes of said meeting; that I have compared the foregoing copy with the original thereof now on file in my office; and that the same is a true and correct transcript of said Resolution and of the whole thereof.

I FURTHER CERTIFY that all members of said Board had due notice of said meeting.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Town of Manlius, this ____ th day of _____, 2021.

DATED: _____, 2021
Fayetteville, New York

Allison Weber
Town Clerk of the Town of Manlius
Onondaga County, New York

IN THE MATTER
Of
A LOCAL LAW 2021-___ TO AMEND THE
TOWN CODE INCREASING THE TERM OF
OFFICE OF THE TOWN CLERK FROM
TWO YEARS TO FOUR YEARS

RESOLUTION ENACTING
LOCAL LAW

The **TOWN BOARD OF THE TOWN OF MANLIUS**, in the County of Onondaga, State of New York, met in regular session at the Town Hall in the Town of Manlius, located at 301 Brooklea Drive in the Village of Fayetteville, County of Onondaga, State of New York, and virtually on the platform commonly referred to as Zoom, the Town Facebook page and YouTube on the ____th of June, 2021, at 6:30 p.m.

The meeting was called to order by Edmond J. Theobald, Supervisor, and the following were present, namely:

Edmond J. Theobald	Supervisor
Sara Bollinger	Councilor
John Deer	Councilor
Elaine Denton	Councilor
Karen Green	Councilor
Katelyn Kriesel	Councilor
Heather Allison Waters	Councilor

The following resolution was moved, seconded and adopted:

WHEREAS, a Local Law has been introduced before the Board, to wit: Local Law No. 2021- ____, creating Chapter 3, (“Elective Offices”), Article II, to increase the terms of the elective office of Town Clerk from 2 years to 4 years;

**LOCAL LAW 2021-____, A LOCAL LAW CREATING
CHAPTER 3 ARTICLE II TO INCREASE THE TERM OF
OFFICE OF THE TOWN CLERK FROM TWO TO FOUR
YEARS:**

Be it enacted by the Town Board of the Town of Manlius, Onondaga County, New York as follows:

Section 1. That a new Chapter 3 entitled “Elective Offices”, Article II of the Code of the Town of Manlius, has be adopted as follows:

CHAPTER 3 – ELECTIVE OFFICES

ARTICLE II

TOWN CLERK

§ 3-6 Statutory authority.

This article is adopted pursuant to the provisions of the Municipal Home Rule Law of the State of New York.

§ 3-7 Increase in term.

The term of office of the elected Town Clerk shall be four years. Such four-year term shall commence as of the first day of January 2022 and shall apply to the person elected to such office at the biennial Town election to be held on November 2nd, 2021, and to those elected thereafter, provided that a proposition submitted pursuant to § 3-8 below is approved.

§ 3-8 Mandatory referendum.

This article is adopted subject to a mandatory referendum and shall be submitted for approval of the qualified voters of the Town of Manlius at the biennial Town election to be held on November 2nd, 2021. A proposition in the following form shall be included on the ballot at such biennial Town election, and the increased term of office shall not take effect unless such proposition is approved by a majority vote of the qualified voters voting thereon:

Shall Local Law 2021-____, entitled "A Local Law Increasing the Term of Office of Town Clerk from Two Years to Four Years," be approved?

§ 36-9 Supersession of Town Law.

This article shall supersede Town Law § 24 relating to the term of office for Town Clerk of the Town of Manlius.

§ 36-10 **When effective.**

This article shall become operative immediately upon its passage on November 2, 2021 and shall be effective upon filing in the office of the Secretary of State, which shall take within 20 days after approval by the qualified voters.

Section 2. This article shall become operative immediately upon its approval at the November 2, 2021 and shall be effective upon filing in the office of the Secretary of State, which filing shall take place within 20 days after approval by the qualified voters.

WHEREAS, the Town Board has determined that the office of Town Clerk is administrative in nature and not policy oriented;

WHEREAS, because it is administrative in nature, consistency and continuity in the office of Town Clerk is important to gain expertise and management experience to operate an efficient and affective Town Clerk's Office;

WHEREAS, on June ___, 2021 the Town Board held a public hearing to consider Local Law 2021-___ at which time the members of the public were given an opportunity to speak for or against increasing the term of office for Town Clerk from 2 to 4 years;

WHEREAS, the Town Board desires for the public to vote on Local Law 2021-___ at the general election in November, 2021;

NOW, THEREFORE, BE IT

RESOLVED, that Local Law 2021-___ is hereby adopted, subject to mandatory referendum as set forth in Municipal Home Rule Law Section 23; and be it

FURTHER RESOLVED, that the Town Clerk is directed to file Local Law 2021-___ with the Secretary of State as provided by State Law.

I, ALLISON WEBER, Town Clerk of the Town of Manlius, **DO HEREBY CERTIFY** that the preceding Resolution was duly adopted by the Town Board of the Town of Manlius at a regular meeting of the Board duly called and held on the ____th day of _____ 2021; that said Resolution was entered in the minutes of said meeting; that I have compared the foregoing copy with the original thereof now on file in my office; and that the same is a true and correct transcript of said Resolution and of the whole thereof.

I FURTHER CERTIFY that all members of said Board had due notice of said meeting.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Town of Manlius, this ____ th day of _____, 2021.

DATED: _____, 2021
Fayetteville, New York

Allison Weber
Town Clerk of the Town of Manlius
Onondaga County, New York

Town of Manlius

Rules of Decorum at Public Meetings

Last Adopted 1-2-2020

Proposed Update 06-09-2021

This document establishes the procedural rules and decorum guidelines for Town of Manlius public Board meetings both in-person and virtual. The purpose of these rules is to allow for the orderly conduct of Town business that is convenient for the public, fair to all Board Members and, above all else, essential for open, transparent and effective local governance.

Town Board meetings are required to be held in public for the purpose of allowing the public to observe the meetings. New York State law does not require that a Town Board set aside time at regular meetings for public comment, except for the case of public hearings. Public participation is the purpose of a public hearing, which is required prior to the adoption of a local law or ordinance and in other cases, as specified by law.

The Town Board believes that a public comment period should be scheduled for each meeting. However, it believes that it is important that all periods of public input – whether they are public hearings or a public comment period – should abide by a set of rules that are designed to ensure that good order and civility is maintained at meetings. The purpose of the public comment period is to discuss Town business only.

Personal attacks, personal accusations, irrelevant or unduly repetitious communications or other disruptive behaviors that actually disrupt, disturb or impede the orderly conduct of the business of the Board may, at the discretion of the Town Supervisor, incur a warning, recess of the meeting, or other appropriate actions, to allow the Board to resume the orderly conduct of Town business.

Individual problems, concerns or questions of the public should initially be addressed to the Town Supervisor's office, rather than be brought up at Town Board meetings. This will allow the Supervisor to gather the necessary information and /or personnel to address those concerns. If those concerns are not addressed to the satisfaction of the individual, then redress by the entire Town Board may be the next option.

In an effort to help the Town conduct efficient and productive meetings, the Town of Manlius, last adopted these rules on January 25, 2012, *January, 2, 2020 and included here are proposed updates for 06-2-2021.*

OPEN PODIUM /PUBLIC HEARING/PUBLIC INFORMATION MEETING

The Town Supervisor, or in their absence, the Deputy Town Supervisor, is the Chair of every Town Board meeting. As such it is the Town Supervisor's right and responsibility to direct meetings and make decisions that will, in their judgment, inure to the benefit of all those attending.

Except for the case of Public Hearings or special Public Information Meetings, the Open Podium portion of the meeting is the only time when comments will be permitted by the public, unless a person is otherwise recognized by the Town Supervisor. Residents may appear and participate, in-person or virtually.

Open Podium is an opportunity for the public to address Town business. Examples of Town business, include, but are not limited to: action items before the Town Board; information related to Town business and issues or concerns related to Town operations; and issues or concerns related to Town property or infrastructure.

Examples of things that are NOT Town business, include, but are not limited to: private property matters; Village, County, State or Federal issues that do not affect the Town and litigated matters that have been settled to the Town's satisfaction. The Town Supervisor, as Chair of the meeting, shall determine if the matter being discussed is Town business.

Each regular business meeting of the Board will include an Open Podium period, in which any citizen may make a statement regarding an item on a past, present or future Board open-session agenda, or a matter of general policy over which the Board has jurisdiction.

1. To the extent practical, 15 minutes will be set aside for Open Podium.
2. If appearing in person a speaker must complete a speaker slip if intending to speak. If appearing virtually a speaker must raise their hand and use the Q&A function to communicate their desire and reason to speak prior to the start of the meeting.
3. Comments shall be limited to three minutes per person. Total time allotted to public comment shall not exceed 15 minutes without the consent of the Town Supervisor.
4. Comments shall be directed to the Board as a whole, and not to individual members.
5. Comments shall be presented in a courteous manner, and not in a threatening or abusive manner.
6. It shall be the decision of the Town Supervisor if it is appropriate to respond to a question.
7. In the interest of allowing all viewpoints to be heard the Town Supervisor may ask speakers expressing similar viewpoints to elect one person from the group to speak on their behalf.
8. As time is limited, not all speakers may have a chance to speak, but they are welcomed to leave comments in writing at the meeting, attend a future meeting, or contact the Town, Town Supervisor, or Board Members via phone, meeting, or email beyond the meeting.
9. Discussion between speakers and attendees should be respectful. A speaker may disagree with or support prior speakers in comments directed to the Town Board.
10. In the case of a Public Hearing, and at the discretion of the Town Supervisor, speakers may be allowed to speak a second time, once everyone has been allowed to speak once.
11. If, in the opinion of the Town Supervisor, comments by a member of the public during the Open Podium, Public Hearing, or Special Public Information Meeting are not related to Town business or in any other way violates these Rules, the Town Supervisor will notify the speaker to either re-direct their comments to Town business or otherwise follow the Rules. If the individual persists to violate these Rules, they will be asked to

stop speaking. If after a final warning, the speaker refuses to step down, the Town Supervisor may have the person removed from the Town Board meeting room.

REGULAR TOWN BOARD AGENDA

While an agenda is not required, the Town Board believes to the extent possible, an agenda should be prepared before a regularly scheduled meeting. The agenda is prepared by the Town Clerk by the Friday before the next regularly scheduled Town Board Meeting and should be provided and posted for the public by the close of business on the day prior to the Town Board Meeting.

TOWN BOARD

1. Town Board members must be recognized by the Town Supervisor before making motions and speaking.
2. A member, once recognized, shall not be interrupted when speaking unless to call the member to order. If a member, while speaking, is called to order, such member shall cease speaking until the question of order is determined, and, if in order, such member shall be permitted to proceed.
3. There is no limit on the number of times a member may speak on a question.
4. A member may, with permission of the Town Supervisor, interrupt a speaker during their remarks, but only for the purpose of clarification and information.
5. All members shall refrain from personal attacks, personal accusations, irrelevant or unduly repetitious communications or other disruptive behaviors that actually disrupt, disturb or impede the orderly conduct of the business of the Board.
6. Town Board members may participate virtually but, must have their audio and video on throughout the meeting so that votes may be properly recorded. In the event there is a technical failure, and a Town Board member disconnects from the meeting the time of that disconnection will be recorded along with the time of re-entry. Any votes taken while the Town Board member does not have audio or video will be recorded as a No Vote Taken.

Nothing contained herein shall be construed to limit the rights and responsibilities of a Town Board to conduct meeting under the Laws of the State of New York and the United States of America. Through these rules, it is the intent of the Town Board to offer general guidelines that may make attending Town Board meetings convenient for the public, fair to all Board Members and, above all else, essential for open, transparent and effective local governance.

VIRTUAL MEETING PARTICIPATION

1. All of the above rules regarding meeting participation apply to virtual meeting participants. Activities that disrupt, delay or otherwise interfere with the meeting are prohibited.

2. If, in the opinion of the Town Supervisor, comments by a member of the public during the Open Podium, Public Hearing, or Special Public Information Meeting are not related to Town business or in any other way violates these Rules, the Town Supervisor will notify the speaker to either re-direct their comments to Town business or otherwise follow the Rules. This applies to comments made in the Zoom Q&A and comments made while using audio and/or video. If the individual persists to violate these Rules, they will be asked to stop speaking. If after a final warning, the speaker refuses to step down or continues to submit prohibited comments, the Town Supervisor may direct the Town Clerk or individual administering the Zoom meeting to remove the individual from the meeting, disable video or mute the individual.
3. Each person shall register to speak at the meeting using that person's real name. Any person believed to be using a pseudonym will not be permitted to speak at the meeting and will not be recorded into the official minutes. When called upon to speak during a public hearing, individuals should state their name and address for the record.

**The Village of Manlius
One Arkie Albanese Avenue
Manlius, New York 13104**

**LEASE AGREEMENT BETWEEN
THE VILLAGE OF MANLIUS AND
THE TOWN OF MANLIUS**

PARTIES:

THIS LEASE is made as of the ____ day of _____, 2021 by and between the **VILLAGE OF MANLIUS** with an office for the transaction of business at One Arkie Albanese Avenue, Manlius, New York 13104 (hereinafter referred to as "Landlord") and the **TOWN OF MANLIUS** with an office of the transaction of business at 301 Brooklea Drive, Fayetteville, New York 13066 (hereinafter referred to as "Tenant").

WITNESSETH

PREMISES: Landlord hereby demises and leases to Tenant and Tenant hereby hires from Landlord the following premises: that portion of the Manlius Village Centre consisting of 8541 square feet of office space and 900 square feet of garage, located in the southwest portion of the building, adjacent to the Manlius Village Court.

TERM: The term of the lease shall be for two (2) years, to commence on the 1st day of **January 2021** and expire on the 31st day of **December 2022**.

RENTAL: The rent for calendar year 2021 shall be \$96,665 (2%), and to \$98,115 (1.5%) in 2022 .

The rent shall be paid in quarterly installments, with the 1st quarter due within 15 days of approval of lease; 2nd quarter shall be due on or before April 15; 3rd quarter shall be due on or before July 15, and the 4th quarter shall be due on or before October 15.

All rent payments are to be made at Landlord's address as set forth above.

The above letting is upon the following terms, covenants and conditions, all and every one of which the said Tenant agrees with Landlord to keep and perform. It is agreed that the words "Tenant" and "Landlord" include and bind and benefit the legal representatives, successors and assigns of Landlord and Tenant.

**PEACEFUL
POSSESSION:**

First - Landlord covenants that Tenant, on paying the said rent and performing the covenants and conditions in this Lease contained, shall and may peaceably and quietly have, hold and enjoy the demised premises for the term aforesaid.

PURPOSE:

Second - Tenant covenants and agrees to use the demised premises as a police department or for any other purpose not in violation of any applicable law.

**COVENANT TO PAY
RENT:**

Third - Tenant shall without any previous demand therefore, well and truly pay the above specified rent at the time and place above mentioned.

**DEFAULT IN
PAYMENT
OF RENT:**

Fourth - In the event of the nonpayment of said rent or any installment thereof, at the times and in the manner above provided, and if the same shall remain in default for twenty (20) days after the same shall become due, Landlord may use any available legal remedy, including summary proceeding, to re-enter the demised premises or to recover any delinquent rent.

TAXES:

Fifth - Landlord agrees to pay all real property taxes, charges, and special assessments levied against the premises during the term of this Lease.

UTILITIES:

Sixth - Landlord agrees to furnish heat, electricity and water through existing building systems.

REPAIRS:

Seventh - Landlord shall be responsible for reasonable routine maintenance of the premises including painting, lawn care, snow removal from sidewalks and entranceways, snowplowing of parking lots and repair of permanent electrical and plumbing fixtures. Tenant shall not make any alterations, additions or improvements to the premises without the prior written consent of Landlord. The Tenant shall be responsible for cleaning the

premises.

All requests for repairs shall be made to the Village DPW superintendent and be approved by the Village Board. Any repairs made by Tenant without following this procedure shall be the sole responsibility of Tenant.

**INSURANCE
COVERAGE:**

Eighth - Tenant shall add Landlord as a named insured to Tenant's commercial general liability policy and Landlord shall add Tenant as a named insured to Landlord's commercial general liability policy for the term of the Lease. These policies shall meet the following general requirements: (1) commercial general liability insurance covering the premises rented with a minimum combined single limit of liability for bodily injury and property damage of One Million Dollars (\$1,000,000.00) per occurrence and Three Million Dollars (\$3,000,000.00) general aggregate; and (2) umbrella excess liability insurance coverage covering bodily injury and property damage with a minimum limit of liability of Five Million Dollars (\$5,000,000.00) per occurrence. Such coverage shall provide that the insurer will not cancel, change or non-renew the insurance without first giving Landlord and Tenant at least thirty (30) days prior written notice. Such insurance shall be written by an insurance company authorized to write insurance in the State of New York. Upon request, the certificates or other proof of said coverage shall be furnished by Tenant to Landlord and by Landlord to Tenant.

FIRE:

Ninth - Tenant, in case of fire, shall immediately give notice thereof to Landlord who shall thereupon cause the damages to that portion of the demised premises to be repaired, but if the premises are so excessively damaged that Landlord shall decide not to rebuild, the term shall cease and the accrued rent shall be paid up at the time of said fire or refunded to the extent Tenant has paid in advance, as the case may be. In case, however, the destruction of the premises by fire shall be only partial and a portion thereof shall during the period of repairs be fit for occupancy by Tenant for which the premises are leased, then the rent shall be equitably apportioned and paid for the parts so fit for occupancy.

**SUBLETTING
ASSIGNMENT:**

Tenth - Tenant, at its option, may sublet the premises or assign this Lease, or any part thereof, subject to Landlord's prior review and consent, which will not be unreasonably withheld.

**WALKWAYS AND
DRIVEWAYS:**

Eleventh - Landlord shall allow public use of the parking lots and grounds for the Manlius Village Centre for either Village, School or Town business, subject to Landlord's reasonable rules and regulations.

NOTICES:

Twelfth - All notices required are agreed to be given hereunder by either party in writing and shall be sent by certified mail addressed to the party intended to be notified at the address set forth above and notice given aforesaid shall be sufficient service thereof.

TERMINATION:

This agreement may be terminated, without penalty or further obligation of Tenant to pay rent, should the parties enter into and complete the sale of the current facilities located at the Manlius Village Centre. Termination for any other reason requires written notice in accordance with the notice provisions in Paragraph "Twelfth" above. If notice is given by Tenant at any time in calendar year 2021, Tenant shall be responsible for payment of all rent through calendar year 2021. If notice is given by Tenant at any time in calendar year 2022, Tenant shall be responsible for payment of all rent through the end of the lease.

The parties hereto agree that this Agreement cannot be changed or terminated orally.

WITNESS, the hands and seals of the parties hereto the day and year first above written.

VILLAGE OF MANLIUS, LANDLORD

by *Paul D. Whorrall*
Paul D. Whorrall, Mayor

TOWN OF MANLIUS, TENANT

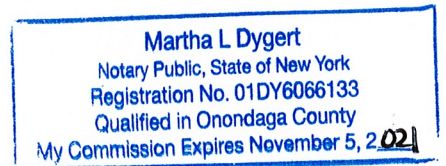
by _____
Edmond J. Theobald, Supervisor

STATE OF NEW YORK)
)
COUNTY OF ONONDAGA)

SS:

On June 8, 2021, before personally came Paul D. Whorrall, to be personally known who being by me duly sworn, did depose and say that he resides in Manlius, NY, that he is the Mayor of the Village of Manlius; that he signed his name thereto by order of the Board of Trustees of said corporation.

Martha L. Dygert
Notary Public



STATE OF NEW YORK)
)
COUNTY OF ONONDAGA)

SS:

On _____, before personally came Edmond J. Theobald, to be personally known who being by me duly sworn, did depose and say that he resides in Manlius, NY, that he is the Supervisor of the Town of Manlius; that he signed his name thereto by order of the Town Board of said corporation.

Notary Public

2021 Summer Staff for Board Approval

LAST	FIRST	TITLE	PAY
Bowyer	Madison	Recreation Attendant	\$ 12.95
Brooks	Isaiah	Recreation Leader (Lewis Park Assistant Director)	\$ 13.70
Caccamo	Hannah	Recreation Attendant	\$ 12.95
Cambareri	Antonio	Recreation Attendant	\$ 12.50
Caruana	Julia	Recreation Attendant	\$ 12.80
Comer	Daniel	Recreation Attendant	\$ 12.80
Crisafulli	Margaret	Recreation Attendant	\$ 12.50
Egnaczyk	Julia	WSI	\$ 15.70
Hale	Spencer	Lifeguard	\$ 13.70
Hibbard	Amanda	Recreation Attendant	\$ 12.50
Hodgkins	Lauren	Lifeguard	\$ 14.00
Leonard	Annie	Lifeguard	\$ 13.70
Leonard	Sophie	Lifeguard	\$ 13.70
Long	Kelly	Recreation Leader (Enders Road Director)	\$ 3,047.00
Long	Patrick	Recreation Leader (Enders Road Assistant Director)	\$ 14.90
Madsen	Palmer	Recreation Attendant	\$ 12.95
McGinley	Brigid	Recreation Leader (Lewis Park Director)	\$ 2,300.00
Middleton	Tyler	WSI (Learn to Swim Director)	\$ 2,040.00
Nice	Anna	Recreation Attendant	\$ 12.50
Ostrove	Destinee	Recreation Attendant	\$ 12.50
Perry	Ben	Lifeguard	\$ 15.70
Perry	Grace	Lifeguard	\$ 16.15
Polcaro	Francesca	Recreation Attendant	\$ 12.80
Putelo	Elizabeth	Sub Lifeguard	\$ 13.70
Robbins	Thomas	Recreation Attendant	\$ 12.80
Rossignol	Riley	Recreation Attendant	\$ 12.50
Unislawski	Amber	Recreation Attendant	\$ 12.80
Wendler	Abigail	Recreation Attendant	\$ 13.10
Wilde	Sydney	Recreation Attendant	\$ 12.95



TotalCare EAP
Public Safety EAP
Educators' EAP
Higher Ed EAP
HealthCare EAP
Union AP

Employee Assistance Program (EAP) | RENEWAL AGREEMENT

This Employee Assistance Program (EAP) Agreement ("Agreement") is between **Town of Manlius, NY** ("Client") and **EMPLOYEE SERVICES LLC dba ESI EMPLOYEE ASSISTANCE GROUP**, a New York corporation, 55 Chamberlain Street, Wellsville, New York 14895 ("ESI") for ESI to provide the benefits described herein for employees of Client effective **7/1/21-6/30/22**.

I. Productivity Solutions

With employees losing an average of over 3 weeks of productivity each year, addressing productivity losses is critical. Our entire focus is on providing the most comprehensive benefits to make the largest possible impact on improving employee lives and reducing lost productivity cost. We offer more than twice the benefits of other EAPs. Employees of Client and their household members including children up to age 26 who do not reside with employee are referred to herein as Members.

- **Unlimited Telephonic Counseling:** Members speak directly with our professional staff counselors 24 hours a day via a toll-free number. Every counselor has a Master's or Ph.D. degree. Staff counselors provide direct in-the-moment counseling when a Member calls and act as case managers when referrals are made to local counselors or other work-life or wellness resources, overseeing each case to its ultimate closure – regardless of the amount of time involved in assisting the Member.
- **Face-to-face Counseling Sessions per Issue:** Up to 3
Members are eligible for telephonic counseling and short-term, in-person counseling.
- **Work/life Benefits:** Benefits offered to assist Members with a wide variety of issues including Legal, Financial, Caregiver, Adoption, Special Needs, Personal Assistant, Tools for Tough Times and Pet Help.
- **Lifestyle Benefits:** Menu of value-added wellness services designed to enhance a Member's quality of life – discounts vary by season and location.
- **Wellness Resource Center:** Includes the latest, most reliable articles, videos and self-assessments for dealing with stress, diet, fitness and smoking.

II. Engagement Solutions - Peak Performance Benefits

ESI is the only EAP to offer Peak Performance Benefits - an entire menu of coaching programs, self-help resources and training to stimulate employee engagement. These benefits are designed to improve the performance of not just some but all of your employees. ESI also provides Hiring, Onboarding and Employee Engagement Resource Centers for HR, managers and supervisors. The result: Employees report improved personal and professional performance at work and at home; and overall employee engagement is improved.

- **Personal and Professional Coaching:** One-on-one telephonic coaching from Certified Coaches combined with structured, online trainings. Coaching is delivered by Masters or Ph.D. level Coaches in scheduled telephonic coaching sessions to review key concepts of the trainings and implementation of skills. Coaches use a solution-focused approach to improve current and future performance.
- **Wellness Coaching:** Members have unlimited coaching assistance from an integrated team of Certified Wellness Coaches and Behavioral Health Clinicians for the mental and emotional challenges each employee must overcome to improve their physical health.
- **Information Resource Benefits:** 25,000 Self-Help Resources – Tools, Assessments, Financial Calculators, Video Library, and Articles for thousands of topics.
- **Online Training and Personal Development:** Includes over 8,000 online personal and professional development trainings to help employees balance their work and personal life.
- **Recruiting, Hiring, Interviewing, Onboarding, and Employee Engagement Resource Centers:** Extensive array of articles and Web resources from leading experts.

III. EAP Administration - Orientation and Engagement

An employee assistance program that is not used is not useful. Utilization begins with employee awareness. A well-planned installation and continued awareness campaigns will have a direct impact on the level of engagement. ESI provides comprehensive employee orientation and communications.

- **Automated Digital Communication (ADC):** Proprietary Automated Digital Communications (ADC) system allows ESI EAP to engage in periodic email communications with Members. Utilization is the key to maximizing the effectiveness of your EAP by helping employees to resolve issues and distractions that hinder productivity.
- **EAP Mobile App:** Members have the convenience and privacy of 24/7 access to all EAP benefits and services at their fingertips wherever they go via the EAP smartphone app.
- **EAP Ongoing Communication & Engagement:** ESI provides a wide variety of high-quality video, hardcopy and electronic materials to promote continued awareness and maximize engagement of the program. The continued awareness campaign includes Brochures, Wallet Cards, Posters, Monthly Newsletters, Table Top Displays, Topical Flyers, Video Presentations, and New Benefit Announcements.
- **EAP Member/Employee & Supervisor Orientation:** ESI provides comprehensive employee and supervisor orientations via web conference meetings, online orientation videos, and onsite group meetings.

IV. Manager, Supervisor and Human Resources Services

ESI offers an entire menu of management-focused employee assistance services to help deal with important compliance and liability issues.

- **Trauma Response & Resources:** Provides consultation with our counselors and grief and loss resources for managers and Members. Responses include on-scene deployment, telephonic counseling and private counseling as well as group debriefings.
- **Unlimited Administrative (Mandatory) Referrals:** Formal process to address employee policy violations and unacceptable job performance that could be improved through Coaching and Training.
- **Unlimited HR Consultations w/ SPHR's:** Managers may contact our clinical staff or our certified SPHRs (Senior Professionals in Human Resources) for counsel on human resource and complex employee issues.
- **Supervisor Resource Center:** Forms, policies, articles and other tools designed to help develop people management best practices. Key topics include Recruiting, Hiring, Interviewing, Onboarding, Employee Engagement, FMLA, Workplace Violence and Harassment Prevention.
- **HR Web Café:** Workplace blog about employment issues, people matters and work trends.

V. ESI Accountability

- **Activity Reports:** ESI generates detailed online EAP statistical reports on a monthly basis. Due to confidentiality, clients with less than 25 employees will not have access to an activity report.
- **Quality Assurance Program:** ESI maintains a rigorous Quality Assurance Program. Key elements include Proprietary Network, Provider Review, Member Satisfaction Research, Peer Review, Weekly Clinical Staff Meetings, Clinical Supervision and Immediate Problem Resolution.
- **Confidentiality:** Confidentiality is always maintained except in cases where there is a legal obligation to intervene, such as in the case of child or elder abuse, a serious threat of harm to self or others, or threats of workplace violence.



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Higher Ed EAP
HealthCare EAP
Union AP

VI. Optional Services

- **Employee Engagement Program – Best Practice Learning Center and Training Consultant: No**
The ESI Engagement Program is an **optional benefit** designed to meet the needs of organizations focused on improving employee engagement, professional development and productivity. It includes an online Best Practice Learning Center to assist managers and supervisors in developing recruiting & interviewing, onboarding & development and employee best practices. The program is supported by a dedicated ESI Consultant, who assists in creating a tailored training curriculum using over 8,000 personal and professional trainings, to meet your organization's needs
- **GCN Compliance Training: No**
ESI has partnered with Global Compliance Network (GCN) to offer online compliance training to our Member organizations at a **discounted rate**.

VII. Force Majeure

ESI's inability to perform any of the obligations provided in this Agreement due to (i) an act of God, such as earthquake, hurricane, tornado, flooding or other natural disaster; (ii) unavailability or interruption or delay of transportation, telecommunications, internet, cable, or third-party services; (iii) failure of software; (iv) inability to obtain supplies or power used in or equipment needed for provision of the services; (v) labor strikes, riots, insurrection, war; or (vi) other significant factors that are beyond ESI's reasonable control ("Force Majeure Event(s)") shall not be deemed a breach of this Agreement. In the event of Force Majeure Event(s), ESI shall make every reasonable effort to minimize delay of performance.

VIII. Execution of Documents

This Agreement and all related documents may be executed by the parties in one or more counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument. The exchange of executed copies of this Agreement and related documents and of signature pages by facsimile transmission and/or by electronic mail in Portable Document Format ("PDF") or similar format shall constitute effective execution and delivery and may be used in lieu of the original documents for all purposes. Signatures of the parties transmitted by facsimile and/or by electronic mail in PDF or similar format shall be deemed to be their original signatures for all purposes.



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IX. Fees and Payment

- A. The annual fee for the employee assistance program is **\$33.03** per employee.
- B. The total number of employees covered under this Agreement is **102**.
(Town 56 employees, Police Dept. 46 employees)
- C. Employer agrees to pay ESI the sum of **\$3,369.06** for **7/1/21-6/30/22**.
- D. The annual fee includes all employees and their household members, as well as children up to age 26 who do not reside with the employee.
- E. Payment of the **Semi-Annual** premium is due upon receipt of the invoice.
- F. If the number of covered employees increases or decreases more than 5%, the total agreement value will be revised to reflect the changes.
- G. **2** on-site trauma response(s) @ no charge per year, additional Trauma Responses available at **\$250.00** per hour plus travel time.
- H. DOT required Substance Abuse Evaluations - **\$850.00** each.

X. Entire Agreement

This Agreement constitutes the entire agreement of the parties hereto with respect to the subject matter of this Agreement, and supersedes any prior understandings or written or oral agreements between the parties with respect to the subject matter of this Agreement.

EMPLOYEE SERVICES LLC

Town of Manlius, NY

Diane Dunbar, President & Chief Operating Officer

5/25/21

Date

Authorized Signature

Date

ARPA FUNDING UPDATE



Subject: Important Information on ARPA Funding for Nonentitlement Units (NEUs)

June 16, 2021 – The New York State Division of Budget (DOB) recently announced that all NEUs must request or decline American Rescue Plan Act (ARPA) funding **no later than Friday, July 9, 2021**. You can submit your request or denial for funds [here](#).

Please keep in mind the following as you fill out your application:

- Allocations for towns with villages will be shared at a later date; you must still submit an application no later than Friday, July 9, 2021 – **do NOT wait for this information to submit your request or denial.**
- Please read the entire webForm before starting your application, and be sure to review any links or documents included for further instruction.
- You will be required to submit the town's total budget amount as of January 27, **2020**. In other words, what was the town's total budget in place as of January 27, **2020**. DOB cannot answer questions regarding the best number to use. You must use whole dollars; for example, \$12,200,000 **NOT** \$12.2
- There are links to two PDF forms provided by the United States Treasury that must be filled out: the *Assurance of Compliance with Civil Rights Requirements* and *NEU Award Terms and Conditions*. Please note:
 - The same authorized individual must sign BOTH PDFs.
 - The Terms and Conditions PDF has a box at the top of Page 1 where information must be filled in. This is in addition to the signature and date of the authorized representation, which is also on Page 1.
 - Information to fill out for the Civil Rights PDF may be found on Page 3.
 - The two PDFs **MUST** be via webForm; DOB will not accept paper copies / copies sent by mail.

We **STRONGLY** encourage our NEU members not to delay in filling out your request or denial. As further information becomes available, we will let you know.