Organizational Agenda
Manlius Town Board
January 4, 2022
6:30 PM

1. Virtual Meeting Instructions

   Documents:

   1-4-23 TOWN BOARD ORGANIZATIONAL MEETING INSTRUCTIONS.PDF

2. Pledge Of Allegiance
3. Approval Of Abstract # 25

   Documents:

   ABSTRACT 25.PDF

4. Techinical Temperature Tranfer 2023 (HVAC Town Hall)

   Documents:

   TECHNICAL TEMPATURE TRANFER 2023 (HVAC TOWN HALL).PDF

5. Planning Board Chairperson Appointment
6. Planning Board Member Appointment
7. Zoning Board Of Appeals Chairperson Appointment
8. Zoning Board Of Appeals Member Appointment
9. Planning And Zoning Board Attorney Appointment
10. Tree Commission Co-Chairs Appointments
11. Attorney For The Town

    Documents:

    BSF - ATTORNEY - MANLIUS ENGAGEMENT LETTER 2023.PDF

12. Town Accountant

    Documents:

    MANLIUS ACCOUNTING PROPOSAL-2023.PDF

13. Town Information Technology Services - Garam Group

    Documents:

    GARAM GROUP -TOWN OF MANLIUS PD CONTRACT B360C 1 YEAR EFFECTIVE 1.1.2023.PDF

GARAM GROUP - TOWN OF MANLIUS CONTRACT B360C 1 YEAR EFFECTIVE 1.1.2023.PDF

14. Police Department Accreditation Manager

    Documents:

    BLU LINE 2023 ACCREDITATION MANAGER AGREEMENT.PDF

15. Police Department Property Evidence Specialist

    Documents:

    NORTH WOODS - PROPERTY EVIDENCE SPECIALIST.PDF

16. Marriage Officer Appointment
17. Town Records Officer Appointment
18. Town Safety Coordinator Appointment
19. Town Historian Appointment
20. Town Historical Society

    Documents:

    MANLIUS HISTORICAL SOCIETY 2023.PDF

21. Deputy Supervisor Appointment
22. Health Insurance
23. Board Rules And Procedures

    Documents:

    BOARD RULES AND PROCEDURES.PDF

24. Prepaid Expenses
25. Procurement Policy

    Documents:

    PROCUREMENT POLICY 11-19-14.PDF

26. Meetings
27. Delegates To The Association Of Towns Annual Meeting
28. Meal Reimbursement
29. Holidays

    Documents:

    HOLIDAYS 2023.PDF

30. Committee Assignments & Liaison To Committee
31. Department Liaison Assignments
32. Village Liaisons
33. Banks

    Documents:

    BANKS.PDF

34. 2023 Town Board Meeting Schedule At 6:30 PM

    Documents:

    TOWN BOARD MEETING SCHEDULE 2023.PDF

35. Town Board Budget Workshops

    Documents:

    TOWN BOARD WORKSHOPS 2023.PDF

36. Mileage Reimbursement
37. Highway Map, Highway Specification And Highway Agreement
38. Official Town Newspapers
39. Insurance
40. 2023 Salaries

    Documents:

    SALARIES.PDF

41. Handbook
42. Code Fee Schedule

    Documents:

    CODES FEE SCHEDULE - PROPOSED INCREASES.PDF

43. Professional Fees Schedule

    Documents:

    PROFESSIONAL FEES SCHEDULE 2023.PDF

44. Town Clerk Fee Schedule

    Documents:

    TOWN CLERK FEE SCHEDULE.PDF

45. Rate For EV Charging Stations At Town Hall

46. Official Undertaking

    Documents:

    OFFICIAL UNDERTAKING 2023.PDF

47. Adjournment

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

Town of
MANLIUS
New York

January 4, 2023

6:30 PM

Town Board Organizational 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/87838046195?pwd=OHRVcXNhZkQ1bEJJbVBGWUpXUkpuZz09

Password to join when prompted:

Password: **911677**

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: 878 3804 6195

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

Password: **911677**

If this is your first time joining a ZOOM meeting, you may practice using ZOOM meeting platform at https://zoom.us/test.

PACKET: 12960 Abstract # 25 01/04/23
VENDOR SET: 01 Town of Manlius
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS	38,953.58
DEBIT MEMO TOTALS	0.00
CREDIT MEMO TOTALS	0.00
BATCH TOTALS	38,953.58

** G/L ACCOUNT TOTALS **

BANK	YEAR	ACCOUNT	NAME	AMOUNT	=========LINE ITEM========= ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	========GROUP BUDGET====== ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG
	2022	999-1.390	Due From Other Funds	23,477.64 *						
		A00-2.600	Pooled Accounts Payable	15,525.27-*						
		A00-2.690	Overpayments and Clearin	10,902.00						
		A00-5.1620.420	Buildings - Gas/Electric	61.22	30,000	2,272.82-	Y	314,865	10,944.78	
		A00-5.1620.430	Buildings - Cleaning	1,155.00	24,283	5,148.99		314,865	9,851.00	
		A00-5.3310.400	Traffic Control - Contra	21.38	2,300	1,999.75		2,300	1,999.75	
		A00-5.5132.420	Garage - Gas/Electric	2,073.81	35,000	9,754.78		82,575	16,770.16	
		A00-5.5182.400	Street Lighting - Contra	431.71	6,000	477.89		6,000	477.89	
		A00-5.9045.800	Life Insurance	396.93	5,100	190.87		5,100	190.87	
		A00-5.9055.800	Disability Insurance	483.22	6,000	1,846.71		6,000	1,846.71	
		B00-2.600	Pooled Accounts Payable	20.42-*						
		B00-5.9055.800	P & D - Disability Insur	20.42	250	12.73-	Y	250	12.73-	Y
		DA0-2.600	Pooled Accounts Payable	176.96-*						
		DA0-5.9055.800	Disability Insurance	176.96	1,100	100.31-	Y	1,100	100.31-	Y
		SL1-2.600	Pooled Accounts Payable	1,789.68-*						
		SL1-5.5182.400	Street Lighting - Contra	1,789.68	20,000	3,669.83-	Y	20,000	3,669.83-	Y
		SL2-2.600	Pooled Accounts Payable	2,448.77-*						
		SL2-5.5182.400	Street Lighting - Contra	2,448.77	26,000	5,809.42-	Y	26,000	5,809.42-	Y
		SL3-2.600	Pooled Accounts Payable	118.43-*						
		SL3-5.5182.400	Street Lighting - Contra	118.43	1,200	352.22-	Y	1,200	352.22-	Y
		SL4-2.600	Pooled Accounts Payable	702.84-*						
		SL4-5.5182.400	Street Lighting - Contra	702.84	7,500	1,920.92-	Y	7,500	1,920.92-	Y
		SL5-2.600	Pooled Accounts Payable	2,695.27-*						
		SL5-5.5182.400	Street Lighting - Contra	2,695.27	30,000	5,666.73-	Y	30,000	5,666.73-	Y

** G/L ACCOUNT TOTALS **

YEAR	ACCOUNT	NAME	AMOUNT	LINE ITEM ANNUAL BUDGET	LINE ITEM BUDGET OVER AVAILABLE	OVER BUDG	GROUP BUDGET ANNUAL BUDGET	GROUP BUDGET OVER AVAILABLE	OVER BUDG
2022-2023	A00-5.1110.401	Justices - Office Supplies	196.00	2,800	1,059.15		29,265	26,341.57	
	A00-5.1220.400	Supervisor - Contractual	9.90	40,000	154.60-	Y	89,790	4,126.71-	Y
	A00-5.1220.401	Supervisor - Office Suppli	59.96	3,000	123.08		89,790	4,126.71-	Y
	A00-5.1220.450	Supervisor - Contractual S	76.27	3,100	1,911.15		89,790	4,126.71-	Y
	A00-5.1620.200	Buildings - Equipment	2,077.92	27,948	42,290.91-	Y	27,948	42,290.91-	Y
	A00-5.1620.400	Buildings - Contractual	79.09	5,600	3,278.94-	Y	314,865	11,006.00	
	A00-5.1620.405	Buildings - Information Te	1,234.05	229,852	9,213.60		314,865	11,006.00	
	A00-5.1620.424	Buildings - Internet	85.17	1,470	1,090.01-	Y	314,865	11,006.00	
	A00-5.3120.400	Police - Contractual	1,455.81	220,739	9,875.26		767,900	342.82	
	A00-5.3120.401	Police - Office Supplies	145.81	15,285	1,467.19-	Y	767,900	342.82	
	A00-5.3120.402	Police - Seminars/Conferen	1,216.36	26,725	3,204.60		767,900	342.82	
	A00-5.3120.403	Police - Associations/Dues	50.00	2,260	670.00		767,900	342.82	
	A00-5.3120.405	Police - Info Tech/Electro	2,297.00	10,250	3,483.85		767,900	342.82	
	A00-5.3120.409	Police - Postage	20.97	1,200	94.68		767,900	342.82	
	A00-5.3120.412	Police - Vehicle Repair	12,438.00	90,560	12,842.92		767,900	342.82	
	A00-5.3120.421	Police - Phone	774.77	28,500	3,423.75		767,900	342.82	
	A00-5.3120.425	Police - Building Maintena	52.24	2,650	881.00-	Y	767,900	342.82	
	A00-5.3120.430	Police - Cleaning Supplies	265.21	3,500	73.02		767,900	342.82	
	A00-5.3120.446	Police - Maintenance Contr	5,619.70	51,126	8,144.54		767,900	342.82	
	A00-5.3120.448	Police - Uniforms & Cleani	744.25	49,374	10,964.10		767,900	342.82	
	A00-5.3120.463	Police - CPSS	95.00	2,100	2,178.42		767,900	342.82	
	A00-5.3120.464	Police - Protection Gear	741.24	58,217	13,511.95		767,900	342.82	
	A00-5.3120.465	Police - Forensic	2,173.96	44,486	24,231.37		767,900	342.82	
	A00-5.5132.400	Garage - Miscellaneous	21.84	1,250	695.11		82,575	18,843.97	
	A00-5.5132.425	Garage - Garage/Bldg Maint	301.20	23,837	11,246.31		82,575	18,843.97	
	A00-5.5132.446	Garage - Maintenance Contr	3,456.00	2,150	10,740.99-	Y	82,575	18,843.97	
	A00-5.7310.401	Recreation - Office Suppli	129.16	1,500	1,181.28		81,150	15,010.12	
	A00-5.7310.408	Recreation - Printing & Ad	14.99	4,100	2,052.90		81,150	15,010.12	
	A00-5.7310.410	Recreation - Program Expen	912.30	64,000	11,317.49		81,150	15,010.12	
	DA0-5.5130.447	Machinery - Shop Supply/St	678.80	10,200	690.04		197,244	1,505.72-	Y
	DA0-5.5130.473	Machinery - Shop Tools	600.00	7,000	2,968.14		197,244	1,505.72-	Y
	DA0-5.5140.490	Brush & Weeds - Contractu	16,146.00	54,000	8,310.27		61,125	9,460.54	
	DA0-5.5142.410	Snow Removal - Gasoline/Di	21,182.47	67,500	56,053.13		628,891	362,385.89	
	DA0-5.5142.421	Snow Removal - Phones/Page	120.81	1,700	413.94		628,891	362,385.89	
	DA0-5.5142.447	Snow Removal - Shop Suppli	3,341.10	37,891	23,436.73		628,891	362,385.89	
	DA0-5.5142.448	Snow Removal - Uniforms/Cl	88.39	14,000	688.76		628,891	362,385.89	
	DA0-5.5142.470	Snow Removal - Materials	30,990.24	420,570	259,587.26		628,891	362,385.89	
	DA0-5.5142.471	Snow Removal - Repairs	5,779.00	36,375	7,846.13-	Y	628,891	362,385.89	
	DB0-5.5110.472	General Repairs - Signs	117.17	13,000	8,139.10		1,322,153	27,125.72	

PROPOSAL

TECHNICAL TEMPERATURE TRANSFER
7703 Kirkville Rd Kirkville, NY 13082
(315) 264-5925 lloyd.weigel@gmail.com

Proposal No: 221010
Date: OCT. 10, 2022

Proposal Submitted To: Manlius Town Hall
Name: Ann Oot
Street: 301 Brooklea Drive
City, State: Fayetteville, NY
Phone: 315-637-3414

Work to Be Performed At: Manlius Town Hall
Name: Ann Oot
Street: 301 Brooklea Drive
City, State: Fayetteville, NY
Phone: 315- 637-3414

We hereby propose to furnish the materials and perform the labor necessary for the completion of:

Two Preventive Maintenance (PM) visits annually. Spring P.M. services in April and Fall P.M. in October.

Spring P.M. services to Trane Air Handler unit, 25 Ton AC condensing unit, Quietside ductless split system and 10 Packaged Terminal Air Conditioners (PTAC's).

Fall P.M. services to Trane Air Handler unit, Quietside ductless split system, 10 Packaged Terminal Air Conditioner (PTAC's), Lochinvar condensing hot water boiler and circulation pumps.

Professional maintenance services on each Preventive Maintenance visit are listed on pages 2,3,and 4. A report of services and conditions of equipment as based on equipment manufacturers recommendations will be provided on each visit. Emergency repairs and service are available 24/7/365.

All material is guaranteed to be as specified and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of
$ 2,900.00
With payments to be made as follows: $ 1,450.00 bi-annual payments Jan. 1, 2023
$ 1,450.00 - - - - - - - - - - July 1, 2023

Respectfully Submitted: Lloyd Weigel

This proposal may be withdrawn by us if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date:_____ Signature _____

Signature_____

BALDWIN, SUTPHEN & FRATESCHI, PLLC

ATTORNEYS AT LAW

126 North Salina Street, Suite 400
Syracuse, New York 13202-1050

Robert F. Baldwin, Jr. *
Timothy A. Frateschi
Charles M. Sprock, Jr.
Jamie Lynn Sutphen **

Joseph V. Frateschi

Of Counsel
John J. Brunetti ***
William F. Drexler

*Admitted in FL; **Admitted in PA & NJ
*** Retired Judge of the Court of Claims

December 19, 2022

Hon. John Deer
Supervisor
Town of Manlius
301 Brooklea Drive
Fayetteville, New York 13066

Re: Engagement Letter

Dear Supervisor Deer:

This letter will summarize the proposed terms of our firm's representation of the Town of Manlius (the "Client") regarding matters to be provided by BALDWIN, SUTPHEN & FRATESCHI, PLLC (the "Firm") and any of its successor firms.

Scope of Engagement.

This engagement is upon the same terms and conditions as set forth in the previous engagements with the Town of Manlius.

The scope of our engagement will be representation of the Client in matters that fall within the jurisdiction of the Planning Board and any land use issues and related litigation, Zoning Board of Appeals and any related litigation, Employment/Labor Law Relations and any related arbitration or litigation, special districts, general litigation for the Town, tax certiorari proceedings, and any other matters determined as necessary by the Town Board (the "Services"). This will be billed at an hourly rate of $170.00 per hour. Harris Beach PLLC will be retained as back-up counsel to assist the Town on issues that are either a conflict for our Firm or practice areas where they have more expertise.

In addition to the Services set forth above, the Firm will act as general counsel to the Town and represent the Town in general town matters, including attending Town Board meetings, drafting legislation and resolutions, keeping regular hours at Town Hall for internal and external meetings (40 hours per month), and general contract drafting and negotiation (except for labor contract negotiations and drafting). The general counsel work will be billed on a flat fee monthly basis at $5,500 per month, the amount appropriated in the 2022 FY Budget.

Fee Arrangement.

Our fee will be based on the time spent by the attorneys and legal assistants who work on the matter. Legal fees will be billed at $170.00 per hour for 2023. Should a fee dispute arise which is not resolved by discussion between us, you may seek arbitration. We will provide information concerning arbitration in the event of such a dispute or upon your request.

Other Charges.

In addition to our fees for rendering professional services, our billing statements will include separate charges for performing services such as photocopying, delivery charges, long distance telephone calls, facsimile transmissions, specialized computer applications, travel, and other expenses and services incurred incident to the performance of our legal services.

Billing Cycle and Retainer.

It is our normal practice to require the deposit of a retainer for legal services against which we bill our fees and disbursements and we request a retainer of $0.00 for the Services. The retainer is not an estimate of the total fees and disbursements that may be billed over the course of the Services. If the fees and disbursements exceed the retainer, prompt payment of the additional amount required is expected. An additional retainer amount may be requested if the retainer is exhausted before the Services is concluded. If the Services are concluded for less than the retainer, the unearned portion of the retainer will be returned. Fees for legal services and other charges are billed monthly and are payable within thirty (30) days of receipt.

Termination of Engagement.

Either of us may terminate the engagement at any time for any reason by written notice, subject, on our part, to the rules of professional responsibility. No such termination, however, will relieve you of the obligation to pay the legal fees owed to us for services performed and other charges owed to us through the date of termination. After the completion of our services on your behalf, changes may occur in applicable laws or regulations that could have an impact upon your future rights and liabilities. Unless you engage us after completion of the Services to provide additional advice on issues arising from the Services, the firm has no continuing obligation to advise you with respect to future legal developments.

Client Responsibilities.

You agree to cooperate fully with us and to provide promptly all information known or available to you relevant to our representation. You also agree to pay in a timely manner our statements for services and expenses as provided above.

Possible Conflicts.

The Firm represents other companies and individuals. It is possible that during the time we are representing you some of our present or future clients will have disputes or transactions with you. You agree that we may continue to represent or may undertake to represent existing or new clients in any matter that is not substantially related to our work for you even if the interests of such clients in those other matters are directly adverse. We agree, however, that your prospective consent to conflicting representation contained in the preceding sentence shall not apply in any instances where, as a result of our representation of you, we have

obtained proprietary or other confidential information of a non-public nature, that, if known to such other client, could be used in any such other matter by such client to your material disadvantage.

We appreciate the opportunity to represent the Town. It is our understanding that the Town Board has authorized you to execute this contract by resolution at its January ___, 2023 meeting. Please call me if you have with any questions.

BALDWIN, SUTPHEN & FRATESCHI, PLLC

By: _____
Name: Timothy A. Frateschi
Title: Member
Date: 12-19-22

TOWN OF MANLIUS

By: _____
Name: John Deer
Title: Town Supervisor
Date:

Tel (315) 477-0100 # Fax (315) 477-5071
tfrateschi@bsfattorneys.com

Matthew Dunn, CPA
Certified Public Accountant

4586 Bloomsbury Drive
Syracuse, NY 13215
Mobile: (315) 420-3025
matt@mdunncpa.com

December 16, 2022

Hon. John Deer
Supervisor
Town of Manlius
301 Brooklea Drive
Fayetteville, New York 13066

Dear Supervisor Deer:

The following is my proposal for continued services to the Town of Manlius, New York. Services provided will be coordinated through the Town of Manlius Town Manager.

General Accounting Services

- Maintain all accounting records per policies and procedures as mandated by Town Policy and NYS Law, including oversight of departmental accounting activity.
- Manage and reconcile bank accounts.
- Process monthly financial reports detailing the financial condition of the Town.
- Prepare and submit the Annual Financial Report Document (AUD) to the New York State Comptroller's office.
- Assist Supervisor and Budget Committee with annual budget preparation.
- Maintenance and support of the Town of Manlius Budget Builder database application.

Other Services

- Perform the annual audit of the Town of Manlius Police Department's cash funds and fiscal accounts per General Order No. 203.
- Maintenance and support of the Town of Manlius Police Department's Case Tracking database application.

Fee Arrangement

The general accounting work with be billed on a flat fee monthly basis at $3,333 per month ($40k annually). Other charges will be included on the billing statement for expenses incurred incident to the performance of the general accounting services.

Additional special projects not covered under the General Accounting Services will be scoped and estimated on an individual project basis for Town approval at the hourly rate of $125.

Termination of Engagement

Either party may terminate the engagement at any time for any reason by written notice, subject, on my part, to the rules of professional responsibility. No such termination, however, will relieve the Town of Manlius of the obligation to pay the accounting fees owed for services performed and other charges owed through the date of termination.

I appreciate the opportunity to service the Town and look forward to our working relationship with you. Please call me if you have any questions.

Sincerely,

Matthew Dunn, CPA

Town of Manlius PD

Business 360 Complete Service Agreement

Date
12/13/2022

Presented by:
James LaValle

Business 360 Complete Service Agreement

This Business 360 Complete Service Agreement ("Agreement") is made and effective the **1st day of January, 2023** by and between The Garam Group, LLC ("Garam"), a New York limited liability company with a place of business at 6522 Basile Rowe, East Syracuse, NY 13057 and **Town of Manlius PD**, headquartered at **1 Arkie Albanese Ave Manlius, NY 13104** (the "Client").

1. Scope of Agreement

This agreement is to provide Garam Group's Business 360 Complete monthly break/fix and maintenance support Monday – Friday during the regular work day (8:00 am – 5:00 pm; hereafter referred to as the "Regular Work Day"). A detailed listing of included and optional services can be found in the attached services document.

2. Rates

Business 360 Complete Monthly Rate Plan (**Unlimited Support and Maintenance**)

Service	Rate	Qty	Total
Business 360 - Complete	$72.50	68	$4,930.00
Enhanced Cyber Security Solution	$8.25	68	$561.00
BSN Cyber Security Training w/ Dark Web Monitoring	$86.95	1	$86.95
Vehicle support	$2,140.00	1	$2,140.00
Total			**$7,717.95**

Additional Billing

Microsoft licensing will be included in monthly billing based on list pricing and quantity needed.

All support performed outside of the Regular Work Day will be charged using the following rate schedule.

- **$187.50** per hour, pro-rated at 15 minute intervals, for Services provided outside the Regular Work Day and Saturdays.

- **$250.00** per hour, pro-rated at 15 minute intervals, for Services provided on Sundays and the following Holidays:
  - **New Year's Day**
  - **President's Day**
  - **Memorial Day**
  - **Labor Day**
  - **Thanksgiving Day**
  - **Day after Thanksgiving**
  - **Christmas Day**

3. Terms

- A monthly charge of **$7,717.95 + tax** will be invoiced the first week of every month for that month's service.
- Any additional Moves, Adds & Changes will be billed at the end of the month that the service was provided.

4. Client's Responsibilities

Client will make the following resources available to Garam for the duration of this Agreement:

- An individual who will be the primary point of contact for the Client as it relates to the services.
- Access to all computer systems, software and programs.
- Access to ISP accounts and equipment.

5. Equipment Age Limitation

Client will make every reasonable effort to manage the age of their equipment inventory and replace equipment that has been in service for more than 4 years. The Garam Group may request that equipment older than 4 years be replaced and such equipment will receive limited support.

6. Agreement related expenses

- Travel will be billed to Client at the current Internal Revenue Service Standard Mileage Rate.

7. Limitation of Liability

Garam shall not be liable for special, incidental, or consequential damages in connection with the repair or services of equipment, including but not limited to loss of profits or revenue.

8. Termination of Agreement

This Agreement shall remain in effect from the **1st day of January, 2023** until **31st day of December, 2023**. In the event any sum of money owed by the Client is not paid when due and remains unpaid for a period of thirty (30) days, or if the Client defaults in performance of any other obligations under this Agreement, Garam may terminate this Agreement by giving the Client thirty (30) days written notice of termination. In the event of such termination, Garam retains all rights and remedies under the Agreement. In addition, the Client has the right to terminate this Agreement for good cause by giving thirty (30) days written notice to Garam.

9. Notices

All notices given hereunder shall be in writing and can be served by either hand delivery or mailed by certified or registered mail to a party at the addresses first written above.

10. Waiver

No waiver by either party of any breach by the other of any obligation or covenant hereunder shall be deemed a waiver of any subsequent breach.

11. Entire Agreement

This contains the entire agreement between the parties and supersedes any oral or written agreements heretofore made. This Agreement may not be modified or amended except in writing and signed by all parties.

Acceptance and authorization

The terms and conditions of the **Business 360 Complete Service Agreement** apply in full to the services and products provided under this Service Agreement.

IN WITNESS WHEREOF, the parties hereto each acting with proper authority have executed this Service Agreement, under seal.

	James LaValle
Full name	Full name
	Director of Operations
Title	Title
Signature	Signature
Date	Date

Town of Manlius

Business 360 Complete Service Agreement

Date
12/13/2022

Presented by:
James LaValle

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1. Scope of Agreement

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2. Rates

Business 360 Complete Monthly Rate Plan (**Unlimited Support and Maintenance**)

Service	Rate	Qty	Total
Business 360 - Complete	$72.50	61	$4,422.50
Enhanced Cyber Security Solution	$8.25	61	$503.25
BSN Cyber Security Training w/ Dark Web Monitoring	$78.95	1	$78.95
Cloud Image Backups	$445.00	1	$445.00
Total			$5,449.70

Additional Billing

Microsoft licensing will be included in monthly billing based on list pricing and quantity needed.

All support performed outside of the Regular Work Day will be charged using the following rate schedule.

- **$187.50** per hour, pro-rated at 15 minute intervals, for Services provided outside the Regular Work Day and Saturdays.

- **$250.00** per hour, pro-rated at 15 minute intervals, for Services provided on Sundays and the following Holidays:
  - **New Year's Day**
  - **President's Day**
  - **Memorial Day**
  - **Labor Day**
  - **Thanksgiving Day**
  - **Day after Thanksgiving**
  - **Christmas Day**

3. Terms

- A monthly charge of **$5,449.70 + tax** will be invoiced the first week of every month for that month's service.
- Any additional Moves, Adds & Changes will be billed at the end of the month that the service was provided.

4. Client's Responsibilities

Client will make the following resources available to Garam for the duration of this Agreement:

- An individual who will be the primary point of contact for the Client as it relates to the services.
- Access to all computer systems, software and programs.
- Access to ISP accounts and equipment.

5. Equipment Age Limitation

Client will make every reasonable effort to manage the age of their equipment inventory and replace equipment that has been in service for more than 4 years. The Garam Group may request that equipment older than 4 years be replaced and such equipment will receive limited support.

6. Agreement related expenses

- Travel will be billed to Client at the current Internal Revenue Service Standard Mileage Rate.

7. Limitation of Liability

Garam shall not be liable for special, incidental, or consequential damages in connection with the repair or services of equipment, including but not limited to loss of profits or revenue.

8. Termination of Agreement

This Agreement shall remain in effect from the **1st day of January, 2023** until **31st day of December, 2023**. In the event any sum of money owed by the Client is not paid when due and remains unpaid for a period of thirty (30) days, or if the Client defaults in performance of any other obligations under this Agreement, Garam may terminate this Agreement by giving the Client thirty (30) days written notice of termination. In the event of such termination, Garam retains all rights and remedies under the Agreement. In addition, the Client has the right to terminate this Agreement for good cause by giving thirty (30) days written notice to Garam.

9. Notices

All notices given hereunder shall be in writing and can be served by either hand delivery or mailed by certified or registered mail to a party at the addresses first written above.

10. Waiver

No waiver by either party of any breach by the other of any obligation or covenant hereunder shall be deemed a waiver of any subsequent breach.

11. Entire Agreement

This contains the entire agreement between the parties and supersedes any oral or written agreements heretofore made. This Agreement may not be modified or amended except in writing and signed by all parties.

Acceptance and authorization

The terms and conditions of the **Business 360 Complete Service Agreement** apply in full to the services and products provided under this Service Agreement.

IN WITNESS WHEREOF, the parties hereto each acting with proper authority have executed this Service Agreement, under seal.

	James LaValle
Full name	Full name
	Director of Operations
Title	Title
Signature	Signature
Date	Date

SERVICES AGREEMENT

THIS SERVICES AGREEMENT, made and entered into as of this 1st day of January 2023, is by and between the TOWN OF MANLIUS, a New York State incorporated municipality with its offices at 301 Brooklea Drive, Fayetteville, New York 13066 (the "Town") and Blu Line Accreditation Consulting, Inc., a New York State domestic business corporation with a business address of 207 Gulfbridge Road West Monroe, New York, 13167 ("Contractor").

R E C I T A L S:

A. The Town of Manlius Police Department ("TMPD") is accredited on a four-year basis by The Commission on Accreditation for Law Enforcement Agencies, Inc., ("CALEA"), and the New York State Law Enforcement Accreditation Council ("NYS").

B. In the past, an employee of the TMPD provided all the necessary information, processing and paperwork to maintain CALEA and NYS accreditation;

C. The TMPD has determined that using a full-time employee for such a role is not the best use of the resources of the Town;

D. Contractor has demonstrated the requisite expertise and experience in the CALEA and NYS accreditation process;

E. The Town desires to contract with Contractor to assist the TMPD's CALEA and NYS reaccreditation process under the terms and conditions set forth herein;

NOW THEREFORE, the parties, for and in consideration of the mutual and reciprocal covenants and agreements hereinafter contained, do contract and agree, as follows:

1. Purpose of Contract. The purpose is for the Town to contract with Contractor to provide information gathering and filing of all the necessary documents and paperwork to maintain the CALEA and NYS accreditation certification for the TMPD, including, but not limited to the following:

- Maintain and update paper and electronic CALEA and NYS accreditation files;
- Create and update the CALEA and NYS accreditation files in the Power DMS electronic records system;
- Gather necessary proofs of compliance to fulfill CALEA and NYS accreditation requirements;
- Ensure that time sensitive reports required by CALEA and NYS accreditation are completed on time;
- Draft and forward policy and procedure changes to the Chief of Police for review ;
- Be responsible for continued compliance with CALEA and NYS accreditation standards;
- Serve as the TMPD accreditation liaison with other law enforcement agencies, the Commission on Accreditation of Law Enforcement Agencies, and the New York State Law Enforcement Accreditation Council;

- Provide weekly updates to the Chief of Police (or designee) on the status of the CALEA and NYS accreditation process.

2. Duties. Contractor shall devote approximately 64 hours per month to work with the TMPD and its command staff to maintain CALEA and NYS accreditation. The exact number of hours per month will be determined by the TMPD, its command staff and Contractor based upon the workload that must be completed to maintain CALEA and NYS accreditation. Contractor shall perform its duties to the best of its abilities, based on its demonstrated expertise in CALEA and NYS certification, and with appropriate care and diligence.

3. Term. The term of this Agreement shall commence on the date hereof and shall continue until December 31, 2023, or until this Agreement is sooner terminated in accordance with the terms of this Agreement.

4. Compensation. For all the services to be rendered by Contractor hereunder, and in the performance of any other duties assigned to it by the Town, Contractor shall be paid thirty-eight dollars ($38.00) per hour.

5. Independent Contractor. The parties to this agreement hereby acknowledge and state that Contractor shall not be an employee of the Town and that at all times it shall remain an independent contractor providing the services set forth in this agreement. Contractor shall not be entitled to any further benefits or compensation other than as set forth herein.

6. Termination. The Town may terminate this Agreement upon ten (10) days written notice in the event the Town, in its sole judgment, determines that the Contractors services are no longer necessary or the Town determines, in its sole discretion and judgment, that Contractor is not performing its duties in a sufficient manner.

7. Indemnity. Contractor shall indemnify and hold harmless the town, including attorneys' fees, from any and all claims, actions, suits or other types of losses resulting from the performance of the Contractor within the scope of this Agreement.

8. Miscellaneous Provisions.

(a) The waiver by either party of a breach or violation of any provision of this Agreement shall not operate as or be construed to be a waiver of any subsequent breach hereof.

(b) This Agreement shall be construed and governed according to the laws of the State of New York.

(c) This Agreement is the entire agreement between the parties and may not be amended except in writing signed by both parties.

IN WITNESS WHEREOF, the parties have executed this Agreement the day and year first above written.

TOWN OF MANLIUS

By: _____

Name:
Title:

Blu Line Accreditation Consulting, Inc.

By: _____

Name:
Title:

1/5 (RJ)

SERVICES AGREEMENT

THIS SERVICES AGREEMENT, made and entered into as of this 1st day of January 2023, is by and between the TOWN OF MANLIUS, a New York State incorporated municipality with its offices at 301 Brooklea Drive, Fayetteville, New York 13066 (the "Town") and North Woods Services LLC ("Contractor"), a New York State limited liability company with a mailing address of 5246 Hoag Lane, Fayetteville, NY 13066.

RECITALS:

A. The Town of Manlius Police Department ("TMPD") secures and stores items of property and evidence as a normal course of business. These items of property and evidence are then stored in designated, secured areas within the police department and limited personnel have access to these areas;

B. Specific policy, procedure and law must be followed when securing, processing, storing, testing and disposing of the items of property and evidence. This includes the continuous and complete inventory of every item of property and evidence received and stored by the TMPD;

C. In the past, several employees of the TMPD completed all of these duties;

D. The TMPD has determined that using full-time employees for all of these roles is not the best use of the resources of the Town;

E. Contractor has demonstrated the requisite expertise and experience in securing, cataloguing, storing and disposing of items of property and evidence;

F. The Town desires to contract with Contractor to assist the TMPD with property and evidence room operations under the terms and conditions set forth herein;

NOW THEREFORE, the parties, for and in consideration of the mutual and reciprocal covenants and agreements hereinafter contained, do contract and agree, as follows:

1. Purpose of Contract. The purpose is for the Town to contract with Contractor to provide upkeep and maintenance of the Police Department property/evidence functions consistent with General Order #209, "Property Management." Duties shall include:

- Maintain and update paper and electronic property reports, logs and files;
- Create and maintain the BEAST electronic property records management system;
- Monitor property/evidence intake and manage appropriate purge functions;
- Gather necessary proofs of compliance to fufill CALEA and NYS accreditation requirements related to the property/evidence functions of the department;
- Review policy and procedure related to the property/evidence functions of the department and forward any recommended amendments to the Chief of Police for review;
- Be responsible for continued compliance with property/evidence procedures pursuant to State and Federal laws;

2. Minimum Hours. Contractor shall devote approximately twenty (20) hours per week to work in the TMPD property/evidence storage areas. The exact number of hours shall be determined by the TMPD, its command staff and Contractor based upon the workload that must be completed to maintain the property/evidence areas and complete routine operations. Contractor shall perform its duties to the best of its abilities, based on its demonstrated expertise in Property Room management, and with appropriate care and diligence.

3. Term. The term of this Agreement shall commence on the date hereof and shall continue until December 31, 2023, or until this Agreement is sooner terminated in accordance with the terms of this Agreement.

4. Compensation. For all the services to be rendered by Contractor hereunder, and in the performance of any other duties assigned to it by the Town, Contractor shall be paid thirty-two dollars ($32.00) per hour.

5. Independent Contractor. The parties to this agreement hereby acknowledge and state that Contractor shall not be an employee of the Town and that at all times it shall remain an independent contractor providing the services set forth in this agreement. Contractor shall not be entitled to any further benefits or compensation other than as set forth herein.

6. Termination. The Town may terminate this Agreement upon ten (10) days written notice in the event the Town, in its sole judgment, determines that the Contractors services are no longer necessary or the Town determines, in its sole discretion and judgment, that Contractor is not performing its duties in a sufficient manner.

7. Indemnity. Contractor shall indemnify and hold harmless the town, including attorneys' fees, from any and all claims, actions, suits or other types of losses resulting from the performance of the Contractor within the scope of this Agreement.

8. Miscellaneous Provisions.

(a) The waiver by either party of a breach or violation of any provision of this Agreement shall not operate as or be construed to be a waiver of any subsequent breach hereof.

(b) This Agreement shall be construed and governed according to the laws of the State of New York.

(c) This Agreement is the entire agreement between the parties and may not be amended except in writing signed by both parties.

IN WITNESS WHEREOF, the parties have executed this Agreement the day and year first above written.

TOWN OF MANLIUS

By: _____

Name:
Title:

North Woods Services LLC

By: RBW 12-20-22

Name: Robert B. Winter
Title: owner, NWS, LLC.

Services Agreement

THIS AGREEMENT made as of the 21 day of December, 2022 (the **"Agreement"**), by and between the Town of Manlius Historical Society, a New York not-for-profit corporation with offices located in Manlius, New York (the **"Society"**) and the Town of Manlius, a New York municipal corporation with offices in Manlius, New York (the **"Town"**).

WHEREAS, the Society was founded in 1976 and has continued to provide valuable services to the Town since its inception; and

WHEREAS, the Society requires funding to continue to provide valuable services to the Town; and

WHEREAS, the Town deems such services provided by the Society to be beneficial to the Town and to the Town residents.

NOW THEREFORE, in consideration of the foregoing and the promises contained hereinafter, the parties hereto mutually agree as follows:

1. **Social Services**. The society shall undertake the following services for the benefit of the Town and the Town residents (collectively, the **"Services"**):

    a. The Society shall continue to collect, preserve and interpret documents and memorabilia related to the history of the Town,

    b. The Society shall continue to maintain a reference library of local history and genealogy research information, which shall be available to the public from time to time at hours posted by the Society,

    c. The Society shall continue to maintain social media pages and a website containing Town history information for the general public,

    d. The Society shall continue to engage in community programming, including, but not limited to: education programs and presentations to local schools, libraries, organizations; historically education lectures, classes and programs within the community including tours suitable for any age group; preservation programs; newsletters; and publications,

    e. The Society shall continue to provide space, resources and assistance to the Town Historian as needed.

    f. The Society shall assist the Town Historian in providing exhibits at Town Hall and other places throughout the Town.

2. **Town Funding**. In consideration for the Services, the Town shall pay $8000 to the Society. The Town shall make such payment to the Society within thirty (30) days of the commencement of the Term of this Agreement.

3. **Term**. The term of this Agreement shall be from January 1, 2023 to December 31, 2023.

IN WITNESS THEREOF, the parties have caused this Agreement to by executed by their representatives indicated below on the first day indicated above

TOWN OF MANLIUS

By: _____
Name:
Title:

MANLIUS HISTORICAL SOCIETY

By: Michael J. Small
Name: Michael J. Small
Title: President

Town of Manlius

Rules of Decorum at Public Meetings

Last Adopted 1-5-22

This document establishes the procedural rules and decorum guidelines for Town of Manlius public Board meetings. 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 actively 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.

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.

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. A speaker must complete a speaker slip if intending to speak.
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.

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.

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.

IN THE MATTER

RESOLUTION

o f

A Resolution Reviewing and Adopting Amended Purchase and Procurement Policies for the Town of Manlius Pursuant to General Municipal Law §104-b.

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, on the 19th day of November, 2014 at 7:00 p.m.

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

	Edmond J. Theobald	Supervisor
	Karen Green	Councilor
Absent	John R. Loeffler	Councilor
	David M. Marnell Sr.	Councilor
Absent	Vincent Giordano	Councilor
	Jason Cassalia	Councilor
	Nicholas J. Marzola	Councilor

The following resolution was moved, seconded and adopted:

WHEREAS, Section 104-b of the General Municipal Law ("GML") requires every Town to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of GML, Section 103 or any other law; and

WHEREAS, pursuant to GML§ 104-b the Town has previously adopted internal policies and procedures governing all procurement of goods and services, however due to recent amendments by the State Legislature to the provisions of GML §103 relative to competitive bidding and procurement policies, an update to the Town's policies and procedures is needed; and

AMENDMENT TO COMPETITIVE BIDDING CONTRACT/PURCHASE LIMITS

WHEREAS, effective November 12, 2009 the GML §103 contract/purchase limits were increased from $10,000 to $20,000 for purchase contracts and from $20,000 to $35,000 for public works contracts, thereby necessitating a modification to the procurement policies of the Town; and

AMENDMENT TO PERMIT THE AWARD OF PURCHASE CONTRACTS ON THE BASIS OF BEST VALUE

WHEREAS, effective November 13, 2013, GML §103 was further modified to provide local governments greater flexibility in awarding contracts by authorizing the award of purchase contracts, including contracts for service work, on the basis of best value rather

than the lowest responsible bidder; and

WHEREAS, the enactment of this legislation provides additional procurement options to localities in ways that may expedite the procurement process and result in cost savings; for example, taxpayers are not well served when a public procurement results in low unit costs at the outset, but ultimately engenders cost escalations due to factors such as inferior quality, poor reliability and difficulty of maintenance; the best value procurement links the procurement policy directly to the municipality's performance requirements, incorporating selection factors, such as useful lifespan, quality and options and incentives for more timely performance and/or additional services; and

WHEREAS, even if the initial expenditure is higher, considering the total value over the life of the procurement may result in a better value and long-term investment of public funds. Best value procurement also encourages competition and, in turn, often results in better pricing, quality and customer service. Fostering healthy competition ensures that bidders will continue to strive for excellence in identifying and meeting municipalities' needs, including such important goals as the participation of small, minority and women-owned businesses, and the development of environmentally-preferable goods and service delivery methods. Best value procurement will provide much-needed flexibility in obtaining important goods and services at favorable prices, and will reduce the time to procure such goods and services; and

WHEREAS, "best value" means the basis for awarding contracts for services to the offerer which optimizes quality, cost and efficiency, among responsive and responsible offerers. Such basis shall reflect, wherever possible, objective and quantifiable analysis. Such basis may also identify a quantitative factor for offerers that are small businesses or

certified minority- or women-owned business enterprises as defined in (NYS) Executive Law §310(1), (7), (15) and (20), to be used in evaluation of offers for awarding of contracts for services; and

WHEREAS, in order for a political subdivision with a population of less than one million to award contracts on the basis of best value, it must pass a local law authorizing the use of the best value award process; and

AMENDMENT TO PERMIT PIGGYBACKING OF U.S., STATE OR OTHER POLITICAL SUBDIVISION OR DISTRICT LET CONTRACTS

WHEREAS, effective August 1, 2012, a new subdivision 16 was added to GML §103 to authorize political subdivisions and districts therein to purchase apparatus, materials, equipment and supplies, and to contract for services related to the installation, maintenance or repair of those items, through the use of contracts let by the United States or any agency thereof, any state or any other political subdivision or district therein;

WHEREAS, GML §103(16) further provides that the contract must be let either to the lowest responsible bidder or on the basis of best value in a manner consistent with GML §103;

WHEREAS, this amendment provides that political subdivisions that wish to make procurements under GML §103(16) through the use of a contract let on the basis of best value must have first authorized the use of best value for awarding their own purchase contracts by local law; and

WHEREAS, based on these amendments to GML §103 the Town Board wishes to

amend its procurement policies to reflect same; and

WHEREAS, such policies may be established and/or modified by duly adopted resolution of the Town Board; and

NOW, THEREFORE, BE IT

RESOLVED, that the Town of Manlius Town Board does hereby repeals its existing procurement policies, and adopts the following procurement policies and procedures:

2014

TOWN OF MANLIUS

INTERNAL PROCUREMENT POLICY

GUIDELINE 1. Every prospective purchase of goods or services shall be evaluated to determine the applicability of General Municipal Law §103. Every Town officer, board, department head or other personnel with the requisite purchasing authority ("Purchaser") shall estimate the cumulative amount of the items of supply or equipment needed in a given fiscal year. That estimate shall include the canvas of other Town departments and past history to determine the likely yearly value of the commodity to be acquired. The information gathered and conclusions reached shall be documented and kept with the file or other documentation supporting the purchase activity.

GUIDELINE 2.

A. All purchases of:

1. Supplies or equipment which will exceed $20,000 in the fiscal year shall be formally bid pursuant to General Municipal Law §103.

2. Public works contracts over $35,000 shall be formally bid pursuant to General Municipal Law §103.

B. All estimated purchases of:

1. Less than $20,000 but greater than $3,000 require quotes from 3 vendors and will be subject to approval by the Town Supervisor.

2. Highway: Greater than $3,000 will be subject to approval by the Town Supervisor. Any purchase less than $3,000 may be subject to approval by the Town Supervisor. Any purchase for salt, diesel, and asphalt that is purchased off State or County contract is not subject to approval by the Town Supervisor.

3. Police: Greater than $1,000 will be subject to approval by the Town Supervisor. Any purchase less than $1,000 may be subject to approval by the Town Supervisor.

3. All other Departments: Greater than $250 will be subject to approval by the Town Supervisor. Any purchase less than $250 may be subject to approval by the Town Supervisor.

C. All estimated public works contracts of:

1. Less than $35,000 but greater than $5,000 require Quotes from at least 3 contractors and will be subject to approval by the Town Supervisor.

2. Less than $5,000 may be subject to approval by the Town Supervisor.

The purchaser shall compile a list of all vendors from whom quotes and proposals have been requested and the quotes and proposals offered.

All information gathered in complying with the procedures of this Guideline shall be preserved and filed with the documentation Supporting the subsequent purchase of contract.

GUIDELINE 3. In addition to the requirements set forth in Guideline 2, all purchases or public works contracts exceeding $100 must be reviewed and approved by the Town Councilor in charge of purchasing. This Guideline shall not apply to the Town of Manlius Highway Department, the Police Department or items Included in the Town of Manlius Budget provided as to the latter the purchase or contract price does not exceed the budgeted amount by more than 10%.

GUIDELINE 4. Except as provided in Guidelines 6 and 7 hereof, the lowest responsible proposal or quote shall be awarded the purchase or contract unless the purchaser prepares a written justification providing reasons why it is in the best interest of the Town and its taxpayers to make an award to other than the vendor or contractor with the lowest responsible quote or proposal. If a vendor or contractor is not deemed responsible, facts supporting that judgment shall also be documented and file with the record supporting the procurement and the vendor or contractor shall be granted a right to be heard on such issues prior to award.

GUIDELINE 5. If a quote or proposal is received from a local vendor or contractor which approximates or is substantially similar to the lowest quote or proposal

received, the Purchaser may opt to award the purchase contract to said local vendor or contractor. For purposes hereof "local" shall mean its main business premises are located within 50 miles of the Town of Manlius.

GUIDELINE 6. The Town Board may permit the use of best value as a method of awarding contracts in a manner that is in the best interest of the Town. Goods and services procedure and awarded on the basis of best value are those that are proven to optimize quality, cost and efficiency, among responsive and responsible bidders/offers. The determination shall be based on an objective analysis of clearly described and documented criteria as they apply to the rating of bids and offers. Where possible, such determination shall also be based upon and include a quantifiable analysis of the same. The criteria may include, but shall not be limited to, any or all of the following:

a. Cost of maintenance;
b. Proximity to the end user if distance or response time is a significant term;
c. Durability;
d. Availability of replacement parts or maintenance contractors;
e. Longer product life
f. Product performance criteria; and
g. Quality of craftsmanship.

Whenever any contract is awarded on the basis of best value instead of lowest responsible bidder, the basis for determining best value shall be thoroughly and accurately documented.

GUIDELINE 7. Pursuant to GML §103(16), the Town Board may authorize the purchase of apparatus, materials, equipment and supplies, and contracts for services related to installation, maintenance or repair of those items, through the use of contracts let by the United States or any agency thereof, any state or any other political subdivision or district therein. When determining whether the procurement falls within this exception to the competitive bidding process, the Town Board must make a finding that the following three (3) prerequisites have been met:

1. The contract must have been let by the United States or any agency thereof, any state or any other political subdivision or district therein. Therefore, there must be an underlying contract let by one of the listed governmental entities. Contracts developed for use by local governments that are let by private parties (e.g., a private company, association or not-for-profit corporation is the party awarding the contract to the vendor), and not by the United States or any agency thereof, any state or any other political subdivision or district therein, would not fall within the exception.

2. The contract must have been made available for use by other governmental entities. This means that the other governmental entity has taken steps to make its contract available for New York local governments. In general, this would occur by inclusion in the contract let by the other entity of a clause extending the terms and conditions of the contract to other governmental entities. Unilateral offers by vendors to extend contract pricing and other terms and conditions would not fall within the exception.

3. The contract must have been let to the lowest responsible bidder or on the basis of best value in a manner consistent with GML §103. The Town Board should obtain background information on the procedures used to let the contract, and, as necessary, consult with the Attorney for the Town to. determine whether this prerequisite is met.

GUIDELINE 8. A good faith effort shall be made to obtain the required number of proposals or quotations. If the Purchaser is unable to obtain the required number of proposals or quotations, the Purchaser shall document the attempt made at obtaining the proposals. In no event shall the inability to obtain the proposals or quotes be a bar to the procurement.

GUIDELINE 9. Except when directed by the Town Board or the Town councilor in charge of purchasing, no solicitation or proposals or quotations shall be required under the following circumstances:

a. Emergencies;
b. Sole source situations;
c. Goods purchased from another governmental agency;
d. Goods purchased at auction;
e. Goods purchased from a correctional facility;
f. Goods purchased for less than $250;
g. Public works contracts for less than $500

GUIDELINE 10. This policy has been implemented pursuant to General Municipal Law §104, and is intended to provide guidelines that will lend uniformity and structure to the purchasing process in the Town of Manlius. this policy shall not create any obligation or duty on the part of the Town nor shall it serve to create any rights on the part of vendors, purchasers, or citizens to assert any claim whatsoever against the Town or any of its officials or employees for failure to comply with the requirements of this policy.

GUIDELINE 9. This policy shall be reviewed annually by the Town Board at its organizational meeting or as soon thereafter as is reasonably practicable.

RESOLVED, that this Resolution take effect immediately.

The adoption of the foregoing Resolution was moved by Councilor Marnell, seconded by Councilor Marzola, and
duly put to vote, which resulted as follows

Ayes: 5

Nays: 0

THIS RESOLUTION WAS ADOPTED.

I, ALLISON EDSALL, 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 19th day of November, 2014; 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 19th day of November 2014.

DATED: **November 19, 2014**
Fayetteville, New York

ALLISON EDSALL
Town Clerk of the Town of Manlius
Onondaga County, New York

2023 Holidays

New Year's Day	Monday, January 2, 2023
Martin Luther King Day	Monday, January 16, 2023
Presidents' Day	Monday, February 20, 2023
Good Friday (1/2 day)	Friday, April 7, 2023
Memorial Day	Monday, May 29, 2023
Juneteenth	Monday, June 19, 2023
Independence Day	Tuesday, July 4, 2023
Labor Day	Monday, September 4, 2023
Columbus Day + Indigenous People	Monday, October 9, 2023
Veterans' Day	Friday, November 10, 2023
Thanksgiving Day	Thursday, November 23, 2023
Day after Thanksgiving	Friday, November 24, 2023
Christmas Day	Monday, December 25, 2023
New Year's Day	Monday, January 1, 2024

Banks

M&T Bank
Key Bank of New York
NY Class
Pathfinder Bank
Investments – Savings & Certificate of Deposit
A model investment policy was adopted 11/26/97

Town Board Meeting Schedule 2023

January 11	May 10	September 13
January 25	May 24	September 27
February 8	June 14	October 4
February 22	June 28	October 18
March 8	July 12	November 1
March 22	July 26	November 15
April 12	August 9	December 6
April 26	August 23	December 20

2024 Organizational Meeting – January 3, 2024

Town Board Workshops 2023

September 6, 2023 – 4:00 PM
September 13, 2023 – 4:00 PM

Motion to approve salaries as listed here and in the approved budget

Supervisor	John Deer	$42,516
Deputy Supervisor	Sara Bollinger	$ 1,000
Councilor	Sara Bollinger	$13,427
Councilor	Elaine Denton	$13,427
Councilor	Alissa Italiano	$13,427
Councilor	Katelyn Kriesel	$13,427
Councilor	William Nicholson	$13,427
Councilor	Heather Waters	$13,427
Highway Supt.	Robert Cushing	$92,423
Sec'y to Highway	Monica Van Auken	$43,089
Town Clerk/ROA	Allison Weber	$63,500
Deputy Clerk	Deborah Witzel	$48,913
Deputy Clerk	Lisa Beeman	$46,312
Clerk I	Tina Galvin	$45,682
Receiver of Taxes	Laura Peschel	$54,294
Typist I	Sharon Lake	$22,441
Clerk I	Reba Oper	$17.49/hour
Assessor	Patrick Duffy	$93,500
Assessment Clerk	Cristine Del Fuoco	$57,032
Assessment Clerk	Kristin Howe	$42,640
Clerk I	Pilar Lyons	34,112
Clerk I	Ryan Tyreman	34,112
Justice	Salvatore Pavone	$37,829
Justice	David Rothschild	$37,829
Clerk to Justice	Janet Stanley	$53,664
Clerk to Justice	Jeanette Zacharias	$53,664
Dep. Clerk to Court	Megan Vieau	$19.76/hour
Court Attendant	Leo Capria IV	$41.60/hour
Court Attendant	George Millet, Jr.	$41.60/hour
Court Attendant	Jacob Millet	$41.60/hour
Court Attendant	Joseph Peters	$41.60/hour

Rec. Director	Peggy Kenyon	$76,273
Rec. Supervisor	Kristine Zingaro	$57,792
Rec. Supervisor	Elaine Ferguson	$49,920
Recreation Leader	Darlene Houghton	$19.50/hour
Recreation Leader	Joanne Smith	$19.70/hour
Recreation Attend.	Mark Kenyon	$17.00/hour
Recreation Attend.	Thomas Kenyon	$17.00/hour
Custodian	Christopher Pecht	$21.29/hour
Town Manager	Ann Oot	$76,486
Dep. Town Manager	Kay Blythe	$41,600
Trash/Brush Liaison	Sharon Lake	$22,536
Codes Enf. Officer	Thomas Poitras	$60,840
Codes Enforc. Officer	David Corbett	$20.32/hour
Codes Enforc. Officer	Michael Grevelding	$22.44/hour
Town Historian	Barbara Rivette	$4,000/year
Planning Board Chair		$3,090 per year
Planning Board	7 members @	$3,471 per year
Secretary	Lisa Beeman	$6,000 per year
ZBA Chair		$125 per meeting
ZBA	4 members @	$100 per meeting
Secretary	Deborah Witzel	$3,000 per year
Police Committee	Allison Weber	$100 per meeting
Crossing Guard	Thomas Peschel	$16.02/hour
Crossing Guard	Al Smith	$16.02/hour
Board of Assessment	Arnold Poltenson	$45.00/hour
Board of Assessment	Celeste Greiner	$40.00/hour
Board of Assessment	Fred Lutzen	$40.00/hour

Town of Manlius Police

Chief	Michael Crowell	$113,095
Captain	Jeffrey Slater	106,204
	Tina Marie Stanton	106,204
Lieutenant	Gregory Snyder	97,401
Sergeants	Ross Carnie	86,372
	Michael Desalvatore	86,372
	Kenneth Hatter	86,372
	Ben Lesperance	86,372
Police Officers	Matthew Applebee	77,414
	James Badger	72,445
	Adam Bezek	79,889
	Triston Campbell	79,889
	Zachary Chrysler	59,449
	Zackary Clarke	72,445
	Anthony Compoli	65,027
	Patrick Connelly	79,889
	Katlyn Cook	72,445
	Luke Corl	59,449
	Louis Dashno	79,889
	Daniel Filip	84,497
	Jacob Gibbs	68,743
	Damien Golden	79,889
	Mitchell Grogan	79,889
	Rebecca Kammar	79,889
	Phillip Knittel	77,414
	Justin Lefebvre	79,889
	Anthony Mastrobattisto	59,449
	Matthew Mills	65,027
	Angela Palmer	79.889
	Ryan Perrin	65,027
	Charles Reynolds	59,449
	Ashleigh Roe	59,449
	Trevor Shaw	59,449
	Brianna Sparks	79,889
	Nathaniel Spinelli	72,445
	Chad Temple	59,449
	Daniel Tyrel	79,889
	Samuel Williams	79,889

Special Patrol Officers	Percy Clarke III	$38.00/hour
	Brian Damon	38.00/hour
	Todd Galarneau	38.00/hour
	George Hack III	38.00/hour
	Thomas LeRoy	38.00/hour
	Shawn Mehlek	38.00/hour

Clerk 1/Admin	Sharon Barkauskas	28.79/hour
Clerk 1	Rachel Pollack	20.79/hour
Clerk 1	Jade Taggart	20.79/hour
Mechanic	Steven Brookins	25.74/hour
Laborer	Miles Brookins	15.60/hour
Custodial Worker	Jacqueline Thoms	20.80/hour

Police Officer Salary Level	
Entry Level	$59,449
Step 1	$65,027
Step 2	$68,743
Step 3	$72,445
Step 4	$77,414
Step 5	$79,889

Sergeant Salary Level	
Entry Level	$84,497
Step 1	$86,372

Town of Manlius Highway

Monty Albanese	$26.16
David Barnwell	26.16
William Beeman	30.37
Thomas Burns	26.16
Peter Compoli	25.97
David Daniels	30.84
Christopher Dardaris	28.52
Peter Dougherty	26.16
Ethan Duprey	24.13
Brian Edwards	31.02
Thomas Emmons	28.52
Christopher Gonyea	20.10
Justin Graser	25.82
David Hale	29.69
Matthew Laroche	25.75
Brady Lewis	24.13

Joseph Mapstone	28.97
Jamie Maule	24.13
Matthew Pilcher	28.07
Matthew Raterman	28.52
Derek Rogers	25.82
J. Robert Schepp	27.44
Paul Stewart	26.16
Kenneth Taylor-Roher	24.13
Mark Tily	27.35
Randall Troast	28.52
Zachary Van Auken	25.82
Gary Vona	27.53

Town of Manlius
Fee Schedule

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 (new $5.00)	$5 (new $10.00)
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, Sheds, Fireplaces, Gazebos, Solar Panels on house, Hot Tubs and Generators	$75 (New $100)	$75 (new $100)
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 Disctricts	$600.00

* Security for Highway Development. Amount to be determined by the Highway Superintendant and the Town Engineer based on current construction costs.

Profen

Application	Commercial & Residential	2.5%	5%	New Fee Rate 2.5%	New Fee rate 5%
Site Plan Up to 5 Acres	$ 1,325.00	$ 33.13	$ 66.25	$ 1,360.00	$ 1,390.00
Site Plan Over 5 Acres	$ 2,625.00	$ 65.63	$ 131.25	$ 2,690.00	$ 2,755.00
Subdivision Review					
Two Lot	$ 375.00	$ 9.38	$ 18.75	$ 385.00	$ 395.00
Three to Five Lot	$ 475.00	$ 11.88	$ 23.75	$ 485.00	$ 505.00
*6 to 10 Lot	$ 625.00	15.625	31.25	$ 640.00	$ 655.00
*11 to 20 Lot	$ 1,025.00	25.625	51.25	$ 1,050.00	$ 1,075.00
*21 to 50 Lot	$ 3,625.00	90.625	181.25	$ 3,715.00	$ 3,805.00
51 to 100 Lot	$ 5,125.00	$ 128.13	$ 256.25	$ 5,255.00	$ 5,375.00
	* (+ 75.00 for each lot over 10)	$ 1.88	$ 3.75	$ 77.00	$ 80.00

Town Clerk Fee Schedule

Type	**Amount**
Marriage License	$40.00
Marriage Certified Copies	$10.00
Dog (Altered)	$10.00
Dog (Unaltered)	$18.00
Decals	Per Ag. & Markets Schedule
Dog Impoundments	1st offense $ 50.00 2nd offense $100.00 3rd offense $250.00
Passports	$35.00
Games of Chance Licenses	$25.00
Peddlers Permit	$50.00
Zoning Maps	$20.00
Zoning Ordinances	$12.00

TOWN OF MANLIUS OFFICIAL UNDERTAKING OF MUNICIPAL OFFICIALS

WHEREAS, various sections of New York State Town Law and Public Officers Law require that certain officials execute an Official Undertaking; and

WHEREAS, we, the Town Board of the Town of Manlius hereby require the Supervisor, Deputy Supervisor, Town Clerk, Tax Receiver, Town Justices and Highway Superintendent to execute said Official Undertaking as required by said law;

NOW, THEREFORE BE IT RESOLVED that we, the Town Board of the Town of Manlius approve the document entitled "Town of Manlius Official Undertaking of Municipal Officers" as to its form and manner of execution and the sufficiency of the insurance, and

BE IT FURTHER RESOLVED that said Official Undertaking containing the notarized signatures of those named municipal officials be filed in the Office of the Town Clerk, as well as, the original copies of the insurance policies indicating the sufficiency of the sureties to indemnify the Town against losses which may arise from failure of such officials to properly discharge their duties.

TOWN OF MANLIUS
OFFICIAL UNDERTAKING OF MUNICIPAL OFFICERS

WHEREAS**, John Deer**, of the Town of Manlius, County of ONONDAGA, New York, has been elected to the Office of Supervisor of the Town of Manlius, and

WHEREAS**, Allison Weber**, of the Town of Manlius, County of ONONDAGA, New York, has been elected to the Office of Town Clerk of the Town of Manlius, and

WHEREAS, **Laura Peschel**, of the Town of Manlius, County of ONONDAGA, New York, has been elected to the Office of Town Tax Receiver of the Town of Manlius, and

WHEREAS**, David Rothschild**, of the Town of Manlius, County of ONONDAGA, New York, has been elected to the Office of Town Justice of the Town of Manlius, and

WHEREAS, **Salvatore Pavone**, of the Town of Manlius, County of ONONDAGA, New York, has been elected to the Office of Town Justice of the Town of Manlius, and

WHEREAS**, Robert Cushing**, of the Town of Manlius, County of ONONDAGA, New York, has been elected to the Office of Superintendent of Highways of the Town of Manlius, and

WHEREAS, **Sara Bollinger,** of the Town of Manlius, County of ONONDAGA, New York, has been appointed to the position of Deputy Supervisor of the Town of Manlius, and

NOW, THEREFORE, we as respective officers above, do hereby undertake with the Town of Manlius that we will faithfully perform and discharge the duties of our office, and will promptly account for and pay over all moneys or property received as a Town Officer, in accordance with the law; and

This undertaking of the Town Supervisor is further conditioned upon that he will well and truly keep, pay over and account for all moneys and property, including any special district funds, belonging to the Town and coming into his hands as such Supervisor; and

This undertaking of the Town Clerk is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Town Clerk; and

This undertaking of the Tax Collector is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Tax Collector; and

This undertaking of the Town Justices is further conditioned that they will well and truly keep, pay over and account for all moneys and property coming into their hands as such Town Justices; and

The Town does and shall maintain insurance coverage, presently with American Alternative Insurance Corp. , in the sum of $1,000,000.00 public official liability: $3,000,000 umbrella policy for all employees and NGM Insurance Corp., (commercial crime policy) in the sum of $100,000 for all employees and additional $900,000 for the Supervisor, $1,900,000 for the Tax Collector, $400,000 for each Town Justice, $400,000 for Deputy Supervisor and $400,000 for the Town Clerk to indemnify against losses through the failure of the officers, clerks and employees covered hereunder faithfully to perform their duties or to account properly for all monies or property received by virtue of their positions or employment, and through fraudulent or dishonest acts committed by the officers, clerks and employees covered hereunder.

Dated January 04, 2023

Town of Manlius

_____ _____

Town Supervisor Town Clerk

_____ _____

Tax Receiver Town Justice

_____ _____

Town Justice Highway Superintendent

_____

Deputy Town Supervisor

STATE OF NEW YORK
SS:
COUNTY OF ONONDAGA

On the __ day of _____, 2023 before me, the undersigned, a Notary Public in and for said State, personally appeared **John Deer**, personally know to me or provided me or provided me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity as **Supervisor** and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument

_____

Notary Public

STATE OF NEW YORK
SS:
COUNTY OF ONONDAGA

On the __ day of _____, 2023 before me, the undersigned, a Notary Public in and for said State, personally appeared **Allison Weber**, personally know to me or provided me or provided me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that she executed the same in her capacity as **Town Clerk** and that by her signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument

_____

Notary Public

STATE OF NEW YORK
SS:
COUNTY OF ONONDAGA

On the __ day of _____, 2023 before me, the undersigned, a Notary Public in and for said State, personally appeared **Laura Peschel**, personally know to me or provided me or provided me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that she executed the same in her capacity as **Tax Receiver** and that by her signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument

_____
Notary Public

STATE OF NEW YORK
SS:
COUNTY OF ONONDAGA

On the __ day of _____, 2023 before me, the undersigned, a Notary Public in and for said State, personally appeared **Robert Cushing**, personally know to me or provided me or provided me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity as **Highway Superintendent** and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument

_____
Notary Public

STATE OF NEW YORK
SS:
COUNTY OF ONONDAGA

On the __ day of _____, 2023 before me, the undersigned, a Notary Public in and for said State, personally appeared **David Rothschild**, personally know to me or provided me or provided me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity as **Town Justice** and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument

_____
Notary Public

STATE OF NEW YORK
SS:
COUNTY OF ONONDAGA

On the __ day of _____, 2023 before me, the undersigned, a Notary Public in and for said State, personally appeared **Salvatore Pavone**, personally know to me or provided me or provided me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity as **Town Justice** and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument

_____
Notary Public

STATE OF NEW YORK
SS:
COUNTY OF ONONDAGA

On the __ day of _____, 2023 before me, the undersigned, a Notary Public in and for said State, personally appeared **Sara Bollinger**, personally know to me or provided me or provided me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity as **Deputy Town Supervisor** and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument

_____
Notary Public