

Agenda
Town Board Meeting
April 12, 2023
6:30 PM

1. Virtual Meeting Instructions - April 12, 2023

Documents:

[4-12-23 TOWN BOARD MEETING INSTRUCTIONS.PDF](#)

2. Pledge Of Allegiance

3. Open Podium

4. Public Hearing - Unsafe Building / Structure - 607 Washington Blvd.

Documents:

[INSPECTION REPORT - J. WALCKER III.PDF](#)
[UNSAFE STRUCTURE - J. WALCKER III.PDF](#)
[FINAL UNSAFE STRUCTURE RESOLUTION - WALCKER III.PDF](#)

5. Public Assembly Permit Application - CNY Land Trust - 7213 Woodchuck Hill Road

Documents:

[CNY LAND TRUST - PUBLIC ASSEMBLY PERMIT.PDF](#)

6. Public Hearing - Draft Local Law To Establish A Planned Use District (PUD)

Documents:

[Z-23-88.PDF](#)
[LOCAL LAW 2023 - ____ PLANNED UNIT DEVELOPMENT ENACTING.PDF](#)
[PUD RECOMMENDATION FROM TOM PLANNING BOARD.PDF](#)

7. Board Of Assessment Review Openings

Two openings for the Board of Assessment Review: [JOB POSTING](#)

8. Town Of Manlius Comprehensive Plan - SEQRA

Documents:

[MANLIUS T COMP PLAN SEQR EAF PART 1 DRAFT.PDF](#)
[MANLIUS T COMP PLAN SEQR RESOLUTION DRAFT.PDF](#)

9. Set Date - Public Hearing - Comprehensive Planning Steering Committee

The Comprehensive Planning Steering Committee will hold a public hearing on May 10th at 5:00 PM at Manlius Town Hall, 301 Brooklea Drive, Fayetteville NY to further consider the Draft Comprehensive Plan.

10. Resolution To Adopt The Neighborhood Sidewalk Program

Documents:

[NEIGHBORHOOD SIDEWALK PROGRAM \(NSP\).PDF](#)

11. Request For Hydrant Approval - OCWA - 5427 N. Burdick St.

Documents:

[OCWA HYDRANT NO. 15225 5427 N.BURDICK ST.PDF](#)

12. 2023-2027 Village Of Manlius Lease - Town Of Manlius Police Department

Documents:

[2023-2027 LEASE AGREEMENT FOR THE POLICE DEPARTMENT.PDF](#)

13. Syracuse Signal Systems Inc. Contract

Documents:

[TRAFFIC SIGNAL ON-CALL REPAIR CONTRACT.PDF](#)

14. Approval Of Abstract # 7

Documents:

[ABSTRACT 7.PDF](#)

15. 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



April 12, 2023

6:30 PM

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/86331751538?pwd=d1dOeVRzVUM4MnpCMnIQSVBLU2pPUT09>

Password to join when prompted:

Password: **063985**

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: 863 3175 1538

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

Password: **063985**

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

Inspection Report

3/17/2023

Pursuant to Chapter 63 Section 2,

"When in the opinion of the Codes Enforcement Officer, who is hereby designated as the enforcement officer of this chapter, any building or structure located in the town shall be deemed to be dangerous or unsafe to the public, the Codes Enforcement Officer shall make a formal inspection thereof and report, in writing, to the Town Board his findings and recommendations in regard to the building's and/or structure's removal or repair."

I, Thomas Poitras the codes enforcement officer for the Town of Manlius am submitting the following report regarding the property of tax map number 083.-05-12.0, 607 Washington Blvd Fayetteville, NY 13066 and tax map number 083.-05-19.0, 606 Cleveland Blvd Fayetteville, NY 13066. The properties are owned by Joe Walcker, III who has an address per Onondaga County Department of Finance Office of Real Property Services of 205 Townsend St N Apt 42, Syracuse NY 13203-2347.

The structures per GIS appear to be located on the property of tax map number 083.-05-12.0, 607 Washington Blvd Fayetteville, NY 13066. Without the property lines being properly defined and access to the property, I cannot confirm if the following structures are wholly located on the property of tax map number 083.-05-12.0, 607 Washington Blvd Fayetteville, NY 13066 or tax map number 083.-05-19.0, 606 Cleveland Blvd Fayetteville, NY 13066.

The structures including an approximately 12x12 structure (IMAGE 1 and IMAGE 2), a lean-to (IMAGE 3 and IMAGE 4) on the property should be removed. The structures on the property are unlawful, as the structures were erected contrary to law. The structures erected by Mr. Walcker do not constitute a permitted use within the R-3 zoning classification, which is a violation of the Town of Manlius Chapter Residential 155 Section 9 (A) Zoning. Chapter 155 section 9 details the permitted uses in residential district R-3 and states single- and two-family dwelling are permitted. However, the definition for dwelling explicitly lists temporary shelters are not included as a permitted dwelling. As such a shed or accessory structure is not permitted to be erected as an accessory structure must be incidental to a permitted use ie; a single or two family dwelling per Chapter 155 section 7.

Chapter 155-3 Definitions - DWELLING A permanent structure and which does not include casual or temporary shelters such as tents, trailers on wheels or other shelter designed to be readily removable from the premises.

The aforesaid structures are dangerous and unsafe as it has been documented that Mr. Walcker is using the structures as a dwelling unit. The structures do not provide minimum safeguards to protect or warn occupants in the event of fire. The tent and/or structures being used a dwelling units lack the permanent provisions for living, sleeping, eating, cooking and sanitation as permitted in New York State Uniform Code.

The attached pictures on page 2 and page 3 of this report were taken during an inspection conducted on 3/17/2023 by Thomas Poitras.



Thomas Poitras, Code Enforcement Officer

IMAGE 1



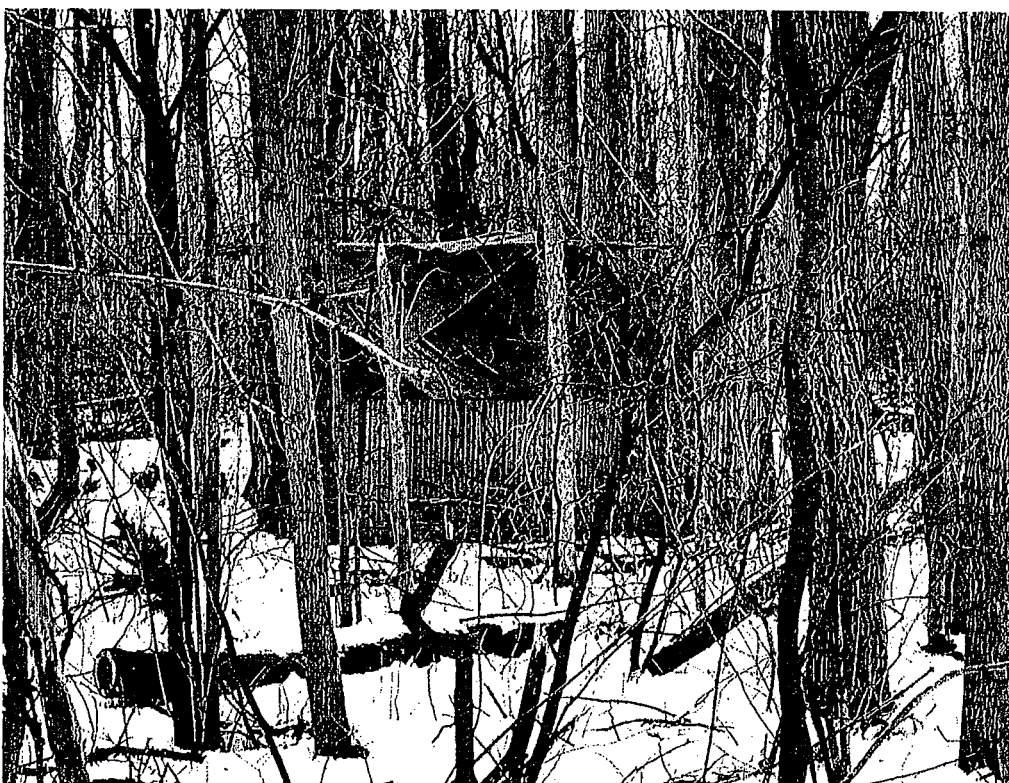
IMAGE 2



IMAGE 3



IMAGE 4



TOWN OF MANLIUS COUNTY OF ONONDAGA

IN THE MATTER

OF

NOTICE AND ORDER
PURSUANT TO TOWN OF
MANLIUS
CODE §§63-3,4

PROCEEDINGS PURSUANT TO CHAPTER 63 OF
THE TOWN OF MANLIUS CODE RELATIVE TO
PREMISES ALLEGED TO BE UNSAFE REPUTEDLY
OWNED BY JOSEPH WALCKER, III AND LOCATED AT
OR ABOUT 607 WASHINGTON BLVD. AND 606 CLEVELAND BLVD.
FAYETTEVILLE, NY 13057 (TAX MAP NOS. 083.-05-12.0 AND
083.-05-19.0)

TO: JOSEPH WALCKER, III

PLEASE TAKE NOTICE that the Codes Enforcement Officer of the Town of Manlius, Onondaga County, has filed a written report ("Report") with the Town Board of the Town of Manlius pursuant to the provisions of Chapter 63 of the Code of the Town of Manlius regarding the unsafe building or structure situate on premises reputedly owned by you at 607 Washington Blvd., and/or 606 Cleveland Blvd., Fayetteville, New York in the Town of Manlius, designated as Onondaga County Tax Map Parcel Nos. 083.-05-12.0 and 083.-05-19.0 ("Premises"). A copy of the Report is attached hereto as Exhibit "A".

The Town Board of the Town of Manlius, pursuant to the provisions of said Chapter 63, specifically §63-3, 4 by resolution duly adopted at its March 22, 2023 regular meeting, determined from said Report there is grounds to believe that such abandoned building or structure situate on the Premises is dangerous or unsafe to the public, and as such ordered the repair, removal and/or demolition of same for the reasons stated therein. A copy of the Resolution is attached hereto as Exhibit "B".

**ACCORDINGLY, PLEASE TAKE NOTICE YOU ARE HEREBY ORDER TO
PLACE THE PREMISES IN SAFE CONDITION BY REPAIR OR BY DEMOLITION
AND REMOVAL OR OTHERWISE, ALL OF WHICH MUST BE COMMENCED
WITHIN THIRTY (30) DAYS OF THE SERVICE UPON YOU OF THIS NOTICE AND
BE COMPLETED WITHIN SIXTY (60) DAYS THEREAFTER, UNLESS SUCH TIME
SHALL BE EXTENDED BY THE TOWN BOARD OR ORDER OF A COURT OF**

COMPETENT JURISDICTION.

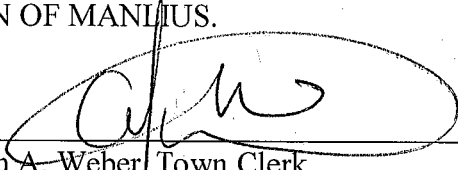
PLEASE TAKE FURTHER NOTICE if you fail to comply with the provisions of this Notice and Order, that the Town of Manlius will conduct such public hearing on the 26th of April, 2023 at 6:35 p.m. at 301 Brooklea Drive, Manlius, New York 13066, in relation to such unsafe building or structure, and that you are hereby required to appear before the Town Board on the date, and at the time and place set forth in this Notice to show cause why the building or structure reported to be unsafe should not be repaired, demolished and removed or otherwise dealt with pursuant to Chapter 63 of the Town Code.

PLEASE TAKE FURTHER NOTICE that in the event neither you nor any person having an interest appears at the hearing, or is unsuccessful in proving the building or structure is not unsafe and/or fails to comply with any Order of the Town Board, the Town Board shall have the right to order such building or structure to be vacated and made safe and secure by the demolition and removal of such structure or by such other measures which may be reasonably necessary, and you as the owner shall be liable to the Town for all costs and expenses so incurred by the Town, including in connection with this proceeding, and the Town may assess all costs and expenses incurred by the Town in connection with such repair or removal against the real property on which the structure is located and to institute a special proceeding to collect the costs of demolition, including legal expenses, and the Town may otherwise proceed all in accordance with the provisions of Chapter 63 of the Code of the Town of Manlius.

Any resident of the Town of Manlius is entitled to be heard at the hearing.

BY ORDER OF THE TOWN BOARD OF THE
TOWN OF MANLIUS.

Dated: March 22, 2023



Allison A. Weber, Town Clerk
Town of Manlius

**IN THE MATTER
Of**

**PROCEEDINGS PURSUANT TO CHAPTER
63 OF THE TOWN OF MANLIUS CODE
RELATIVE TO PREMISES ALLEGED TO
BE UNSAFE REPUTEDLY OWNED BY
JOSEPH WALCKER, III SITUATED AT 607
WASHINGTON BLVD AND/OR 606
CLEVELAND BLVD., FAYETTEVILLE, NY,
TOWN OF MANLIUS (TAX MAP NO. 083.-
05-12.0 AND 083.-05-19.0)**

**RESOLUTION AUTHORIZING
REMOVAL AND/OR
DEMOLITION OF
DANGEROUS OR UNSAFE
STRUCTURE(S)**

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 12th of April, 2023, at 6:30 p.m.

The meeting was called to order by John T. Deer, Supervisor, and the following were present, namely:

John T. Deer	Supervisor
Sara Bollinger	Councilor
Elaine Denton	Councilor
Alissa Italiano	Councilor
Katelyn M. Kriesel	Councilor
William Nicholson	Councilor
Heather Allison Waters	Councilor

The following resolution was moved, seconded and adopted:

WHEREAS, the Town Board, at its March 22, 2023 regular meeting, adopted a resolution to issue a “Notice Pursuant to Town of Manlius Code §63-3,4” (the “Notice”), that placed Joseph Walcker, III, the owner (the “Owner”) of real property situated at 607 Washington Blvd. and/or

606 Cleveland Blvd., Fayetteville, New York (the “Property”), on notice that the structure(s) on the Property are in a dangerous and unsafe condition; and

WHEREAS, the Town Notice stated that the Town Board will hold a public hearing on April 13, 2023 to determine if work has been commenced to bring the structure(s) into compliance with Section 63 of the Town Code;

WHEREAS, pursuant to the resolution of the Town Board and the Manlius Town Code, the Notice and the Report was served on the owner on Monday April 3, 2023; and

WHEREAS, a public hearing before the Town Board was held on April 12, 2023, at which time the public and the Owner had an opportunity to dispute the Report and/or to inform the Board as to whether remediation efforts were underway make the structure(s) on the Property safe;

WHEREAS, after the public hearing, the Town Board made the following **FINDINGS AND DETERMINATIONS**:

1. The Board has reviewed and agrees with the Report issued by the Office of Planning and Development and the Town’s Codes Enforcement Officer and hereby adopts the Report, which has determined that the structure(s) on the Property is in a dangerous and unsafe condition; and
2. No efforts have been made by the Owner, or anyone else, to cure the dangerous and unsafe condition of the structure(s); and
3. Pursuant to Article 63 of the Town Code, the Town Board believes it is in the best interest of the residents of Manlius to demolish and/or remove the unsafe structures; and
4. The structures on the Property appear to have been set up as a temporary shelter without running water or sewer services and is not habitable and any person attempting to live on the Property risks danger to their own person, property, and the neighborhood; and
5. The Owner have been unresponsive to the Town’s request to remove the structure on the Property and to bring it into a safe condition; and
6. The Town Board re-asserts and restates in whole the resolution adopted on March 22, 2023.

NOW, THEREFORE, be it

RESOLVED AND ORDERED, that structure(s) identified in the Report shall be removed and/or demolished because it is dangerous and unsafe to the Owner because of the lack of water and sewer services and the Neighborhood because of potential to attract pests that could cause health issues in the neighborhood ; and be it further

RESOLVED, that because the Owner has not responded to the Town's request to remove the structure on the Property, the Town must coordinate the efforts to remove the unsafe and dangerous structure(s) on the Property; and be it further

RESOLVED AND ORDERED, that the Office of Planning and Development, with all due diligence and speed, shall request three (3) proposals to remove and/or demolish the unsafe and dangerous structure(s) on the Property; and be it further

RESOLVED AND ORDERED, that the Office of Planning and Development shall choose one contractor, based on price, experience and availability, to remove and/or demolish the unsafe and dangerous structure(s) that are on the Property and take the necessary action to ensure that the removal and/or demolition takes place in a safe and workmanlike manner; and be it further

RESOLVED AND ORDERED, that upon the completion of the work to remove and/or demolish the unsafe or dangerous structure on the Property, the Town of Manlius Assessor and the Tax Receiver for the Town shall take the necessary actions to place the cost of such removal and/or demolition as a tax lien on behalf of the Town against the Property:

RESOLVED AND ORDERED, that the Town Clerk shall file a Notice of Pendency against the Property as set forth in Chapter 63 of the Town Code.

John T. Deer, Supervisor	AYE	NAY
Sara Bollinger, Councilor	AYE	NAY
Elaine Denton, Councilor	AYE	NAY
Alissa Italiano, Councilor	AYE	NAY
Katelyn M. Kriesel, Councilor	AYE	NAY
William Nicholson, Councilor	AYE	NAY
Heather Allison Waters, Councilor	AYE	NAY

Resolution was adopted on April 13, 2023

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 12th day of April, 2023; 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 12th day of April, 2023.

DATED: April 12, 2023
Fayetteville, New York

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



Town of Manlius, NY
Chapter 48 Assemblies, Public
The Central New York Land Trust
Request toward approval for a public assembly

Town of Manlius
Town Clerks Office

FEB 10 2022

Received and Filed

BOARD OF DIRECTORS

BOARD CHAIR

Andrew Obernesser

VICE CHAIR

Andrew Ramsgard

TREASURER

Margaret Boscor

SECRETARY

Eleanor Krause

Kathleen Bennett

Robert DeWitt

Holly Granat

Steven Kulick

Margaret Ries

Christopher Sandstrom

Stephen Schwab

Richard Smardon

EXECUTIVE DIRECTOR

Simon Solomon

OUR MISSION:

*The Central New York Land Trust
seeks to preserve and protect
natural areas in order to provide
our communities clean water, clean
air, wildlife habitat, and a chance to
connect with the land.*

Allison Weber, RMC

Town Clerk, Town of Manlius

Phone: 315-637-3521

Fax: 315-637-0713

Email: aweber@townofmanlius.org

301 Brooklea Drive, Fayetteville, NY 13066

A. 7213 Woodchuck Hill Road, The Central New York Land Trust, Simon M. Solomon 'Executive Director at The CNY Land Trust' with a personal residential address of 2825 Hill Road, Cazenovia, NY age 40. The current office address location for the Central New York Land Trust is 7 Fennell Street, 2nd floor, Skaneateles, NY. The Central New York Land Trust organization resides in Onondaga County with a phone number of (315) 575-8839. The current board of directors include Andrew Obernesser, Andrew Ramsgard, Margaret Bocsor and Ellie Krause.

B. Public assembly use request for the day of Saturday, August 12th, 2023 from 10:00 a.m. – 10:00 p.m. Beginning at 10:00 a.m. and concluding by 2:00 p.m., a family friendly environmental event will take place with guided hikes, arts and crafts tables for children, live acoustical music, a potential raptor program provided by the Cornell Lab of Ornithology and a small food truck such as a 'picnic in a truck' or another child friendly food offering. The expected total number of people in attendance between 10:00 a.m. – 2:00 p.m. is 250 maximum or for planning purposes 75 people/hour. Beginning at 5:00 p.m. we plan to offer a ticketed dinner event beneath white tents within the meadow. All proceeds will go directly back to support the Woodchuck Hill preserve and CNY Land Trust. The tentative plan is to offer a seated-served meal from a local caterer along with live local music provided by Loren Barrigar. The evening will include special guests, speeches, a silent auction and games of chance. A contracted police officer will be present onsite from 4:30 p.m. – 10:00 p.m. We expect up to a maximum of 250 guests to be in attendance for the dinner event from 5:00 p.m. – 10:00 p.m. although a more realistic range is 200-250 actual. Portable 'luxury'



restrooms are also scheduled to be in place for the weekend. The caterer understands they are responsible to ensure all health department requirements are met. The Central New York Land Trust will also secure a 1-day special event policy. We anticipate a maximum of 90 cars will be parked between the 5:00 p.m. – 10:00 p.m. timeframe with an average of 40 cars at any one given time during the morning event. The family friendly event from 10:00 a.m. – 2:00 p.m. is free and open to the public while the evening event has a tentative ticketed price of \$150/person. This event also welcomes children however, it's expected families will prefer to leave their children at home as it's more a fundraiser than the morning of interactive environmental event.

C. "SEE" Included Map – Zoning District = Agricultural District. – The streets/highways abutting – size/location of existing buildings and where tents will go (all included on the map).

D. Plan or method for disposing of sanitary sewage? Contracting 2 luxury port-a-potty restrooms from Rentals to Go out of Norwich, NY.

E. There is water on-site although since the caterer will be handling the food aspect of things we do not anticipate using onsite water. Guests will be served bottled water.

F. "SEE" Included Map. A plan or drawing showing the layout of any parking area for automobiles and other vehicles and the means of ingress and egress to such parking area. Such parking area shall provide one (1) parking space for every four (4) persons in attendance.

G. We will have 50-gallon trash containers strategically placed along property. The food caterer will be responsible for their trash while the CNY Land Trust will be responsible for the remainder. At the end of the evening any remaining trash will be taken away by the CNY Land Trust and disposed of properly.

H. If a person other than the person applying for the permit will be engaged in the sale and distribution of food and beverage, the name and address of such person shall be submitted. *Tentatively at this time, our day of event Food Truck is: Ray-Ray's Roadside Grill, 499-301 Pulaski Street, Syracuse, NY 13204 (315) 532-8117 & Tentatively at this time, our evening event food caterer is: Rod Father's Barbecue & Catering, Camillus, NY – Rodfathersbbq@gmail.com or (315) 657-8858.*



I. A privately contracted police officer will be paid to attend the Woodchuck Hill Preserve event from 4:30 p.m. – 10:00 p.m. through Detective Alexander Herbert with the Onondaga County Sheriff's Department who is responsible for scheduling overtime for his deputies.

J. "SEE" Included Map. A statement specifying the precautions to be utilized for fire protection and a map specifying the location of fire lanes and water supply for fire control. "The caterer will provide fire extinguishers for onsite cooking. The entire event will take place outside and will not be in or near any physical structures."

K. A statement specifying the facilities to be available for emergency treatment of any person who might require immediate medical or nursing attention. "There is a large house situated on property that will be used for any person who needs medical attention up until the arrival of EMS, if necessary."

L. No camping or housing facilities will be made available.

M. Absolutely no soot, cinders, smoke, noxious acids, fumes, gases or unusual odors or loud or excessive noises shall occur. As noted, we do intend to have a musician 'Loren Barrigar' perform beneath the tent from 5:00 p.m. – 10:00 p.m. and there is the possibility of a generator or two to provide the running water in the portable restrooms and for the caterer.

N. Permission is hereby granted to the Town of Manlius or its lawful agents to go upon the Woodchuck Hill property located at 7213 Woodchuck Hill Road, Manlius, NY for the purpose of inspecting, providing adequate police and fire protection if deemed necessary and protecting persons and property from danger.

Sincerely,



Simon M. Solomon

Executive Director

The Central New York Land Trust

www.cnylandtrust.org

ssolomon@cnylandtrust.org

(315) 575-8839



Woodchuck Hill Road

Fire Hydrant

Declination: -12°

Driveway 30ft overall paved 20ft wide

Wall

Driveway

Parking along side
of driveway 50 cars

Access point 20ft

House and well

30 spaces

40ft x 20ft tent

40ft x 100ft
tent

Access point 30ft

40ft x 20ft tent

Barn

30 spaces

30 spaces

Mobile Bathrooms

50 spaces

Woodchuck
Hill Field and
Forest Preserve



CENTNEW-01

ELEWIS

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/6/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Alliant Insurance Services, Inc.
4530 Walney Rd Ste 200
Chantilly, VA 20151-2285

CONTACT NAME: Edye Lewis

PHONE (A/C, No, Ext): (703) 397-0977

FAX (A/C, No):

E-MAIL ADDRESS: edye.lewis@alliant.com

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: Federal Insurance Company

20281

INSURER B: New York State Insurance Fund

00000

INSURER C:

INSURER D:

INSURER E:

INSURER F:

INSURED

The Central New York Land Trust Inc
7 Fennell Street
Skaneateles, NY 13152

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC OTHER:	X		35352173	4/1/2023	4/1/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ Included
A	☒ AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			35352173	4/1/2023	4/1/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$			79756715	4/1/2023	4/1/2024	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A		S 1058 299-7	10/2/2022	10/2/2023	PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
For a Municipality

Town of Manlius is included as an Additional Insured on the General Liability policy as required by written contract. The General Liability policy shall be non-cancelable without prior written notice to the town for the date of Saturday, August 12, 2023.

CERTIFICATE HOLDER

CANCELLATION

Town of Manlius
Attn: Allison A. Weber, Town Clerk
301 Brooklea Dr.
Fayetteville, NY 13066

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*** * * RECEIPT * * ***

Date: 02/13/23

Receipt#: 13970

Quantity	Transactions	Reference	Subtotal
1	Unclassified Revenue A	2023897	\$25.00
Total Paid:			\$25.00

Notes:

Payment Type	Amount	Paid By
CK #5574	\$25.00	The Central New York Land Trust, Inc.

Name: The Central New York Land Trust, Inc.
7 Fennell Street
Skaneateles, NY 13152

Clerk ID: AWEBER

Internal ID: 2023897



J. Ryan McMahon, II
County Executive

Onondaga County Planning Board

RESOLUTION OF THE ONONDAGA COUNTY PLANNING BOARD

Meeting Date: April 05, 2023

OCPB Case # Z-23-88

- WHEREAS, the Onondaga County Planning Board, pursuant to General Municipal Law, Section 239 l, m and n, has considered and reviewed the referral for a LOCAL LAW from the Town of Manlius Town Board at the request of Town of Manlius for the property located ; and
- WHEREAS, General Municipal Law Section 239-m allows the County Planning Board to review the adoption or amendment of a zoning ordinance or local law; and
- WHEREAS, the applicant is proposing a local law to amend Chapter 155 of the Town of Manlius Code (Zoning) to create a new Section 155-20.1-20.6 that would authorize a Planned Unit Development ("PUD") zoning district in various zoning districts in the town and setting forth rules and regulations for site development in the PUD; and
- WHEREAS, the proposed local law states that when coordinated with the Comprehensive Plan, a PUD can be an effective tool to encourage development in ways that support the community goals and priorities outlined in the Comprehensive Plan, and the law provides a process to allow for the approval of a beneficial development that would not otherwise be possible due to existing zoning laws that regulate permissible uses and bulk requirements; and
- WHEREAS, the law lists several purposes for providing flexibility in the regulation of land use development, including encouraging innovation in land use variety and design, enhancing efficiency in the use of land, encouraging open space preservation, and providing for logical and orderly extensions of infrastructure; and
- WHEREAS, the law states that an applicant that seeks to establish a PUD District Plan must submit a PUD District Plan Application to the Town Board, and the establishment of a PUD District Plan shall require two steps: 1. Approval of the PUD District Plan Application and 2. Enactment of a local law to adopt the provisions of the PUD District Plan, establish the legal boundaries of the district, and to amend the Town Zoning Map; and
- WHEREAS, the law states that after a PUD District Plan has been adopted by the Town Board, the applicant must obtain PUD Site Plan Approval for the project from the Town Planning Board; and
- WHEREAS, the law lists the items that must be submitted as part of an application to establish a PUD District Plan, including a plan description, map, phasing plan, application timeline, real property rights, environmental review, and fee and escrow; and
- WHEREAS, the law states that the following procedural steps shall be required prior to approval: preapplication conference, referrals, public hearing(s), review and comment, Town Board action, and PUD site plan approval; and
- WHEREAS, the law lists several criteria for consideration when reviewing an application to

create a PUD District Plan, including whether the proposed plan: will result in the efficient use of resources and infrastructure, is consistent with the Comprehensive Plan, will negatively impact natural resources, will result in new employment opportunities, will improve the availability of affordable housing, will have a negative impact on existing residential uses, will adequately address issues related to the provision of infrastructure, will result in the loss of prime farmland, and will be consistent with the existing character of the neighborhood; and

NOW THEREFORE BE IT RESOLVED, that the Onondaga County Planning Board has determined that said referral will have no significant adverse inter-community or county-wide implications. The Board has offered the following COMMENT(S) in regards to the above referral:

The Board recommends removal of minimum lot size requirements for application of PUD zoning, to increase flexibility and enable efficient site planning in certain instances.

A handwritten signature in black ink, appearing to read 'MLF M', is positioned above the printed name of Michael W. LaFlair.

Michael W. LaFlair, Vice Chairman
Onondaga County Planning Board

GML 239 Report of Final Action

NYS GML § 239-m.6. and n.6. require the referring body to file a report of the final action it has taken on a referred matter with the county planning agency within 30 days after the final action (separate from the minutes taken at the meeting). A referring body which acts contrary to a County Planning Board recommendation of MODIFICATION or DISAPPROVAL of a referred matter shall also set forth the reasons for the contrary action in such report.

This section to be completed by the Syracuse-Onondaga County Planning Agency

To: Onondaga County Planning Board **From:** Town of Manlius Town Board

Fax: 435-2439 **Phone:** 435-2611

Re: Applicant: Town of Manlius
Address:
Referral Type: LOCAL LAW
OCPB Date: April 05, 2023
OCPB Action: No Position With Comment
OCPB Case #: Z-23-88

The local board took the following action regarding the above referenced referral (Check one box. If checking Other, please specify the final action taken. Use the space at the bottom of the report to identify reasons if acting contrary to the OCPB recommendation.):

- ☐ Approved the proposed action with regard to the OCPB's No Position or No Position with Comment.
- ☐ Approved the proposed action as modified by the OCPB.
- ☐ Approved the proposed action contrary to some of the modifications recommended by the OCPB.*
- ☐ Approved the proposed action contrary to all of the modifications recommended by the OCPB.*
- ☐ Approved the proposed action contrary to the disapproval recommended by the OCPB.*

- ☐ Disapproved the proposed action with regard to the OCPB's no position or no position with comment.
- ☐ Disapproved the proposed action with regard to the recommended modification(s) by the OCPB.
- ☐ Disapproved the proposed action as recommended and for reasons set forth by the OCPB.
- ☐ Disapproved the proposed action as recommended but for reasons other than those set forth by the OCPB. (Please list reasons below for local disapproval.)

- ☐ Other _____

Local Board Date: _____

*List reasons for acting contrary to the OCPB recommendation and include a copy of the local board resolution. Attach additional reasons on a separate sheet of paper as necessary.

IN THE MATTER
Of
LOCAL LAW 2023 -__ TO AMEND
CHAPTER 155 OF THE TOWN OF
MANLIUS CODE (ZONING) TO CREATE A
NEW SECTION 155-20.1-20.6 THAT WOULD
AUTHORIZE A PLANNED UNIT
DEVELOPMENT (“PUD”) ZONING
DISTRICT IN VARIOUS ZONING
DISTRICTS IN THE TOWN AND SETTING
FORTH RULES AND REGULATIONS FOR
SITE DEVELOPMENT IN THE PUD

RESOLUTION APPROVING
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 12th of April, 2023, at 6:30 p.m.

The meeting was called to order by John T. Deer, Supervisor, and the following were present, namely:

John T. Deer	Supervisor
Sara Bollinger	Councilor
Elaine Denton	Councilor
Alissa Italiano	Councilor
Katelyn M. Kriesel	Councilor
William Nicholson	Councilor
Heather Allison Waters	Councilor

The following resolution was moved, seconded and adopted:

WHEREAS, the Town Board desires to create a zoning district for parcels of land in the Town that have unique characteristics and development of which can provide housing, mixed-use, retail, commercial, walkability, and sustainability options that are not available in the Town of Manlius;

WHEREAS, the Town is in the process of developing a comprehensive plan that is consistent with the goals set forth above;

WHEREAS, a Local Law has been introduced before the Board, to wit: Local Law No. 2023- ____, amending Chapter 155 of the Town Code entitled “Zoning” as follows:

LOCAL LAW 2023-__, A LOCAL LAW AMENDING CHAPTER 155 ENTITLED “ZONING” TO CREATE A NEW SECTION 155-20.1-20.6 THAT WOULD AUTHORIZE A PLANNED UNIT DEVELOPMENT ZONING DISTRICT

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

Section 1. Article III of Chapter 155 of the Town Code (District Regulations) shall be amended as follows:

§ 155-20.1 Planned Unit Development

- A. Legislative Intent. A Planned Unit Development (“PUD”) provides flexibility and encourages a variety of land uses and innovative design techniques that otherwise would be restricted by standard use and area regulations contained within the Town of Manlius Zoning Law. A PUD may be placed in the R-5, CA, CB, RM and Industrial Districts at the discretion of the Town Board and pursuant to this Section 155-20.1.
- B. Legislative Purpose. The Town of Manlius, Onondaga County, New York hereby finds and determines that:
 - 1. When coordinated with the comprehensive plan, a PUD can be an effective tool to encourage development in ways that support the community goals and priorities outlined in the Town of Manlius Comprehensive Plan and its Zoning Code.
 - 2. This section provides a process to allow for the approval of a beneficial development plan that would not otherwise be possible due to existing

zoning laws that regulate permissible uses and bulk requirements. A PUD provides flexibility in the regulation of land use development in order to:

- a. Encourage innovation in land use variety and design, in the layout and type of new structures and in their integration with existing structures;
 - b. Enhance efficiency in the use of land, natural resources, energy, community services and utilities;
 - c. Encourage open space preservation and protection of natural resources, historic sites and structures;
 - d. Facilitate the construction of multi-unit housing and improved residential environments;
 - e. Enhance the Town's ability to promote business and employment opportunities;
 - f. Preserve the safety and efficiency of the State, County and Town transportation system within the Town of Manlius;
 - g. Provide for logical and orderly extensions of water, sewer and utility infrastructure; and
 - h. Provide for a unified and logical pattern of development to land areas determined to be appropriate for growth as outlined in the Town of Manlius Comprehensive Plan.
 - i. Develop land that has unique characteristics, including water bodies, steeper slopes, topographic challenges, connectivity to population centers and/or commercial areas and authorize growth to meet goals and policies of the Town of Manlius.
- C. Authority. In addition to any other powers and authority to plan and regulate by zoning, the Town of Manlius hereby enacts requirements for the review of applications to establish a Planned Unit Development District and the establishment and simultaneous mapping of Planned Unit Development Districts pursuant to the provisions of this Section 155-20.1 local law.

§ 155-20.2 Definitions

- A. "Planned Unit Development" ("PUD") means a site upon which residential, commercial, industrial or other land uses or any combination thereof may be authorized in a flexible manner so as to achieve the goals of the Town Comprehensive Plan and the Town Zoning Code.

- B. “Planned Unit Development District” (“PUD District”) means the location where a District Plan has been approved by the Town Board.
- D. “District Plan” means a proposal for a PUD prepared in a manner prescribed by local regulation showing general layout of the proposed project. The plan will establish the allowable uses and design guidelines within the PUD. The District Plan will establish bulk requirements for the district, including, lot sizes, setbacks, height limits, buffers, screening, open space areas, lighting, signage, landscaping, parking and loading, traffic circulation, protection of natural resources, public or private amenities and such other elements as may be required by local regulation.
- E. “District Plan Approval” means the approval with conditions, if any, of the proposed PUD and the simultaneous amendment of the local zoning law or ordinance by the legislative body to create and map a Planned Unit Development District within a land area designated by the Town Board.
- F. “PUD Site Plan” means a plan prepared pursuant to Section 155-28 of the Town of Manlius Zoning Law showing information as is required by local law or regulations.
- G. “PUD Site Plan Approval” means the signing of a final plan by a duly authorized member of the Town Planning Board pursuant to a resolution granting final approval to the plan or after conditions, if any, specified in said resolution granting conditional approval of the plan are completed. Such final approval qualifies the plan for filing in the office of the Town Clerk as provided herein. Final approval shall be decided by the Town Planning Board.

§ 155-20.3 Overview of Process.

- A. An applicant that seeks to establish a PUD District Plan in the Town must submit a PUD District Plan Application to the Town Board. Only persons who can demonstrate legal control over the parcel(s) covered by the proposed PUD district, or their authorized representative(s), may file a PUD District Application. A contract-vendee for a parcel or parcels of land may be considered to have sufficient legal control for purposes of submitting a PUD District Plan Application.
- B. The establishment of a PUD District Plan shall require two steps: (i) approval of the PUD District Plan Application; and (ii) enactment of a local law to adopt the provisions of the PUD District Plan, establish the legal boundaries of the district and to amend the Town Zoning Map.
- C. After a PUD District Plan has been adopted by the Town Board, the applicant must obtain PUD Site Plan Approval for the project from the Town Planning Board.

- D. No permit for the erection of a building or structure or development of the site may be granted until after all necessary approvals under this Article have been issued.
- E. The applicant for a PUD District shall pay and the Town shall be entitled to receive reimbursement for expenses associated with the review of any application submitted pursuant to this Article.

§ 155-20.4 Planned Unit Development District Plan Application Requirements

The following must be submitted as part of an application to establish a PUD District Plan:

- A. PUD District Plan Description. The application must include a description of the proposed PUD District Plan requirements, including the types of land uses, bulk requirements, parking requirements, the regulations of signage, as well as provisions, if any, relating to cluster development, incentives, bonuses, open space, design guidelines and the preservation of historic resources;
- B. PUD District Plan Map. The applicant must provide a map of the PUD District Plan identifying the location of permissible land uses, roads, sidewalks, drainage, landscaped areas, parking, utilities and the total acreage of the proposed PUD District. A PUD District Plan must include an area no smaller than twenty-five (25) contiguous acres. In no instance shall a PUD District be bisected by a State Highway or County Highway. However, an area that includes land divided by internal private roads or roads intended to be dedicated to the Town, may be considered to be contiguous for the purpose of complying with this requirement.
- C. Phasing Plan. The application must include a schedule describing all phases for the completion of buildings, public and private facilities and site improvements for the full buildout of the development and shall clearly indicate all aspects of the phasing of the entire development.
- D. Application Timeline. The PUD District Plan must include a timeline providing deadlines to apply for PUD Site Plan Approval and building permits. Failure to meet the deadlines set forth in the PUD District Plan may result in the automatic revocation of the PUD District Plan Approval, unless extended by the Town Board.
- E. Real Property Rights. The application must include a draft of all covenants, easements and rights of way relating to the site development and / or homeownership, homeowners associations and any lands dedicated to public use within the PUD District Plan.

- F. Environmental Review. The Town Board must comply with the New York State Environmental Quality Review Act (SEQRA) when considering an application for a PUD District Plan. The applicant must provide a completed Part 1 of the Full Environmental Assessment Form. In addition, the applicant will be required to provide the Town with any information deemed necessary by the Town in order to evaluate the potential environmental impacts of a proposed development.
- G. Fee and Escrow. The application shall be accompanied by a fee of \$_____.00. In addition, the Town Board may require that the applicant place into escrow at the time of submission of the application sufficient funds to pay for the Town's use of legal and engineering professionals to evaluate the application.

§ 155-20.5 Procedure.

The Manlius Town Board may approve a proposed PUD District Plan after receiving comments and recommendations from the Town of Manlius Planning Board. The following procedural steps shall be required prior to approval:

- A. Preapplication conference. Before submission of an application for approval of a PUD District Plan, the applicant is encouraged to contact the Code Enforcement Officer to arrange for a meeting with representatives of the Town in order to obtain feedback on the application prior to formal submittal.
- B. Referrals. Upon the receipt of a complete PUD District Plan application, the Town Board shall review it and refer it to the Town Planning Board and the County Planning Board for comment.
- C. Public Hearing(s). The Town Board shall be required to conduct one or more public hearing(s) prior to adopting a PUD District Plan. Notice of each public hearing shall be published in a newspaper of general circulation at least ten (10) calendar days in advance of the hearing. The application shall be made available for public review at least ten (10) calendar days prior to said public hearing at the office of the Town Clerk.
- D. Review and Comment. The Town Planning Board must provide comments to the Town Board no later than forty-five (45) days after having the application referred to them. If the Planning Board fails to provide comments prior to the deadline, the Town Board may proceed without receiving comments from the Planning Board.
- E. Town Board Action. Following completion of the referral and comment process, at least one public hearing and satisfaction of the Town Board's obligations pursuant to SEQRA, the Town Board may vote to approve or deny the PUD District Plan Application. In the event that the application is approved, the Town

Board must also adopt a local law to amend the Town Code to include the District Plan and to amend the zoning map.

- F. PUD Site Plan Approval. Following approval of a PUD District Plan, the applicant must submit an application for PUD Site Plan Approval to the Town Planning Board and follow procedure for Site Plan Review as outlined in section 155-28 of the Town of Manlius Code.

§ 155-20.6 PUD District Plan Review Criteria

The Town Board shall weigh the following factors when considering whether to approve an application to create a PUD District Plan:

- A. Whether the proposed plan will result in the efficient use of land, natural resources, energy sustainability, community services, infrastructure and utilities.
- B. Whether the proposed plan is consistent with the Comprehensive Plan and the orderly development of the Town.
- C. Whether the proposed plan will negatively impact natural resources, the environment or historic resources.
- D. Whether the proposed plan will result in new employment opportunities for Town residents and investment in the community in the form of economic development.
- E. Whether the proposed plan will improve the availability of affordable housing in the Town.
- F. Whether the proposed plan will have a negative impact on existing residential uses of land in the Town in terms of traffic, noise, dust, odors, glare, threats to human health or other nuisances.
- G. Whether the proposed plan has adequately addressed issues related to the provision of sewer, water, drainage, electricity, parking, public safety, fire safety and other infrastructure issues.
- H. Whether the proposed plan will result in the loss of prime farmland or will interfere with existing farm businesses.
- I. Whether the proposed plan is consistent with the existing character of the neighborhood.

Section 2. This law shall take effect upon filing with the New York State Department of State.

WHEREAS, the Town Board held a Public Hearing on Local Law 2023-___ on April 12, 2023 at which time the public had an opportunity to speak in favor, and against Local Law 2023-___;

WHEREAS, the Planning Board for the Town of Manlius reviewed Local Law 2023-___ on April 10, 2023 and made a _____ recommendation to the Town Board on the approval of Local Law 2023-_____;

WHEREAS, the Syracuse/Onondaga County Planning Agency reviewed Local Law 2023-___ and in a Resolution, dated April 5, 2023, determined that the local law would have no significant County-wide impact and the Town Board;

WHEREAS, at the Town Board meeting on April 13, 2023, the Town Board undertook the State Environmental Quality Review Act (“SEQRA”) analysis and reviewed Part 2 of the Short EAF and determined that Local Law 2023-___ would have no significant environmental impact because it is a generic mechanism to establish the Town’s goals of mixed use, increased opportunities for various housing options, walkability, sustainability, economic development/opportunity for future project that may apply for the PUD established under Local Law 2023-_____ and that future projects under the PUD would have a separate and distinct SEQRA process;

WHEREAS, in addition to the reasons set forth in the SEQRA review process set forth above, the Legislative Intent of Local Law 2023-___ identifies the rationale for adoptions of said local law;

NOW, THEREFORE, BE IT RESOLVED, that for the reasons set forth in this Resolution, which are incorporated in this Resolved paragraph, the Town Board of the Town of

Manlius, County of Onondaga, State of New York, hereby adopts Local Law 2023-____ as set forth herein; and be it

FURTHER RESOLVED, that the Town Clerk shall file Local Law 2023-____ with the Secretary of State within 20 days of its adoption pursuant to Municipal Home Rule 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 12th day of April 2023; 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 12th day of April, 2023.

DATED: April 12, 2023
Fayetteville, New York

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

April 10, 2023

Recommendation of the Planning Board of the Town of Manlius to the Town Board relative to PUD proposed ordinance:

1. The Planning Board is in agreement with the idea of developing legislation for PUDs in the Town.
2. The Planning Board is satisfied with the referrals to the Planning Board as outlined in the PUD legislation as being consistent with the duties of the Planning Board as outlined in the Town Zoning Code.
3. The Board supports the idea of exploring further the absolute nature of the 25 acre minimum requirement. The Board recommends more discretionary language with respect to the acreage. There may be opportunities for PUD to be applicable to lesser acreage parcels.
4. Section 155-20.6 (c) and (f) refers to “negatively” impacting certain matters. This Board suggest the wording should be “*substantially* negatively...” .
5. Re: Section 155-20.6 (f) this Board suggests adding the words “including but not limited to” before the word “traffic” .
6. Given the timing of Planning Board vs. Town Board meetings and scheduling, the 45 day time frame referral set forth in 150-20.5 D should be extended to 60 days.
7. This Board recommends that references to the “Town Comprehensive Plan” be reconsidered, removed or modified since the proposed town comprehensive plan has not as yet been adopted.

Full Environmental Assessment Form
Part 1 - Project and Setting

Instructions for Completing Part 1

Part 1 is to be completed by the applicant or project sponsor. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification.

Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information; indicate whether missing information does not exist, or is not reasonably available to the sponsor; and, when possible, generally describe work or studies which would be necessary to update or fully develop that information.

Applicants/sponsors must complete all items in Sections A & B. In Sections C, D & E, most items contain an initial question that must be answered either “Yes” or “No”. If the answer to the initial question is “Yes”, complete the sub-questions that follow. If the answer to the initial question is “No”, proceed to the next question. Section F allows the project sponsor to identify and attach any additional information. Section G requires the name and signature of the applicant or project sponsor to verify that the information contained in Part 1 is accurate and complete.

A. Project and Applicant/Sponsor Information.

Name of Action or Project:		
Project Location (describe, and attach a general location map):		
Brief Description of Proposed Action (include purpose or need):		
Name of Applicant/Sponsor:		Telephone:
		E-Mail:
Address:		
City/PO:	State:	Zip Code:
Project Contact (if not same as sponsor; give name and title/role):		Telephone:
		E-Mail:
Address:		
City/PO:	State:	Zip Code:
Property Owner (if not same as sponsor):		Telephone:
		E-Mail:
Address:		
City/PO:	State:	Zip Code:

B. Government Approvals

B. Government Approvals, Funding, or Sponsorship. (“Funding” includes grants, loans, tax relief, and any other forms of financial assistance.)

Government Entity	If Yes: Identify Agency and Approval(s) Required	Application Date (Actual or projected)
a. City Council, Town Board, or Village Board of Trustees ☐ Yes ☐ No		
b. City, Town or Village Planning Board or Commission ☐ Yes ☐ No		
c. City, Town or Village Zoning Board of Appeals ☐ Yes ☐ No		
d. Other local agencies ☐ Yes ☐ No		
e. County agencies ☐ Yes ☐ No		
f. Regional agencies ☐ Yes ☐ No		
g. State agencies ☐ Yes ☐ No		
h. Federal agencies ☐ Yes ☐ No		
i. Coastal Resources.		
i. Is the project site within a Coastal Area, or the waterfront area of a Designated Inland Waterway?		☐ Yes ☐ No
ii. Is the project site located in a community with an approved Local Waterfront Revitalization Program?		☐ Yes ☐ No
iii. Is the project site within a Coastal Erosion Hazard Area?		☐ Yes ☐ No

C. Planning and Zoning

C.1. Planning and zoning actions.

Will administrative or legislative adoption, or amendment of a plan, local law, ordinance, rule or regulation be the only approval(s) which must be granted to enable the proposed action to proceed? ☐ Yes ☐ No

- If Yes, complete sections C, F and G.
- If No, proceed to question C.2 and complete all remaining sections and questions in Part 1

C.2. Adopted land use plans.

a. Do any municipally- adopted (city, town, village or county) comprehensive land use plan(s) include the site where the proposed action would be located? ☐ Yes ☐ No

If Yes, does the comprehensive plan include specific recommendations for the site where the proposed action would be located? ☐ Yes ☐ No

b. Is the site of the proposed action within any local or regional special planning district (for example: Greenway; Brownfield Opportunity Area (BOA); designated State or Federal heritage area; watershed management plan; or other?) ☐ Yes ☐ No

If Yes, identify the plan(s):

c. Is the proposed action located wholly or partially within an area listed in an adopted municipal open space plan, or an adopted municipal farmland protection plan? ☐ Yes ☐ No

If Yes, identify the plan(s):

C.3. Zoning

a. Is the site of the proposed action located in a municipality with an adopted zoning law or ordinance. ☐ Yes ☐ No
If Yes, what is the zoning classification(s) including any applicable overlay district?

b. Is the use permitted or allowed by a special or conditional use permit? ☐ Yes ☐ No

c. Is a zoning change requested as part of the proposed action? ☐ Yes ☐ No

If Yes,

i. What is the proposed new zoning for the site? _____

C.4. Existing community services.

a. In what school district is the project site located? _____

b. What police or other public protection forces serve the project site?

c. Which fire protection and emergency medical services serve the project site?

d. What parks serve the project site?

D. Project Details

D.1. Proposed and Potential Development

a. What is the general nature of the proposed action (e.g., residential, industrial, commercial, recreational; if mixed, include all components)?

b. a. Total acreage of the site of the proposed action? _____ acres

b. Total acreage to be physically disturbed? _____ acres

c. Total acreage (project site and any contiguous properties) owned
or controlled by the applicant or project sponsor? _____ acres

c. Is the proposed action an expansion of an existing project or use? ☐ Yes ☐ No

i. If Yes, what is the approximate percentage of the proposed expansion and identify the units (e.g., acres, miles, housing units, square feet)? % _____ Units: _____

d. Is the proposed action a subdivision, or does it include a subdivision? ☐ Yes ☐ No

If Yes,

i. Purpose or type of subdivision? (e.g., residential, industrial, commercial; if mixed, specify types)

ii. Is a cluster/conservation layout proposed? ☐ Yes ☐ No

iii. Number of lots proposed? _____

iv. Minimum and maximum proposed lot sizes? Minimum _____ Maximum _____

e. Will the proposed action be constructed in multiple phases? ☐ Yes ☐ No

i. If No, anticipated period of construction: _____ months

ii. If Yes:

- Total number of phases anticipated _____
- Anticipated commencement date of phase 1 (including demolition) _____ month _____ year
- Anticipated completion date of final phase _____ month _____ year

• Generally describe connections or relationships among phases, including any contingencies where progress of one phase may determine timing or duration of future phases: _____

f. Does the project include new residential uses? ☐ Yes ☐ No If Yes, show numbers of units proposed.				
	<u>One Family</u>	<u>Two Family</u>	<u>Three Family</u>	<u>Multiple Family (four or more)</u>
Initial Phase	_____	_____	_____	_____
At completion	_____	_____	_____	_____
of all phases	_____	_____	_____	_____

g. Does the proposed action include new non-residential construction (including expansions)? ☐ Yes ☐ No If Yes,	
i. Total number of structures _____	
ii. Dimensions (in feet) of largest proposed structure: _____ height; _____ width; and _____ length	
iii. Approximate extent of building space to be heated or cooled: _____ square feet	

h. Does the proposed action include construction or other activities that will result in the impoundment of any liquids, such as creation of a water supply, reservoir, pond, lake, waste lagoon or other storage? ☐ Yes ☐ No If Yes,	
i. Purpose of the impoundment: _____	
ii. If a water impoundment, the principal source of the water: ☐ Ground water ☐ Surface water streams ☐ Other specify:	

iii. If other than water, identify the type of impounded/contained liquids and their source.	

iv. Approximate size of the proposed impoundment. Volume: _____ million gallons; surface area: _____ acres	
v. Dimensions of the proposed dam or impounding structure: _____ height; _____ length	
vi. Construction method/materials for the proposed dam or impounding structure (e.g., earth fill, rock, wood, concrete):	

D.2. Project Operations

a. Does the proposed action include any excavation, mining, or dredging, during construction, operations, or both? ☐ Yes ☐ No (Not including general site preparation, grading or installation of utilities or foundations where all excavated materials will remain onsite) If Yes:	
i. What is the purpose of the excavation or dredging? _____	
ii. How much material (including rock, earth, sediments, etc.) is proposed to be removed from the site?	
• Volume (specify tons or cubic yards): _____ • Over what duration of time? _____	
iii. Describe nature and characteristics of materials to be excavated or dredged, and plans to use, manage or dispose of them.	

iv. Will there be onsite dewatering or processing of excavated materials? ☐ Yes ☐ No	
If yes, describe. _____	

v. What is the total area to be dredged or excavated? _____ acres	
vi. What is the maximum area to be worked at any one time? _____ acres	
vii. What would be the maximum depth of excavation or dredging? _____ feet	
viii. Will the excavation require blasting? ☐ Yes ☐ No	
ix. Summarize site reclamation goals and plan: _____	

b. Would the proposed action cause or result in alteration of, increase or decrease in size of, or encroachment into any existing wetland, waterbody, shoreline, beach or adjacent area? ☐ Yes ☐ No If Yes:	
i. Identify the wetland or waterbody which would be affected (by name, water index number, wetland map number or geographic description): _____	

ii. Describe how the proposed action would affect that waterbody or wetland, e.g. excavation, fill, placement of structures, or alteration of channels, banks and shorelines. Indicate extent of activities, alterations and additions in square feet or acres:

iii. Will the proposed action cause or result in disturbance to bottom sediments? Yes ☐ No ☐
 If Yes, describe: _____

iv. Will the proposed action cause or result in the destruction or removal of aquatic vegetation? ☐ Yes ☐ No ☐
 If Yes:

- acres of aquatic vegetation proposed to be removed: _____
- expected acreage of aquatic vegetation remaining after project completion: _____
- purpose of proposed removal (e.g. beach clearing, invasive species control, boat access): _____
- proposed method of plant removal: _____
- if chemical/herbicide treatment will be used, specify product(s): _____

v. Describe any proposed reclamation/mitigation following disturbance: _____

c. Will the proposed action use, or create a new demand for water? ☐ Yes ☐ No ☐
 If Yes:

i. Total anticipated water usage/demand per day: _____ gallons/day

ii. Will the proposed action obtain water from an existing public water supply? ☐ Yes ☐ No ☐
 If Yes:

- Name of district or service area: _____
- Does the existing public water supply have capacity to serve the proposal? ☐ Yes ☐ No ☐
- Is the project site in the existing district? ☐ Yes ☐ No ☐
- Is expansion of the district needed? ☐ Yes ☐ No ☐
- Do existing lines serve the project site? ☐ Yes ☐ No ☐

iii. Will line extension within an existing district be necessary to supply the project? ☐ Yes ☐ No ☐
 If Yes:

- Describe extensions or capacity expansions proposed to serve this project: _____
- Source(s) of supply for the district: _____

iv. Is a new water supply district or service area proposed to be formed to serve the project site? ☐ Yes ☐ No ☐
 If, Yes:

- Applicant/sponsor for new district: _____
- Date application submitted or anticipated: _____
- Proposed source(s) of supply for new district: _____

v. If a public water supply will not be used, describe plans to provide water supply for the project: _____

vi. If water supply will be from wells (public or private), what is the maximum pumping capacity: _____ gallons/minute.

d. Will the proposed action generate liquid wastes? ☐ Yes ☐ No ☐
 If Yes:

i. Total anticipated liquid waste generation per day: _____ gallons/day

ii. Nature of liquid wastes to be generated (e.g., sanitary wastewater, industrial; if combination, describe all components and approximate volumes or proportions of each): _____

iii. Will the proposed action use any existing public wastewater treatment facilities? ☐ Yes ☐ No ☐
 If Yes:

- Name of wastewater treatment plant to be used: _____
- Name of district: _____
- Does the existing wastewater treatment plant have capacity to serve the project? ☐ Yes ☐ No ☐
- Is the project site in the existing district? ☐ Yes ☐ No ☐
- Is expansion of the district needed? ☐ Yes ☐ No ☐

• Do existing sewer lines serve the project site? _____ • Will a line extension within an existing district be necessary to serve the project? _____ If Yes: • Describe extensions or capacity expansions proposed to serve this project: _____	☐ Yes ☐ No ☐ Yes ☐ No
iv. Will a new wastewater (sewage) treatment district be formed to serve the project site? _____	
If Yes: • Applicant/sponsor for new district: _____ • Date application submitted or anticipated: _____ • What is the receiving water for the wastewater discharge? _____	
v. If public facilities will not be used, describe plans to provide wastewater treatment for the project, including specifying proposed receiving water (name and classification if surface discharge or describe subsurface disposal plans): _____	
vi. Describe any plans or designs to capture, recycle or reuse liquid waste: _____	
e. Will the proposed action disturb more than one acre and create stormwater runoff, either from new point sources (i.e. ditches, pipes, swales, curbs, gutters or other concentrated flows of stormwater) or non-point source (i.e. sheet flow) during construction or post construction? _____	
If Yes: i. How much impervious surface will the project create in relation to total size of project parcel? _____ Square feet or _____ acres (impervious surface) _____ Square feet or _____ acres (parcel size) ii. Describe types of new point sources. _____	
iii. Where will the stormwater runoff be directed (i.e. on-site stormwater management facility/structures, adjacent properties, groundwater, on-site surface water or off-site surface waters)? _____	
• If to surface waters, identify receiving water bodies or wetlands: _____ • Will stormwater runoff flow to adjacent properties? _____	
iv. Does the proposed plan minimize impervious surfaces, use pervious materials or collect and re-use stormwater? _____	
f. Does the proposed action include, or will it use on-site, one or more sources of air emissions, including fuel combustion, waste incineration, or other processes or operations? _____	
If Yes, identify: i. Mobile sources during project operations (e.g., heavy equipment, fleet or delivery vehicles) _____ ii. Stationary sources during construction (e.g., power generation, structural heating, batch plant, crushers) _____ iii. Stationary sources during operations (e.g., process emissions, large boilers, electric generation) _____	
g. Will any air emission sources named in D.2.f (above), require a NY State Air Registration, Air Facility Permit, or Federal Clean Air Act Title IV or Title V Permit? _____	
If Yes: i. Is the project site located in an Air quality non-attainment area? (Area routinely or periodically fails to meet ambient air quality standards for all or some parts of the year) _____ ii. In addition to emissions as calculated in the application, the project will generate: • _____ Tons/year (short tons) of Carbon Dioxide (CO₂) • _____ Tons/year (short tons) of Nitrous Oxide (N₂O) • _____ Tons/year (short tons) of Perfluorocarbons (PFCs) • _____ Tons/year (short tons) of Sulfur Hexafluoride (SF₆) • _____ Tons/year (short tons) of Carbon Dioxide equivalent of Hydrofluorocarbons (HFCs) • _____ Tons/year (short tons) of Hazardous Air Pollutants (HAPs)	

h. Will the proposed action generate or emit methane (including, but not limited to, sewage treatment plants, landfills, composting facilities)? ☐ Yes ☐ No If Yes: i. Estimate methane generation in tons/year (metric): _____ ii. Describe any methane capture, control or elimination measures included in project design (e.g., combustion to generate heat or electricity, flaring): _____			
i. Will the proposed action result in the release of air pollutants from open-air operations or processes, such as quarry or landfill operations? ☐ Yes ☐ No If Yes: Describe operations and nature of emissions (e.g., diesel exhaust, rock particulates/dust): _____			
j. Will the proposed action result in a substantial increase in traffic above present levels or generate substantial new demand for transportation facilities or services? ☐ Yes ☐ No If Yes: i. When is the peak traffic expected (Check all that apply): ☐ Morning ☐ Evening ☐ Weekend ☐ Randomly between hours of _____ to _____. ii. For commercial activities only, projected number of truck trips/day and type (e.g., semi trailers and dump trucks): _____ iii. Parking spaces: Existing _____ Proposed _____ Net increase/decrease _____ iv. Does the proposed action include any shared use parking? Yes No v. If the proposed action includes any modification of existing roads, creation of new roads or change in existing access, describe: _____ vi. Are public/private transportation service(s) or facilities available within ½ mile of the proposed site? ☐ Yes ☐ No vii. Will the proposed action include access to public transportation or accommodations for use of hybrid, electric or other alternative fueled vehicles? ☐ Yes ☐ No viii. Will the proposed action include plans for pedestrian or bicycle accommodations for connections to existing pedestrian or bicycle routes? ☐ Yes ☐ No			
k. Will the proposed action (for commercial or industrial projects only) generate new or additional demand for energy? ☐ Yes ☐ No If Yes: i. Estimate annual electricity demand during operation of the proposed action: _____ ii. Anticipated sources/suppliers of electricity for the project (e.g., on-site combustion, on-site renewable, via grid/local utility, or other): _____ iii. Will the proposed action require a new, or an upgrade, to an existing substation? ☐ Yes ☐ No			
l. Hours of operation. Answer all items which apply. <table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> i. During Construction: • Monday - Friday: _____ • Saturday: _____ • Sunday: _____ • Holidays: _____ </td> <td style="width: 50%; vertical-align: top;"> ii. During Operations: • Monday - Friday: _____ • Saturday: _____ • Sunday: _____ • Holidays: _____ </td> </tr> </table>		i. During Construction: • Monday - Friday: _____ • Saturday: _____ • Sunday: _____ • Holidays: _____	ii. During Operations: • Monday - Friday: _____ • Saturday: _____ • Sunday: _____ • Holidays: _____
i. During Construction: • Monday - Friday: _____ • Saturday: _____ • Sunday: _____ • Holidays: _____	ii. During Operations: • Monday - Friday: _____ • Saturday: _____ • Sunday: _____ • Holidays: _____		

m. Will the proposed action produce noise that will exceed existing ambient noise levels during construction, operation, or both? ☐ Yes ☐ No If yes: i. Provide details including sources, time of day and duration: _____ _____	
ii. Will the proposed action remove existing natural barriers that could act as a noise barrier or screen? ☐ Yes ☐ No Describe: _____ _____	
n. Will the proposed action have outdoor lighting? ☐ Yes ☐ No If yes: i. Describe source(s), location(s), height of fixture(s), direction/aim, and proximity to nearest occupied structures: _____ _____	
ii. Will proposed action remove existing natural barriers that could act as a light barrier or screen? ☐ Yes ☐ No Describe: _____ _____	
o. Does the proposed action have the potential to produce odors for more than one hour per day? ☐ Yes ☐ No If Yes, describe possible sources, potential frequency and duration of odor emissions, and proximity to nearest occupied structures: _____ _____ _____	
p. Will the proposed action include any bulk storage of petroleum (combined capacity of over 1,100 gallons) or chemical products 185 gallons in above ground storage or any amount in underground storage? ☐ Yes ☐ No If Yes: i. Product(s) to be stored _____ ii. Volume(s) _____ per unit time _____ (e.g., month, year) iii. Generally, describe the proposed storage facilities: _____ _____	
q. Will the proposed action (commercial, industrial and recreational projects only) use pesticides (i.e., herbicides, insecticides) during construction or operation? ☐ Yes ☐ No If Yes: i. Describe proposed treatment(s): _____ _____ _____	
ii. Will the proposed action use Integrated Pest Management Practices? ☐ Yes ☐ No	
r. Will the proposed action (commercial or industrial projects only) involve or require the management or disposal of solid waste (excluding hazardous materials)? ☐ Yes ☐ No If Yes: i. Describe any solid waste(s) to be generated during construction or operation of the facility: • Construction: _____ tons per _____ (unit of time) • Operation : _____ tons per _____ (unit of time) ii. Describe any proposals for on-site minimization, recycling or reuse of materials to avoid disposal as solid waste: • Construction: _____ _____ • Operation: _____ _____ iii. Proposed disposal methods/facilities for solid waste generated on-site: • Construction: _____ _____ • Operation: _____ _____	

s. Does the proposed action include construction or modification of a solid waste management facility? ☐ Yes ☐ No
 If Yes:
 i. Type of management or handling of waste proposed for the site (e.g., recycling or transfer station, composting, landfill, or other disposal activities): _____
 ii. Anticipated rate of disposal/processing:
 • _____ Tons/month, if transfer or other non-combustion/thermal treatment, or
 • _____ Tons/hour, if combustion or thermal treatment
 iii. If landfill, anticipated site life: _____ years

t. Will the proposed action at the site involve the commercial generation, treatment, storage, or disposal of hazardous waste? ☐ Yes ☐ No
 If Yes:
 i. Name(s) of all hazardous wastes or constituents to be generated, handled or managed at facility: _____

 ii. Generally describe processes or activities involving hazardous wastes or constituents: _____

 iii. Specify amount to be handled or generated _____ tons/month
 iv. Describe any proposals for on-site minimization, recycling or reuse of hazardous constituents: _____

 v. Will any hazardous wastes be disposed at an existing offsite hazardous waste facility? ☐ Yes ☐ No
 If Yes: provide name and location of facility: _____

 If No: describe proposed management of any hazardous wastes which will not be sent to a hazardous waste facility:

E. Site and Setting of Proposed Action

E.1. Land uses on and surrounding the project site			
a. Existing land uses. i. Check all uses that occur on, adjoining and near the project site. ☐ Urban ☐ Industrial ☐ Commercial ☐ Residential (suburban) ☐ Rural (non-farm) ☐ Forest ☐ Agriculture ☐ Aquatic ☐ Other (specify): _____ ii. If mix of uses, generally describe: _____ _____			
b. Land uses and coverytypes on the project site.			
Land use or Coverytype	Current Acreage	Acreage After Project Completion	Change (Acres +/-)
• Roads, buildings, and other paved or impervious surfaces			
• Forested			
• Meadows, grasslands or brushlands (non-agricultural, including abandoned agricultural)			
• Agricultural (includes active orchards, field, greenhouse etc.)			
• Surface water features (lakes, ponds, streams, rivers, etc.)			
• Wetlands (freshwater or tidal)			
• Non-vegetated (bare rock, earth or fill)			
• Other Describe: _____ _____			

c. Is the project site presently used by members of the community for public recreation? i. If Yes: explain: _____	☐ Yes ☐ No
d. Are there any facilities serving children, the elderly, people with disabilities (e.g., schools, hospitals, licensed day care centers, or group homes) within 1500 feet of the project site? If Yes, i. Identify Facilities: _____ _____	☐ Yes ☐ No
e. Does the project site contain an existing dam? If Yes: i. Dimensions of the dam and impoundment: • Dam height: _____ feet • Dam length: _____ feet • Surface area: _____ acres • Volume impounded: _____ gallons OR acre-feet ii. Dam's existing hazard classification: _____ iii. Provide date and summarize results of last inspection: _____ _____	☐ Yes ☐ No
f. Has the project site ever been used as a municipal, commercial or industrial solid waste management facility, or does the project site adjoin property which is now, or was at one time, used as a solid waste management facility? If Yes: i. Has the facility been formally closed? • If yes, cite sources/documentation: _____ ii. Describe the location of the project site relative to the boundaries of the solid waste management facility: _____ _____	☐ Yes ☐ No ☐ Yes ☐ No
iii. Describe any development constraints due to the prior solid waste activities: _____ _____	
g. Have hazardous wastes been generated, treated and/or disposed of at the site, or does the project site adjoin property which is now or was at one time used to commercially treat, store and/or dispose of hazardous waste? If Yes: i. Describe waste(s) handled and waste management activities, including approximate time when activities occurred: _____ _____	☐ Yes ☐ No
h. Potential contamination history. Has there been a reported spill at the proposed project site, or have any remedial actions been conducted at or adjacent to the proposed site? If Yes: i. Is any portion of the site listed on the NYSDEC Spills Incidents database or Environmental Site Remediation database? Check all that apply: ☐ Yes – Spills Incidents database ☐ Yes – Environmental Site Remediation database ☐ Neither database Provide DEC ID number(s): _____ Provide DEC ID number(s): _____ ii. If site has been subject of RCRA corrective activities, describe control measures: _____ _____	☐ Yes ☐ No ☐ Yes ☐ No
iii. Is the project within 2000 feet of any site in the NYSDEC Environmental Site Remediation database? If yes, provide DEC ID number(s): _____ iv. If yes to (i), (ii) or (iii) above, describe current status of site(s): _____ _____	☐ Yes ☐ No

v. Is the project site subject to an institutional control limiting property uses? ☐ Yes ☐ No - If yes, DEC site ID number: _____ - Describe the type of institutional control (e.g., deed restriction or easement): _____ - Describe any use limitations: _____ - Describe any engineering controls: _____ - Will the project affect the institutional or engineering controls in place? ☐ Yes ☐ No - Explain: _____ _____
E.2. Natural Resources On or Near Project Site
a. What is the average depth to bedrock on the project site? _____ feet
b. Are there bedrock outcroppings on the project site? ☐ Yes ☐ No If Yes, what proportion of the site is comprised of bedrock outcroppings? _____ %
c. Predominant soil type(s) present on project site: _____ % _____ % _____ %
d. What is the average depth to the water table on the project site? Average: _____ feet
e. Drainage status of project site soils: ☐ Well Drained: _____ % of site ☐ Moderately Well Drained: _____ % of site ☐ Poorly Drained _____ % of site
f. Approximate proportion of proposed action site with slopes: ☐ 0-10%: _____ % of site ☐ 10-15%: _____ % of site ☐ 15% or greater: _____ % of site
g. Are there any unique geologic features on the project site? ☐ Yes ☐ No If Yes, describe: _____ _____
h. Surface water features. i. Does any portion of the project site contain wetlands or other waterbodies (including streams, rivers, ponds or lakes)? ☐ Yes ☐ No ii. Do any wetlands or other waterbodies adjoin the project site? ☐ Yes ☐ No If Yes to either <i>i</i> or <i>ii</i> , continue. If No, skip to E.2.i. iii. Are any of the wetlands or waterbodies within or adjoining the project site regulated by any federal, state or local agency? ☐ Yes ☐ No iv. For each identified regulated wetland and waterbody on the project site, provide the following information: - Streams: Name _____ Classification _____ - Lakes or Ponds: Name _____ Classification _____ - Wetlands: Name _____ Approximate Size _____ - Wetland No. (if regulated by DEC) _____
v. Are any of the above water bodies listed in the most recent compilation of NYS water quality-impaired waterbodies? ☐ Yes ☐ No If yes, name of impaired water body/bodies and basis for listing as impaired: _____ _____
i. Is the project site in a designated Floodway? ☐ Yes ☐ No
j. Is the project site in the 100-year Floodplain? ☐ Yes ☐ No
k. Is the project site in the 500-year Floodplain? ☐ Yes ☐ No
l. Is the project site located over, or immediately adjoining, a primary, principal or sole source aquifer? ☐ Yes ☐ No If Yes: i. Name of aquifer: _____

m. Identify the predominant wildlife species that occupy or use the project site: _____ _____ _____	
n. Does the project site contain a designated significant natural community? ☐ Yes ☐ No If Yes: i. Describe the habitat/community (composition, function, and basis for designation): _____ ii. Source(s) of description or evaluation: _____ iii. Extent of community/habitat: • Currently: _____ acres • Following completion of project as proposed: _____ acres • Gain or loss (indicate + or -): _____ acres	
o. Does project site contain any species of plant or animal that is listed by the federal government or NYS as endangered or threatened, or does it contain any areas identified as habitat for an endangered or threatened species? ☐ Yes ☐ No If Yes: i. Species and listing (endangered or threatened): _____ _____ _____	
p. Does the project site contain any species of plant or animal that is listed by NYS as rare, or as a species of special concern? ☐ Yes ☐ No If Yes: i. Species and listing: _____ _____ _____	
q. Is the project site or adjoining area currently used for hunting, trapping, fishing or shell fishing? ☐ Yes ☐ No If yes, give a brief description of how the proposed action may affect that use: _____ _____	
E.3. Designated Public Resources On or Near Project Site	
a. Is the project site, or any portion of it, located in a designated agricultural district certified pursuant to Agriculture and Markets Law, Article 25-AA, Section 303 and 304? ☐ Yes ☐ No If Yes, provide county plus district name/number: _____	
b. Are agricultural lands consisting of highly productive soils present? ☐ Yes ☐ No i. If Yes: acreage(s) on project site? _____ ii. Source(s) of soil rating(s): _____	
c. Does the project site contain all or part of, or is it substantially contiguous to, a registered National Natural Landmark? ☐ Yes ☐ No If Yes: i. Nature of the natural landmark: ☐ Biological Community ☐ Geological Feature ii. Provide brief description of landmark, including values behind designation and approximate size/extent: _____ _____ _____	
d. Is the project site located in or does it adjoin a state listed Critical Environmental Area? ☐ Yes ☐ No If Yes: i. CEA name: _____ ii. Basis for designation: _____ iii. Designating agency and date: _____	

e. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places? ☐ Yes ☐ No If Yes: i. Nature of historic/archaeological resource: ☐ Archaeological Site ☐ Historic Building or District ii. Name: _____ iii. Brief description of attributes on which listing is based: _____
f. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory? ☐ Yes ☐ No
g. Have additional archaeological or historic site(s) or resources been identified on the project site? ☐ Yes ☐ No If Yes: i. Describe possible resource(s): _____ ii. Basis for identification: _____
h. Is the project site within five miles of any officially designated and publicly accessible federal, state, or local scenic or aesthetic resource? ☐ Yes ☐ No If Yes: i. Identify resource: _____ ii. Nature of, or basis for, designation (e.g., established highway overlook, state or local park, state historic trail or scenic byway, etc.): _____ iii. Distance between project and resource: _____ miles.
i. Is the project site located within a designated river corridor under the Wild, Scenic and Recreational Rivers Program 6 NYCRR 666? ☐ Yes ☐ No If Yes: i. Identify the name of the river and its designation: _____ ii. Is the activity consistent with development restrictions contained in 6NYCRR Part 666? ☐ Yes ☐ No

F. Additional Information

Attach any additional information which may be needed to clarify your project.

If you have identified any adverse impacts which could be associated with your proposal, please describe those impacts plus any measures which you propose to avoid or minimize them.

G. Verification

I certify that the information provided is true to the best of my knowledge.

Applicant/Sponsor Name _____ Date _____

Signature _____ Title _____

**AT A MEETING OF THE TOWN BOARD OF THE TOWN OF MANLIUS,
ONONDAGA COUNTY, NEW YORK, HELD AT THE MANLIUS TOWN HALL, 301
BROOKLEA DR, FAYETTEVILLE, ON THE 12TH DAY OF APRIL, 2023, AT 6:30 PM,
THERE WERE THE FOLLOWING MEMBERS ...**

PRESENT:

ABSENT:

A RESOLUTION...

**TO DECLARE THE INTENT OF THE TOWN OF MANLIUS TOWN BOARD TO ACT
AS THE LEAD AGENCY UNDER THE STATE ENVIRONMENTAL QUALITY
REVIEW ACT (SEQR)**

MOTION BY:

SECOND BY:

WHEREAS, the Town of Manlius Town Board (the "Town Board") is responsible for governing the Town and formulating Town policy; and

WHEREAS, the Town Board recognizes the importance of protecting the environment and ensuring that all proposed projects are in compliance with the State Environmental Quality Review Act (SEQR); and

WHEREAS, the Town Board has reviewed the proposed project known as the 2023 Town of Manlius Comprehensive Plan, which has the potential to impact the environment within the Town of Manlius; and

WHEREAS, pursuant to SEQR regulations, the lead agency is responsible for conducting an environmental review of the proposed project and making a determination of significance; and

WHEREAS, the Town Board is the most appropriate entity to act as the lead agency for the proposed project due to its knowledge and expertise in community planning matters;

NOW, THEREFORE, BE IT RESOLVED that the Town of Manlius Town Board declares its intent to act as the lead agency under SEQR for the proposed project known

as the 2023 Town of Manlius Comprehensive Plan, and to conduct an environmental review of the project in accordance with SEQR regulations.

BE IT FURTHER RESOLVED that the Town Board will promptly notify all other involved agencies of its intent to act as the lead agency and will coordinate with those agencies throughout the SEQR process.

BE IT FURTHER RESOLVED that the Town Board will work diligently to ensure that the SEQR process is conducted in a timely and efficient manner, and that all environmental impacts of the proposed project are thoroughly analyzed and considered.

This resolution shall take effect immediately.

AYE:

ABSTAIN:

NAY:

Neighborhood Sidewalk Program (NSP)

The Town of Manlius Supervisor and Town Councilors identified a need for a program that allows neighborhoods to organize and build sidewalks to help our children safely walk to school, connect our villages and to increase overall walkability in the Town of Manlius. Therefore, the Town of Manlius has created a Neighborhood Sidewalk Program (NSP) to guide residents through the process of creating a sidewalk district to fund, build and maintain sidewalks and multi-use trails, based on the availability of funding and meeting specific project criteria. This program will use [Town Law Article 12-A](#) to form a sidewalk district if all criteria is met.

The Town of Manlius Neighborhood Sidewalk Program (NSP) serves as a way for the town to partner with neighborhoods to fund, build and maintain sidewalks and multi-use trails.

The goals of the Neighborhood Sidewalk Program are to provide Town of Manlius residents with:

- Improved safety
- Improved pedestrian mobility
- Improved connectivity to schools
- Improved connectivity to parks and recreation facilities
- Improved connectivity between multiple land uses
- Improved connectivity to transit options

Neighborhood Sidewalk Program Process

1. Meet with the Town Supervisor or a Town Councilor to present your proposed project and to review the process of creating a sidewalk district in your neighborhood.
2. A neighborhood group, Homeowners' Association or an individual gathers petition signatures from property owners in the desired neighborhood showing support for the project. The Town Board requires at least 65% of property owners in the proposed neighborhood to show support by the petition signatures.
3. Once the application and petition are verified by the Town Clerk, the proposed project will be presented at a Town Board meeting.
4. If accepted by the Town Board, the town engineer will draft a map, plan and report. This report would include who will be included in the sidewalk district, estimation of costs and grant opportunities.
5. Once the map, plan and report is completed, an informational neighborhood meeting will be held to discuss options and cost with residents.
6. A required public hearing will be scheduled to hear from residents and present the final proposed sidewalk plan.

7. After a public hearing is held, the town board can vote on creating a new sidewalk district which will be subject to a [permissive referendum](#).
8. If no petition for referendum is filled within 30 days and the state comptroller approves, the town board resolution becomes effective and the new sidewalk district is formed.
9. Once the sidewalk district has been formed, the Town & residents will apply for grants, set up funding for the project and go out to bid for the project.

Project Neighborhood Support Demonstrated Through Petitions

The Town of Manlius requires that there be wide support from the community for implementing this program in its neighborhoods. The neighborhood petition to demonstrate support for a Project must be received with at least sixty-five percent (65%) of property owners in the proposed sidewalk district. The Petition should include the name, and address for each petitioner.

The petition must identify a primary contact who will take responsibility for submitting information and assist the Town throughout the project. The petition should be presented in writing to the following:

Town of Manlius
c/o Neighborhood Sidewalk Program
301 Brooklea Drive
Fayetteville, NY 3066

All homeowners must sign individually, including owners of undeveloped lots. The percentages will be calculated, based on individual lots where the owners sign affirmatively, divided by the total number of lots in the neighborhood. Each lot counts as only one lot regardless of the number of owners signing.

The completed petition must be returned to the Town Clerk where it will be verified against tax records and land lot maps to ensure that it meets all requirements. Once verified, the proposed project will be presented to the Town Supervisor and Town Board to be evaluated.

Neighborhood Cost Share

It is recommended that all installation costs for the Neighborhood Sidewalk Program project be shared between the Town and the neighborhood. The Neighborhood Cost Share will be dependent on what grants are available for projects to reduce the overall cost for the sidewalk district. Installation costs include but are not limited to: establishment of a level shoulder, reconstruction of driveways, construction of the Project, sign and pavement marking modifications, mail box relocation and landscaping.

Neighborhood Sidewalk Program Project Request Criteria

Project requests will be evaluated on the following criteria. These criteria will be used to determine a priority for implementation of the neighborhood requests:

Safety Factor: Any potential or demonstrated pedestrian safety hazard, such as crash history, topography, roadway alignment, street lighting, speeds, or completing a missing segment of an existing path will increase the justification for a project.

Trip Generator Factors: Walking becomes an alternative form of transportation when located near a private or public school, Parks and Recreation facility, Transit and Civic facilities. Therefore, this will increase the justification for a project.

Land Use (Zoning) Factors: Requests for projects that promote pedestrian connectivity between land uses, such as links between residential, commercial, and office use will increase the justification for a project, as will higher density zonings, versus lower density zonings.

Neighborhood Cost Share Amount: Projects that qualify for grants will increase the justification for the project.

Construction feasibility, including available funding, geographic constraints, and right-of-way: Available funding, geographic constraints, and right-of-way. Adequate right-of-way and/or easements must exist or be donated to the town. Existing shoulder and curb and gutter conditions will have an impact on the project cost and feasibility. Good condition curb and gutter and flat, unobstructed shoulder conditions will increase the justification for a project. For Projects that require changes that fall outside of easements or Town Right-Of-Way, the neighborhood will assist the Town in obtaining the necessary easements or Right-Of-Ways that are required for the Project to be constructed.

Public Support: The Town Board requires 65% of property owners within the proposed sidewalk district to be in support of the project. This will be demonstrated by the petition requirement with the application of the NSP. The Town Board will be specifically looking for high support among property owners at the project location.

RESOLUTION

A RESOLUTION OF THE TOWN OF MANLIUS, NEW YORK ADOPTING A NEIGHBORHOOD SIDEWALK PROGRAM

WHEREAS, the Town of Manlius Supervisor and Councilors recognizes the need to adopt neighborhood sidewalk policies and procedures to address residents recreation and safety concerns; and

WHEREAS, the Town of Manlius is committed to being a supporting partner in helping residents and neighborhoods devise creative and workable ways to enhance neighborhood safety and livability by working closely with neighborhoods to implement effective and cost efficient solutions; and,

WHEREAS, Sustainable Manlius has prepared the attached Neighborhood Sidewalk Program for the Town of Manlius, New York and recommends its adoption.

Now, THEREFORE BE IT RESOLVED, by the Town Supervisor and Town Board of the Town of Manlius, New York, that the attached Neighborhood Sidewalk Project; and,

BE IT FURTHER RESOLVED, that Town Staff are authorized to perform such actions as are necessary and appropriate for the implementation of the Neighborhood Sidewalk Program; and,

BE IT FURTHER RESOLVED, this resolution shall take effect from and immediately after its passage.



Central New York's Water Authority
www.ocwa.org

200 NORTHERN CONCOURSE
PO BOX 4949
SYRACUSE, NY 13221-4949

PHONE: (315) 455-7061
FAX: (315) 455-8510

March 24, 2023

John Deer, Town Supervisor
Town of Manlius
301 Brooklea Drive
Fayetteville, NY 13066

RECEIVED

MAR 30 2023

TOWN OF MANLIUS

Re: OCWA Project No. 9004120
Install 8" Fire Service to 5427 N Burdick Street
Town of Manlius

Dear Mr. Deer:

Enclosed please find Map File No.1969 sheet 1 showing proposed hydrant #15225 in the existing O536- North Burdick Water District for your review.

If the above hydrant meets with your approval, we request that the Town Board duly approve it. Sign and insert date on the enclosed three (3) Applications for Fire Hydrants. Return two (2) copies to our office and retain one (1) copy for your files.

The Developer, 5427 N. Burdick Street, will pay for the hydrant installation in conjunction with the 8" Fire Service. The Town will be notified when the hydrant is in service, and they will be billed the annual hydrant maintenance rate, which is currently \$82.11 per hydrant per annum.

Thank you for your attention to this matter.

Very truly yours,

OCWA

Patrick Sherlock, P.E.
Engineering Manager

PS:ng

cc: Project # 9004120
Accounting 9004120
D. Hughes
Hyd File #13
Enc. M.F.1969_1
3 Applications for Fire Hydrant
Billing Symbol - GOMR

OCWA

APPLICATION FOR FIRE HYDRANTS

Project No. 9004120

Name of Municipality: _____

Billing Address: _____

Billing Name (Indicate District, if applicable): _____

WD/WSD CODE # O536- North Burdick Street WD

Date Resolution Approved by Municipal Board: _____

Fire District/Department Service this location: _____

LOCATION OF HYDRANTS:

1. Hydrant # 15225- 5427 North Burdick Street

Application is hereby made to OCWA for the above installation(s), in order to provide fire hydrant service at the property locations as listed above.

It is understood and agreed that fire hydrant service shall be supplied and used only in accordance with Customer Rules of OCWA as now on file at OCWA's office and any modifications, alterations or amendments thereof, which may be hereafter adopted by OCWA.

It is understood and agreed that failure of the Applicant to give prompt written notice to have the fire hydrant service discontinued will make the Applicant liable for all charges until the time of written notification.

Type name: _____

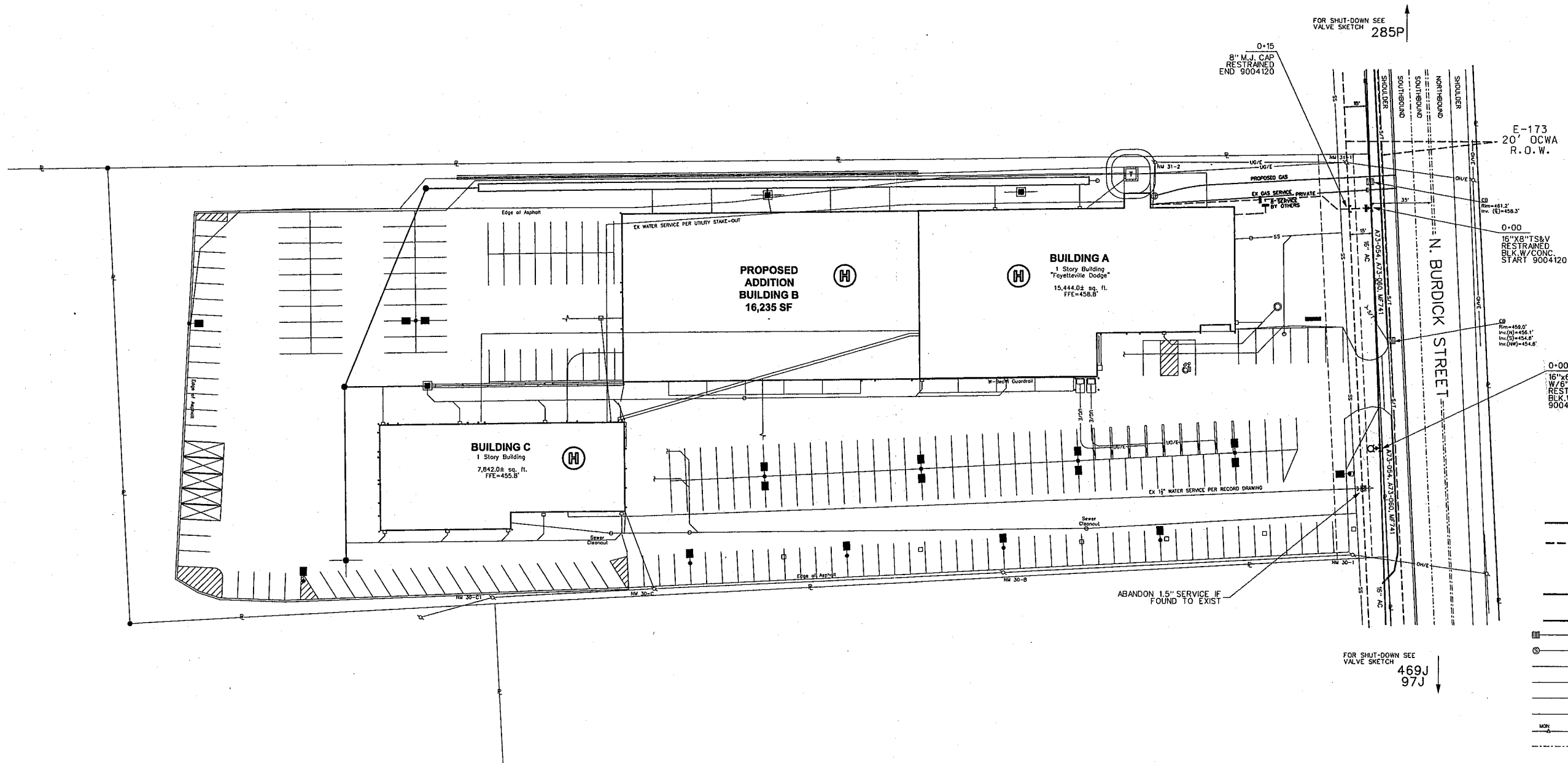
Sign name: _____

Title: _____ Date: _____

Sign and Return 2 forms

Distribution: 1 signed copy Municipality retains
2 signed copies OCWA
Account File
Engineering Project File

LOCATION OF UTILITIES
ARE APPROXIMATE AND
SHOULD BE VERIFIED BY
CONTRACTOR IN FIELD.



- LEGEND**
- EXISTING WATER MAINS & HYDRANTS
 - WATER MAINS & HYDRANTS INSTALLED UNDER 9004120
 - HYDRANT THREAD CODE
HYDRANT NUMBER
 - GATE VALVE
 - WATER SERVICE & CURB BOX
 - STORM SEWER W/ CATCH BASINS
 - SANITARY SEWER W/ MANHOLES
 - GAS MAIN
 - UNDERGROUND ELECTRIC CABLE
 - UNDERGROUND TELEPHONE CABLE
 - SEWER FORCE MAIN
 - MONUMENT, PROPERTY LINE, POINT OF TANGENT & IRON PIPE
 - CENTERLINE OF ROAD

HIGH PRESSURE
PRVs REQUIRED

(H) - HIGH PRESSURE PRV REQUIRED

PRESSURE CHECK			
SUPPLY TOH (HIGHEST)	870'	SUPPLY TOH (LOWEST)	870'
GROUND ELEV. (LOWEST)	459'	GROUND ELEV. (HIGHEST)	459'
FEET OF HEAD	210' X 43	FEET OF HEAD	210' X 43
HIGHEST PRESSURE	90 PSI	LOWEST PRESSURE	90 PSI



PATRICK M. SHERLOCK N.Y.S. P.E. LIC. NO. 091836

DATE 2/14/23

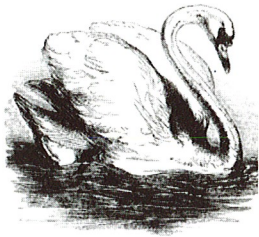
ALL POLYWRAPPED
DESIGN DRAWING

THIS DRAWING IS INTENDED FOR CONSTRUCTION.
SEE RECORD DRAWING WHEN COMPLETE.
FOR AS BUILT INFORMATION.

SHEET 1

0536 - NORTH BURDICK WSD '400' Pg. 57-15

REVISION	DATE	BY
PLAN APPROVED	2/14/23	PMS
OCWA		
NORTHERN CONCOURSE PO BOX 4849 SYRACUSE, NY 13211		
6" FIRE SERVICE		
TESLA		
5427 NORTH BURDICK STREET		
TOWN OF MANLIUS		
DESIGN JAK	SCALE 1" = 30'	MAP FILE 1969
DRAWN JAK	FILE No. 9004120	TRACT MAP
CHECKED SJD		
DATE 11/17/22		



Village of
MANLIUS
Paul Whorrall, Mayor



April 5, 2023

RECEIVED

APR 10 2023

TOWN OF MANLIUS

Town of Manlius
Attn: Ann Oot
301 Brooklea Dr.
Fayetteville, NY 13066

Dear Ann,

Enclosed is the 2023 – 2027 Lease Agreement for the Police Department. Please have the document signed and notarized.

Feel free to reach out if you have any questions.

Thanks,

Lisa Baker
Village Clerk

**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 28 day of March, 2023 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 Five (5) years, to commence on the 1st day of **January 2023** and expire on the 31st day of **December 2027**.

RENTAL: The rent for calendar year 2023 shall be \$103,020 (5%), \$108,171(5%) in 2024, \$113,579 (5%) in 2025, \$118,122 (4%) in 2026 and in 2027 \$122,846 (4%)

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 2023, Tenant shall be responsible for payment of all rent through calendar year 2023. If notice is given by Tenant at any time in calendar year 2024, Tenant shall be responsible for payment of all rent through calendar year 2024. If notice is given by Tenant at any time in Calendar years 2025, 2026, or 2027, Tenant shall be responsible for payment of all rent through the end of that calendar year.

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

It will be the responsibility of the Tenant to make sure the premises are left in the condition it originated at the time of lease and that any damage or repairs that need to be made are the responsibility of the Tenant.

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 _____
John T. Deer, Supervisor

STATE OF NEW YORK)
COUNTY OF ONONDAGA)

SS:

On March 31, 2023, 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.

Jenna R. Spendle
Notary Public

JENNA R. SPENDLE
Notary Public, State of New York
No. 01SP6218196
Qualified in Onondaga County
My Commission Expires March 1, 2026

STATE OF NEW YORK)
COUNTY OF ONONDAGA)

SS:

On _____, before personally came John T. Deer, 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

Syracuse Signal Systems, Inc.
410 Marcellus Street
Syracuse, NY 13204

315-426-8712 office

TRAFFIC SIGNAL ON-CALL REPAIR CONTRACT

FOR THE PERIOD OF:

April 3, 2023 - December 31, 2023

Syracuse Signal Systems, Inc.
410 Marcellus Street.
Syracuse, NY 13204

Town of Manlius

301 Brooklea Drive, Box 9
Fayetteville, NY 13066

SUBJECT: On call service for two (2) flashing school beacons at Fayetteville-Manlius High School on NY Rt. 173 and ESM School on Kirkville Rd.

Dear Madame/Sir;

Syracuse Signal Systems, Inc. agrees to furnish and deliver to the above, the services for which the bid is made and at the price as follows;

Signal & Controller on-call service rate - \$175 per month, billed quarterly (does not include sales tax, this will be included in invoice if required). This rate includes initial response and routine repairs without additional payment. Routine repairs typically include LAMP/LED changes, load relay replacements and all other minor repairs. Most calls are minor repairs. Additional payment to Syracuse Signal Systems above this basic service rate shall be made for all major repairs, equipment upgrades, modifications, or enhancements as stipulated in the general provisions of this contract.

THE GENERAL PROVISIONS OF THE CONTRACT SHALL BE AS FOLLOWS:

- 1. INTENT OF CONTRACT.** It is the intent of this contract that Syracuse Signal, for the stated monthly fee will:
 - a. Sustain material, tools, equipment, and insurance necessary to be on call and available for repair of traffic light(s) and control(s) so as to provide continuous operation.
 - b. Respond to calls directly from DOT, Police, and /or 911 Dispatch without necessity of being contacted by owner for permission to do work.
- 2. LIMITATION OF CONTRACT.** Syracuse Signal Systems, Inc. claims no liability for the integrity of the owner's equipment. Our "service call" role is simply to respond to calls to make such repairs as necessary to get a malfunctioning signal back in service. The basic contract does not include a thorough inspection of the signals nor their condition. The basic service call does not include re-inspection or preservation of cabinet safety equipment. The basic service call is for a specific purpose--to make the signal work again, and that is all we do in our role as a service call contractor.

3. CONTRACT PERIOD. The terms of the purchase order issued to Syracuse Signal Systems based on these specifications shall be from January 01, 2021 to December 31, 2021 inclusive.

4. CONTRACT TERMINATION. It shall be the prerogative of (owner) to terminate any purchase order so issued. If performance is not entirely satisfactory. This termination shall be without penalty to the owner. It shall also be the prerogative of Syracuse Signal Systems to terminate the contract without penalty to Syracuse Signal Systems (30) days after the owner receives written receipt of such intent.

5. AVAILABILITY FOR SERVICE. Syracuse Signal Systems shall be available (365) days per year, (24) hours per day, for the emergency repair of the subject equipment to insure continuous operation. The telephone numbers listed at the end of this contract may be used for service requests and all authorized calls for emergency service shall be responded to quickly.

6. MODIFICATION OF OPERATION OF CONTROLLER (when required). Syracuse Signal Systems will check with the proper State, County, and local officials for necessary approvals. The modification will then be performed and if any new equipment is required, material charges will apply.

7. INSURANCE. Contractor's liability insurance certificate is provided per request.

8. INVOICING. At the end of each quarter, basic maintenance invoices will be presented to the owner. All other invoices (modifications or major repair) will present when the work is completed.

9. ROUTINE SERVICE CALLS - Routine service calls for repair shall be made as necessary without additional cost to the owner and shall include basic response, labor, repair, and replacement of components, but shall be limited to three (3) hours labor and/or \$100.00 in material costs. Any repair requiring more than 3 hours of labor and/or \$100.00 in material costs shall be considered a major repair as stipulated in paragraph 11.

10. MAJOR REPAIR. Syracuse Signal Systems, Inc. makes no guarantees of the owner's equipment, and shall not be responsible for major repairs of *said* equipment without additional payment by the owner to Syracuse Signal Systems, Inc. A major repair shall be construed as any repair requiring more than 3 hours of labor and/or \$100.00 in material costs. When any major repair is required, the owner shall be notified as to the extent and cost of the repair. The owner has the option of seeking competitive bids or negotiating a price for repair with Syracuse Signal Systems. Major repairs can be resultant from; but not limited to damage from natural or environmental cause, accidents, construction work (e.g. road milling operations), vandalism, theft, age related wear, obsolescence, or from malfunction of major components, regardless of age.

**11. PAYMENT FOR MODIFICATIONS, ENHANCEMENTS OR UP-
GRADES.** The intent of the contract is to respond and repair the signal in its current state at the time of contract signing. Syracuse Signal Systems, Inc. shall not be responsible for equipment replacement, modifications, or upgrades even if the owner is required to do so by the roadway governing authority (Village, City, County, or State) without additional payment from the owner.

If the terms and conditions of this contract are satisfactory, please sign where indicated and return one copy to Syracuse Signal Systems, Inc.

Sincerely yours,

Scott Strachan
President
Syracuse Signal Systems

It is agreed that Syracuse Signal Systems will be available for on-call and repair work for the traffic control equipment per the above contract for a period of one year, from April 3, 2023 to December 31, 2023 inclusive.

**SIGNATURES FOR TRAFFIC SIGNAL ON-CALL REPAIR CONTRACT
WITH SYRACUSE SIGNAL SYSTEMS, INC.**

____ Town of Manlius
____ Representative
____ Contact Phone Number
____ Contact Email

Date _ _ _ _ _

____ Syracuse Signal
____ Systems, Inc.

Date _ _ _ _ _

Service Telephones:

Office: 315-426-8712

Mike McNeill: 315-391-3482

Jaime Strachan: 315-657-6431

** G/L ACCOUNT TOTALS **

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====		
				ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG
2023	A00-4.1081	Other Payments *NON-EXPENS	24,250.04	11,558-	98.81-				
	A00-5.1220.400	Supervisor - Contractual	3,333.00	10,000	3,341.90-	Y	71,600	50,556.19	
	A00-5.1220.480	Supervisor - Payroll	4,299.53	37,500	26,073.75		71,600	49,589.66	
	A00-5.1420.481	Attorney - Litigation	3,515.80	25,000	5,909.20		116,000	71,955.45	
	A00-5.1420.482	Attorney - Employment Matt	10,520.00	25,000	7,572.50		116,000	64,951.25	
	A00-5.1420.483	Attorney - Town Board	5,500.00	66,000	42,470.00		116,000	69,971.25	
	A00-5.1620.420	Buildings - Gas/Electric	1,126.58	35,000	28,308.24		477,873	405,237.27	
	A00-5.1620.430	Buildings - Cleaning	1,316.25	16,560	11,384.72		477,873	405,047.60	
	A00-5.1620.450	Buildings - Pest Control	115.54	700	468.92		477,873	406,248.31	
	A00-5.1640.410	Central Garage - Gasoline	7,954.11	100,000	73,410.37		104,500	76,940.26	
	A00-5.1670.407	Central Printing - Copier	622.40	6,800	4,304.02		64,100	48,339.89	
	A00-5.3120.461	Police - Accreditation	2,375.00	40,461	28,704.24		669,227	594,884.65	
	A00-5.3120.465	Police - Forensic	1,424.00	44,828	37,879.42		669,227	595,835.65	
	A00-5.3310.400	Traffic Control - Contract	21.48	3,060	2,942.17		3,060	2,942.17	
	A00-5.5132.420	Garage - Gas/Electric	5,332.64	39,200	28,944.20		409,431	388,116.73	
	A00-5.5182.400	Street Lighting - Contract	389.85	5,500	3,804.79		5,500	3,804.79	
	A00-5.9055.800	Disability Insurance	500.69	5,800	5,254.35		5,800	5,254.35	
	A00-5.9060.800	Health Insurance	165,700.39	2,095,745	1,448,463.52		2,095,745	1,448,463.52	
	B00-5.3620.400	P & D - Contractual	358.00	0	16,992.62-	Y	57,550	24,471.45	
	B00-5.8020.410	Planning - Engineer	1,641.74	15,000	11,899.00		37,020	30,340.42	
	B00-5.8020.450	Planning - Attorney	1,462.00	20,000	15,289.30		37,020	30,520.16	
	B00-5.9055.800	P & D - Disability Insuran	21.16	250	166.60		250	166.60	
	B00-5.9060.800	P & D - Hospital & Medical	4,816.61	59,567	40,300.56		59,567	40,300.56	
	DA0-5.9055.800	Disability Insurance	183.35	1,100	558.47		1,100	558.47	
	DA0-5.9060.800	Hospital & Medical Insuran	27,879.00	192,693	76,589.76		192,693	76,589.76	
	SL1-5.5182.400	Street Lighting - Contract	1,686.09	25,000	17,934.57		25,000	17,934.57	
	SL2-5.5182.400	Street Lighting - Contract	2,317.50	33,000	23,305.94		33,000	23,305.94	
	SL3-5.5182.400	Street Lighting - Contract	111.40	1,700	1,231.33		1,700	1,231.33	
	SL4-5.5182.400	Street Lighting - Contract	683.86	10,000	7,206.70		10,000	7,206.70	
	SL5-5.5182.400	Street Lighting - Contract	2,551.57	37,000	26,329.23		37,000	26,329.23	
	SR1-5.9060.800	Hospital & Medical Insuran	185.87	2,795	2,051.52		2,795	2,051.52	
	SR2-5.9060.800	Hospital & Medical Insuran	185.87	2,795	2,051.52		2,795	2,051.52	
	TA2-2.851	Engineering Deposits	1,432.00						
		** 2023 YEAR TOTALS	283,813.32						

4/11/2023 4:11 PM

REGULAR DEPARTMENT PAYMENT REGISTER

PAGE: 28

DEPARTMENT: N/A NON-DEPARTMENTAL

BANK: MT-CK

BUDGET TO USE: CB-CURRENT BUDGET

** G/L ACCOUNT TOTALS **

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====	
				ANNUAL	BUDGET	OVER	ANNUAL	BUDGET OVER
				BUDGET	AVAILABLE BUDG		BUDGET	AVAILABLE BUDG
2023-2024	A00-2.700	Rec Dept Clearing Acct	21,828.77					
	A00-5.1010.400	Town Board - Contractual	21,129.81	22,500	23,395.74-	Y	28,000	20,332.28- Y
	A00-5.1010.402	Town Board - Seminar/Confe	669.62	5,500	3,063.46		28,000	20,332.28- Y
	A00-5.1110.400	Justices - Contractual	60.00	600	540.00		9,903	9,162.20
	A00-5.1110.401	Justices - Office Supplies	101.97	2,800	2,019.20		9,903	9,162.20
	A00-5.1220.401	Supervisor - Office Suppli	171.65	3,000	2,541.91		71,600	53,889.19
	A00-5.1220.402	Supervisor - Seminar/Confe	174.60	7,000	8,250.40		71,600	53,889.19
	A00-5.1220.403	Supervisor - Associations/D	985.00	2,600	25.00		71,600	53,889.19
	A00-5.1330.401	Receiver of Taxes -Office	67.49	3,172	3,306.68		7,787	6,329.13
	A00-5.1355.401	Assessors - Office Supplie	11.58	2,300	2,301.25		42,000	40,271.01
	A00-5.1410.401	Town Clerk - Office Suppli	22.16	2,200	2,343.19		11,516	11,167.97
	A00-5.1410.402	Town Clerk - Seminars/Conf	625.00	4,945	4,843.60		11,516	11,167.97
	A00-5.1410.408	Town Clerk - Printing/Ads	64.37	1,200	632.18		11,516	11,167.97
	A00-5.1420.481	Attorney - Litigation	4,000.00	25,000	9,425.00		116,000	75,471.25
	A00-5.1620.400	Buildings - Contractual	129.21	6,500	2,961.81		477,873	406,363.85
	A00-5.1620.405	Buildings - Information Te	1,872.57	389,763	337,886.46		477,873	406,363.85
	A00-5.1620.424	Buildings - Internet	93.84	2,500	1,847.02		477,873	406,363.85
	A00-5.1640.411	Central Garage - Town Veh	25.19	4,500	3,529.89		104,500	84,894.37
	A00-5.1670.401	Central Printing - Office	127.46	18,500	14,988.02		64,100	48,962.29
	A00-5.3120.400	Police - Contractual	406.87	46,781	48,050.87		669,227	597,259.65
	A00-5.3120.401	Police - Office Supplies	1,846.60	15,285	14,893.66		669,227	597,259.65
	A00-5.3120.402	Police - Seminars/Conferen	1,720.00	32,225	29,059.66		669,227	597,259.65
	A00-5.3120.404	Police - Books/Publication	502.58	8,372	6,667.66		669,227	597,259.65
	A00-5.3120.405	Police - Info Tech/Electro	2,378.89	12,750	7,976.70		669,227	597,259.65
	A00-5.3120.412	Police - Vehicle Repair	1,344.61	119,236	98,254.75		669,227	597,259.65
	A00-5.3120.421	Police - Phone	2,200.87	31,820	27,549.91		669,227	597,259.65
	A00-5.3120.423	Police - Security Service	30.00	420	449.90		669,227	597,259.65
	A00-5.3120.425	Police - Building Maintena	10.79	2,650	1,860.71		669,227	597,259.65
	A00-5.3120.430	Police - Cleaning Supplies	403.46	3,500	3,014.39		669,227	597,259.65
	A00-5.3120.446	Police - Maintenance Contr	1,359.40	63,651	44,710.09		669,227	597,259.65
	A00-5.3120.448	Police - Uniforms & Cleani	2,069.14	68,879	67,312.29		669,227	597,259.65
	A00-5.3120.463	Police - CPSS	154.00	2,100	2,901.40		669,227	597,259.65
	A00-5.3120.464	Police - Protection Gear	312.42	59,042	52,124.45		669,227	597,259.65
	A00-5.3120.465	Police - Forensic	1,479.24	44,828	39,303.42		669,227	597,259.65
	A00-5.3310.400	Traffic Control - Contract	14.99	3,060	2,963.65		3,060	2,963.65
	A00-5.5132.400	Garage - Miscellaneous	739.81	51,250	50,746.29		409,431	393,449.37
	A00-5.5132.425	Garage - Garage/Bldg Maint	377.54	295,500	287,747.16		409,431	393,449.37