Agenda
Town Board Meeting
April 24, 2024
6:30 PM

1. Virtual Meeting Instructions - April 24, 2024

   Documents:

   4-24-24 TOWN BOARD MEETING INSTRUCTIONS.PDF

2. Pledge Of Allegiance
3. Open Podium
4. Unsafe Building - 6602 Fremont Rd (Tax Map # 045.-02-02.0)
5. Set Date For Work Session - Town Code Analysis
   - May 8, 2024 5:00 PM
6. SIRO Agreements
7. Public Hearing - RT Zoning Update

   Documents:

   LOCAL LAW - ENACTING - CANNABIS IN RT.PDF

8. Quarry Commission

   Documents:

   RESOLUTION CREATING QUARRY COMMISSION.PDF

9. Approval Of Skyridge Engineering RFP

   Documents:

   REQUEST FOR PROPOSALS - ENGINEERING.PDF

10. Deer Management 2024 Report & Update
11. Discussion Of Potential Action Of Meadowbrook Limestone Wastewater Treatment Plant
12. Appoint Secretary To Police Committee
13. Approval For Movement Of Budget Lines For Tree Commission
    - DA0 5.5140.447 Supplies/Trees 2024 Budget $2,500 to A00 5.6310.447 Supplies/Trees
    - DA0 5.5140.402 Seminars/Conferences 2024 Budget $450 to A00 5.61310.402 Seminars/Conferences

14. Tree Commission - Approval To Purchase A Tree Not To Exceed $125 For EarthFest Raffle
15. Procurement & Employee Reimbursement Policy

    Documents:

    4713 PROCUREMENT - AMENDED.PDF
    4713 TRAVEL AMENDED.PDF
    4713 INVESTMENT AMENDED.PDF

16. Motion To Authorize The Purchase Of Tabling Materials From Voss Signs

    Authorization to order tabling products from Voss Signs

    Watershed Stewards fund

    - Retractable Banner $226.45
    - Logo Table Runner $209.90

    Sustainable Manlius

    - Logo Table Runner $209.90

    Town Board (general)

    - Logo Table Runner $209,90

    Total Estimate $931.15

17. Feasibility Study On New Municipal Building Presentation
18. Approval Of Minutes - April 10, 2024

    Documents:

    04-10-24 DRAFT.PDF

19. Approval Of Abstract #8

    Documents:

    ABSTRACT 8.PDF

20. Adjournment

Town of
MANLIUS
New York

April 24, 2024

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/82836598226?pwd=MXBhWjBKK3ZqYWxJVnBIaitTWExlUT09

Password to join when prompted:

Password: **548333**

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: 828 3659 8226

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

Password: **548333**

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

IN THE MATTER

Of

LOCAL LAW 2024 -___ AMENDING THE ZONING CODE TO ALLOW AND REGULATE CANNABIS DISPENSARIES IN THE RT DISTRICT

RESOLUTION ENACTING LOCAL LAW

The **TOWN BOARD OF THE TOWN OF MANLIUS**, in the County of Onondaga, State of New York, met in regular session at the Town Hall in the Town of Manlius, located at 301 Brooklea Drive in the Village of Fayetteville, County of Onondaga, State of New York, and virtually on the platform commonly referred to as Zoom, the Town Facebook page and YouTube on the 24th of April, 2024, 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
Alissa Italiano	Councilor
Ingrid Gonzalez-McCurdy	Councilor
Michael Nesci	Councilor
William Nicholson	Councilor

The following resolution was moved, seconded, and adopted:

WHEREAS, New York State has eliminated the criminal penalties for the recreational use of marijuana;

WHEREAS, in order to remedy the consequences of previous marijuana laws, New York State passed a series of laws related to Cannabis (the "Cannabis Laws") with the intent to regulate, control and tax cannabis, generate new revenue, make substantial investments in

communities and people most impacted by cannabis criminalization to address the collateral consequences of such criminalization, prevent access to cannabis by those under the age of twenty-one years, reduce the illegal drug market and reduce violent crime, reduce participation of otherwise law-abiding citizens in the illicit market, end the racially disparate impact of existing cannabis laws, create new industries, protect the public health, safety and welfare of the people of the state, increase employment and strengthen New York's agriculture sector;

WHEREAS, the Town of Manlius, through this Local Law, seeks to promote the intent of the Cannabis Laws while ensuring responsible use of cannabis in appropriate areas throughout the Town and the good health and welfare of all the citizens of the Town;

WHEREAS, to accomplish this goal the Town seeks to allow cannabis dispensaries in the Town's Residential Transitional ("RT") District subject to certain restrictions contained within this Local Law;

WHEREAS, a Local Law has been introduced before the Board, to wit: Local Law No. 2024 - ____, entitled "A Local Law Amending the Zoning Code to Allow and Regulate Cannabis Dispensaries in the RT District" as follows:

LOCAL LAW 2024 -___, A LOCAL LAW AMENDING THE ZONING CODE TO ALLOW AND REGULATE CANNABIS DISPENSARIES IN THE RT DISTRICT

BE IT ORDAINED AND ENACTED by the Town Board of the Town of Manlius, County of Onondaga, State of New York, as follows:

Section 1. That Chapter 155, Section 155-3(B) is hereby amended by adding the following definition:

§ 155-3 Definitions.

B. When used in this chapter, unless otherwise expressly stated or unless the context or subject matter otherwise requires, the following terms shall have the meanings indicated:

CANNABIS

"Cannabis" means all parts of the plant of the genus Cannabis, whether growing or not; the seeds thereof; the resin extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds or resin. It does not include the mature stalks of the plant, fiber produced from the stalks, oil or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture, or preparation of the mature stalks (except the resin extracted therefrom), fiber, oil, or cake, or the sterilized seed of the plant which is incapable of germination. It does not include hemp, cannabinoid hemp or hemp extract as defined by this section or any drug products approved by the federal Food and Drug Administration.

CANNABIS PRODUCTS OR CANNABIS-INFUSED PRODUCTS

"Cannabis Products" or "Cannabis-Infused Products" means manufactured products that contain either cannabis or concentrated cannabis which are intended either for consumption via inhalation or ingestion, principally for recreational or medicinal use.

CANNABIS RETAIL DISPENSARY

"Cannabis Retail Dispensary" means any commercial operation licensed by the New York State Office of Cannabis Management which exists in a fixed location, and which sells to the public Cannabis Products or Cannabis-Infused Products in compliance with the provisions of the New York State Cannabis Law (and any other applicable laws now or hereafter in existence). Cannabis Retail Dispensaries may not sell tobacco products absent authorization by state and local law and requisite permitting. A "Cannabis Retail Dispensary" does not include an "on-site cannabis consumption establishment".

Section 2. That Chapter 155, Section 155-20.1.B. is hereby amended as follows:

§ 155-20.1 Residential Transitional District (RT).

B. The following uses shall be permitted in a Residential Transitional (RT) District, provided that no major alterations in the exterior appearance of existing buildings shall be allowed, except in conformity with Subsection **H** hereof:

(1) Any use permitted in a Residential District R-1 and subject to the same restrictions. In the event that the property owner chooses to use the R-1 as a basis for uses and restrictions, the additional uses and restrictions set forth below shall only be allowed upon a finding by the Planning Board that such uses are compatible with a residential use and after the accessory

use process, as set forth in Article **IV**, § **155-29**, of this chapter.

(2) Uses as set forth below and other uses of a substantially similar kind, upon approval of a combined site plan and accessory use permit (requiring the fee for site plan only) pursuant to Article **IV**, §§ **155-28** and **155-29**, provided that such uses are confined to buildings existing on the effective date of this amendment:

(a) Offices of religious and educational institutions.

(b) Offices of physicians, surgeons, dentists, lawyers, architects, engineers, planners, real estate agents, public stenographers, mailing service without presses, telephone answering services.

(c) Funeral homes.

(d) Day-care center.

(e) Care home.

(f) Teaching of music, dance or other similar types of instruction when limited to five pupils at a time.

(g) Bed-and-breakfast accommodations.

(h) Dressmaker and/or tailoring.

(i) Decorator.

(j) Photographer.

(k) Art studio.

(l) Apartment(s) for residential use.

(3) Uses as set forth below and other uses of a substantially similar kind, upon approval of a combined site plan and special use permit pursuant to Article **IV**, §§ **155-27** and **155-28**, provided that such uses are confined to buildings existing on the effective date of this amendment:

(a) Retail sales, including grocery stores, pharmacies, department stores, specialty shops and shops for the sale of general merchandise including Cannabis Retail Dispensaries.

Section 2. This local law shall take upon the filing with the Secretary of State.

Underline – new language
~~Strikeout~~ – deleted language

WHEREAS, the Town Board held a public hearing on April 10th, 2024, which, public hearing was held over until April 24, 2024, where all interested parties could be heard;

WHEREAS, the Town of Manlius Planning Board reviewed the local law on March 25th, 2024, and, the Onondaga County Planning Board reviewed the local law on March 27th, 2024 and determined that there would be no significant county-wide impact;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Manlius, County of Onondaga, State of New York, hereby approves Local Law 2024- as set forth in this Resolution; and

BE IT FURTHER RESOLVED, that the Town Clerk is hereby directed to file Local Law 2024- with the Secretary of State within 20 days of the adoption of this Local Law and 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 24th day of April, 2024; 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 24th day of April, 2024.

DATED: April 24, 2024
Fayetteville, New York

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

IN THE MATTER

Of

CREATING THE QUARRY COMMISSION FOR THE TOWN OF MANLIUS

RESOLUTION CREATING THE QUARRY COMMISSION FOR THE TOWN OF MANLIUS

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 24th of April, 2024, 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
Alissa Italiano	Councilor
Ingrid Gonzalez-McCurdy	Councilor
Michael Nesci	Councilor
William Nicholson	Councilor

WHEREAS, the Town contains an active quarry (the "Quarry") with surrounding neighborhood uses;

WHEREAS, the Town Board recognizes that a balance must be struck between the Quarry owner's desired commercial uses related to the Quarry, and, the neighbors' desires to mitigate health and safety risks stemming therefrom;

WHEREAS, the Town Board desires to create a quarry commission (the "Commission"), whose responsibilities would include (but are not limited to): (i) identifying the current and proposed uses of the Quarry; (ii) commissioning the study of, and, studying the current and proposed uses of the Quarry, and, the impacts of the same on surrounding properties within the Town; (iii) providing reports to the Town

of Manlius Board on the effects of the current and proposed uses of the Quarry on surrounding properties within the Town; and (iv) providing recommendations to the Town Board in regards to mitigating any negative impacts to the health, safety and welfare of Town residents stemming from current and proposed uses of the Quarry.

NOW, THEREFORE, be it

RESOLVED AND ORDERED, that the Town Board hereby creates the Commission to further the Town's goals and interests (as more specifically set forth above and as incorporated herein) and designates the following members to the following roles:

(i) John Deer, Chairperson/Member,

(ii) Craig Dudczak, Member Representing the Changing Seasons neighborhood,

(iii) Tom Kinsella, Member representing Kinsella Quarries

(iv) Harris Beach PLLC, legal counsel

RESOLVED that the Town Board authorizes the Town Supervisor to send an application to Onondaga County to request up to $10,000 per year for five years to fund a vibration monitoring contract, the results of which will aid the Quarry Commission.

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 24th day of April, 2024; 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 24th day of April, 2024.

DATED: April 24, 2024
Fayetteville, New York

_____

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

TOWN OF MANLIUS
REQUEST FOR PROPOSALS
PROFESSIONAL ENGINEERING SERVICES

PLEASE TAKE NOTICE that pursuant to a motion of the Town of Board of the Town of Manlius, Onondaga County, New York, sealed proposals for the Town of Manlius, New York will be received by the Town Clerk at 301 Brooklea Drive, Fayetteville, New York until 10:00 am on June 5, 2024.

Proposals must be submitted in sealed envelopes at the above address and shall bear on the face thereof the name and address of the bidder and shall be marked:

PROFESSIONAL ENGINEERING SERVICES
SKYRIDGE WATER DISTRICT
INFRASTRUCTURE IMPROVEMENTS
TOWN OF MANLIUS, ONONDAGA COUNTY, NEW YORK

Beginning on May 1, 2024, interested parties are invited to examine/obtain a printed Request for Proposals package at the Office of the Town Clerk, 301 Brooklea Drive, Fayetteville, New York 13066. A digital version of the RFP package may be viewed on the town webpage under the Document Center here:

https://www.townofmanlius.org/228/Document-Center

Questions regarding the RFP must be submitted in writing to: aoot@townofmanlius.org. It is the responsibility of all bidders to check the Town of Manlius webpage prior to submitting a bid/proposal to determine if any clarifications or updates to the specifications have been posted.

The Town Board reserves the right to reject any and all bids/proposals, to waive any irregularities, to re-advertise for bids at its discretion, and to award the contract in the best interests of the Town of Manlius, New York.

Town of Manlius

Internal Procurement Policy

I. Scope

This Policy establishes Guidelines whereby the Town of Manlius will obtain supplies, equipment, and services in a timely manner and of the best value to the residents and taxpayers of the Town. Further this Policy will be carried out in such a manner that maintains fairness to competitive vendors and abides by all applicable Federal, State, Local Laws, Rules, and Regulations governing public purchasing practices.

Additionally, where the Town of Manlius is procuring a commodity or service, whether by competitive bid or other type of procurement, that is the subject of a GreenNY procurement specification that has received final approval of the NYS Green NY Council pursuant to Executive Order No 22 (2022), the Town of Manlius Purchasing Officer shall follow the GreenNY procurement specification to the maximum extent practicable ad where cost is reasonably competitive as defined in in General Municipal Law § 104-a. GreenNY approved procurement specifications can be found online at: https://ogs.ny.gov/greenny/approved-greenny-specifications.

II. Guideline 1

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

III. Guideline 2

A. All purchases of:

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

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

B. All estimated purchases of:

1. If the needed supplies or equipment are available from a vendor with a preexisting municipal contract, the Town of Manlius may purchase these items at the redetermined contract price without rebidding.

2. If there is no municipal contract:

- Less than $20,000 but greater than $5,000 require quotes from three vendors and will be subject to approval by the Town Supervisor.
- Highway: Greater than $10,000 will be subject to approval by the Town Supervisor.

~~Any purchase less than $10,000 may be subject to approval by the Town Supervisor.~~ Any purchase of salt, diesel, and asphalt that is purchased off State or County contract is not subject to approval by the Town Supervisor.

- Police: Greater than $5,000 will be subject to approval by the Town Supervisor. ~~Any purchase less than $1,000 may be subject to approval by the Town Supervisor.~~

All other Departments: Greater than $2,500 will be subject to approval by the Town Supervisor. ~~Any purchase less than $500 may be subject to approval by the Town Supervisor.~~

3. All estimated public works contracts of:

- Less than $35,000 but greater than $10,000 require Quotes from at least three contractors and will be subject to approval by the Town Supervisor.

~~4. Less than $5,000 may be subject to approval by the Town Supervisor.~~

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

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

~~IV.~~ ~~Guideline 3~~

~~In addition to the requirements set forth in Guideline 2, all purchases or public works contracts exceeding $500 must be reviewed and approved by the Town Supervisor. This Guideline shall not apply to the Town of Manlius Highway Department, the Police Department, or items included in the Town of Manlius Budget provided as to the latter the purchase or contract price does not exceed the budgeted amount by more than 10%.~~

V. Guideline 4

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

VI. Guideline 5

If a quote or proposal is received from a local vendor or contractor which approximates or is substantially like the lowest quote or proposal received, the Purchaser may opt to award the purchase contract to said local vendor or contractor. For purposes hereof "local" shall mean its main business premises are located within 50 miles of the Town of Manlius.

If a quote or proposal is received from a vendor or contractor who is designated as a Minority, Woman, Veteran or Person with a Disability Owned Enterprise which approximates or is substantially like the lowest quote or proposal received, the Purchaser may opt to award the purchase to the Minority,

Woman, Veteran or Person with a Disability Owned vendor or contractor.

Guideline 6

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

A. Cost of maintenance

B. Proximity to the end user if distance or response time is a significant term.

C. Durability

D. Availability of replacement parts or maintenance contractors

E. Longer product life

F. Product performance criteria

G. Quality of craftsmanship

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

VII. Guideline 7

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

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

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

C. The contract must have been let to the lowest responsible bidder or based on best value in a manner consistent with GML §103. The Town Board should obtain background information on the

procedures used to let the contract, and as necessary, consult with the Attorney for the Town to determine whether this prerequisite is met.

VIII. Guideline 8

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

IX. Guideline 9

Except when directed by the Town Board or the Town Supervisor, no solicitation or proposals or quotations shall be required under the following circumstances:

A. Emergencies

B. Sole source situations

C. Goods purchased from another governmental agency.

D. Goods purchased at auction.

E. Goods purchased from a Correctional Facility.

~~F. Goods purchased for less than $1,000.~~

~~G. Public works contracts for less than $5,000.~~

X. Guideline 10

XI. Need a section on bidding for Professional Services

Guideline 11

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

Guideline 12

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

Travel & Employee Reimbursement Policy

I. Scope

This Travel & Employee Reimbursement Policy are the standards to follow for reimbursement for travel and employee reimbursements. This policy provides assurance that payment of reasonable and necessary travel and conference expenses occur, and the payment of non-allowable expenses is eliminated.

II. Objectives

The Town of Manlius fully understands the importance of training and that it is an essential tool to be utilized to stay current with all aspects of performing your job. The need for training should always be balanced with safeguarding the taxpayer's money.

III. Approval

All travel and training must be approved by a Department Head. They will determine if the travel and the training are appropriate for the employee to attend. This will include:

- Tuition
- Meals
- Lodging
- Mileage
- Any materials needed

IV. Sales Tax

The Town of Manlius does not pay or reimburse employees for sales tax except where outlined in this policy. Employees are responsible to ensure that the tax-exempt form is provided to vendors while attending events to avoid sales tax.

V. Meals

The Town of Manlius allows for a daily allowance of meal reimbursement of $60.00 per day. This is inclusive of sales tax and tip up to 20%..

VI. Lodging

In the case of a multi-day training, lodging will be reimbursed.

VII. Transportation Expenses

The Town of Manlius will reimburse for mileage at the federal rate.

VIII. Non-reimbursable expenses

- Alcohol
- Entertainment
- Mileage from your home to your primary workplace
- Spouse expenses
- Personal expenses (clothing, gifts, etc.)

IX. Reimbursements

Employees requesting reimbursement must:

- Use the Reimbursement Voucher
- Provide receipts for all reimbursed expenses
- For mileage must attach a map showing the mileage

Investment Policy for the Town of Manlius

I. Scope

This Investment Policy applies to all monies and other financial resources available for investment on its own behalf or on behalf of any other entity or individual.

II. Objectives

The primary objectives of the Town's investment activities are, in priority order:

- to conform with all applicable federal, state, and other legal requirements (legal)
- to adequately safeguard principal (safety).
- to provide sufficient liquidity to meet all operating requirements (liquidity) and
- to obtain a reasonable rate of return (yield).

III. Delegation of Authority

The governing board's responsibility for administration of the Investment Policy is delegated to the Chief Financial Officer who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a data base of records incorporating description and amounts of investments, transaction dates, and other relevant information and regulate the activities of subordinate employees.

IV. Prudence

All participants in the investment process shall seek to act responsibly as custodian of the public trust and shall avoid any transaction that might impair public confidence in the Town of Manlius to govern effectively.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived. All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

V. Diversification

It is the policy of the Town of Manlius to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

VI. Internal Controls

It is the policy of the Town of Manlius for all moneys collected by any officer or employee of the Town to transfer those funds to the Chief Financial Officer as soon as practicable but in no case later than five (5) business days from deposit, or within the time period specified in law, whatever is shorter.

The Chief Financial Officer is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly and are manage in compliance with applicable laws and regulations.

~~VII. Designation of Depositories~~

~~The banks and trust companies authorized for the deposit of moneys up to the following maximum amounts are:~~

~~Depository Name Maximum Amount Officer~~

~~M&T Bank~~

VIII. Collateralizing of Deposits

In accordance with the provisions of General Municipal Law Section 10, all deposits of the Town of Manlius, including certificates of deposit and special time deposits in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured by a pledge of "eligible securities" with an aggregate "market value", or provided by General Municipal Law, Section 10, equal to the aggregate amount of deposits from the categories designated in Appendix A to the policy.

IX. Safekeeping and Collateralization

Eligible securities used for collateralizing deposits shall be held by (the depository and/or a third party) bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure the Town of Manlius' deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the Town of Manlius to exercise its rights against the pledged securities. If the securities are not registered or inscribed in the name of the Town of Manlius, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Town of Manlius or its custodial bank.

The custodial agreement shall provide that the securities held by the bank or trust company, or agent of and custodian for, the Town of Manlius, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposits or other liabilities.

The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such an agreement shall include all provisions necessary to provide the Town of Manlius with a perfected interest in the securities.

X. Permitted Investments

As authorized by General Municipal Law, Section 11, the Town of Manlius authorizes the Chief Financial Officer to invest moneys not required for immediate expenditure for terms not to exceed it projected cash flow needs in the following types of investments:

- Special time Deposit accounts.
- Certificates of deposit.
- Obligations of the United States of America.
- Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America.
- Obligations of the State of New York.
- Obligations issues pursuant to LFL Section 24.00 or 25.00 (with approval of the State Comptroller) by any municipality, school district or district corporation other than the Town of Manlius.

- Obligations of the Town of Manlius, but only with any monies in a reserve fund established pursuant to GML, Section 6-c, 6-d, 6-e, 6-g, 6-h, 6-j, 6-1, 6-m, or 6-n.

All investment obligations shall be payable or redeemable at the option of the Town of Manlius within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Town of Manlius within two years of the date of purchase.

XI. Authorized Financial Institutions and Dealers

The Town of Manlius shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits on the amount of investments which can be made with each financial institution or dealer. All financial institutions with which the Town of Manlius conducts business must be creditworthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the Town of Manlius. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers.

The Chief Financial Officer is responsible for evaluating the financial positions and maintaining a listing of proposed depositories, trading partners and custodians. Such a listing shall be evaluated at least annually.

XII. Purchase of Investments

The Chief Financial Officer is authorized to contract for the purchase of investments:

- Directly, including through a repurchase agreement, from an authorized trading partner.
- By participation in a cooperative investment program with another authorized governmental entity pursuant to Article 5-G of the General Municipal Law where such program meets all the requirements set forth in the Office of the State Comptroller Opinion No. 88-46, and the specific program has been authorized by the governing board.
- By utilizing an ongoing investment program with an authorized tracking partner pursuant to a contract authorized by the governing board.

All purchased obligations, unless registered or inscribed in the name of the Town of Manlius, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the Town of Manlius by the bank or trust company. Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law, Section 10.

The custodial agreement shall provide those securities held by the bank or trust company, as agent of and custodian for, the Town of Manlius, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such an agreement shall include all provisions necessary to provide the Town of Manlius with a perfected interest in the securities.

XIII. Repurchase Agreements

Repurchase agreements are authorized subject to the following restrictions:

- All repurchase agreements must be entered into subject to a Master Repurchase Agreement.
- Trading partners are limited to banks or trust companies authorized to do business in New York State and primary reporting dealers.

- Obligations shall be limited to obligations of the United Sates of America and obligations of agencies of the United States of America where principal and interest are guaranteed by the United Sates of America.
- No substitution of securities will be allowed.
- The custodian shall be a party other than the trading partner.

Appendix A

(1) Obligations issued by the United States of America, an agency thereof or a Untied States government sponsored corporation of obligations fully insured or guaranteed as to the payment of principal and interest by the United Sates of America, an agency thereof or a Untied States government sponsored corporation.
(2) Obligations issued or fully insured or guaranteed by this state, obligations issued by a municipal corporation, school district or district corporation of this sate or obligations of any public benefit corporation which, under a specific state statute, may be accepted as security for deposit or public moneys.
(3) Zero coupon obligations of the Untied Sates government marketed as “Treasury Strips”.
(4) Obligations partially insured or guaranteed by an agency of the United States of America, at a proportion of the market value of the obligation that represents the amount of the insurance or guaranty.

MINUTES
TOWN BOARD
April 10, 2024

The Town of Manlius Town Board held a hybrid meeting with in-person attendees and virtual attendees. The meeting was live streamed on the Town Facebook page and the Town YouTube Channel. The recording of the meeting can be viewed here; https://www.youtube.com/live/QSgdIJwk-ig?si=ueiwlIXNShjx5bsp

Supervisor Deer presided, and the following Board members were present:

	Sara Bollinger, Councilor
	Ingrid Gonzalez-McCurdy, Councilor
	Alissa Italiano, Councilor
	Mike Nesci, Councilor
	William Nicholson, Councilor
Absent	Katelyn M. Kriesel, Councilor

The following Town Officers were present: Joseph Frateschi, Attorney for the Town. Ann Oot, Town Manager. Allison Weber, Town Clerk. Kay Blythe, Deputy Town Manager. Carrie Grevelding, Deputy Town Clerk. Rob Cushing, Highway Superintendent. Jason Cassalia, Chief of Police. Tom Poitras, Code Enforcement Officer.

1. Attendees

In-Person Meeting Attendees: Steve Benson, Fayetteville. Craig Dudczak, Fayetteville. Lisa Lucken, Manlius. Nick & Christine Agrippino, Manlius. Don & Mary Hoffman, Manlius, Mary Teske, Redfield. Karen Agrippino, Fayetteville. Tom Bassett, Manlius. Barb Wilson, Chittenango. Casey Cleary-Hammerstedt, Fayetteville. Erin Malroney, Camillus. Jessie Brill. Michael Lucken, Manlius. Theresa Short, Manlius.

Virtual Meeting Attendees: Mary Karpinski, J. Messineo, J. Teske, D. Neuman

2. 6:30 PM The Pledge of Allegiance

Supervisor Deer called the meeting to order at 6:30 PM. Councilor Italiano led the Pledge of Allegiance. Supervisor Deer welcomed everyone and thanked all for attending.

3. 6:31 PM Open Podium

Supervisor Deer announced that a public hearing would held for the proposed Local Development Corporation (LDC) and that the board would not be taking any open podium requests for topics that will have Public Hearings

4. 6:33 PM Unsafe Building Update - 6602 Fremont Rd. (Tax Map #045.-02-02.0)

Tom Poitras Code Enforcement Officer advised the board that he had not had any communications with Fay Servicing, the company that is foreclosing on the property, regarding their plans for the building. There was no representative from Fay servicing present at the meeting as requested by the board on the March 24, 2024, Board Meeting. The board will make a decision on how to proceed at the April 24, 2024, Board Meeting.

5. 6:36 PM Development and Planning Committee

Tom Poitras Code Enforcement Officer presented a plan of creating a Development and Planning Committee to provide developers early assistance with development or property and expediting the process.

6. 6:44 PM – Public Hearing – Local Law Amending the RT Zoning Classification to Allow and Regulate Cannabis Dispensaries

Councilor Italiano made a motion, seconded by Councilor Nicholson, to waive the reading of the public notice in the matter of Local Law Amending the RT Zoning Classification to Allow and Regulate Cannabis Dispensaries.

Ayes: Supervisor Deer, Councilor Nicholson, Councilor Bollinger, Councilor Italiano, Councilor Nesci, Councilor Gonzalez-McCurdy

Nayes: 0 All in Favor. Motion Carries.

Councilor Italiano made a motion, seconded by Councilor Nicholson, to Open the Public Hearing in the matter of Local Law Amending the RT Zoning Classification to Allow and Regulate Cannabis Dispensaries.

Ayes: Supervisor Deer, Councilor Nicholson, Councilor Bollinger, Councilor Italiano, Councilor Nesci, Councilor Gonzalez-McCurdy

Nayes: 0 All in Favor. Motion Carries.

Theresa Short of Manlius reviewed the Town of Manlius and Village of Manlius comprehensive plans and feels they are at odds. Mrs. Short does not feel that the businesses in the area are not comparable. The question was asked if there were any other sites considered. Mrs. Short also believes that the owner is advocating to lower the sales tax on cannabis and jumping ahead in the line.

Donald Hoffman of Manlius stated that he moved to the area because it was residential and does not want his grandchildren to be persuaded by a store like this being opened. Mr. Hoffman asked how the Town allowed an unlicensed dispensary.

Karen Agrippino worked at the Growers' Showcase and stated that the business was a success. Ms. Agrippino presented statistics regarding the Growers' Showcase.

Tom Bassett of Manlius stated that this should be regulated as cigarettes are.

Nick Agrippino thanked the board for being open to the new industry and discussed the leadership demonstrated by the Town of Manlius.

Mary Teske inquired about what the hours of operation would be for this property.

Deputy Town Clerk Grevelding read a letter of support from Charlotte Santella.

7:05 PM Councilor Nicholson exited the meeting.

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The Town Board answered the questions and discussed the concerns raised by the residents.

The Public Hearing was held open until April 24, 2024, meeting.

7. 7:10 -Set Date for Public Hearing – Local Development Corporation (LDC) Formation

Councilor Italiano made a motion, seconded by Councilor Bollinger, to set a date for a public hearing on May 8, 2024, at 6:35pm to consider the formation of the Local Development Corporation for the Town of Manlius.

Ayes: Supervisor Deer, Councilor Bollinger, Councilor Italiano, Councilor Nesci, Councilor Gonzalez-McCurdy

Nayes: 0 All in Favor. Motion Carries.

8. 7:13 PM PILOT Agreement – Solar Array

Councilor Bollinger made a motion, seconded by Councilor Italiano, to authorized Payment In Lieu Of Taxes Agreement for Solar Energy Systems Pursuant to Real Property Tax Law § 487 - Solar Array Located At 7869 Peck Road.

Ayes: Supervisor Deer, Councilor Bollinger, Councilor Italiano, Councilor Nesci,

Abstain: Councilor Gonzalez-McCurdy

Motion Carries.

9. 7:16 PM School Speed Zone Request – Fremont Elementary School

Councilor Bollinger made a motion, seconded by Councilor Italiano, to adopt the resolution authorizing the police department to conduct a traffic study on Richmond Road West and authorizing the Town Clerk to send a TE-9 to consider a speed reduction and creation of a school speed zone on Richmond Road West.

Ayes: Supervisor Deer, Councilor Bollinger, Councilor Italiano, Councilor Nesci, Councilor Gonzalez-McCurdy

Nayes: 0 All in Favor. Motion Carries.

10. 7:17 PM Highway Department – Approval to Work in Towns Right of Way

Councilor Italiano made a motion, seconded by Councilor Bollinger, to authorize the Highway Superintendent to sign the Highway Work Permit application for Utility to authorize Verizon to work in the Town's right of way on Spyglass Lane.

Ayes: Supervisor Deer, Councilor Bollinger, Councilor Italiano, Councilor Nesci, Councilor Gonzalez-McCurdy

Nayes: 0 All in Favor. Motion Carries.

11. 7:18 PM Highway Department – Cold Storage Shed Bid

Councilor Bollinger made a motion, seconded by Councilor Nesci, to authorize the publication of the bid notice for the construction of a cold storage shed at the Highway Department.

Ayes: Supervisor Deer, Councilor Bollinger, Councilor Italiano, Councilor Nesci, Councilor Gonzalez-McCurdy

Nayes: 0 All in Favor. Motion Carries.

12. 7:20 PM Request for Proposal (RFP) – Engineering Services

Councilor Bollinger made a motion, seconded by Councilor Nesci, to authorize The Publication of The RFP For Engineering Services for The Hazard Mitigation Grant to Assess the Bishop Brook Watershed

Ayes: Supervisor Deer, Councilor Bollinger, Councilor Italiano, Councilor Nesci, Councilor Gonzalez-McCurdy

Nayes: 0 All in Favor. Motion Carries.

13. 7:21 PM Bid Results – Ford Cab and Chassis

Councilor Bollinger made a motion, seconded by Councilor Nesci, to award the bid for the purchase of a 2023 Ford 600 Cab and Chassis to Friendly Ford in the amount of $67,827.60.

Ayes: Supervisor Deer, Councilor Bollinger, Councilor Italiano, Councilor Nesci, Councilor Gonzalez-McCurdy

Nayes: 0 All in Favor. Motion Carries.

14. 7:23 PM Sustainable Manlius Meeting Notice

Councilor Nesci made a motion, seconded by Councilor Gonzalez-McCurdy, to set a date and authorize the town clerk to publish a public notice for the 2024 Sustainable Manlius Meetings to meet at 7:00 PM at Manlius Town Hall as presented.

Ayes: Supervisor Deer, Councilor Bollinger, Councilor Italiano, Councilor Nesci, Councilor Gonzalez-McCurdy

Nayes: 0 All in Favor. Motion Carries.

15. 7:24 PM Hope for Heather

Councilor Italiano made a motion, seconded by Councilor Nesci, to authorize the Supervisor to sign the Hope for Heather Agreement as presented.

Ayes: Supervisor Deer, Councilor Bollinger, Councilor Italiano, Councilor Nesci, Councilor Gonzalez-McCurdy

Nayes: 0 All in Favor. Motion Carries.

16. 7:25 PM – US Treasury Bill Reinvestment

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Councilor Bollinger made a motion, seconded by Councilor Italiano, to authorize the Town Supervisor to invest 2,054,000 (Two Million Fifty-Four Thousand Dollars) through Wilmington Trust in a Certificate of Deposit for 4 months at a rate of 5.25 %.

Ayes: Supervisor Deer, Councilor Bollinger, Councilor Italiano, Councilor Nesci, Councilor Gonzalez-McCurdy

Nayes: 0 All in Favor. Motion Carries.

17. 7:29PM – Tree Commission

Councilor Italiano made a motion, seconded by Councilor Nesci, to approve contract with Cornell Cooperative Extension and the Town of Manlius not to exceed the amount of $6,775.00 pending legal review.

Ayes: Supervisor Deer, Councilor Bollinger, Councilor Nesci, Councilor Italiano, Councilor Gonzalez-McCurdy

Nayes: 0 All in Favor. Motion Carries.

18. 7:31 PM Approval of Supervisor's Report – March 2024

Councilor Bollinger made a motion, seconded by Councilor Italiano, to approve the Supervisor's Report for March 2024.

Ayes: Supervisor Deer, Councilor Bollinger, Councilor Nesci, Councilor Italiano,

Abstain - Councilor Gonzalez-McCurdy

Motion Carries.

19. 7:32 PM – Current Town Hall Presentation

Supervisor Deer advised that Town Staff will be preparing a report of building needs and incidents that have occurred to present at the next meeting on April 24, 2024

20: 7:33 PM – Town Clerk Postion

Supervisor Deer announced that Town Clerk Weber has taken another position outside of the town leaving a vacancy for the full-time position of Town Clerk at the end of May. The Town will be accepting applications, letters of intent and resumes until the end of business on April 24, 2024, at 4:30 PM.

21: 7:35 PM – Syracuse Metropolitan Transportation Council

Councilor Bollinger wanted to remind the public that the open house for the Syracuse Metropolitan would be held the next evening (April 11, 2024) at the Village of Manlius Auditorium from 6 PM to 8 PM.

22: 7:36 PM Kirkville Fire Department and Manlius Open House

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Councilor Nesci announced that Kirkville Fire Department would be holding an open house on April 13, 2024, and that Manlius Fire Department would be holding their open house on April 14, 2024.

23: 7:37 PM Approval of Minutes – March 27, 2024

Councilor Italiano made a motion, seconded by Councilor Bollinger, to approve March 27, 2024, minutes as presented by Deputy Clerk Grevelding.

Ayes: Supervisor Deer, Councilor Bollinger, Councilor Nesci, Councilor Italiano, Councilor Gonzalez-McCurdy

Nayes: 0 All in Favor. Motion Carries.

24: 7:38 PM – Approval of Abstract #7 & #7a

Councilor Bollinger made a motion, seconded by Councilor Nesci, to approve abstracts #7 & 7a in the amount of $241,844.31.

TOWN OF MANLIUS
Fund Summary
Abstract #7 - 2024

CODE	FUND	TOTALS
A	General Fund Townwide	$198,378.93
B	General Fund Part Town	$6,679.80
DA	Highway Fund Townwide	$34,937.10
SR1	Trash	$250.99
SR2	Brush	$250.99
TA2	Trust & Agency - Other	$1,253.00
	Total	$241,750.81

Abstract #7a

A	General Funds	$93.50
	Total	$93.50

Ayes: Supervisor Deer, Councilor Bollinger, Councilor Nesci, Councilor Italiano, Councilor Gonzalez-McCurdy

Nayes: 0 All in Favor. Motion Carries.

By motion made by Councilor Nesci and seconded by Councilor Italiano, the Board voted to adjourn the meeting at 7:37 PM.

DRAFT

Ayes: Supervisor Deer, Councilor Bollinger, Councilor Nesci, Councilor Italiano, Councilor Gonzalez-McCurdy

Nayes: 0 All in Favor. Motion Carries.

Respectfully Submitted by:

Carrie A. Grevelding
Deputy Town Clerk

DRAFT

** DEPARTMENT TOTALS **

ACCT	NAME	AMOUNT
A00-1420	Attorney	11,682.50
A00-1620	Buildings	126.25
A00-1640	Central Garage	2,019.73
A00-3120	Police	25,519.72
A00-9045	Employee Benefits	402.50
A00-9050	Employee Benefits-Other	44.03
A00-9061	Employee Benefits	1,450.00
A00 TOTAL	General Fund Townwide	41,244.73
B00-3620	Codes Enforcement	25.00
B00-8010	Zoning	382.50
B00-8020	Planning	1,870.00
B00 TOTAL	General Fund Part Town	2,277.50

** DEPARTMENT TOTALS **

ACCT	NAME	AMOUNT
SR1-8160	Refuse	209,101.84
SR1 TOTAL	Manlius Res Trash Dist	209,101.84
SR2-8160	Refuse	25,141.00
SR2 TOTAL	Manlius Res Brush Dist	25,141.00
SW3-8310	Water Administration	4,425.00
SW3 TOTAL	Skyridge Water District	4,425.00
	** TOTAL **	282,190.07

NO ERRORS

** END OF REPORT **

** DEPARTMENT TOTALS **

ACCT	NAME	AMOUNT
A00	NON-DEPARTMENTAL	12,047.85
A00-1010	Town Board	84.00
A00-1110	Justices	98.00
A00-1220	Supervisor	143.17
A00-1330	Receiver of Taxes	71.17
A00-1355	Assessors	15.26
A00-1410	Town Clerk	25.84
A00-1620	Buildings	677.72
A00-1670	Central Printing	7,821.40
A00-1930	Special Items	600.00
A00-3120	Police	19,950.22
A00-5132	Garage	2,710.83
A00-6310	Tree Commission	3,387.50
A00-7310	Recreation	949.42
A00 TOTAL	General Fund Townwide	48,582.38
B00-3620	Codes Enforcement	50.01
B00-8010	Zoning	125.59
B00 TOTAL	General Fund Part Town	175.60
DA0-5130	Machinery	5,502.08
DA0-5142	Snow Removal	5,117.89
DA0 TOTAL	Highway Fund Townwide	10,619.97
DB0-5110	General Repairs	39,899.04
DB0 TOTAL	Highway -Part Town	39,899.04
	** TOTAL **	99,276.99

NO ERRORS

** END OF REPORT **

** DEPARTMENT TOTALS **

ACCT	NAME	AMOUNT
A00-1620	Buildings	1,064.32
A00 TOTAL	General Fund Townwide	1,064.32
	** TOTAL **	1,064.32

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' REPORT **