Agenda
Manlius Town Board Meeting
August 28, 2024
6:30 PM

1. Virtual Meeting Instructions - August 28, 2024

   Documents:

   8-28-24 TOWN BOARD MEETING INSTRUCTIONS.PDF

2. Pledge Of Allegiance
3. Former Town Of Manlius Justice - Franklin Josef
4. Open Podium
5. Public Hearing - Proposed Local Law - Accessory Dwelling Unit (ADU)

   Documents:

   LOCAL LAW - ENACTING - ACCESSORY DWELLING UNITS - 8-26 VERSION.PDF

6. Enders Road Speed Limit - Discussion

   Documents:

   2024 - RESOLUTION SPEED LIMITS ON ENDERS ROAD.PDF

7. Set Date For Public Hearing - Proposed Zone Change For Seven Pines - 8104 Cazenovia Rd

   Documents:

   LOCAL LAW - PUBLIC HEARING - ZONE CHANGE FOR SEVEN PINES - AUGUST 2024.PDF

8. Set Date - Encore Media Agency - Communications Assessment
9. Advertising Of Board Of Assessment (BAR) Position - Chairperson
10. Appointment Of Administrative Assistant - Duffy Hartnett
11. Highway Department - Professional Services Agreements

    Documents:

    TOWN OF MANLIUS HIGHWAY DEPT NEW VEHICLE STORAGE 7-2-2024.PDF
    TOWN OF MANLIUS HIGHWAY GARAGE PHASE 2 PROPOSAL 7-23-24.PDF

12. Highway Department - Acceptance Of Auction Bid For Surplus Vehicle

    Documents:

HIGHWAY - AUCTION BIDS.PDF

13. New Account - Town Hall Reserve

    Documents:

    HC0 FUND ACCOUNTS.PDF

14. Approval Of Minutes - August 14, 2024

    Documents:

    08-14-24 - DRAFT.PDF

15. Approval Of Abstract #16

    Documents:

    ABSTRACT 16.PDF

16. Adjournment

Town of
MANLIUS
New York

August 28, 2024 – 6:30PM

Town Board Virtual 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/83425808858?pwd=L2J1NFdOSzQ5cVFiRlJCbVpiaUtXQT09

Password to join when prompted:

Password: **212260**

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: 834 2580 8858

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

Password: **212260**

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 ACCESSORY DWELLING UNITS IN THE TOWN OF MANLIUS

RESOLUTION ENACTING A 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 28th of August, 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
Katelyn M. Kriesel	Councilor
Michael Nesci	Councilor
William Nicholson	Councilor
Ingrid Gonzalez-McCurdy	Councilor

The following resolution was moved, seconded, and adopted:

WHEREAS, with the goal of offering a broader variety of housing options, the Town Board has been considering a local law amending the text of Chapter 155 of the Town of Manlius Code to include “accessory dwelling units” among the specifically permitted uses in the Town’s R-1, R-3, or R-4 districts;

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 Accessory Dwelling Units in the Town of Manlius" as follows:

LOCAL LAW 2024 -___, A LOCAL LAW AMENDING THE ZONING CODE TO ALLOW AND REGULATE ACCESSORY DWELLING UNITS IN THE TOWN OF MANLIUS

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 is hereby amended as follows:

§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:

ACCESSORY DWELLING UNIT

A subordinate dwelling unit located either within a principal residential dwelling, (inclusive of garage if attached thereto), or within an approved detached accessory structure, having its own ingress and egress and providing independent living facilities for one or more persons, including provisions for sleeping, eating, cooking, and sanitation.

SHORT TERM LEASING

The leasing/rental of all, part or a portion of an Accessory Dwelling Unit for less than 30 days.

Section 2. That Chapter 155, Section 155-29 is hereby amended as follows:

§ 155-29 Accessory use permits; application; fees.

A. All permitted accessory uses, except Accessory Dwelling Units, requiring an accessory use permit from the Town Planning Board shall have site plan review and recommendation before such use shall be permitted. A public hearing shall be at the discretion of the Planning Board. The application shall be submitted by the owner of the subject property to the Planning Board and shall be reviewed in accordance with the following procedures and standards. If a public hearing is held, the costs of providing public notice shall be borne by the applicant.

Section 3. That Chapter 155, Section 155-29.1 is hereby added as follows:

§ 155-29.1 Accessory Dwelling Units.

A. Legislative intent and purpose. The intent and purpose of this section are to:

(1) Provide opportunity for the right to establish smaller dwelling units as incidental and subordinate to single-family dwellings in the Town of Manlius and to ensure that any Accessory Dwelling Unit meets applicable building, fire and safety standards.

(2) Establish smaller dwelling units by utilizing residential and accessory building resources as a means to meet the housing needs of populations which may be underserved, especially single persons and couples of all ages with low or moderate incomes, and relatives and/or caregivers of existing residents of Manlius.

(3) Provide economic support for resident individuals and families, particularly property owners who would benefit from rental income due to low or moderate means, for whom there are limited housing options should they desire to remain in the Town.

(4) Encourage diversity in the housing stock options and the residential population of Manlius.

(5) Promote the health, safety and welfare of the residents of the Town of Manlius.

B. Requirements for special permits for Accessory Dwelling Units. An Accessory Dwelling Unit requires the issuance of a special permit. No special permit for an Accessory Dwelling Unit shall be approved unless the Planning Board finds that all of the following requirements are met:

(1) The Accessory Dwelling Unit is located within the R-1, R-3, or R-4 District.

(2) The Accessory Dwelling Unit must comply with the bulk area regulations (i.e., setback requirements, height requirements, lot coverage requirements, etc.) of the applicable district within which it sits.

(3) The owner of the one-family dwelling unit must initially occupy either the principal dwelling or the Accessory Dwelling Unit as a principal residence.

(4) The minimum floor area for an Accessory Dwelling Unit shall be 600 square feet, but in no case shall it exceed 50% of the floor area of the principal dwelling or 1200 square feet, whichever is less, unless, in the reasonable opinion of the Planning Board, a greater or lesser amount of floor area is warranted.

(5) An Accessory Dwelling Unit shall not contain more than two bedrooms, each meeting requirements of applicable codes, including building, fire and safety and zoning.

(6) A parking assessment shall be made on a case-by-case basis during the review of the special permit application by the Planning Board. At a minimum, existing required parking for the primary dwelling must be maintained or replaced on site and one parking space must be added for the Accessory Dwelling Unit.

(7) The exterior finish of the Accessory Dwelling Unit, in the reasonable opinion of the Planning Board, is consistent with the exterior finish of the primary dwelling, and, is otherwise

consistent with the character of the neighborhood.

(8) During the review of any application for an Accessory Dwelling Unit special permit, the Planning Board shall consider the effect of the proposed Accessory Dwelling Unit on parking, traffic, noise, congestion, appearance, and other site-specific factors that the Planning Board reasonably deems relevant to potential impacts on the neighborhood. Following consideration of these site-specific criteria, the Planning Board shall have the authority to impose such reasonable conditions and restrictions as are directly related to and incidental to the addition of an Accessory Dwelling Unit use to the subject property. The Planning Board may refuse to issue a special permit if it finds that the cumulative effects from approved Accessory Dwelling Units in the neighborhood, including the one proposed, will adversely affect the character of the neighborhood.

(9) The Accessory Dwelling Unit must comply with all relevant New York State Uniform Codes, including all requirements for a dwelling unit.

(10) No open violations of the Town of Manlius Code shall exist at the time of application for an Accessory Dwelling Unit special permit.

(11) A maximum of 50 validly issued Accessory Dwelling Unit special permits shall be permitted Town-wide. The limit on the number of Accessory Dwelling Unit special permits may not be varied by the Zoning Board of Appeals.

(12) There shall only be one (1) Accessory Dwelling Unit per lot.

(13) No Accessory Dwelling Unit shall be allowed on a pre-existing non-conforming lot.

(14) The applicant must obtain approval of the proposed method of water supply, sewage disposal and electrical services for the Accessory Dwelling Unit from any necessary governmental agencies or utility service provider and shall provide such approval to the Town.

C. Procedure for special permits for Accessory Dwelling Units. In addition to the procedures set forth in § **155-27**, the requirements as set forth in the administrative guidelines formulated by the Town of Manlius Office of Planning & Development must be met for a special permit for an Accessory Dwelling Unit.

D. Short Term Leasing. An Accessory Dwelling Unit or any portion thereof shall not be used for Short Term Leasing.

E. Any special permit issued pursuant to this section shall be valid for a period of seven (7) years from the date of issuance.

F. Penalties.

(1) Any property owner who allows occupancy of an Accessory Dwelling Unit in violation of this section or any other provision of this chapter, or any condition imposed by the Town in

connection with an Accessory Dwelling Unit shall be subject to, at a minimum, revocation of any special permit issued in connection with the Accessory Dwelling Unit.

(2) In addition to the foregoing, any property owner who fails to obtain an Accessory Dwelling Unit special permit or who allows occupancy of an Accessory Dwelling Unit in violation of this chapter, or any condition imposed in connection with the special permit shall be guilty of an offense punishable by a fine of not less than $1,000.00. Any continued violation shall constitute a separate additional offense and may be subject to applicable fines.

Section 4. 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 August 28, 2024, where all interested parties could be heard; and

WHEREAS, the Onondaga County Planning Agency reviewed the proposed local law, and, determined that the law will not have a significant county-wide impact, and, recommended that the local law be passed to meet the rising demand for housing in Onondaga County.

NOW, THEREFORE, BE IT

RESOLVED, that Local Law 2024-___ is hereby approved and enacted; and be it further

RESOLVED, that the Town Clerk is directed to file Local Law 2024-____ with the Secretary of State within 20 days of the date set forth herein.

I, CARRIE GREVELDING, 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 28th day of August, 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 28th day of August, 2024.

DATED: August 28, 2024
Fayetteville, New York

Carrie Grevelding
Town Clerk of the Town of Manlius
Onondaga County, New York

IN THE MATTER
Of
A SPEED ZONE REQUEST FOR ENDERS ROAD

RESOLUTION

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 28th of August, 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
Katelyn M. Kriesel	Councilor
Michael Nesci	Councilor
William Nicholson	Councilor
Ingrid Gonzales-McCurdy	Councilor

The following resolution was moved, seconded, and adopted:

WHEREAS, Enders Road Elementary School and Eagle Hill Middle School, public schools in the Fayetteville-Manlius School District, are located on Enders Road in Manlius; and

WHEREAS, the current school speed zone limits that exist on Enders Road are 25 MPH and the speed limit for the remainder of Enders Road is 35 MPH; and

WHEREAS, residents have frequently observed vehicles traveling at speeds well excess of the current posted speed limits; and

WHEREAS, the Town of Manlius has received a request from residents reducing the current school speed zone limits to 20 MPH and the speed limit for the remainder of Enders Road to 30 MPH.

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board requests that the Town of Manlius Police Department conduct a traffic study on Enders Road; and

RESOLVED, that upon completion of the traffic study, the Town Board hereby authorizes the Town Clerk to submit a TE-9a form to the Onondaga County Department of Transportation requesting consideration of said speed reduction.

I, CARRIE GREVELDING, 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 28th day of August, 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 28th day of August, 2024.

DATED: August 28, 2024
Fayetteville, New York

Carrie Grevelding
Town Clerk of the Town of Manlius
Onondaga County, New York

IN THE MATTER

Of

LOCAL LAW 2024-___ THE APPLICATION OF HOGAN DRS, LLC FOR A CHANGE OF ZONE FROM RESTRICTED AGRIGULTURAL (RA) TO RESIDENTIAL MULTIPLE USE (RM)

RESOLUTION CALLING FOR A PUBLIC HEARING

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 28th of August, 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
Katelyn M. Kriesel	Councilor
Michael Nesci	Councilor
William Nicholson	Councilor
Ingrid Gonzalez-McCurdy	Councilor

The following resolution was moved, seconded and adopted:

WHEREAS, an application has been made to the Town Board by Hogan Drs, LLC (the "Applicant") for approval of a zone change from Restricted Agricultural (RA) to

Residential Mixed-Use (RM) (the "Application") for one (1) parcel of land along NYS Route 92, as set forth below:

(i) 4B – 39,211 +/- sq. ft. – 8104 Cazenovia Road – Tax Map 112-02-02.7

(the "Property");

WHEREAS, the Town Board is considering this zone change under Local Law 2024-___, as set forth below:

LOCAL LAW 2024-_____, A LOCAL LAW AMENDING THE ZONING MAP OF THE TOWN OF MANLIUS:

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

Section 1. That "The Revised Zoning Ordinance of the Town of Manlius", as amended, and the "Zoning Map of the Town of Manlius", which by provisions of said Zoning Ordinance shall be, and the same hereby are, amended to change the zoning for the parcel currently identified as tax map no. 112-02-02.7 from Restricted Agricultural (RA) to Residential Multi-Use (RM).

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 June 12, 2024, where all interested parties could be heard;

WHEREAS, the Town Board, based upon the testimony given at the public hearing, believes that, to further consider this zone change, a restrictive covenant containing language as set forth within **Exhibit A**, must be filed against the Property in perpetuity restricting retail sales at the Property; and

WHEREAS, the Town Board desires to hear from the public on the Application and the restrictive covenant.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Manlius, County of Onondaga, State of New York, shall hold a Public Hearing on said proposed

Local Law 2024-___, and that such Hearing shall be held in person and virtually on the Internet platform commonly referred to as ZOOM, directions for attendance which will be on the Town's Website and such hearing shall take place on the 11th day of September, 2024 at approximately 6:35 p.m. and be it further

RESOLVED, that the Town Clerk shall give notice of such Public Hearing by the publication of a notice in at least one newspaper circulated in the Town, specifying the time when and the place where such Public Hearing will be held and the instructions by which the public can access the virtual meeting, and in general terms, describing the proposed Local Law. Such notice shall be published once at least five (5) days prior to the Public Hearing.

I, CARRIE GREVELDING, 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 28th day of August, 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 28th day of August, 2024.

DATED: August 28, 2024
Fayetteville, New York

_____

Carrie Grevelding
Town Clerk of the Town of Manlius
Onondaga County, New York

EXHIBIT A

DECLARATION OF
RESTRICTIVE COVENANT

This Declaration of Restrictive Covenant made this ___ day of September, 2024 by HOGAN DRS, LLC, a New York limited liability company with a mailing address of 4579 Southwood Heights, Jamesville, New York 13078 ("Declarant").

WHEREAS, Declarant is the owner of the real property with improvements thereon, located in the Town of Manlius, County of Onondaga, State of New York known as 8104 Manlius-Cazenovia Road, Tax Map No. 112.02-02.7, as more particularly described on Schedule A hereto and made a part hereof (the "Property"); and

WHEREAS, Declarant has requested a zone change from the Town of Manlius to allow for a mix of residential and commercial uses within the improvements at the Property; and

WHEREAS, the Town of Manlius has expressed its willingness to grant Declarant's zone change request subject to certain conditions restricting the use of the Property to certain uses; and

WHEREAS, Declarant is agreeable to restricting the Property to the uses set forth below.

NOW, THEREFORE, Declarant hereby agrees and declares as follows:

1. Declarant, on behalf of itself, its heirs, successors and assigns, hereby agrees and covenants that the Property shall be, and is, restricted in its use to the following permitted uses only:

(a) Professional offices, defined as: professional, executive, management, or administrative offices of private organizations, government agencies, religious or educational institutions. Examples include medical practices, administrative services, legal, accounting, and architectural firms; and

(b) Personal services establishments, defined as: an establishment or establishments that provide care, advice, aid, maintenance, repair, treatment, or assistance, not including the practice of a profession or retail sale of goods. Examples include, but are not limited to, beauty shops and barbershops, laundromats, massage therapy, tanning salons, tailors, shoe cleaning or repair shops, and dry-cleaning pickup and drop-off shops; and

(c) Apartments for residential use.

2. This Declaration of Restrictive Covenant shall run with the land and shall be binding upon Declarant, its heirs, successors and assigns.

3. This Declaration of Restrictive Covenant has been made in consideration of the Town of Manlius having approved Declarant's application for zone change at a meeting of the Town Board on September __, 2024. Accordingly, this Declaration of Restrictive Covenant runs to the

benefit of the Town of Manlius and may not be amended, altered or terminated without the written consent of the Town of Manlius Town Board.

4. This Declaration shall be recorded in the Onondaga County Clerk's Office at Declarant's sole cost and expense promptly following the zone change approval by the Town of Manlius, and a copy of the recorded instrument shall be furnished to the Town of Manlius.

SCHEDULE A

(Legal Description of the Property)

ALL THAT TRACT OR PARCEL OF LAND, situate in the Town of Manlius, County of Onondaga and State of New York being part of Farm Lot 98 in said Town and being more particularly described as Lot 4B according to a map entitled Final Plan Resubdivision of Lot 2A into Lots 2B, 3B and 4B, Trolley Crossing, made by D. W. Hannig, L.S., P.C. dated January 10, 2007, and filed in the Onondaga County Clerk's Office August 2, 2017 as Map No. 10712.

ARCHITECTURAL/ENGINEERING SERVICES PROPOSAL

for

A NEW VEHICLE STORAGE BUILDING

for the

TOWN OF MANLIUS HIGHWAY DEPT

Submitted to:	**Sara Bollinger, Deputy Supervisor** **Town of Manlius** **301 Brooklea Drive** **Fayetteville, New York 13066**
Submitted by:	**Schopfer Architects LLP** **1111 James Street** **Syracuse, New York 13203**
Submitted on:	**July 2, 2024**

A/E SERVICES PROPOSAL

Schopfer Architects LLP is pleased to offer the following architectural/engineering services proposal related to a new vehicle storage building for the Town of Manlius Highway Department.

A. OWNER:

Town of Manlius
301 Brooklea Drive
Fayetteville, New York 13066

B. PROJECT DESCRIPTION:

1. The Highway Garage is located at 5970 Clemons Road, East Syracuse, New York 13057.

2. The existing buildings are as follows:
   a. Main Building, 100' x 300':
      - Includes offices, toilet/locker rooms, break room, parts area, vehicle storage, vehicle maintenance, and wash bay.
      - The building construction is a pre-engineered building with a steel frame, metal roof and metal siding.
   b. Salt Storage Shelter approximately 70' x 90':
      - Concrete walls with fabric roof

3. During the (previous) Concept Phase of this Project, Schopfer Architects developed preliminary designs for the following subprojects:
   a. A 4,800 SF vehicle storage building
   b. A 7,994 SF service and parts addition
   c. A 2,095 SF office/locker room addition and a 1,574 SF renovation of the west end of the existing garage.

4. The vehicle storage building has been designed and detailed by Schopfer Architects as shown in the attached set of Drawings dated 4/3/2024 and amended by 3 addenda.

5. The vehicle storage building has been located southeast of the existing salt storage shed, as directed by the Highway Department.

6. During the Concept Phase, CNY Land Surveying prepared a site survey and Kenney Geotechnical conducted soil borings & prepared a geotechnical report for the proposed additions. The foundations for this vehicle storage building have been designed in accordance with the geotechnical report.

7. The vehicle storage building has no HVAC.

8. The Highway Department has prepared a building pad and will provide all sitework.

C. PROPOSAL CONDITIONS:

1. Schopfer Architects' limited scope of services is to exclude the following:
   a. Special inspections during construction.

2. Services provided by Schopfer Architects:
   a. Limited to the Project described in Section B above, Schopfer Architects will provide the following services as necessary for this project:
      1) Architectural design by Schopfer Architects
      2) Structural engineering by Pathway Structural (Jeremy Fudo; 315-258-0034)
      3) Electrical engineering by Building Energy Solutions, 106 Kenyon Drive, Nedrow, NY 13120 (315-492-2445)

D. SCOPE OF PROFESSIONAL SERVICES TO BE PROVIDED:

Schopfer Architects will provide professional services as follows:

1. Design Development Phase:
   a. Review NYS Building Code and NFPA Life Safety Code for building implications.
   b. Prepare preliminary building elevations and sections.
   c. Assist the Highway Department in establishing the FFE and grades around the building.

2. Construction Document Phase:
   a. The vehicle storage building will be a pole barn, generally as follows:
      1) 16' eave height
      2) Wall posts at 8' o.c., embedded 4' in concrete
      3) (4) overhead doors, 14' x 14'
      4) (2) swinging doors 3'-0" x 6'-8"
      5) Wood trusses, 4/12 slope
      6) Metal roofing & siding
      7) 12' x 80' open "lean to" on one side of building
      8) The building will have a 60 AMP electrical panel fed from the existing highway garage.
   b. Based on approved Design Development drawings, provide final construction working drawings and specifications generally to include:
      1) Code review and life safety plan
      2) Site plan
      3) Floor/foundation plans and details
      4) Exterior elevations
      5) Building sections
      6) Wall sections and plan details
      7) Electrical site plan
      8) Electrical lighting and power plan, schedules, and notes
      9) Specifications (specification book)
   c. Meet with Owner to review progress and questions during construction document preparation.

3. Bid Phase:

a. Issue PDF format construction documents to interested general construction and electrical bidders.
b. Attend pre-bid meeting with bidders.
c. Respond to bidder questions.
d. Issue addenda as necessary.

4. Construction Administration Phase:
   a. Determine if any building modifications are required due to flood plain elevation
   b. Review Contractor submittals.
   c. Issue RFP for Special Inspections.
   d. Respond to RFIs.
   e. Review Contractor's payment applications.
   f. Issue JDs as necessary.
   g. Attend bi-weekly project meetings/site visits.
   h. Prepare punchlists.

E. FEES:

1. Schopfer Architects will provide the services outlined in above for a Lump Sum fee of $ 32,000, as follows:

		Totals
a.	Design Development……..….	$ 5,500
b.	Construction Documents….....	18,500
c.	Bidding..……..	500
d.	Construction Administration…	7,500
e.	**Total……**	**$ 32,000**

2. Invoices will be monthly for work completed, due and payable within 30 days.

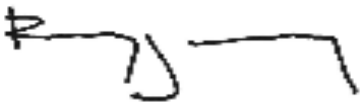
3. Reimbursable expenses (at Architect's cost):
   a. Expenses for reproduction of drawings, specifications, CDs, etc.
   b. Express mailing costs (FedEx, Express Mail, etc.)
   c. Preparation and reproduction of renderings.

4. Additional services, if requested, will be invoiced on an hourly rate basis in accordance with the attached " Classification & Rate Schedule for the period January 1, 2024 though December 31, 2024".

Should the above Proposal be found acceptable, please sign the following acknowledgement and return (1)copy.

Respectfully submitted,

SCHOPFER ARCHITECTS



Robert J. Seigart, AIA
Partner

RJS/kvj

ACKNOWLEDGEMENT AND ACCEPTANCE

Should the above Proposal be found acceptable, please acknowledge by signing the Acknowledgment below and returning one copy.

Date _____ Signature _____

CLASSIFICATION & RATE SCHEDULE

FOR PERIOD

JANUARY 1, 2024 THROUGH DECEMBER 31, 2024

Principal	$145.00
Structural Engineer	155.00
Mechanical/Electrical Engineer	150.00
Senior Project Architect	125.00
Project Architect	105.00
Interior Designer	95.00
Architect/Designer I	90.00
Designer/CADD Drafter	80.00
Administrative Assistant	55.00

TERMS & CONDITIONS, POLICIES & PROCEDURES

The rate is the hourly billing rate and includes all general overhead and profit. It does not include travel, room, board, toll telephone calls, computer charges, and reproduction costs, which are invoiced separately.

All billings for hourly services will be invoiced on a monthly basis.

All invoices shall become due and payable upon receipt by the client.

All invoices that remain due and outstanding after thirty - (30) days of the date of the invoice shall be charged interest and service charges at the rate of 1.5% per month thereafter.

The firm reserves the right to suspend or stop work on a project and void its scheduled delivery commitments if its invoices remain unpaid after sixty - (60) days from the date of the invoice.

There will be no additional charge to the client for overtime work done at the sole discretion of the firm. Overtime work requested by the client will be an additional twenty percent (20%) of the regular hourly rates.

Please note this schedule is subject to annual adjustments as of January 1 of each year.

ARCHITECTURAL/ENGINEERING SERVICES PROPOSAL

for

A RENOVATION OF AND ADDITIONS TO

the

TOWN OF MANLIUS HIGHWAY GARAGE

Submitted to:	**Sara Bollinger, Deputy Supervisor** **Town of Manlius** **301 Brooklea Drive** **Fayetteville, New York 13066**
Submitted by:	**Schopfer Architects LLP** **1111 James Street** **Syracuse, New York 13203**
Submitted on:	**July 23, 2024**

A/E SERVICES PROPOSAL

Schopfer Architects LLP is pleased to offer the following architectural/engineering services proposal related to a renovation of and addition to the Town of Manlius Highway Garage.

A. OWNER:

Town of Manlius
301 Brooklea Drive
Fayetteville, New York 13066

B. PROJECT DESCRIPTION:

1. The Highway Garage is located at 5970 Clemons Road, East Syracuse, New York 13057.

2. The existing buildings are as follows:
   a. Main Building, 100' x 300':
      - Includes offices, toilet/locker rooms, break room, parts area, vehicle storage, vehicle maintenance, and wash bay.
      - The building construction is a pre-engineered building with a steel frame, metal roof and metal siding.
   b. Salt Storage Shelter approximately 70' x 90':
      - Concrete walls with fabric roof

3. During the (previous) Concept Phase of this Project, Schopfer Architects developed preliminary designs for the following subprojects:
   a. A 4,800 SF vehicle storage building. This building was designed and bid separately and is currently under construction. It is not part of this Project.
   b. A 7,994 SF service/parts addition
   c. A 2,095 SF office/locker room addition
   d. A 1,574 SF renovation of the west end of the existing garage.

4. Preliminary designs of the subprojects shall be generally in accordance with the attached drawings L-1 & L-2 (both dated 4/3/24) & A1.1 (dated 10/11/23), all prepared by Schopfer Architects.

5. The service/parts and office/locker room additions have been located to take advantage of space south of the existing highway garage, while avoiding the existing leach fields. The service/parts addition will be designed as a pre-engineered metal building (PEMB) to keep costs down.

6. During the Concept Phase, CNY Land Surveying prepared a site survey and Kenney Geotechnical conducted soil borings & prepared a geotechnical report for the proposed additions.

7. The proposed additions (and the existing building) appear to be in a special flood hazard area (SFHA) subject to inundation by the 1% annual chance flood. The finish floor elevation and design of the additions (as well as the adjacent site) will have to address this.

C. PROPOSAL CONDITIONS:

1. Schopfer Architects' limited scope of services is to exclude the following:
   a. PEMB design and engineering.
   b. Hazardous materials survey of the existing building.
   c. Special inspections during construction.

2. Services provided by Schopfer Architects:
   a. Limited to the Project described in Section B above, Schopfer Architects will provide the following services as necessary for this project:
      1) Architectural and interior design by Schopfer Architects
      2) Structural engineering by Pathway Structural (Jeremy Fudo)
      3) HVAC, electrical, plumbing, and fire protection engineering by Building Energy Solutions, (Rae Butler)
      4) Site/Civil engineering by Plumley Engineering, P.C. (Julian Clark)

D. SCOPE OF PROFESSIONAL SERVICES TO BE PROVIDED:

Schopfer Architects will provide professional services as follows:

1. Design Development Phase:
   a. Do additional field survey work to verify existing conditions.
   b. Review NYS Building Code and NFPA Life Safety Code for building implications.
   c. Work with the Town and Town Engineer to establish a floor elevation and building construction allowed in this SFHA.
   d. Prepare a preliminary site plan, including layout, grading, & landscaping.
   e. Update the preliminary floor plans as necessary.
   f. Prepare preliminary building elevations and sections.
   g. Develop preliminary design of MEP systems.
   h. Assist the Town in interviewing and hiring a construction manager.

2. Construction Document Phase:
   a. Based on approved Design Development drawings, provide final construction working drawings and specifications. Following Municipal Law, drawings and specifications will be issued as multiple prime contracts for the major trades (general construction, fire protection, plumbing, HVAC, and electrical). Construction documents will generally include:
      1) Code review, including life and safety plan and energy code compliance.
      2) Phasing plan.
      3) Foundation plans and details.
      4) Roof framing plans and details for conventionally framed construction. PEMB manufacturer to provide plans and details for PEMB.
      5) Demo plan (for renovation areas).
      6) Architectural floor plans.
      7) Architectural ceiling plans.
      8) Roof plan and details for conventionally framed construction. PEMB manufacturer to provide plans and details for PEMB.
      9) Exterior elevations.

10) Building sections, wall sections, and plan details for conventionally framed construction. PEMB manufacturer to provide plans and details for PEMB.
11) Miscellaneous details.
12) Room finish, door, window, and material schedules and details.
13) Fire protection plans, schedules, and details.
14) Plumbing plans, schedules, and details (roof drains, leaders, etc.).
15) HVAC plans, schedules, and details.
16) Electrical lighting and power plans, schedules, and details.
17) Communications and special systems plans, schedules, and details
18) Site layout plan and details
19) Erosion and sedimentation plan and details
20) Landscaping plan and details (minimal)
21) Grading plan and details
22) Specifications (specification book)

b. Meet with Owner and Construction Manager at approximately 35%, 65%, and 95% complete construction documents to review documents.

3. Bid Phase:
   a. Issue PDF format construction documents to the Construction Manager.
   b. Provide the Town with the bid notice for publication.
   c. Attend pre-bid meeting with bidders.
   d. Respond to bidder RFIs.
   e. Issue addenda as necessary.
   f. Attend bid opening.
   g. Make recommendations on the award of contracts.
   h. Prepare Owner-Contractor Agreements (AIA A101).

4. Construction Administration Phase:
   a. Review Contractor submittals.
   b. Issue RFP for Special Inspections.
   c. Respond to RFIs.
   d. Review Contractors payment applications.
   e. Issue JDs as necessary.
   f. Attend bi-weekly project meetings/site visits.
   g. Prepare punchlists.

E. FEES:

1. Schopfer Architects will provide the services outlined in above for a Lump Sum fee of $ 238,000, as follows:

		Totals
a.	Design Development……..….	$ 35,700
b.	Construction Documents….....	132,900
c.	Bidding..……..	10,500
d.	Construction Administration…	58,900
e.	**Total……**	**$ 238,000**

2. Invoices will be monthly for work completed, due and payable within 30 days.

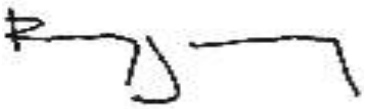
3. Reimbursable expenses (at Architect's cost):
   a. Expenses for reproduction of drawings, specifications, CDs, etc.
   b. Express mailing costs (FedEx, Express Mail, etc.)
   c. Preparation and reproduction of renderings.

4. Additional services, if requested, will be invoiced on an hourly rate basis in accordance with the attached " Classification & Rate Schedule for the period January 1, 2024 through December 31, 2024".

Should the above Proposal be found acceptable, please sign the following acknowledgement and return (1) copy.

Respectfully submitted,

SCHOPFER ARCHITECTS



Robert J. Seigart, AIA
Partner

RJS/sjb

ACKNOWLEDGEMENT AND ACCEPTANCE

Should the above Proposal be found acceptable, please acknowledge by signing the Acknowledgment below and returning one copy.

Date _____ Signature _____

CLASSIFICATION & RATE SCHEDULE

FOR PERIOD

JANUARY 1, 2024 THROUGH DECEMBER 31, 2024

Schopfer Architects LLP

Principal	$145.00
Senior Project Architect	125.00
Project Architect	105.00
Interior Designer	95.00
Architect/Designer I	90.00
Designer/CADD Drafter	80.00

Pathway Engineering

Principal	$175.00
Senior Licensed Engineer	150.00
Licensed Engineer	135.00
Engineer	125.00
Design Engineer	115.00
Drafter	90.00
Administrative Assistant	55.00

Building Energy Solutions

Principal/Professional Engineer	$150.00
CAD/Production Manager	68.00

Plumley Engineering

Principal	$240.00
Environmental Managing Engineer	230.00
Civil Engineer	215.00
Senior Engineer	200.00
Project Engineer	175.00
Staff Engineer	150.00
Senior Technician	140.00
Technician	105.00
CADD Drafter	95.00
Administrative Assistant	85.00

TERMS & CONDITIONS, POLICIES & PROCEDURES

The rate is the hourly billing rate and includes all general overhead and profit. It does not include travel, room, board, toll telephone calls, computer charges, and reproduction costs, which are invoiced separately.

All billings for hourly services will be invoiced on a monthly basis.

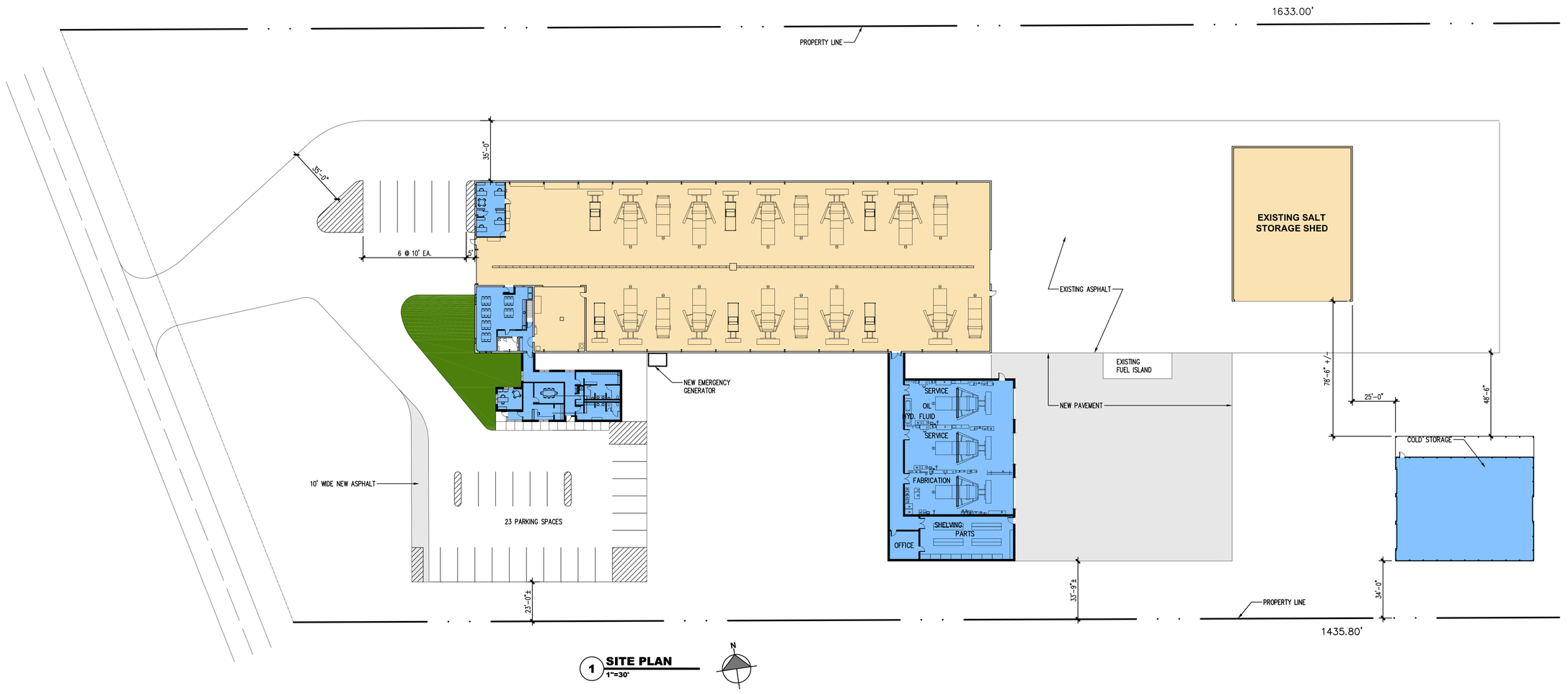
All invoices shall become due and payable upon receipt by the client.

All invoices that remain due and outstanding after thirty - (30) days of the date of the invoice shall be charged interest and service charges at the rate of 1.5% per month thereafter.

The firm reserves the right to suspend or stop work on a project and void its scheduled delivery commitments if its invoices remain unpaid after sixty - (60) days from the date of the invoice.

There will be no additional charge to the client for overtime work done at the sole discretion of the firm. Overtime work requested by the client will be an additional twenty percent (20%) of the regular hourly rates.

Please note this schedule is subject to annual adjustments as of January 1 of each year.



1 **SITE PLAN**
1"=30'

HIGHWAY DEPARTMENT GARAGE
TOWN OF MANLIUS

5970 CLEMONS ROAD
EAST SYRACUSE, NEW YORK 13057

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REGISTERED ARCHITECT
ROBERT J. SEIGART
NO. 17743
STATE OF NEW YORK

Schopfer Architects LLP
1111 JAMES ST.
SYRACUSE, NY 13203
315-474-6501
FAX 315-474-1922

Drawn by:	Checked by:
GD	RJS
Date: 04-03-2024	Scale: AS NOTED

Revisions:

Number:	Date:	By:
1		
2		
3		
4		

Sheet Title:
SITE PLAN

Sheet No:
L1.1

Job No: 2238

1 **SITE PLAN**
1"=30'

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TOWN OF MANLIUS

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EAST SYRACUSE, NEW YORK 13057

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Revisions:

Number:	Date:	By:
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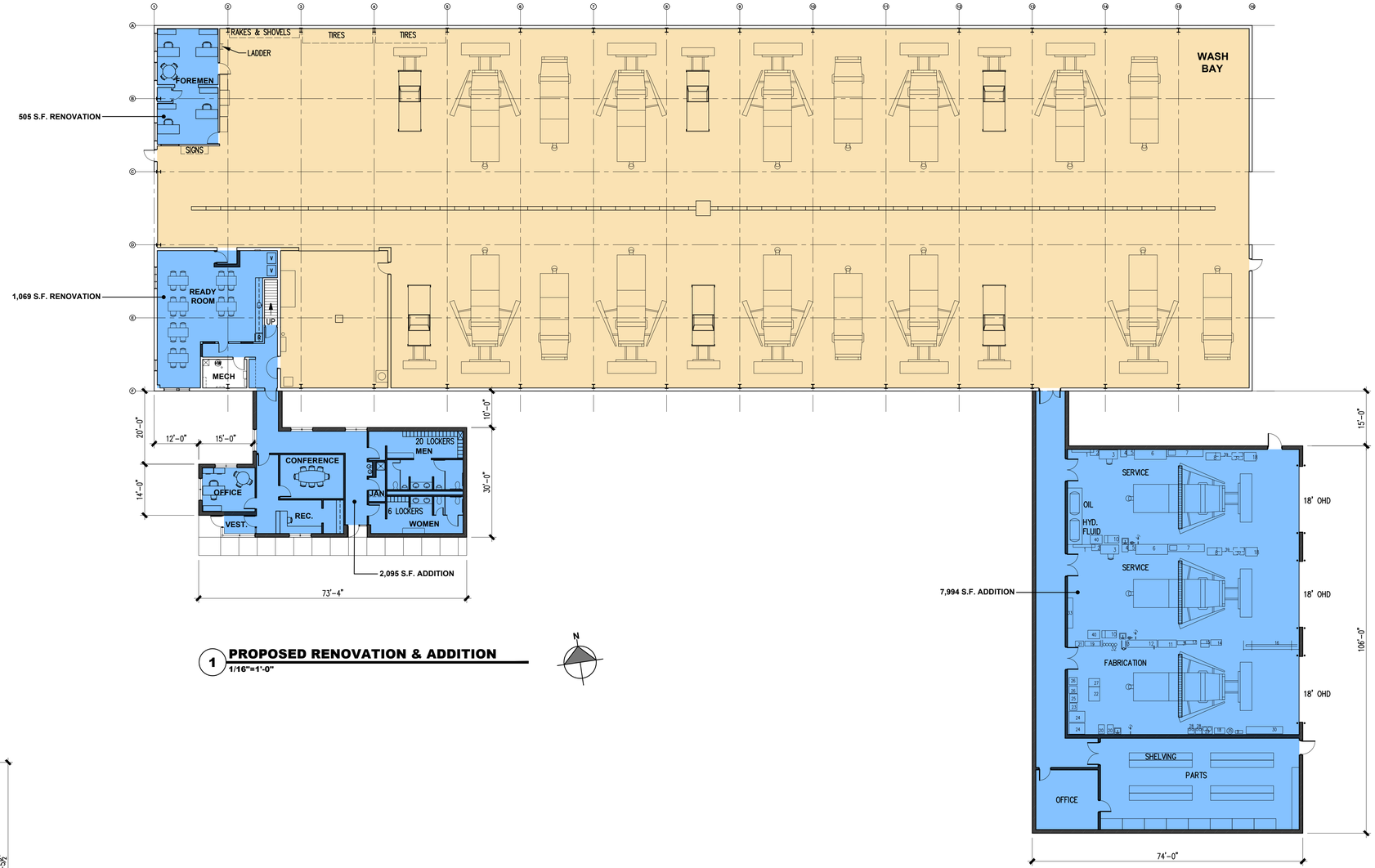
2		
3		
4		

Sheet Title: SITE PLAN

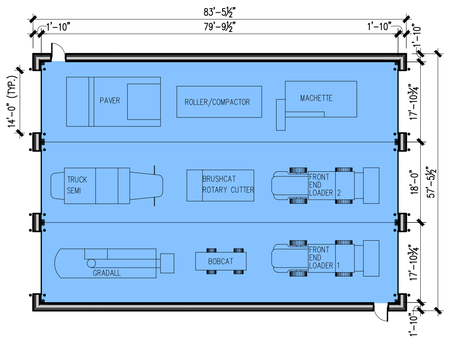
Sheet No: L1.2

Job No: 2238



1 PROPOSED RENOVATION & ADDITION

1/16"=1'-0"



2 PROPOSED COLD STORAGE FLOOR PLAN

1/16"=1'-0"

EXISTING TOOLS & EQUIPMENT							
1	WALL MOUNTED TOOLS	11	WORK BENCH W/WALL MOUNTED TOOLS	21	TOOL CART	31	CABINET
2	TOOL CABINET	12	WORK BENCH W/WALL MOUNTED TOOLS	22	TABLE	32	CYLINDERS
3	DESK	13	DRILL PRESS	23	WELDING STAND	33	STORAGE SHELVING
4	FILE CABINET	14	WALL MOUNTED CABINET	24	WELDING STAND	34	WINDSHEILD FLUID
5	CABINET	15	REFRIGERATOR	25	WELDING STAND	35	ASTROCUT WELDING LUBRICANT
6	TOOL CABINET	16	STEEL RACK	26	WELDING STAND	36	TIRE RACK
7	WORK BENCH	17	SHELVING UNIT	27	TABLE	37	JACK STANDS
8	JOB BOX	18	CART	28	PORTABLE WELDER	38	HOSE SAW
9	GRINDER	19	BANDSAW	29	PORTABLE WELDER	39	POWER TOOLS ON SHELF
10	TOOL CART	20	WELDER	30	PIPE/SHEET METAL RACK	40	PARTS CLEANER

HIGHWAY DEPARTMENT GARAGE
TOWN OF MANLIUS

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Drawn by: GD
Checked by: RJS
Date: 10/11/23
Scale: AS NOTED

Revisions:

Number:	Date:	By:
1		
2		
3		
4		

Sheet Title:
PROPOSED FLOOR PLAN

Sheet No:
A1.1

Job No: 2238

Auction Information

ONLINE-ONLY AUCTION

Bidding Starts: Tuesday, August 13, 2024 at 06:44:00 am ET

Bidding Ends: Tuesday, August 27, 2024 at 06:15:00 pm ET

Location: 5970 Clemons Road, East Syracuse, Onondaga County, NY 13057

Questions & Inspection: Inspections are available by appointment. Please contact **Rob Cushing at 315-656-3090** with questions or to schedule an appointment.

Third Party Shipping Notice

Payment Terms: Payment will be due immediately upon notification of seller approval by email invoice, after the Seller approves the bids. After you receive the invoice, you will have five (5) business days to get your payment mailed to our office, or your account will be suspended, and the item will be awarded to the backup-bidder, or re-listed. Please mail payment in certified funds or money order to: Auctions International, 11167 Big Tree Road, East Aurora, NY 14052. Payment questions? Please Call: 1-800-536-1401 x201. GENERAL

2013 Ford F250 Super Duty Extended Cab Pickup Truck

Bidding is closed.

High Bid:	$4,550.00
Current Bid:	$4,550.00
Your Max Bid:	NA
Time Remaining:	Closed
Bidding Ended:	Tue, Aug 27 6:15:00 pm ET
High Bidder:	peabody
Bid Increment:	$50.00
Distance:	Please click on the location address to view the item's location on a map.

Item has been viewed 1,433 times.

ADD TO MY FAVORITES

Pin it | Like

Details | **Bid History (48 bids)**

Bid Date	Bid Amount	Bidder
Aug 27, 2024 - 3:08:07 PM	$4,550.00	peabody
Aug 27, 2024 - 3:08:07 PM	$4,500.00	Bertbuys
Aug 27, 2024 - 2:58:15 PM	$4,450.00	peabody

QUESTIONS: email service@auctionsinternational.com

Payment Methods: We accept cash, cashier's check, wire/bank transfer and credit cards.

Out-of-State Buyers: Buyers outside of New York State need to send us a completed **NY State DTF Form** before we can remove sales tax from their invoices.

Successful High Bidders: Please note when you are provided an invoice to pay, there are two different payment amounts.
1) A non-discounted rate for payments made with credit/debit cards, and,
2) A discounted rate for payments made with certified funds; cash, bank transfer, guaranteed funds or money order.

Please make sure your payment amount reflects your choice of payment method.

Individuals who pay the non-discounted rate with cash or guaranteed funds will have a one-time, courtesy refund issued for the overpayment. Subsequent overpayments will have a $35 administrative fee deducted from the remittance amount (or charged against) the invoiced buyer. Please make sure you are paying the correct amount, per your means of payment.

Buyer's Premium: A 12.770% buyer's premium will be added to invoices paid by credit card (VISA, MC, Disc.) A 10% buyer's premium will be added to invoices paid by cash or certified funds.

Removal Terms
This item cannot be shipped. Buyer solely responsible for

Aug 27, 2024 - 2:58:15 PM	$4,400.00	Crosslakemarine
Aug 27, 2024 - 2:58:09 PM	$4,350.00	peabody
Aug 27, 2024 - 2:58:09 PM	$4,300.00	Crosslakemarine
Aug 27, 2024 - 1:23:20 PM	$4,250.00	peabody
Aug 27, 2024 - 12:50:02 PM	$4,200.00	Crosslakemarine
Aug 27, 2024 - 12:49:54 PM	$4,150.00	peabody
Aug 27, 2024 - 12:49:54 PM	$4,100.00	Crosslakemarine
Aug 27, 2024 - 12:49:51 PM	$4,050.00	peabody
Aug 27, 2024 - 12:49:51 PM	$4,000.00	Crosslakemarine
Aug 27, 2024 - 12:49:47 PM	$3,950.00	peabody
Aug 27, 2024 - 12:49:47 PM	$3,900.00	Crosslakemarine
Aug 27, 2024 - 12:49:43 PM	$3,850.00	peabody
Aug 27, 2024 - 12:49:43 PM	$3,800.00	Crosslakemarine
Aug 27, 2024 - 12:49:40 PM	$3,750.00	peabody
Aug 27, 2024 - 12:49:40 PM	$3,700.00	Crosslakemarine
Aug 27, 2024 - 12:49:34 PM	$3,650.00	peabody
Aug 27, 2024 - 12:49:34 PM	$3,600.00	Crosslakemarine
Aug 27, 2024 - 8:45:10 AM	$3,550.00	peabody
Aug 26, 2024 - 8:33:23 PM	$3,500.00	Bertbuys
Aug 26, 2024 - 8:33:24 PM	$3,500.00	Bigpappy83
Aug 19, 2024 - 8:55:26 AM	$3,300.00	Bertbuys
Aug 19, 2024 - 8:55:26 AM	$3,250.00	mc2453
Aug 19, 2024 - 8:35:47 AM	$2,425.00	Bertbuys
Aug 19, 2024 - 8:35:47 AM	$2,400.00	mc2453
Aug 18, 2024 - 9:33:00 PM	$2,325.00	mc2453
Aug 18, 2024 - 9:33:00 PM	$2,300.00	thebull
Aug 18, 2024 - 11:10:46 AM	$1,225.00	mc2453
Aug 18, 2024 - 11:10:46 AM	$1,200.00	joshuahanzman
Aug 17, 2024 - 11:52:05 PM	$1,050.00	joshuahanzman
Aug 17, 2024 - 11:52:05 PM	$1,025.00	peabody
Aug 17, 2024 - 11:51:52 PM	$840.00	joshuahanzman
Aug 17, 2024 - 11:51:52 PM	$830.00	peabody
Aug 17, 2024 - 11:51:38 PM	$820.00	joshuahanzman
Aug 17, 2024 - 11:51:38 PM	$810.00	peabody
Aug 17, 2024 - 11:51:24 PM	$800.00	joshuahanzman
Aug 17, 2024 - 11:51:24 PM	$790.00	peabody
Aug 17, 2024 - 11:51:12 PM	$780.00	joshuahanzman
Aug 17, 2024 - 11:51:12 PM	$770.00	peabody
Aug 15, 2024 - 8:33:46 PM	$610.00	joshuahanzman
Aug 15, 2024 - 8:33:46 PM	$600.00	jmkaleh
Aug 14, 2024 - 9:04:48 AM	$570.00	joshuahanzman
Aug 14, 2024 - 9:04:48 AM	$560.00	jlewis331
Aug 13, 2024 - 10:50:35 PM	$105.00	joshuahanzman
Aug 13, 2024 - 10:50:35 PM	$100.00	Shea1
Aug 13, 2024 - 7:32:19 PM	$25.00	Shea1

removal of items from seller's premises within (10) Business Days after bid approval. Buyer must contact the seller to schedule a removal appointment, before access will be granted to the merchandise. All sales are final. No refunds will be issued. Items left on seller's premises after the designated pickup deadline are subject to re-possession by the seller. If you are going to have trouble picking your purchased items up by the deadline, call our office immediately!

Terms of Sale

Item(s) sold SUBJECT to seller's approval after bids close. For payments made with cash, money order, ACH check, guaranteed funds (cashiers check, bank check, certified check) or cash directly deposited into a Citizens Banks a discounted buyer's premium of 10% will be added to the high bid price. For payments made by wire transfer; a transaction fee of $15.00 will be added on top of the discounted 10% buyers premium to cover the bank service charge. Please make all payments payable to: Auctions International Inc. If paying by credit/debit card the rate will be 12.77% above the sale price inclusive of the buyer's premium with a 2.77% discount if paid in cash or certified funds. Applicable sales tax(es) will be charged on all items. Note: we no longer accept personal and/or company checks. Payments are to be made online or to the East Aurora office only. Payments must be received within (5) business days from invoice date. All sales are final. No refunds will be issued. Items are sold as-is, where-is, with no warranty written or implied. Buyer is responsible for inspecting the item(s) before

placing bids and prompt item removal within ten (10) business days after receipt of invoice. Seller is NOT responsible for providing tools or heavy equipment to aid in removal. Items left on seller's premises after this removal deadline will revert back to possession of the seller, with no refund.

Featured Auctions

Queensbury UFSD-NY #38813
AUCTION BIDDING NOW!
Tue, August 20 - Wed, August 28

Suffolk County DPW, Long Island-NY #38710
AUCTION BIDDING NOW!
Tue, August 13 - Wed, August 28

Town of Garner-NC #38757
AUCTION BIDDING NOW!
Tue, August 13 - Wed, August 28

Springfield Fire District-NY #38674
AUCTION BIDDING NOW!
Wed, August 14 - Wed, August 28

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Active Users: 773

CHART OF ACCOUNTS
AS OF: AUGUST 31ST, 2024

HC0-Town Hall

ACCOUNT #	ACCOUNT NAME
ASSETS	
HC0.1.200	Claim on Pooled Cash and CDs
HC0.1.201	Town Hall Reserve
HC0.1.391	Due From Other Funds
LIABILITIES	
HC0.2.600	Pooled Accounts Payable
HC0.2.630	Due to Other Funds
EQUITY/FUND BALANCE	
HC0.3.599	Appropriated Fund Balance
HC0.3.821	Reserve Encumbrances
HC0.3.909	Unappropriated Fund Balance
HC0.3.915	Assigned Unapp Fund Balance
HC0.3.962	Budgetary Provisions
REVENUES	
REAL PROPERTY TAX	
HC0.4.1001	Real Property Taxes
USE OF MONEY & PROPERTY	
HC0.4.2401	Interest & Earnings
EXPENDITURES	
Town Hall	
HC0.5.8820.200	Town Hall Expenditures

*** END OF REPORT ***

MINUTES
TOWN BOARD
August 14, 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/ufoiR6UVmqk?si=Z_4m1KkxQldhyLBY

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
Katelyn M. Kriesel, Councilor

The following Town Officers were present: Ann Oot, Town Manager. Carrie Grevelding, Town Clerk. Kay Blythe, Assistant Town Manager. Joseph Frateschi, Town Attorney. Chief Cassalia, Manlius Police Department. Captain Stanton, Manlius Police Department. Thomas Poitras, Code Enforcement Officer. Maria Lenway, Comptroller.

1. Attendees

In-Person Meeting Attendees: Katherine Smith, Fayetteville. Craig Dudczak, Fayetteville. Joe Silino, East Syracuse.

Virtual Meeting Attendees: Cheryl Matt. Mark Matt. Paul Jackson.

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. 6:38 PM – Open Podium

Craig Dudczak from Fayetteville spoke regarding the proposed Local Law for Accessory Dwelling Units. Mr. Dudczak suggested that the board re-evaluate a clause in the Local Law regarding the owner of the one-family dwelling unit must initially occupy either the principal dwelling unit or the accessory dwelling unit with concern of what would occur if the property were sold to a commercial entity. Mr. Dudczak also spoke regarding the Quarry Commission and requesting that the board speed up moving forward with the Quarry Commission.

Joe Silino of East Syracuse spoke regarding the lack of response from the board regarding the Bowman Road Solar Screening. Mr. Silino inquired about the completion certificate and re-assignment of the lease.

4. 6:45 PM – Lend-A-Hand Program Presentation – Town of Manlius Police Department and Katie Smith

Captain Stanton with the Manlius Police Department and Katie Smith, a Town of

Manlius resident gave a presentation on the Lend-A-Hand Program that is offered by the Town of Manlius Police department. The program is voluntary to resolve the safe return home, and to continue positive encounters with individuals who may not be able to advocate for themselves with first responders.

5. 6:59 PM – Proposed Local Law – Accessory Dwelling Units

The board discussed some of the concerns that were brought forward during the open podium.

Councilor Bollinger made a motion, Seconded by Councilor Gonzalez-McCurdy, to set a date for a public hearing regarding The Proposed Local Law Allowing Accessory Dwelling Units in the Town of Manlius for August 28, 2024, at 6:35PM.

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

Nayes: 0 All in Favor. Motion Carries.

6. 7:13 PM – Citation – In Honor of the 77th Independence Day of Pakistan

Councilor Italiano read a citation in Honor of the 77th Independence Day of Pakistan.

7. 7:15 PM – Quarry Commission - Members

The Board announced that they would be accepting resumes for anyone interested in being a member of the Quarry Commission. The Town Clerk will be accepting all resumes until end of business on August 30, 2024. The Board will review submitted resumes and discuss them at the September 11, 2024, regular Town Board meeting.

8. 7:17 PM – Labella - Agreement Extension for Professional Services Related to Designation as Town Engineer

Councilor Bollinger made a motion, Seconded by Councilor Italiano, to authorize the supervisor to sign the Agreement of Extension for Professional Services Related to Designation as Town Engineer with LaBella with amended effective date of July 1, 2024, thru December 31, 2024.

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

Nayes: 0 All in Favor. Motion Carries.

9. 7:19 PM – Highway Construction Agreement - Harrington Homes (Brandy Wine)

Councilor Kriesel made a motion, Seconded by Councilor Italiano, to authorize the supervisor to sign the highway construction agreement with Harrington Homes for the street to be named Harrington Terrace in the development known as Brandy Wine.

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

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Nayes: 0 All in Favor. Motion Carries.

10. 7:23 PM – Appointment of Deputy Town Clerk - Paul Jackson

Councilor Italiano made a motion, Seconded by Councilor Nesci, to appoint Paul Jackson to the position of Deputy Clerk at a salary of $40,000 effective August 19, 2024.

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

Nayes: 0 All in Favor. Motion Carries.

11. 7:23 PM – Appointment of Court Attendant - Antoinette Stenuf

Councilor Kriesel made a motion, Seconded by Councilor Nesci, to appoint Antoinette Stenuf to the position of Court Attendant at a rate of $52 per hour.

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

Nayes: 0 All in Favor. Motion Carries.

12. 7:24 PM – Town of Manlius Police Department - Budget Modification

Councilor Bollinger made a motion, Seconded by Councilor Kriesel, to modify the budget for the Town of Manlius Police Department in the amount of $146,000 for accounts A00 4.3389.477 (Grant Fund Revenue) and A00 5.3120.477 (Grant Expenditures).

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

Nayes: 0 All in Favor. Motion Carries.

13. 7:25 PM – Town Board Work Session – Encore Media Agency

Councilor Bollinger made a motion, Seconded by Councilor Kriesel, to schedule a work session to discuss the findings of Encore Media Agency's communications assessment and any other business as needed on August 21, 2024, at 5:00 PM.

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

Nayes: 0 All in Favor. Motion Carries.

14. Other Business

Councilor Gonzalez-McCurdy reminded everyone of the upcoming meeting with WEP to discuss the Meadowbrook Limestone Wastewater Treatment Plant on August 21, 2024, at 6:30PM.

15. 7:27 PM - Supervisor's Report for July 2024

Councilor Bollinger made a motion, Seconded by Councilor Kriesel, to approve the Supervisor's Report for July 2024 as presented by Comptroller Lenway.

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

Abstained: Councilor Kriesel Nayes: 0 Motion Carries.

16. 7:52 PM - Approval of Abstract #15

Councilor Bollinger made a motion, Seconded by Councilor Nicholson, to approve abstract #15 in the amount of $567,912.30.

TOWN OF MANLIUS
Fund Summary
Abstract #15 - 2024

CODE	FUND	TOTALS
A	General Fund Townwide	$399,797.36
B	General Fund Part Town	$8,649.59
CM3	Sustainable Manlius	$862.16
DA	Highway Fund Townwide	$11,057.48
DB	Highway Fund Part Town	$137,685.17
SD2	Consolidated Drainage #2	$260.00
SL1	Overhead Lighting District	$1,694.85
SL2	Underground Lighting	$2,386.66
SL3	Entry Lighting	$114.17
SL4	Garden Park Lighting	$716.81
SL5	Ratnour Bridge Lighting	$2,575.07
SR1	Trash	$250.99
SR2	Brush	$250.99
TA2	Trust & Agency Other	$1,611.00
	Total	$567,912.30

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

Nayes: 0 All in Favor. Motion Carries.

17. 7:29 PM - Approval of Minutes- July 24, 2024

Councilor Kriesel made a motion, Seconded by Councilor Nicholson, to approve the minutes from July 24, 2024, as presented by Town Clerk Grevelding.

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

Abstained: Councilor Kriesel Nayes: 0 Motion Carries.

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There being no further business to come before the Board, upon motion duly made by Councilor Kriesel and seconded by Councilor Italiano the Board voted unanimously to adjourn regular session at 7:29 PM.

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

Nayes: 0 All in Favor. Motion Carries.

Respectfully Submitted by:

Carrie A. Grevelding
Town Clerk

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** DEPARTMENT TOTALS **

ACCT	NAME	AMOUNT
A00	NON-DEPARTMENTAL	13,511.00
A00-1010	Town Board	4,500.00
A00-1420	Attorney	1,312.50
A00-1620	Buildings	1,441.32
A00-1640	Central Garage	6,394.55
A00-3310	Traffic Control	0.00
A00-5132	Garage	543.52
A00-5182	Street Lighting	367.21
A00-9045	Employee Benefits	425.50
A00-9061	Employee Benefits	2,150.00
A00 TOTAL	General Fund Townwide	30,645.60

** DEPARTMENT TOTALS **

ACCT	NAME	AMOUNT
B00-3620	Codes Enforcement	25.00
B00-8010	Zoning	340.00
B00-8020	Planning	1,657.50
B00 TOTAL	General Fund Part Town	2,022.50
SL1-5182	Street Lighting	1,682.78
SL1 TOTAL	Overhead Lighting	1,682.78
SL2-5182	Street Lighting	2,381.32
SL2 TOTAL	Underground Lighting	2,381.32
SL3-5182	Street Lighting	103.10
SL3 TOTAL	Entry Lighting	103.10
SL4-5182	Street Lighting	714.68
SL4 TOTAL	Garden Park Lighting	714.68
SL5-5182	Street Lighting	2,566.56
SL5 TOTAL	Ratnour Bridge Lighting	2,566.56
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
	** TOTAL **	274,359.38

** DEPARTMENT TOTALS **

ACCT	NAME	AMOUNT
A00-3120	Police	325.20
A00 TOTAL	General Fund Townwide	325.20
	** TOTAL **	325.20

ORS

** DEPARTMENT TOTALS **

ACCT	NAME	AMOUNT
A00	NON-DEPARTMENTAL	55,210.85
A00-1010	Town Board	25.00
A00-1110	Justices	83.99
A00-1220	Supervisor	79.88
A00-1330	Receiver of Taxes	103.99
A00-1410	Town Clerk	39.92
A00-1620	Buildings	1,658.89
A00-1670	Central Printing	132.86
A00-3120	Police	6,871.96
A00-5132	Garage	700.82
A00-7310	Recreation	3,496.03
A00 TOTAL	General Fund Townwide	68,404.19
B00-3620	Codes Enforcement	545.14
B00-8010	Zoning	114.92
B00 TOTAL	General Fund Part Town	660.06
DA0-5130	Machinery	2,787.20
DA0-5142	Snow Removal	1,297.87
DA0 TOTAL	Highway Fund Townwide	4,085.07
DB0-5110	General Repairs	76,563.37
DB0 TOTAL	Highway -Part Town	76,563.37
	** TOTAL **	149,712.69