

Agenda
Special Town Board Meeting
July 30, 2025
6:30 PM

1. Virtual Meeting Instructions - July 30, 2025

Documents:

[07-30-25 VIRTUAL SPECIAL MEETING INSTRUCTIONS.PDF](#)

2. Pledge Of Allegiance

3. Discussion - Town Hall & Police Department Facility Issues

Based on Public Feedback there will be a public discussion about the current conditions of our facilities and establishing a plan involving community engagement to address the current issues.

[RENOVATION STUDY, NEW BUILDING ASSESSMENT DOCUMENTS](#)

Documents:

[BUILDING CONDITIONS ASSESSMENT.PDF](#)

4. Public Discussion

5. Adjournment



July 30, 2025 – 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/85976240065?pwd=HMQL0twjjEFmb9la7khV6VlPeaLMNd.1>

Password to join when prompted:

Password: 981169

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: 859 7624 0065

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

Password: **981169**

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

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



Manlius Town Hall

Building Conditions Assessment

VIP Architectural Associates, D.P.C.
101 S. Salina St.
Syracuse, NY 13202

IPD Engineering, Inc. 101 S. Salina
St. Syracuse, NY 13202

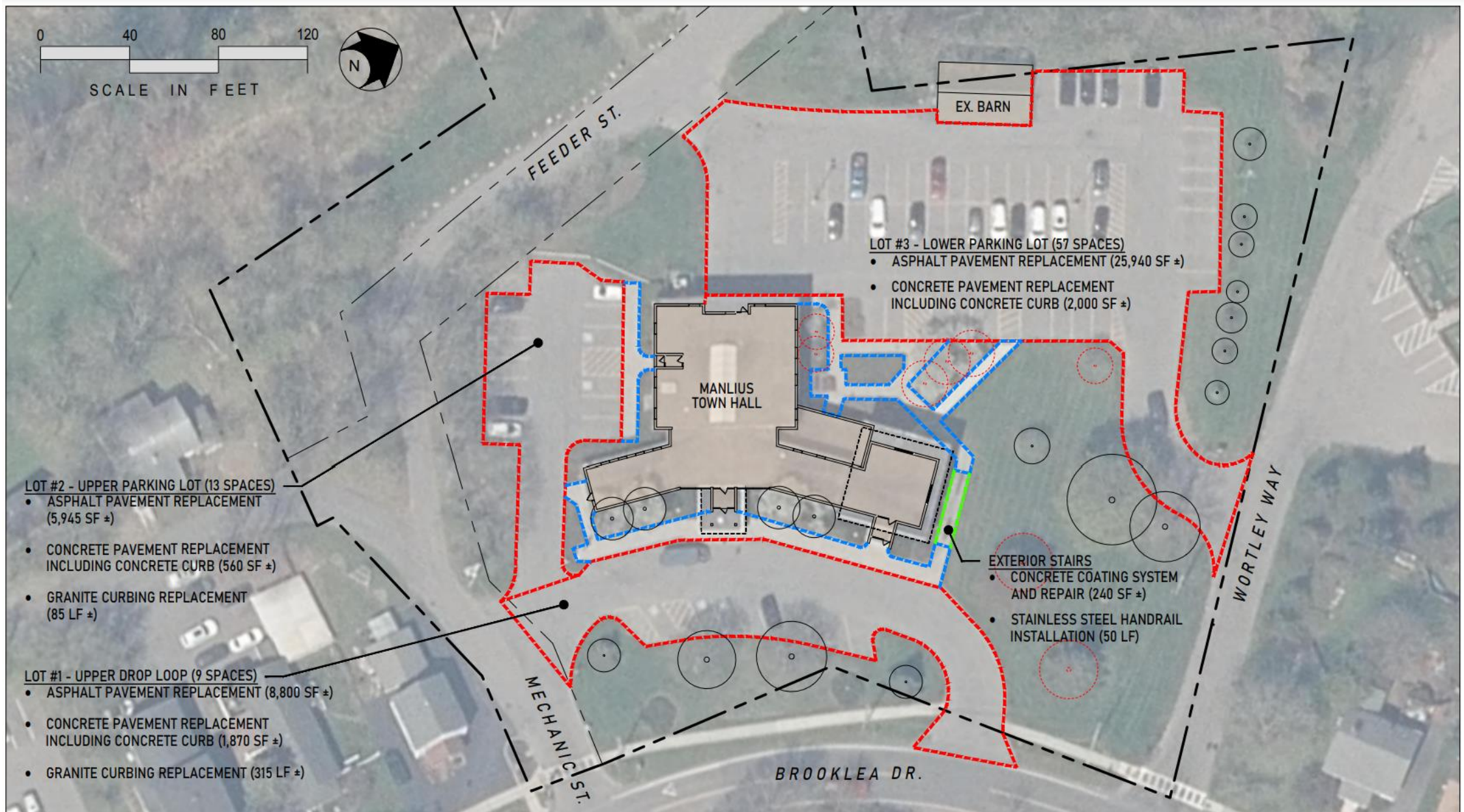
Keplinger, Freeman Associates
Landscape Architecture & Land
Planning 6320 Fly Rd. Suite 109 East
Syracuse, NY 13057

Comprehensive Assessment of Building Condition

The goal of this report is to identify the facilities' shortcomings and make recommendations that will restore the structure into good operating condition, increase accessibility, and provide a functional Town Hall and courtroom for the community.

This report is based on analysis of key building systems stated below, several site visits conducted by VIPAA and its consultants, as well as interviews with staff who occupy the Town Hall on a day-to-day basis.

- Identify all building systems that require major upgrades to maintain the facilities' current use including windows, roofs, domestic water, parking, etc.
- Develop a strategy for replacement/upgrades to the heating, ventilation, and air conditioning (HVAC) systems and control systems
- Determine the feasibility of adding an elevator to the two story building, as well as any accessible upgrades needed to bring the facility to code. This includes restrooms, water fountains, curb cuts, transaction windows, and entrances into the building/meeting room/court area
- Develop a recommendation to provide adequate security for the facility. This includes reconfiguration of existing spaces, adding additional square footage to the building, and providing separate entrances for the court facility and Town Hall
- Provide an estimated cost to repair each system as a standalone task, if possible



ARCHITECTURE



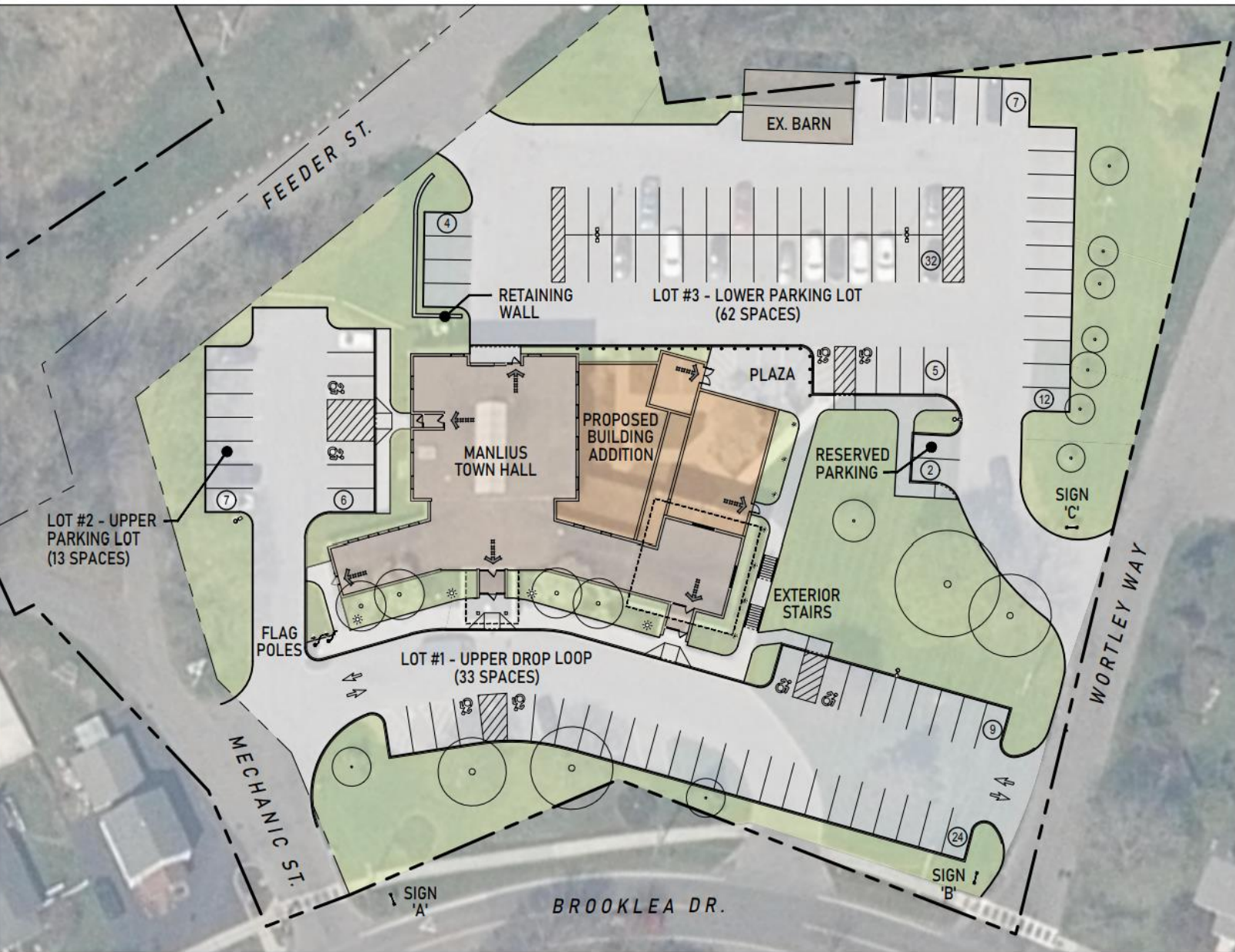
ENGINEERING



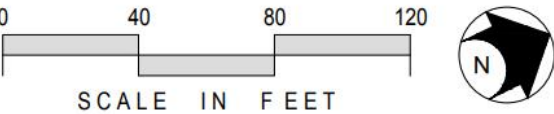
Existing Conditions Plan

301 Brooklea Dr, Fayetteville, NY 13066

Date: 15 November, 2024
Project Number: 44106
Drawing Number: L-100



ZONING and PARKING DATA	
ZONING:	P - PUBLIC/ MUNICIPAL LAND 2.80 ACRE LOT
USE:	MUNICIPAL OFFICE
EXISTING PARKING COUNT:	LOT #1 - UPPER DROP LOOP: 9 SPACES LOT #2 - UPPER PARKING LOT: 13 SPACES LOT #3 - LOWER PARKING LOT: 57 SPACES 79 SPACES TOTAL (7 ACCESSIBLE)
PROPOSED PARKING COUNT:	LOT #1 - UPPER DROP LOOP: 33 SPACES LOT #2 - UPPER PARKING LOT: 13 SPACES LOT #3 - LOWER PARKING LOT: 62 SPACES 108 SPACES TOTAL (8 ACCESSIBLE)
SITE AMENITIES LEGEND	
DUAL FIXTURE LIGHT POLE	
SINGLE FIXTURE LIGHT POLE	
PEDESTRIAN SCALE LIGHT POLE	
UPLIGHT	
LIGHT BOLLARD	
BOLLARD	
FLAGPOLE	
DIRECTIONAL SIGN	



ARCHITECTURE



ENGINEERING



Conceptual Site Plan

301 Brooklea Dr, Fayetteville, NY 13066

Date: 15 November, 2024
Project Number: 44106
Drawing Number: L-200

FLOOR PLAN LEGEND:

- EXISTING TO REMAIN
- PROPOSED REMOVAL
- NEW CONSTRUCTION
- SECURED DURING COURT
- ENTRY/EXIT



EXISTING SQUARE FOOTAGE

Existing	LOWER LEVEL	7,418.10 SF
Existing	FLOOR 01	7,055.00 SF
		14,473.10 SF



ARCHITECTURE



ENGINEERING



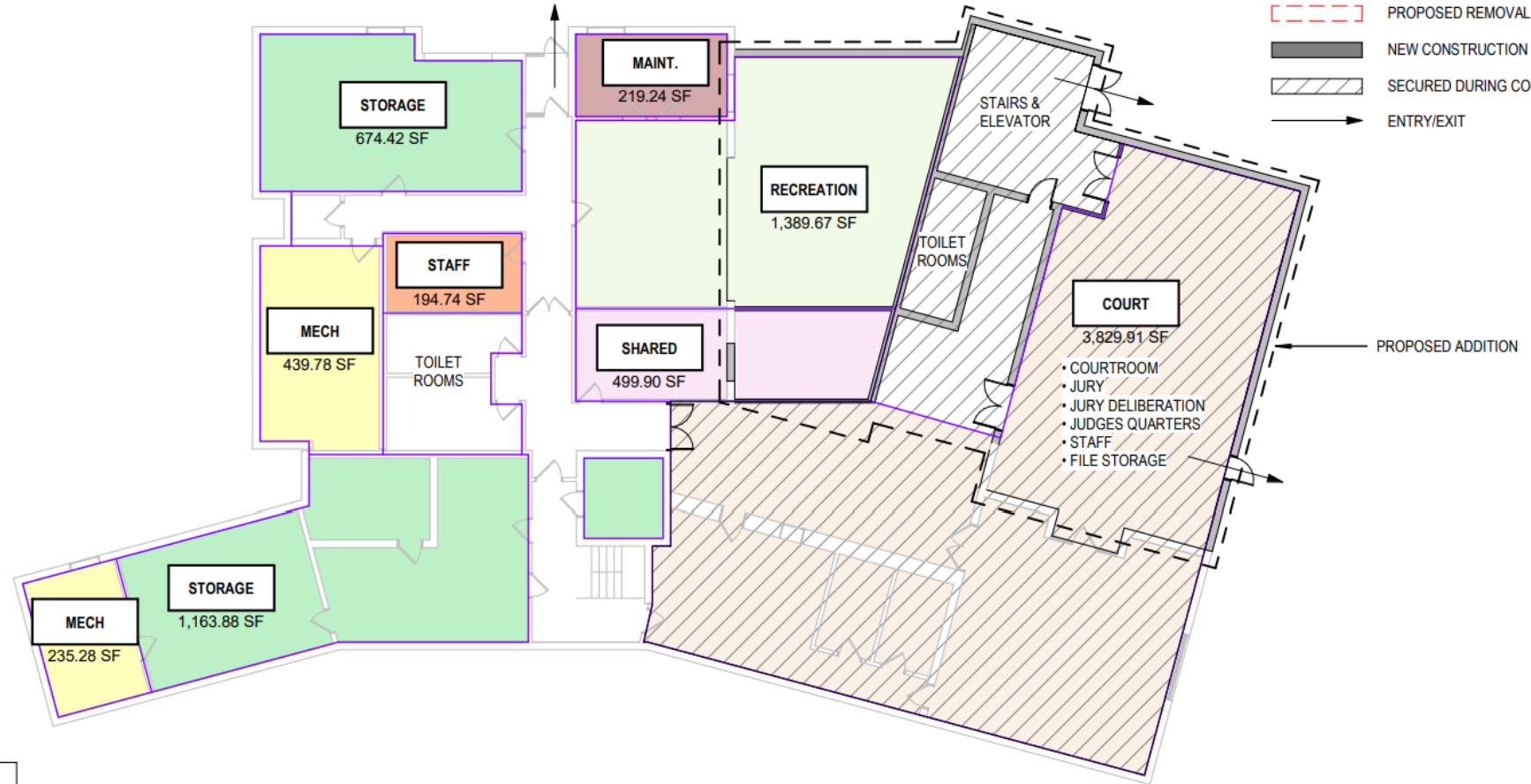
Date: 11/15/2024

BUILDING AREA LEGEND

- COURT
- LOBBY
- MAINT.
- MECH
- MULTI PURPOSE
- RECREATION
- SHARED
- STAFF
- STORAGE
- TOWN HALL
- TOWN MANAGEMENT
- TOWN OFFICES

FLOOR PLAN LEGEND:

- EXISTING TO REMAIN
- PROPOSED REMOVAL
- NEW CONSTRUCTION
- SECURED DURING COURT
- ENTRY/EXIT



SQUARE FOOTAGE

Existing	LOWER LEVEL	7,418.10 SF
Existing	FLOOR 01	7,055.00 SF
New Construction	LOWER LEVEL	3,622.68 SF
New Construction	FLOOR 01	4,191.91 SF
		22,287.68 SF



ARCHITECTURE



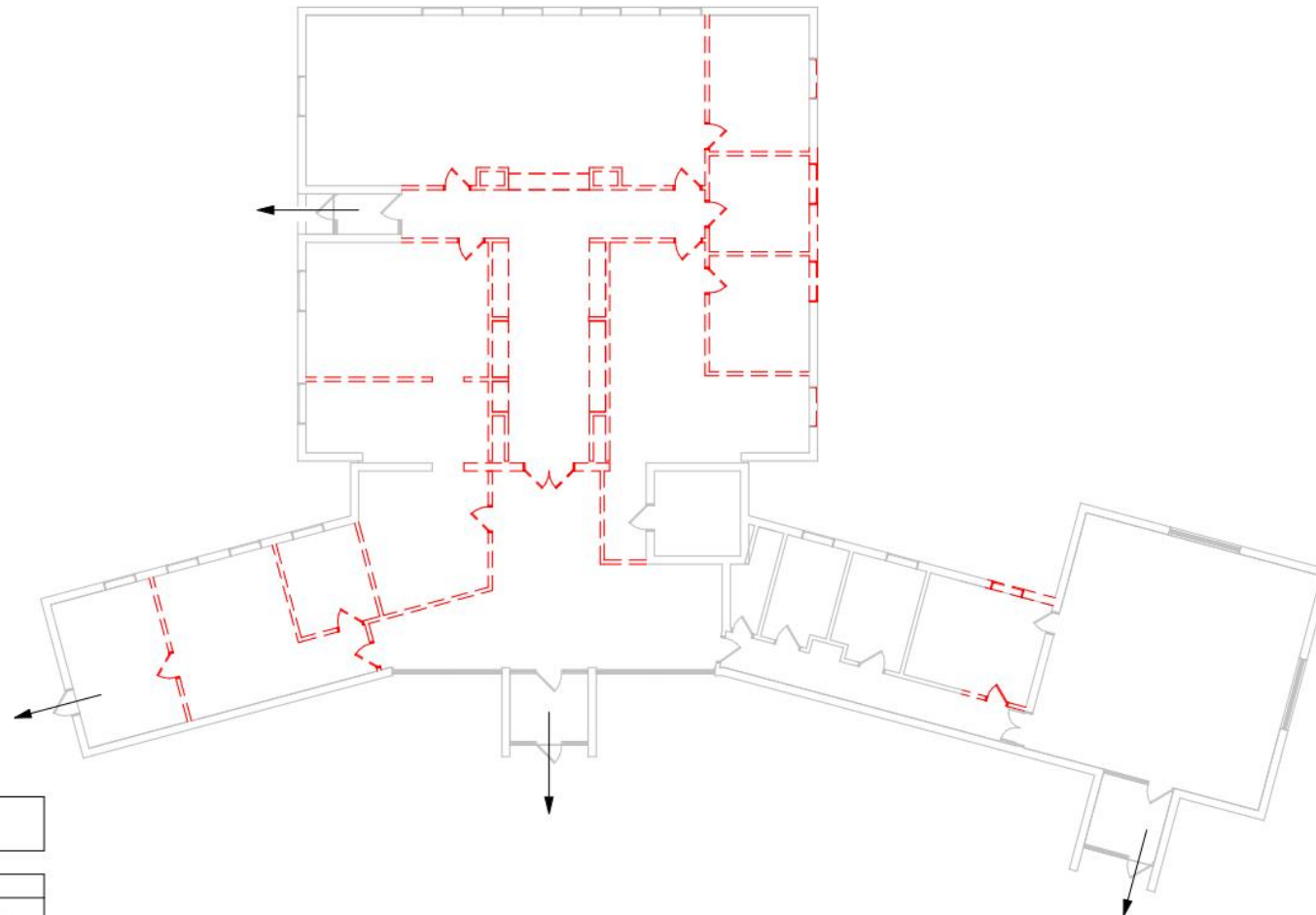
ENGINEERING



Date: 11/15/2024

FLOOR PLAN LEGEND:

- EXISTING TO REMAIN
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EXISTING SQUARE FOOTAGE

Existing	LOWER LEVEL	7,418.10 SF
Existing	FLOOR 01	7,055.00 SF
		14,473.10 SF

0' 4' 8' 16' 32' 48'

SCALE: 1/16" = 1'-0"



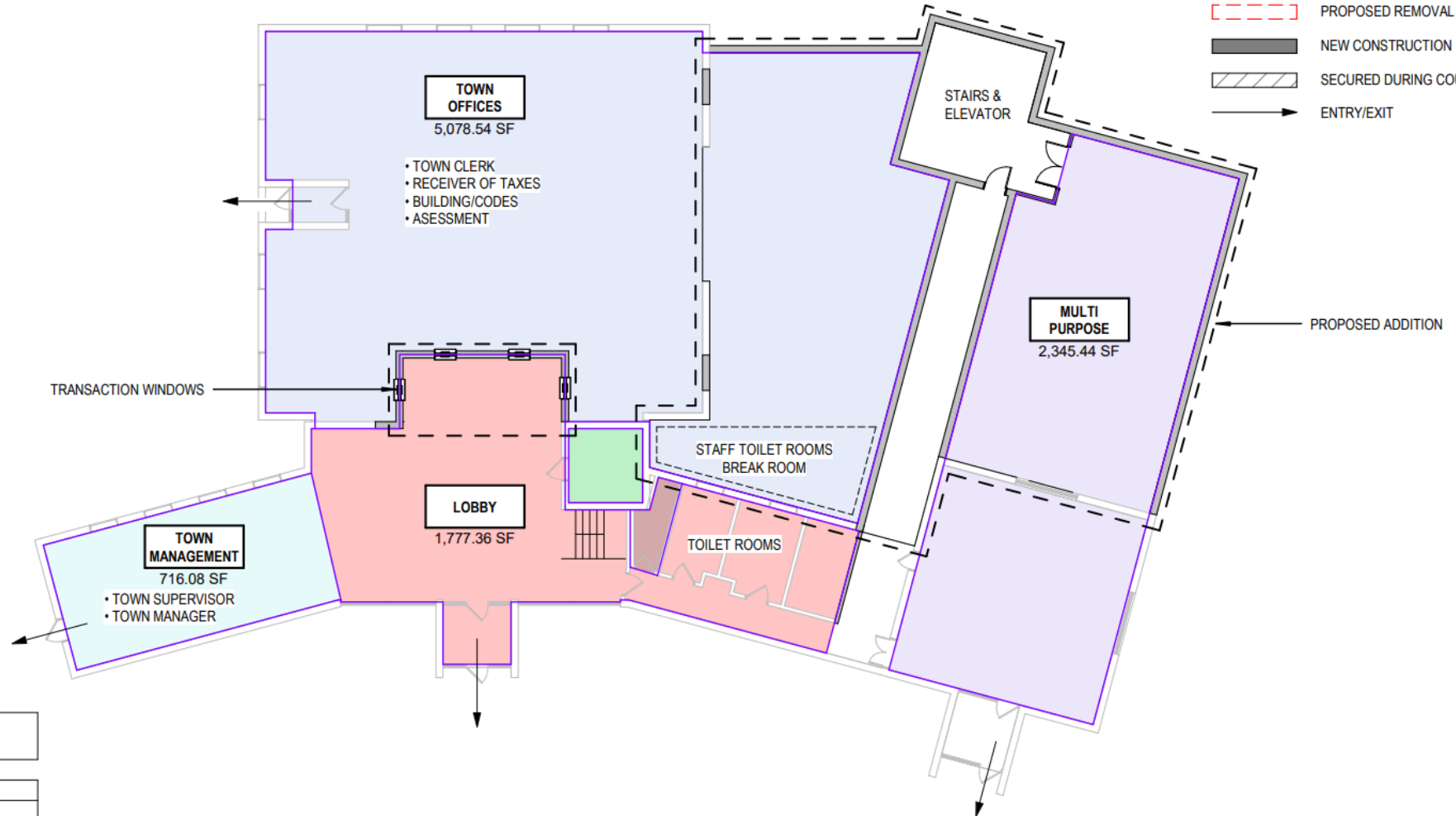
Date: 11/15/2024

BUILDING AREA LEGEND

	COURT
	LOBBY
	MAINT.
	MECH
	MULTI PURPOSE
	RECREATION
	SHARED
	STAFF
	STORAGE
	TOWN HALL
	TOWN MANAGEMENT
	TOWN OFFICES

FLOOR PLAN LEGEND:

	EXISTING TO REMAIN
	PROPOSED REMOVAL
	NEW CONSTRUCTION
	SECURED DURING COURT
	ENTRY/EXIT



SQUARE FOOTAGE

Existing	LOWER LEVEL	7,418.10 SF
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Conclusions

Due to the age of the facilities, surpassing the life span of the mechanical systems, and facilities shortcoming of both the Town Hall and courtroom, a significant renovation and addition is recommended. The cost and effort to repair all of the existing systems to a good condition would not fix all of the shortcoming listed above. One of the primary issues is the lack of an accessible route within the Town Hall. Unfortunately installing an elevator within the footprint of the building would cause additional space shortages, as the current footprint doesn't accommodate the function of the building.

Conclusions

The proposed design incorporates new programmatic requirements for the Town Hall functions as well as the courtroom's need. The addition was sited based on existing infrastructure and functions of the facility to minimize the cost and impact to parking. The addition will hold new public restrooms, keep the courtroom functions separate from the Town Hall, and will alleviate security concerns. A conceptual site plan was created to show added parking on both the upper and lower lots to help facilitate the current needs.

Costs

The probable cost for the construction of a new addition and the renovation of the existing building would be:

Renovation : \$4,000,000 - \$5,000,00

Addition: \$5,000,000 - \$7,000,00

Total: \$9,000,000 - \$12,000,000

*Probable cost includes 10% design contingency and 20% construction contingency.