Agenda
Town Board Meeting
September 24, 2025
6:30 PM

1. Virtual Meeting Instructions - September 24, 2025

   Documents:

   09-24-25 VIRTUAL MEETING INSTRUCTIONS.PDF

2. Pledge Of Allegiance
3. Open Podium
4. Public Hearing - Fremont Meadows

   Documents:

   MANLIUS TOWN BOARD REQUEST FROM FREMONT MEADOWS.PDF

5. Tentative Budget
6. Change Orders - Town Highway Department

   Documents:

   CHANGE ORDER AIA 1.PDF
   CHANGE ORDER AIA 2.PDF

7. Handbook - New Policies

   Documents:

   LONGEVITY PAY POLICY FINAL 2.PDF
   BRIDGE TO MEDICARE POLICY FINAL 2.PDF

8. Tree Commission - Approval Of Members Craig Donnelly And Saba Siddiki
9. Resolution - Lease Thresholds

   Documents:

   TOWN OF MANLIUS - RESOLUTION ADOPTING LEASE THRESHOLDS.PDF

10. Letters Of Intent - Revize (Website) & Civic Plus Select (Meeting Management)

    Documents:

    REVIZE CUSTOM WEBSITE SALES AGREEMENT - MANLIUS, NY SEPTEMBER 11TH, 2025.PDF
    CIVIC PLUS SELECT -MEETING MANAGEMENT.PDF

11. Town Facility Updates

Documents:

TOWN OF MANLIUS RFP FOR TOWN FACILITY AND PUBLIC ENGAGEMENT PROJECT.PDF

12. Budget Items

Documents:

BUDGET ADJUSTMENTS - 09-24-25.PDF

13. Approval Of Minutes- September 10, 2025

Documents:

09-10-25 DRAFT.PDF

14. Approval Abstract #18

Documents:

ABSTRACT 18.PDF

15. Adjournment

Town of
MANLIUS
New York

September 24, 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/83327373450?pwd=qL2shZ8vbN72LH9XyIiV2aMaak6zhw.1

Password to join when prompted:

Password: 573012

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: 833 2737 3450

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

Password: **573012**

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

Susan M. Cain
7352 Spring Mountain Drive
East Syracuse, NY 13057
scain1@twcny.rr.com
315-382-1887

August 26, 2025

Manlius Town Board
301 Brooklea Drive
Fayetteville, NY 13066

Subject: Request for Removal of Shrubs and Ornamental Grass at Fremont Meadows Entrance

Dear Members of the Manlius Town Board,

I am writing on behalf of a super majority of the residents of Fremont Meadows to request the removal of five shrubs and one ornamental grass currently located in the island at the entrance of our community on Magic Way.

The plantings in this location have become problematic. They obstruct visibility and detract from the clean, open appearance at the entrance to our neighborhood. Removing these specific shrubs and the ornamental grass would improve safety, accessibility, and the overall aesthetics of the area.

We kindly ask that the Town remove these plantings at your earliest convenience. The residents of Fremont Meadows greatly appreciate the Board's continued efforts to maintain and enhance our community.

Attached to this email please find names and signatures of a super majority of neighbors agreeing to this request.

Thank you for your attention to this matter. Please let me know if any additional information is needed.

Sincerely,

Susan M. Cain

Susan Cain
Fremont Meadows Resident

AIA® Document G731™ – 2019

Change Order, Construction Manager as Adviser Edition

PROJECT: *(name and address)*
2238-A Town of Manlius Highway Garage
Additions & Renovations
5970 Clemons Road
East Syracuse, New York 13057

CONTRACT INFORMATION:
Contract For: Plumbing

Date: 03-17-2025

CHANGE ORDER INFORMATION:
Change Order Number: P-01A

Date: 09-15-2025

OWNER: *(name and address)*
Town of Manlius
301 Brooklea Drive
Fayetteville, NY 13066

CONTRACTOR: *(name and address)*
Postler & Jaeckle Corp
615 South Ave
Rochester, NY 14620

ARCHITECT: *(name and address)*
Schopfer Architects LLP
1111 James Street
Syracuse, NY 13203

CONSTRUCTION MANAGER: *(name and address)*
CHA Consulting
300 South State Street
Syracuse, NY 13202

THE CONTRACT IS CHANGED AS FOLLOWS:
(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Contingency Allowance Modification

Original Amout	$20,000.00
Previous Adjustments	0.00
Relocation of fused sealed gas line for temporary connection	1,641.00
Balance of Contingency	$18,123.08

The original was	$ 229895.00
Net change by previously authorized Change Orders	$ 0.00
The Contract Sum prior to this Change Order was	$ 229,895.00
The Contract Sum will be unchanged by this Change Order in the amount of	$ 0.00
The new Contract Sum including this Change Order will be	$ 229,895.00

The Contract time will be unchanged by Zero(0) days.
The Contractor's Work shall be substantially complete on 11-12-2025.

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONSTRUCTION MANAGER, CONTRACTOR, AND OWNER.

ARCHITECT *(Signature)*	**CONSTRUCTION MANAGER** *(Signature)*
BY: Robert J Seigart - Principal	BY: Gregg Grates - Project Executive
(Printed name, title, and license number if required)	*(Printed name and title)*
9/22/25	9/23/25
Date	*Date*

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User Notes: (68c81b51d2416e10221fdd97)

CONTRACTOR *(Signature)*	**OWNER** *(Signature)*
BY: Dennis N Meisner - Plumbing Supervisor	BY: John Deer - Town Supervisor
(Printed name and title)	*(Printed name and title)*
9/23/2025	
Date	*Date*

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User Notes: (68c81b51d2416e10221fdd97)

Qty	Material	Unit Cost		Estimate
1	Equipment	$ 138.46		$ 138.46
			Material Total	**$ 138.46**
Qty	**Labor**	**Labor Unit Cost**		**Estimate**
8	Manhours - Journeyman ST	$ 91.25		$ 730.00
6	Manhours - Foreman ST	$ 98.70		$ 592.20
1	Manhours - Project Management	$ 125.00		$ 125.00
			Labor Total	**$ 1,447.20**
Total Labor & Materials				**$ 1,585.66**
1	General Conditions	3.50%		$ 55.50
Total Cost				**$ 1,641.16**
Overhead				$ -
Subtotal with Overhead				$ 1,641.16
Profit				$ -
Total Change Request				**$ 1,641**

AIA® Document G731™ – 2019

Change Order, Construction Manager as Adviser Edition

PROJECT: *(name and address)*
2238-A Town of Manlius Highway Garage
Additions & Renovations

CONTRACT INFORMATION:
Contract For: Plumbing
Date: 03-17-2025

CHANGE ORDER INFORMATION:
Change Order Number: P-02
Date: 09-15-2025

OWNER: *(name and address)*
Town of Manlius
301 Brooklea Drive
Fayetteville, NY 13066

CONTRACTOR: *(name and address)*
Postler & Jaeckle Corp
615 South Ave
Rochester, NY 14620

ARCHITECT: *(name and address)*
Schopfer Architects LLP
1111 James Street
Syracuse, NY 13203

CONSTRUCTION MANAGER: *(name and address)*
CHA Consulting
300 South State Street
Syracuse, NY 13202

THE CONTRACT IS CHANGED AS FOLLOWS:
(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)
Domestic Water Service Repair $27,385.00

The original was	$	229,895.00
Net change by previously authorized Change Orders	$	0.00
The Contract Sum prior to this Change Order was	$	229,895.00
The Contract Sum will be increased by this Change Order in the amount of	$	29,385.00
The new Contract Sum including this Change Order will be	$	259,280.00

The Contract time will be unchanged by Zero(0) days.
The Contractor's Work shall be substantially complete on 11-12-2025.

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONSTRUCTION MANAGER, CONTRACTOR, AND OWNER.

ARCHITECT *(Signature)*	**CONSTRUCTION MANAGER** *(Signature)*
BY: Robert J Seigart - Principal	BY: Gregg Grates - Project Executive
(Printed name, title, and license number if required)	*(Printed name and title)*
9/22/25	9/23/25
Date	*Date*

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User Notes: (68c81f6407679ec30c7b4164)

CONTRACTOR *(Signature)*	**OWNER** *(Signature)*
BY: Dennis N Meisner - Plumbing Supervisor *(Printed name and title)*	BY: John Deer - Town Supervisor *(Printed name and title)*
9/23/2025 *Date*	*Date*

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User Notes: (68c61f640767f9ec30c7b4164)

Qty	Material	Unit Cost		Estimate
1	Materials	$ 4,899.86		$ 4,899.86
			Material Total	**$ 4,899.86**
Qty	**Labor**	**Labor Unit Cost**		**Estimate**
115	Manhours - Journeyman ST	$ 91.25		$ 10,493.75
15	Manhours - Foreman ST	$ 98.70		$ 1,480.50
1	Manhours - Journeyman OT	$ 121.87		$ 121.87
5	Manhours - Forman OT	$ 132.45		$ 662.25
42	Manhours - Project Management	$ 125.00		$ 5,250.00
			Labor Total	**$ 18,008.37**
Total Labor & Materials				**$ 22,908.23**
1	General Conditions	3.50%		$ 801.79
Total Cost				**$ 23,710.02**
Overhead		10%		$ 2,371.00
Subtotal with Overhead				$ 26,081.02
Profit		5%		$ 1,304.05
Total Change Request				**$ 27,385**

Town of Manlius

Longevity Pay Policy

Effective Date: January 1, 2026

Purpose

The Town of Manlius recognizes and rewards the long-term dedication and commitment of its employees. The Longevity Policy provides an annual bonus to eligible employees based on total years of qualifying service.

Eligibility

1. Service Requirements

- Employees must have completed at least six (6) years of total qualifying service by December 31 of the year preceding payment to be eligible for a longevity bonus.
- Volunteer service does not count toward years of service.
- Employees must be actively employed by the Town at the time of payout or have retired after December 31 of the preceding year.
- Part-time employees who transition to full-time status will have their years of service pro-rated based on their part-time employment with the Town prior to moving into a full-time role.

2. Years of Service Calculation

- Years of service are calculated from the employee's hire date with the Town of Manlius.

3. Separation Before Payout

- If an employee separates from service after December 31 but prior to the February payout, they will still receive the longevity payment for which they qualified as of December 31 of the prior year.
- No pro-rated payments will be made for employees who leave prior to December 31.

Payment Schedule

- Longevity bonuses will be paid in a single lump sum during the first pay period of February each year.
- The bonus is considered compensation and will be added to each eligible employee's salary in the payroll period it is paid.

DRAFT

Longevity Payment Tiers

Years of Service	Annual Longevity Bonus	(Current Employees in Category)
6 – 10 years	$1,000	4 employees
11 – 15 years	$2,000	3 employee
16 – 20 years	$3,000	4 employees
21 – 25 years	$4,000	1 employees
26 – 29 years	$5,000	2 employees
30+ years	$6,000	1 employees

Notes

- Longevity pay is separate from base salary increases and is not compounded.
- The Town reserves the right to amend or discontinue the program.

DRAFT

Longevity Pay Policy – Frequently Asked Questions (FAQ)

Q1: Who is eligible for longevity pay?
Employees with at least six (6) years of qualifying service as of December 31 of the prior year are eligible.

Q2: How is 'years of service' calculated?
It is based on your hire date with the Town of Manlius.

Q3: When is the longevity bonus paid?
It is paid in a single lump sum during the first pay period of February each year.

Q4: What if I retire before the February payout?
If you retire after December 31 but before the payout date, you will still receive the longevity payment for which you qualified as of December 31.

Q5: Can my longevity payment be pro-rated if I leave mid-year?
No. Longevity pay is only granted if you are employed on December 31 of the prior year or retire after that date. No partial payments are made for service ending before December 31.

Q6: Does longevity pay affect my base salary?
No. Longevity pay is separate from your base salary and does not increase your regular pay rate. It is a one-time annual payment.

Q7: Will this policy change in the future?
The Town reserves the right to amend or discontinue the program at any time.

DRAFT

Town of Manlius

Bridge to Medicare Policy

Purpose

The Bridge to Medicare Policy provides spouses of eligible retired Town of Manlius employees with continued access to Town-sponsored health insurance coverage at the current active employee contribution rate until the spouse reaches Medicare eligibility age. This benefit is designed to assist long term employees with affordable health coverage during the transition between retirement and Medicare enrollment.

Eligibility Criteria

To qualify for the Bridge to Medicare Program, the following requirements must be met:

1. Service Requirement: The employee must have completed 20 or more years of service with the Town of Manlius at the time of retirement, and the spouse must be age 62 or older.

2. Insurance Enrollment History:

- To be eligible for coverage, the employee must have been continuously enrolled in the Town family health insurance plan for at least 2 years immediately prior to retirement.

3. Retirement Status: The employee must be officially retiring and collecting a pension from the New York State Retirement System.

Coverage Terms

• Eligible retirees may continue with family coverage at the time of retirement. Changes in plan type (e.g., from family to single) are not permitted after retirement unless there is a qualifying event or during open enrollment.
• Retirees will contribute to their health plan at the same rate as active, non-union employees at the time of their retirement.
• This coverage continues until the retiree's spouse reaches Medicare eligibility. Once eligible for Medicare, the retiree's spouse will be transitioned off the Bridge to Medicare coverage and may enroll in the Town's Medicare Advantage plan.
• Surviving spouses are eligible for continuation under the Bridge to Medicare Program.
• If, at the time of the employee's retirement, the spouse is under age 62, the spouse will follow the current handbook rule: retirees are eligible to elect family coverage and their premium for a family plan will be the entire cost of a single plan premium, plus the current non-union premium rate for single coverage. The cost to have the spouse on the plan would therefore be the entire cost of a single plan premium until the spouse turns age 62.

DRAFT

Effective Date

This policy shall take effect January 1, 2026. It applies only to employees retiring on or after that date.

Notes

• Eligibility and continuation of coverage under this program are subject to periodic review and amendment by the Town Board.

DRAFT

Bridge to Medicare Policy – Frequently Asked Questions (FAQ)

Q1: Who is eligible for the Bridge to Medicare Program?

Spouses of retired employees who retired before Medicare eligibility age (typically 65), where the employee completed at least 20 years of service with the Town, met the enrollment history requirement and the spouse is at least age 62.

Q2: What is the insurance enrollment history requirement?

The retired employee must have been continuously enrolled in the Town family health insurance plan for at least two (2) years immediately prior to retirement.

Q3: How long can the spouse stay on the Bridge to Medicare coverage?

Coverage continues until the retiree's spouse reaches Medicare eligibility age.

Q4: What happens when the retiree's spouse becomes Medicare eligible?

Once the retiree's spouse becomes Medicare eligible, they will be transitioned off the Bridge to Medicare coverage and may enroll in the Town's Medicare Advantage plan.

Q5: Can plan type change after retirement?

No. Retirees must remain in family coverage if they retire with family coverage. Changes in plan type are only permitted in the event of a qualifying event or during open enrollment.

Q6: How much will the retiree and spouse pay for coverage under this program?

The retiree and spouse will contribute at the same rate as active, non-union employees at the time of retirement. Future adjustments to non-union rates will also apply.

Q7: Are surviving spouses eligible for this program?

Yes. Surviving spouses are eligible for continuation under the Bridge to Medicare Program.

Q8: When does this program take effect?

The program is effective January 1, 2026, and applies only to employees retiring on or after that date.

Q9: What if the retiree's spouse is under age 62 at the time of retirement?

If the spouse is under age 62 at the time of retirement, coverage follows the current handbook rule: retirees may elect family coverage and the premium for a family plan will be the entire cost of a single plan premium, plus the current non-union premium rate for single coverage. This cost applies until the spouse reaches age 62, at which point they may transition to the Bridge to Medicare coverage.

DRAFT

IN THE MATTER **OF** **ESTABLISHING A MATERIALITY THRESHOLD FOR LEASE REPORTING UNDER GASB STATEMENT NO. 87**	**RESOLUTION ADOPTING THE THRESHOLD FOR LEASE REPORTING UNDER GASB STATEMENT NO. 87**

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 10th of September, 2025, 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
Michael Nesci	Councilor
Alissa Italiano	Councilor
Katelyn M. Kriesel	Councilor
William Nicholson	Councilor
Ingrid Gonzalez-McCurdy	Councilor

The following resolution was moved, seconded and adopted:

WHEREAS, the Governmental Accounting Standards Board (GASB) Statement No. 87 requires the recognition of lease liabilities and right-to-use assets for qualifying lease contracts, and;

WHEREAS, the New York State Office of the State Comptroller has advised that local governments may establish materiality thresholds for lease reporting under GASB 87 using professional judgment, and;

WHEREAS, the Town of Manlius seeks to ensure efficient and cost-effective financial reporting while maintaining transparency and compliance with applicable accounting standards, and;

WHEREAS, certain lease agreements, such as those for postage machines, water coolers, copier machines, and other low-value equipment, do not materially impact the Town's financial position or operations, and;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Manlius, County of Onondaga, State of New York, hereby establishes a materiality threshold of Fifteen Thousand Dollars (**$15,000)** for the total contract value of lease agreements. Lease contracts below this threshold shall be treated as short-term leases and excluded from GASB 87 reporting requirements, and;

FURTHER RESOLVED, that this policy shall be reviewed annually and updated as necessary to reflect changes in accounting standards or operational needs.

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 10th day of September 2025; 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 10th day of September 2025.

DATED: September 10, 2025
Fayetteville, New York

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

revize.

The Government Website Experts

WEBSITE HOSTING & DESIGN SALES AGREEMENT FOR

Manlius, New York

Revize is a Minority Business Enterprise (MBE)

Prepared by Shawn Stewart
shawn@revize.com
150 Kirts Blvd. Troy, MI 48084
Ph: 248-928-8064 Fax: 866-346-8880
www.revize.com September 11th, 2025

SMALL BUSINESS CERTIFIED
by the Small Business Association of Michigan

MINORITY BUSINESS MBE CERTIFIED ENTERPRISE

revize.
The Government Website Experts

To Carrie Grevelding and Members of the Manlius Town Board,

We are writing to provide a letter of intent from Revize Government Websites, LLC. ("Revize") in respect to the request for proposals for your website redesign project. We appreciate the time and energy you and your team have spent and allowing us the opportunity to work on the site with you.

For two decades, Revize has been a leader in providing high quality, government-compliant web solutions for our clients. Located in Troy, Michigan, we have launched thousands of government and non-profit websites nationwide, and our myriad of industry awards and hundreds of satisfied clients stand as testament to the quality and value of our work.

Every member of the Revize team understands that this project is more than a website; it's a valuable resource that can help you build a better communication tool for your non-profit partners and community. It will allow visitors to see the full breadth of your community services, special events, lobbying efforts and any important information for local opportunities!

Visitors looking for the "digital front door" to your organization will be drawn to a website that is not only visually appealing, but is also functional, user-friendly, and can provide a plethora of services on a wide range of devices. A Revize website will allow your users to easily fill out and submit documents for employment, review local events and family development programs, read blog updates, perform curated searches to answer frequently asked questions and perform a suite of other tasks that would otherwise require staff assistance.

What's more; with Revize your website will enable you to increase staff productivity and decrease costs by reducing off-line departmental operations!

We will work closely with you to design and develop a dynamic, easy-to-navigate website that will perfectly fit your vision. The sites will empower you to control your digital presence with the industry's best administrative management applications, and our Revize training ensures that your teams will have the skills needed to expertly update and manage website content and delivery all in-house across all of your departments!

Government clients select Revize because we can help them

- Enhance their web presence and build an online communications center.
- Effectively engage prospective users.
- Empower non-technical web content editors and administrators to easily execute changes and provide inter-departmental workflow solutions.
- Implement a scalable solution that allows them to affordably grow their web presence for the long term.

Based on your review of the information provided and subject to the conditions set forth, Revize is pleased to submit this letter of intent and agreement for the website redesign project, with a required first payment set January 5th. Please contact me if you have any questions at all.

Sincerely,

Shawn C. Stewart - Account Manager
shawn@revize.com

revize.
The Government Website Experts

Revize Custom Design Web Services Sales Agreement

This Sales Agreement is between Manlius, New York ("CLIENT") and Revize LLC, aka Revize Software Systems, ("Revize"). Federal Tax ID# 20-5000179 Date: 9-11-2025

CLIENT INFORMATION:		REVIZE LLC:
Client Name:	Manlius, New York	Revize Software Systems
Client Address:	301 Brooklea Drive	150 Kirts Blvd., Suite B
Client Address 2:		Troy, MI 48084
Client City/State/Zip:	Fayetteville, NY 13066	248-269-9263
Contact Name:	Carrie Grevelding – Clerk Cgrevelding@townofmanlius.org 315-637-3521	Client Website Address: www.townofmanlius.org
Billing Dept. Contact:	Same as Above	

The CLIENT agrees to purchase the following products and services provided by REVIZE:

Phase 1: Project Planning and Analysis and SOW as outlined by stakeholder and user feedback	$750
Phase 2: Creation of Brand Identity – determine marketing goals and initiatives, targeted audiences and stakeholder priority. Discovery & Design from scratch – one design concept, three rounds of changes, home page design, inner page designs, content information architecture, UI redesign, and navigation framework to support easy access to key services. - **Includes Responsive Web Programming for great viewing on mobile screens.**	$1,250
- Phase 3 & 4: Revize Template Development - Set-up all CMS modules listed on the following page with I-framing or linking to any additional 3rd party web applications (as dictated by needs of the scope of work). Includes the ability for editors to create new pages within the site using standardized framework and module options. You also receive all updates to all CMS modules for the life of your Revize relationship. **You own the technology, design and content!**	$4,500
Phase 5 & 6: Quality Assurance, Accessibility and Custom Development, including integration of internal custom applications and SQL datasets (if applicable) - **Includes Google Analytics implementation upon client request**	$950
Phase 7: Site map development/content reorganization and migration from old website into new website including spell checking and style corrections. **To help remove stale content, Revize will not be moving over old announcements, events or calendar items. Additional content migration, if requested, is available for $3 per webpage and document.** **(Approximately 700 webpages and 900 documents, based on requested client migration needs and available data).**	$3,500
Phase 8: Content editing and site administration training via web conference for content editors through "train the trainer" approach with selected staff (can also provide on-site training upon request for additional fee)	$750
Go live!	Included
E-News Center Application with opt-in list **Alert Center with E-mail Notifications (5.000 emails/month base) and Text Notifications (1,000 texts/month base)**	$1,900 Included
Custom Website Design Subtotal	**$13,600**
Revize Annual Maintenance Fee (1st Year pre-paid during site development) - Includes Unlimited Tech Support, CMS software updates (10 users), security software updates, **E-Newsletter (Base 2,000 sends/month), Alert Center with E-mail Notifications (5.000 emails/month base) and Text Notifications (1,000 texts/month base),** SSL security certificates and website health checks. Website hosting Included free of charge. (15 GB storage space, 100GB monthly bandwidth limit)	**$3,290/yr**
Grand Total (1st Year) **5-Year Agreement**	**$16,890**

revize.
The Government Website Experts

Terms:

1. Five-year agreement. Revize will provide a free redesign beginning in year 5 after 4 completed years of service.
2. Payments: All Invoices are due according to the due date on forthcoming invoice. All sent invoices will be due on a net 30 business day billing cycle.
3. Revize requires payments to be made according to the payment schedule listed on agreement.
4. Additional content migration, if requested, is available for $3 per web page or document.
5. Additional bandwidth is available at $360 per year for each additional 50GB per month.
6. This agreement is the only legal document governing this sale & the proper jurisdiction and venue for any legal action or dispute relating to this Agreement shall be the State of Michigan.
7. Revize requires a 90-day written termination notice in advance before the next contract renewal date. If client cancels this sales agreement with or without cause before contract expiration, client will be required to pay remaining balance of custom website design costs remaining from site development ($16,890). Agreement will automatically renew annually after initial contract term at base annual rate ($3,290/yr) unless either party gives notice of intending for redesign or cancellation.
8. Both parties must agree in writing to any changes or additions to this Sales Agreement.
9. The CLIENT understands that project completion date is highly dependent on their timely communication with Revize. CLIENT also agrees and understands that;
    a. The primary communication tool for this project and future tech support is the Revize customer portal found at https://support.revize.com.
    b. During the project, the CLIENT will respond to Revize inquiries within 48 hours of the request to avoid any delay in the project timeline.
    c. The CLIENT understands that project timelines will be delayed if they do not respond to Revize inquiries in a timely manner.
10. The CLIENT owns the design, content, and will receive software updates to the CMS for the life of the contract.
11. Unless otherwise agreed, Revize does not migrate irrelevant records, calendar events, news items, bid results, low quality images, or data that can reasonably be considered non-conforming to new website layout. Video/Audio files are not permitted to be uploaded to web server directly; Revize offers streaming video server at additional cost.
12. Revize expects to complete phase 7 (training) of this project within 24-27 weeks from the date of the project kickoff meeting. Upon completion of phase 7 it is the CLIENT's responsibility to decide when to go live with the website. The CLIENT's decision to delay go-live for any reason, unrelated to a functional defect making the site inoperable, does not constitute breach of contract on the part of Revize. The CLIENT understands that it is incumbent upon the CLIENT to respond to Revize requests in a timely manner. The CLIENT further understands that any timeline delays due to their lack of timely communication do not constitute a breach of contract on the part of Revize.

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Revize Website Project & Services Payment Plan Schedule

Payment Amount	Due Date	Payment Includes
$ 6,010	1/5/2026	20% of Project Cost + Year 1 Annual Hosting & Maintenance
$ 6,010	1/5/2027	20% of Project Cost + Year 2 Annual Hosting & Maintenance
$ 6,010	1/5/2028	20% of Project Cost + Year 3 Annual Hosting & Maintenance
$ 6,010	1/5/2029	20% of Project Cost + Year 4 Annual Hosting & Maintenance
$ 6,010	1/5/2030	20% of Project Cost + Year 5 Annual Hosting & Maintenance
$ 3,290/yr		Year 6 and Beyond Annual Hosting & Maintenance (until re-design or termination of contract as dictated by CLIENT)

AGREED TO BY:	*CLIENT*	*REVIZE*
Signature of Authorized Person:	_____	_____
Name of Authorized Person:	_____	*Shawn C. Stewart*
Title of Authorized Person	_____	*Account Manager*
Date:	_____	_____

Please sign and return full sales agreement to: ***shawn@revize.com*** Fax 1-866-346-8880

ADA Compliance Disclaimer:

Revize designs and develops all websites to be ADA Compliant according to the WC3 Consortium's Web Content Accessibility Guidelines according to the 2.2 AA Level

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Custom Design Website Features Included

In addition to the Government Content Management System that enables non-technical staff to easily and quickly create/update content in the new web site, Revize provides a suite of applications and features specifically designed for government. The applications and features are grouped into five categories:

VISITOR'S COMMUNCIATION CENTER APPS

- Home Page Alert
- Document Center with keyword search
- FAQs with keyword search
- Staff/Listing Directory with keyword search
- Job Posting with keyword search
- RFP/RFQ Bid Posting
- **E-Newsletter Application (Base 2,000 sends/month)**
- **Alert Center with E-mail Notifications (5.000 emails/month base) and Text Notifications (1,000 texts/month base)**
- News Center with Facebook/Twitter Integration
- "Share This" Social Media App
- Photo Galleries
- Quick Link Buttons
- New Revize Web Calendars with monthly grid and listing view
- Sliding Feature Bar
- Language Translator – over 95 languages

VISITOR'S ENGAGEMENT CENTER APPS:

- Citizen Request Center with Captcha
- RSS Feed
- Online Bill Pay via Third Party Payment Provider (if required)

STAFF PRODUCTIVITY APPS

- Image Manager
- iCal Integration
- Link Checker
- Menu Manager
- CMS Web Form Builder with drag & drop text fields
- Website Content Archiving
- Website Content Scheduling
- **New Agenda Listing Module**
- **Page Builder Functionality**

SITE ADMIN & SECURITY APPS

- Audit Trail
- Drag and Drop Menu Management
- Drag and Drop Picture Management
- Drag and Drop Document Management
- History Log
- URL Redirect Setup
- Roles and Permission-based Security Mode
- Secure Site Gateway
- SSL Security Certificate
- Unique Login/Password for each Content Editor
- Web Statistics and Analysis with Google Analytics

MOBILE DEVICE AND ACCESSIBILITY FEATURES

- ADA Compliant WCAG 2.2 AA
- ADA Accessibility Widget
- Responsive Website Design (RWD) – for great Mobile Device viewing i.e SMART phones, PC Tablets, iPads, iPhones, Windows and Android devices

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Service Level Agreement

Revize Maximum Response Times via Severity Level

Crisis issues, determined by Revize, are defined as when a website error renders the CMS program or website completely unusable or nearly unusable or introduces a high degree of operational risk and no workaround is available. Until this error is resolved, the website is essentially halted. A large number of users and or core program functionality are severely impacted.

Critical issues are defined as website errors that are an inconvenience, or causes a inconsistent behavior of the website, which does not impede the normal functioning of the website. It could be an error that occurs consistently and affects non-essential functions and is an inconvenience which impacts a small number of users. May also contain visual errors for the graphical display of the website that is not ideal but still functioning correctly.

Normal issues are defined as an error that has a small degree of significance or is a minor cosmetic issue, or is a one-off case. A one-off case occurs when the error occurs and cannot be reproduced easily. These are errors that do not impact the daily use of the website. A low error is something that does not affect normal use, and can be accepted for a period of time, but the ser would eventually want changed.

- 1 hour for crisis issues
- 4-6 hours for critical issues
- 24 hours for normal issues

Technical Support Escalation:

If an issue cannot be remedied by the Tech Support technician within 3 days, it will be escalated to the CTO, Ray Akshaya. If the problem is not resolved within 3 business days, then the Business Development Director, Joseph Nagrant, will assemble a team to work on the issue and have a conference call with the client explaining the resolution path the company will take to resolve the issue. If additional time is needed, the Business Development Director will contact the client and notify the client with an explanation and a follow up date as agreed by both the client and Revize.

Revize Support

- 8 a.m. – 8 p.m. EST Phone Support (Monday thru Friday)
- 24/7/365 Portal & Email Support
- Dedicated support staff to provide assistance and answer all questions
- Training refreshers
- Video tutorials and online training manual

CivicPlus
302 South 4th St. Suite 500
Manhattan, KS 66502
US

Statement of Work

Quote #: Q-107224-1
Date: 9/2/2025 7:32 PM
Expires On: 9/30/2025

Client:
Town of Manlius, NY

Bill To:
MANLIUS TOWN (ONONDAGA COUNTY), NEW YORK

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Karen Bond		karen.bond@civicplus.com		Net 30

Discount(s)

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	AMM: Year 1 Annual Fee Discount	Year 1 Annual Fee Discount	USD -1,675.00
1.00	AMM: Year 1 Annual Fee Discount	Year 1 Annual Fee Discount	USD -8,125.00

One-time(s)

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	AMM Select: Pro Premium Implementation	Pro Premium Implementation; Includes config. of up to 10 meeting types, up to 10 boards, 1 approval workflow per meeting type, 4 hrs of training, and 2 hrs of consulting; Includes 1 original agenda, 1 original minutes, and 1 original staff report design	USD 3,900.00
1.00	CivicPlus Media: Implementation Fee	CivicPlus Media: Implementation Fee	USD 1,050.00

Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	AMM Select: Pro Annual Fee	AMM Select: Pro Annual Fee	USD 6,700.00
1.00	CivicPlus Media: Annual Fee	CivicPlus Media Annual Fee: Unlimited storage, unlimited users, up to 3 concurrent streams	USD 6,500.00

~~List Price - Initial Term Total~~	~~USD 21,450.00~~
Total Investment - Initial Term	USD 11,650.00
Annual Recurring Services (Subject to Uplift)	USD 13,200.00

Initial Term	27 Months beginning on 10/1/2025. Total Investment - Initial Term refers to the first 15 months of the agreement. Annual Recurring Services (subject to Uplift) refers to the second 12 months of the agreement. Renewal Date of 1/1 of each calendar year.
Initial Term Invoice Schedule	To be invoiced on 1/1/2026.
Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Annual Uplift	5% to be applied in year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at https://www.civicplus.help/hc/en-us/p/legal-stuff (collectively, the "Binding Terms"), By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.

Client may issue purchase orders for its internal, administrative use only, and not to impose any contractual terms. Any terms contained in any such purchase orders issued by the Client are considered null and will not alter the Binding Terms, the Agreement or this SOW.

Acceptance of Quote # Q-107224-1

The undersigned has read and agrees to the Binding Terms, which are incorporated into this SOW, and have caused this SOW to be executed as of the date signed by the Customer which will be the Effective Date:

For CivicPlus Billing Information, please visit https://www.civicplus.com/verify/

Authorized Client Signature	CivicPlus
By (please sign):	By (please sign):
_____	_____
Printed Name:	Printed Name:
_____	_____
Title:	Title:
_____	_____
Date:	Date:
_____	_____

Organization Legal Name:

_____
Billing Contact:

_____
Title:

_____
Billing Phone Number:

_____
Billing Email:

_____
Billing Address:

_____

_____
Mailing Address: (If different from above)

_____

_____
PO Number: (Info needed on Invoice (PO or Job#) if required)

_____

Request for Proposal for the Implementation of a Town Facility and Public Engagement Project

The Town of Manlius wishes to reach an agreement with a qualified Municipal Planning firm experienced in collaborative public engagement for the 2026 fiscal year. The purpose is to address the safety, mechanical and operational issues for the Town of Manlius Police Department and the Town Hall through a process that engages all stakeholders. It includes public education of the issues, a review of existing studies, recommendations for any additional studies and prioritized recommendations for solutions.

Timetable

- 09/24/25 – Draft RFP Released at the Town Board meeting
  - Questions may be sent to the info@townofmanlius.org
- 10/03/25 – All Questions are due by End of Business Day
- 10/08/25 – Approve the final RFP & Approve the publication
- 10/15/25 – Official RFP published in Eagle Bulletin & website
  - (including answers to questions submitted)
- 11/14/25 – Proposals due by End of Business Day
- 11/19/25 – Present proposals received at board meeting
- 12/03/25 – Discussion at board meeting
- 12/17/25 – Award Proposal

The Town of Manlius has already conducted several studies available on the Town of Manlius website highlighting the costs to repair the current Town Hall facility and to build a new facility which would provide space for the Town of Manlius Police Department and Town Hall. Given current cost considerations, options including repair and/or identifying other facilities will be considered. Existing studies related to town hall can be found here: https://www.townofmanlius.org/329/New-Town-Hall-Facility-Planning

The Town of Manlius completed a multi-year Comprehensive Land Use Plan with robust resident and business engagement as well as technical research. **Town Facility Public Engagement Project** efforts must support the Comprehensive Plan. The plan is available on our town website: https://www.townofmanlius.org/DocumentCenter/View/3323/Manlius-Comprehensive-Plan-FINAL

1. We anticipate needing grant funding to support this effort. Please identify grant funding sources that may be appropriate to fund this effort and your experience in securing this funding for other municipalities. [maximum 250 words]
2. We anticipate needing professional planners to facilitate both community engagement and technical research components. Please describe your experience facilitating a public engagement process for municipalities with significant outreach and meaningful citizen engagement. [maximum 500 words]
3. Please provide a narrative description of your firm's experience with municipal planning. Please include how the firm has incorporated principles of smart growth, environmental sustainability and livability into its work with municipalities. [maximum 250 words]

Scope of Work

4. Please provide a conceptual schedule and rough budget for the following elements:
    a. **Town Facility Steering Committee**
    b. **Public Engagement Process**
    c. **Technical Analysis and Recommendations**

5. The anticipated time frame for the Town Facility Public Engagement process is 18 months: January 2026 through June 2027. State which items you could provide during each of the calendar years 2026 and 2027.

6. Establish criteria to select 12-15 members of a volunteer **Town Facility Steering Committee**.
    a. The **Steering Committee** will include members from the community representing all areas of the town including the Villages of Fayetteville, Manlius, Minoa, and Kirkville.
    b. Define qualifications to participate such as balancing age and experience diversity along with other considerations to be determined in collaboration with the firm and the board.
    c. Establish a selection process for membership on the **Steering Committee.**
    d. Define expectations for time and contributions of individual members.

7. Define a **Public Engagement Process** to reach members of the public with information about the current state of both facilities and the need to address space limitations and declining conditions.
    a. Conduct a **public engagement process** that reaches the public through multiple pathways including newsletters, announcements, flyers, digital signs, traditional & social media
    b. Conduct public outreach and focus groups
        i. Utilize Steering Committee members in public outreach/education efforts

ii. Incorporate student interns to contain costs where possible
iii. Strive to reach a desirable percentage of total residents (approximately 35,000 people) defined by the planning firm
iv. Incorporate a public-facing dashboard

8. Technical Analysis

Facilitate a review of existing documents, maps, studies and services provided by the town while also considering trends and potential changes in facility needs. For example, staffing has increased with the expansion of the Planning and Development department, where some services might be provided online in the future.

a. Describe an Evaluation Plan
    i. Incorporate a timeline of activities to be conducted by the firm and key stakeholders
    ii. Describe key indicators and measures to be incorporated
    iii. Summarize the status of Assets & Infrastructure incorporating existing plans and studies
    iv. Consider options not yet addressed and prioritize options

9. Summary of Recommendations

a. Draft Written Report of Recommendations with consideration for costs, town needs and public input
b. Incorporate a Public Comment Period
c. Develop a Summary of Recommendations prioritizing available options that considers factors including public preferences, cost, quality of services provided, acceptable working conditions and other factors deemed relevant.
d. Other Items we have not considered

Required attachments

10. Resume of principal Planner. Other resumes may be submitted at applicant's option.
11. Rate sheet showing payment rates for Planners, Engineers, and other personnel likely to be assigned to the Town of Manlius.
12. Three Municipal references.

THIS IS A REQUEST FOR PROPOSAL. THE TOWN OF MANLIUS RESERVES THE RIGHT TO DETERMINE WHAT, IF ANY ACTION, IS IN THE BEST INTEREST OF THE TOWN. NOTHING CONTAINED IN ANY APPLICATION SHALL BIND THE PARTIES TO ANY BENEFITS OR OBLIGATIONS. A PROFESSIONAL SERVICE CONTRACT WILL BE ENTERED INTO BY THE TOWN AND THE CHOSEN PLANNING FIRM THAT WILL DETAIL THE SCOPE OF WORK AND THE BENEFITS AND OBLIGATIONS OF THE PARTIES.

Submission Process

Proposals must be emailed to Ann Oot, Town Manager aoot@townofmanlius.org by 5pm on 11/14/2025. **And** One paper copy must be mailed [postmarked by 11/14/2025] or delivered by 11/14/2025 to John Deer, Town Supervisor, 301 Brooklea Drive, Fayetteville, NY 13066.

Budget Adjustments: 09/24/25

Adding a Budget:

$145.20 - A00 5.1410.400 Town Clerk-Contractual
$8,670.55 - A00 4.2351 Stormwater Project-Perry
$16,741.55 - A00 4.2353 Cannabis Tax
$4,626.09 - A00 4.2770 Unclassified Revenue
$2,822 - A00 4.3389.308 JCAP Court Security Grant
$326 - A00 4.3389.314 DASNY Grant Award
$180 - B00 4.2655 Zoning Compliance Letters

Increasing the Budget

$37,113.12 - A00 4.1001 Real Property Taxes	$63.09 - SW1 4.1001 Real Property Taxes
$131.28 - DB0 4.1001 Real Property Taxes	$5.87 - SW2 4.1001 Real Property Taxes
$13.77 - SF2 4.1001 Real Property Taxes	$.55 - SW4 4.1001 Real Property Taxes
$5.89 - SF4 4.1001 Real Property Taxes	$.02 - W80 4.1001 Real Property Taxes
$23.83 - SL1 4.1001 Real Property Taxes	$2,399.74 - A00 4.2530 Games of Chance-License
$8.58 - SL2 4.1001 Real Property Taxes	$968.15 - A00 43.3389.303 Bullet Proof Vest Partner
$2.30 - SL3 4.1001 Real Property Taxes	$7,500 - A00 4.3389.411 NYSERDA Grant
$.81 - SL4 4.1001 Real Property Taxes	$944,749.17 - A00 5.5132.449 Maintenance Building
$5.38 - SL5 4.1001 Real Property Taxes	$2,491.27 - DA0 4.2300 Transportation Services
$2,670 - SR1 4.1001 Real Property Taxes	$64.50 - SL3 5.5182.400 Street Lighting Contractual
$337.50 - SR2 4.1001 Real Property Taxes	$500 - B00 4.2115 Planning Board Fees
$.31 - SS2 4.1001 Real Property Taxes	

MINUTES
TOWN BOARD
September 10, 2025

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/EvaLaUhz8hw?si=jAP4aIfBIKu_1Mxn
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: Carrie Grevelding, Town Clerk. Joseph Frateschi, Town Attorney. Jason Cassalia, Chief of Police. Kay Blythe, Assistant Town Manager. Maria Lenway, Comptroller.

1. Attendees

In-Person Meeting Attendees: Craig Dudczak, Fayetteville. Rita Ennamorato, Kirkville. Michael Ennamorato, Kirkville. Danny Aiello, Fayetteville. Robyn Aiello, Fayetteville. Mike Friend, Manlius. Mark Matt, Fayetteville. Cheryl Matt, Fayetteville. Matthew Denton, Manlius. Tom Kaffenberger, Fayetteville. Kathy Kaffenberger, Fayetteville. Lisa Iannelli, Cazenovia.

Virtual Meeting Attendees: Cris Del Fuoco.

2. 6:30 PM - The Pledge of Allegiance

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

Councilor Bollinger called for a moment of silence in recognition of September 11th.

3. 6:32 PM – Open Podium

Tom Kaffenberger of Fayetteville discussed taxation without representation and the effects it has on individuals who reside in two different locations.

Robyn Gilels-Aiello of Fayetteville discussed a residence on Cleveland Blvd whose yard needed to be cleaned up and spoke strongly against no more apartments to be built in the Town.

4. 6:41 PM – Change Orders for Skyridge Water District

Councilor Bollinger made a motion, Seconded by Councilor Nesci, to authorize the Supervisor to sign Change Order Number 2 with Miller Engineers for the Skyridge Water Supply District 2025 Infrastructure Improvement Contract Number 1 – Water Storage Tanks.

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

Nayes: 0 All in Favor Motion Carries.

Councilor Bollinger made a motion, Seconded by Councilor Nesci, to authorize the Supervisor to sign Change Order Number 2 with Miller Engineers for the Skyridge Water Supply District 2025 Infrastructure Improvement Contract Number 3 – Water Main Replacement and Pumphouse Improvements.

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

Nayes: 0 All in Favor Motion Carries.

5. 6:43 PM – Town Of Manlius Police Department - Training Contract

Councilor Nicholson made a motion, Seconded by Councilor Italiano, to authorize the Supervisor to sign the Consulting Agreement with Amethyst Group Consulting LLC in the amount of $10,000, subject to final legal review.

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

Nayes: 0 All in Favor Motion Carries.

6. 6:44 PM – Contract - 2026 Humana Medicare Group Plan

Councilor Italiano made a motion, Seconded by Councilor Gonzalez-McCurdy, to authorize the Supervisor to sign the 2026 Contract with Humana Medicare Group, subject to final legal review.

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

Nayes: 0 All in Favor Motion Carries.

7. 6:45 PM – Handbook - New Policies - Tabled

8. 6:53 PM – Planning Board & ZBA - Upcoming Terms

Councilor Italiano made a motion, Seconded by Councilor Bollinger, to authorize the publication seeking interest in upcoming board positions for the Planning Board, Zoning Board of Appeals and Board of Assessment.

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

Nayes: 0 All in Favor Motion Carries

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9. 6:54 PM – Town Facility Updates

Councilor Gonzalez-McCurdy gave a brief update on the status of the draft RFP for the Town Facility Public Engagement Project. A draft will be presented at the next Town Board Meeting.

10. 6:56 PM – Budget Items

Councilor Bollinger made a motion, Seconded by Councilor Italiano, to approve the addition in the amount of $5,028,355 to account A00 4.5000 Highway BAN.

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

Nayes: 0 All in Favor Motion Carries

Councilor Bollinger made a motion, Seconded by Councilor Italiano, to approve the budget increase in the amount of $230,932.53 for account A00 5.5132.449 Maintenance Building.

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

Nayes: 0 All in Favor Motion Carries

Councilor Bollinger made a motion, Seconded by Councilor Italiano, to approve the budget additions for earned Interest, donations and DWI arraignments as presented by the Town's Comptroller.

Budget Additions:

B00 4.2401 Earned Interest $323.65	SL3 4.2401 Earned Interest $64.50
CM1 4.2401 Earned Interest $1.206.64	SL4 4.2401 Earned Interest $83.53
CM2 4.2401 Earned Interest $73.92	SL5 4.2401 Earned Interest $552.67
CM4 4.2401 Earned Interest $50.36	SR1 4.2401 Earned Interest $19,353.59
CM5 4.2401 Earned Interest $721.50	SR2 4.2401 Earned Interest $2,728.30
DA0 4.2401 Earned Interest $34,324.23	SS2 4.2401 Earned Interest $131.14
DB0 4.2401 Earned Interest $32,982.36	SS3 4.2401 Earned Interest $78.69
HA0 4.2401 Earned Interest $390.20	SW1 4.2401 Earned Interest $416.04

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SD2 4.2401 Earned Interest $6,688.87	SW2 4.2401 Earned Interest $523.97
SD3 4.2401 Earned Interest $6,905.76	SW3 4.2401 Earned Interest $165.94
SF1 4.2401 Earned Interest $1,945.80	SW4 4.2401 Earned Interest $242.32
SF2 4.2401 Earned Interest $1,791.98	TA1 4.2401 Earned Interest $3,276.67
SF3 4.2401 Earned Interest $1,491.78	TA2 4.2401 Earned Interest $7,649.94
SF4 4.2401 Earned Interest $230.94	W90 4.2401 Earned Interest $54.60
SL1 4.2401 Earned Interest $277.96	CM1 4.2705.92 Donations $373.35
SL2 4.2401 Earned Interest $358.38	CM4 4.1289 DWI Arraignments $490.00

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

Nayes: 0 All in Favor Motion Carries

11. 6:58 PM – Town Assessor Appointment-

Councilor Italiano made a motion, seconded by Councilor Nesci, to appoint Cristine Del Fuoco as acting Town Assessor for September 30, 2025.

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

Nayes: 0 All in Favor Motion Carries

Councilor Italiano made a motion, seconded by Councilor Nesci, to appoint Cristine Del Fuoco as the Town Assessor for a term of 6 years beginning October 1, 2025, ending September 30, 2031 for an annual salary of $89,000.

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

Nayes: 0 All in Favor Motion Carries

12. 6:58 – Planning and Development Clerk – Administrative Assistant

Councilor Italiano made a motion, seconded by Councilor Nesci, to appoint Lisa Ianelli to the position of administrative assistant for the planning and development department

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with an annual salary of $49,000 effective September 17, 2025, contingent on the review of references by the Code Enforcement Officer.

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

Nayes: 0 All in Favor Motion Carries

13. 6:59 PM – Other Business

Councilor Italiano announced that the Village of Manlius would meet on September 11, 2025, at 7PM to brainstorm with the public on the next stage of their main street revitalization and that Swan fest will be held on September 27, 2025.

Councilor Nicholson advised that Watershed Stewards were at a point where they needed a subcommittee for code review with planning and zoning. Councilor Nicholson also advised that the Board of Ethics Committee met and had made updates to the draft for the disclosure policy.

Councilor Bollinger announced that the Fayetteville Fall fest will be held on September 20, 2025.

14. 7:02 PM – Supervisor's Report August 2025

Councilor Bollinger made a motion, seconded by Councilor Nicholson, to approve the Supervisor's Reports for August 2025 as presented by the Town Comptroller.

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

Abstain: Councilor Italiano Nayes: 0 Motion Carries

15. 7:03 PM – Approval of Minutes – August 27, 2025

Councilor Italiano made a motion, seconded by Councilor Nicholson, to approve the minutes for August 27, 2025, as presented by the Town Clerk.

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

Nayes: 0 All in Favor Motion Carries

16. 7:03 PM – Approval of Abstract #17

Councilor Bollinger made a motion, seconded by Councilor Nicholson, to approve abstract #17 in the amount of $1,020,625.73.

TOWN OF MANLIUS
Fund Summary
Abstract #17 - 2025

CODE	FUND	TOTALS
A	General Fund Townwide	$778,978.83

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B	General Fund Part Town	$8,568.44
DA	Highway Fund Townwide	$48,058.92
DB	Highway Funds Part Town	$60,820.29
SR1	Trash	$250.99
SR2	Brush	$250.99
SW3	Skyridge Water District	$113,882.96
SL1	Overhead Lighting District	$1,764.01
SL2	Underground Lighting	$2,495.15
SL3	Entry Lighting	$119.59
SL4	Garden Park Lighting	$738.39
SL5	Ratnour Bridge Lighting	$2,679.17
TA2	Trust & Agency - Other	$2,018.00
	Total	$1,020,625.73

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

Nayes: 0 All in Favor Motion Carries

There being no further business to come before the Board, upon motion duly made by Councilor Gonzalez-McCurdy and seconded by Councilor Italiano the Board voted unanimously to adjourn regular session at 7:03 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 Grevelding
Town Clerk

DRAFT

** DEPARTMENT TOTALS **

ACCT	NAME	AMOUNT
A00	NON-DEPARTMENTAL	950.00
A00-1220	Supervisor	1,078.58
A00-1330	Receiver of Taxes	111.29
A00-1355	Assessors	520.00
A00-1410	Town Clerk	660.91
A00-1670	Central Printing	4,000.00
A00-3120	Police	2,553.51
A00-5132	Garage	150.64
A00-7310	Recreation	570.68
A00 TOTAL	General Fund Townwide	10,595.61
B00-8010	Zoning	199.00
B00-8020	Planning	199.00
B00 TOTAL	General Fund Part Town	398.00
DA0-5130	Machinery	8,191.83
DA0-5140	Brush & Weeds	8.56
DA0-5142	Snow Removal	12,650.88
DA0 TOTAL	Highway Fund Townwide	20,851.27
DB0-5110	General Repairs	57,870.95
DB0 TOTAL	Highway -Part Town	57,870.95
TA2	NON-DEPARTMENTAL	1,965.00
TA2 TOTAL	Trust & Agency - Other	1,965.00
	** TOTAL **	91,680.83

ACCT	NAME	AMOUNT
A00	NON-DEPARTMENTAL	13,514.41
A00-1620	Buildings	5.38
A00-1930	Special Items	150.00
A00-3120	Police	1,242.02
A00-6310	Tree Commission	100.00
A00-7310	Recreation	576.61
A00 TOTAL	General Fund Townwide	15,588.42
B00	NON-DEPARTMENTAL	30.00
B00-3620	Codes Enforcement	260.00
B00 TOTAL	General Fund Part Town	290.00

** DEPARTMENT TOTALS **

ACCT	NAME	AMOUNT
DA0-5130	Machinery	357.76
DA0-5140	Brush & Weeds	25.96
DA0 TOTAL	Highway Fund Townwide	383.72
DB0-5110	General Repairs	10,823.53
DB0 TOTAL	Highway -Part Town	10,823.53
TA2	NON-DEPARTMENTAL	1,603.00
TA2 TOTAL	Trust & Agency - Other	1,603.00
	** TOTAL **	28,688.67

ACCT	NAME	AMOUNT
A00	NON-DEPARTMENTAL	11,603.00
A00-1420	Attorney	9,460.00
A00-1440	Engineer	627.50
A00-1620	Buildings	4,788.25
A00-1640	Central Garage	3,108.74
A00-1910	Special Items	205.07
A00-1930	Special Items	2,732.50
A00-3120	Police	103.50
A00-5010	Transportation	860.00
A00-5132	Garage	25,161.14
A00-9045	Employee Benefits	393.97
A00-9061	Employee Benefits	1,850.00
A00 TOTAL	General Fund Townwide	60,893.67

** DEPARTMENT TOTALS **

ACCT	NAME	AMOUNT
B00-3620	Codes Enforcement	25.00
B00 TOTAL	General Fund Part Town	25.00
SR1-8160	Refuse	209,344.21
SR1 TOTAL	Manlius Res Trash Dist	209,344.21
SR2-8160	Refuse	26,379.17
SR2 TOTAL	Manlius Res Brush Dist	26,379.17
SW3-8310	Water Administration	25.00
SW3 TOTAL	Skyridge Water District	25.00
	** TOTAL **	296,667.05

** DEPARTMENT TOTALS **

ACCT	NAME	AMOUNT
A00-1440	Engineer	5,642.00
A00-1620	Buildings	441.20
A00-3120	Police	354.24
A00-5132	Garage	675.78
A00-9061	Employee Benefits	700.00
A00 TOTAL	General Fund Townwide	7,813.22
SW2-8340	Transmission/Distribution	33,015.49
SW2 TOTAL	Manlius Con Water Dist	33,015.49
W80-8340	Transmission/Distribution	257.18
W80 TOTAL	Schepp Water District	257.18
W90-8340	Transmission/Distribution	44.29
W90 TOTAL	Watervale Water District	44.29
	** TOTAL **	41,130.18

** DEPARTMENT TOTALS **

ACCT	NAME	AMOUNT
A00	NON-DEPARTMENTAL	363.82
A00-1620	Buildings	2,378.55
A00-3120	Police	1,177.35
A00 TOTAL	General Fund Townwide	3,919.72
DA0-5142	Snow Removal	161.24
DA0 TOTAL	Highway Fund Townwide	161.24
	** TOTAL **	4,080.96