

Agenda
Town Board Meeting
October 22, 2025
6:30 PM

1. Virtual Meeting Instructions - October 22, 2025

Documents:

[10-22-25 VIRTUAL MEETING INSTRUCTIONS.PDF](#)

2. Pledge Of Allegiance

3. Oath Of Office - Officer Artur Kirilko

4. Open Podium

5. 2026 Budget Presentation

[2026 BUDGET DOCUMENTS](#)

6. Public Hearing - Tax Cap Override

Documents:

[LOCAL LAW - ENACTING - OVERRIDING THE PROPERTY TAX CAP FOR 2026.PDF](#)

7. Kirkville Fire District - 2026 Budget

Documents:

[2026 - KIRKVILLE FIRE DISTRICT - PROPOSED BUDGET.PDF](#)

8. Lakeview Dr - Traffic

9. Town Highway Department - Letter Of Intent

Documents:

[HIGHWAY DEPARTMENT - LETTER OF INTENT.PDF](#)

10. Climate Smart Zoning Project - Colliers Engineering & Design

Documents:

[TOWN OF MANLIUS_CLIMATE SMART ZONING PROJECT_CED 8.29.25.PDF](#)
[MUNICIPAL AGREEMENT WITH MANLIUS PROJECT CFA - UPDATED.PDF](#)

11. 2025-2026 Snow Removal - Lous Landscaping

Documents:

[2025-2026 SNOW REMOVAL CONTRACT.PDF](#)

12. Approval Of Minutes - October 8, 2025

Documents:

[10-08-25 DRAFT.PDF](#)

13. Approval Of Abstract #20

Documents:

[ABSTRACT 20.PDF](#)

14. Adjournment



October 22, 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/88450695141?pwd=YZvad7dNa1xc2kqydDOUHhHHhapZg.1>

Password to join when prompted:

Password: 604879

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: 884 5069 5141

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

Password: **604879**

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
OVERRIDING THE PROPERTY TAX CAP
IN THE TOWN OF MANLIUS FOR FISCAL
YEAR 2026

LOCAL LAW 2025-__
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 22nd of October 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
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, a Local Law has been introduced before the Board, to wit: Local Law No. 2025-__, amending Article XI of Chapter 134 (“Taxation”) to override the tax levy limit established by General Municipal Law Section 3-c (the “Property Tax Cap”);

**LOCAL LAW 2025 - __, A LOCAL LAW AMENDING
CHAPTER 134 ARTICLE XI, TAX LEVY LIMIT
OVERRIDE OF THE CODE 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. Legislative Intent

It is the intent of this local law to override the limit on the amount of real property taxes that may be levied by the Town of Manlius County of Onondaga pursuant to General Municipal Law § 3-c, and to allow the Town of Manlius, County of Onondaga to adopt a town budget for (a) town purposes (b) fire protection districts and (c) any other special or improvement district governed by the town board for the fiscal year 2019 and 2020 and 2021 and 2022 and 2023 and 2024 and 2025 *and 2026** that requires a real property tax levy in excess of the "tax levy limit" as defined by General Municipal Law § 3-c.

Section 2. Authority

This local law is adopted pursuant to subdivision 5 of General Municipal Law § 3-c, which expressly authorizes the town board to override the tax levy limit by the adoption of a local law approved by vote of sixty percent (60%) of the town board.

Section 3. Tax Levy Limit Override

The Town Board of the Town of Manlius County of Onondaga is hereby authorized to adopt a budget for the fiscal year 2021 and 2022 and 2023 and 2024 and 2025 *and 2026** that requires a real property tax levy in excess of the limit specified in General Municipal Law, §3-c.

Section 4. Severability.

If any clause, sentence, paragraph, subdivision, or part of this Local Law or the application thereof to any person, firm or corporation, or circumstance, shall be adjusted by any court of competent jurisdiction to be invalid or unconstitutional, such order or judgment shall not affect, impair, or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, or part of this Local Law or in its application to the person, individual, firm or corporation or circumstance, directly involved in the controversy in which such judgment or order shall be rendered.

Section 5. Effective date.

This local law shall take effect immediately upon filing with the Secretary of State.

* *Italics* indicates Added Language

WHEREAS, upon review of the projected expenses facing the Town, especially State pension costs, special district costs and other state mandated costs for which the Town has no control, the Town Board hereby finds that this override is a necessary prudent step;

WHEREAS, on October 22, 2025, the Town Board held a public hearing regarding the proposed Local Law.

NOW, THEREFORE, BE IT

RESOLVED, that Local Law 2025-___ is hereby approved and enacted; and be it further

RESOLVED, that the Town Clerk is directed to file Local Law 2025-__ 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 22nd day of October, 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 22nd day of October, 2025.

DATED: October 22, 2025
Fayetteville, New York

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

Kirkville Fire District
Office of the Commissioners
6225 Kirkville Road North
Kirkville, NY 13082

2026 Proposed Budget

District Administrative Expenses	\$2,500
Capital Reserve Fund	\$76,831
Utilities	\$12,000
Workman's Compensation Insurance & District Insurance	\$45,500
Gas & Diesel Fuel	\$8,500
Trash	\$700
Rental of Fire House	\$23,417
Chief's Budget	\$75,000
Mandated Programs	\$2,500
LOSAP Program	\$10,500
Total Budget:	\$257,448

Town of Manlius



October 21, 2025

Mr. Jeff Kahler
Territory Sales Manager
Five Star Equipment Inc.
5835 E Taft Rd
North Syracuse, NY 13212

Dear Mr. Kahler,

Please accept this letter of intent from the Town of Manlius Highway Department to purchase the following:

One (1) New and unused 2025 or newer John Deere 644 P-Tier Wheel Loader at the cost of \$337,083.31 per Quote ID 33114596.

The Town of Manlius Highway Department will include necessary funding for this procurement in their proposed 2026 budget. We cannot guarantee that the Town of Manlius Board will approve the proposed budget; however, this letter of intent was approved at the October 22, 2025, meeting. Also, we have no reason to believe this funding will be denied. If funding is approved, a purchase order will be issued in the first quarter of 2026.

The Town of Manlius Highway has an immediate critical need for this equipment. Any effort or consideration you are able to provide that will accelerate the acquisition process would be sincerely appreciated.

Sincerely,

TOWN OF MANLIUS

Robert A. Cushing
Superintendent of Highways

Reference: 644 Loader

Robert Cushing, Highway Superintendent

Town Board - John Deer, Sara Bollinger, Alissa Italiano, Katelyn Kriesel, William Nicholson, Michael Nesci, Ingrid Gonzalez-McCurdy



Request for Qualifications

Town of Manlius, NY

Climate Smart Zoning Project

August 29, 2025 | CFA #137278



Engineering
& Design



Table of Contents

Section 1

Cover Letter

1

Section 2

Firm Overview & Qualifications

10

Section 3

Project Experience

16

Section 4

Project Team

28

Section 5

Proposed Scope of Work

40

Section 6

Cost Proposal

August 29, 2025

Town of Manlius
Ann Ott
Town Manager
301 Brooklea Drive
Fayetteville, NY 13066

RE: Climate Smart Zoning Project | CFA #137278

Dear Ms. Ott,

Thank you for reaching out to our team with this opportunity to assist the Town of Manlius with its Climate Smart Zoning Update. We believe our team of highly qualified and knowledgeable planning and zoning professionals will be a great fit for this project. Not only do we have extensive experience with rural communities and suburban towns, but we also have a passion for making sure local land use regulations align with your vision and administrative capabilities. Our goal for all code update efforts is to ensure the revised zoning ordinance is user-friendly, supportive of the vision and goals of your Comprehensive Plan, and reflective of current Town values.

What Sets Our Team Apart?

We are experts in drafting and administering land use regulations. | Our experience has led us to develop a diverse set of regulatory tools that help towns achieve their long-range land use goals without placing excessive burdens on future investment and development. Using our understanding of modern land use best practices and experience with communities facing similar issues and opportunities, we can help identify the best possible solutions for Manlius. We also strive to focus on user experience in the accessibility and utilization of the code, assessing and organizing complex information in a clear, concise manner.

We understand suburban towns and rural communities. | Molly Gaudio and I will serve as the project management team for this effort. Together we have completed over 15 town-specific planning and zoning projects in Upstate and Western New York. We understand the challenges that towns face in balancing growth with the preservation of open space and protection of prime farmlands and agricultural operations.

We are familiar with the region & NYS Smart Growth grant projects. | Our team has project experience within Onondaga County that has provided us an understanding of local issues and opportunities. This includes assisting with planning and zoning efforts for the Towns of Cicero and Marcellus, Village of Fayetteville, and City of Syracuse.

We have a strategic partnership with General Code. | As a current General Code client, the Town could benefit from this collaboration as our products seamlessly integrate into eCode360 and MapLink. We can also work with you to find solutions for enhancing the graphic accessibility of the code. More information on this partnership is provided with our qualifications.

We have been fortunate to work with your Town Engineer and code enforcement staff to evaluate and address current development projects and code issues. We welcome this opportunity to continue this collaboration to implement your future land use and regulatory goals. Should you have any questions or wish to discuss this proposal further, please do not hesitate to reach out.

Sincerely,

Colliers Engineering & Design, Architecture, Landscape Architecture, Surveying, CT P.C.

A handwritten signature in blue ink, appearing to read "John Steinmetz".

John Steinmetz, FAICP
Regional Discipline Leader
585 498 7945
john.steinmetz@collierseng.com

Section 2

Firm Overview & Qualifications

"Colliers Engineering & Design has been an integral part of our planning and development team. They have brought professionalism, passion, and creativity to our redevelopment process and their work has gotten our community excited about the future of North Tonawanda."

Michael Zimmerman, Lumber City Development Corporation (on behalf of City of N. Tonawanda)



FIRM OVERVIEW

For over 40 years, we have been dedicated to serving our clients by continuously expanding and diversifying our services. Today, we are proud to operate as a nationally recognized firm, delivering innovative solutions across multiple industries.

Throughout our history, we have consistently earned national recognition, including being named a Top 500 Design Firm by Engineering News-Record and securing a spot on Zweig Group's Hot Firm List of the fastest-growing companies.

Guided by our commitment to enhancing the built environment, our team takes pride in delivering the highest standards of customer service. With full-service, in-house expertise, cutting-edge technologies, and a proven project management approach, we ensure that our clients have access to the resources and strategies needed to maximize their project's success.

Our comprehensive range of services includes **Buildings, Civil/Site, Geo-Environmental, Governmental, Infrastructure, Project & Program Management, Survey/Geospatial, Telecommunications and Utilities.**



80+

Offices Nationwide



3000+

Professionals



8

Divisions



32nd

ENR Top 500 Design
Firm Ranking

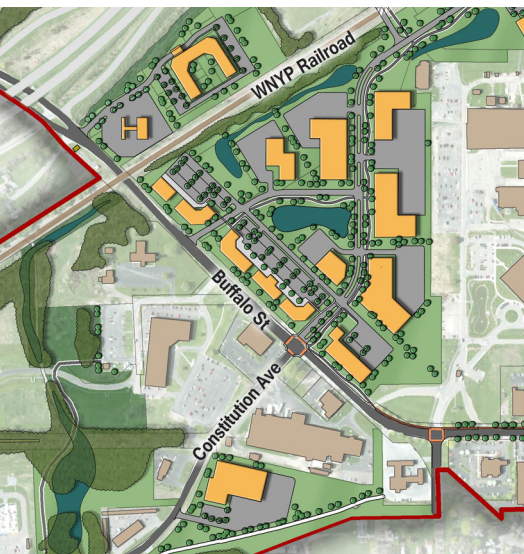


Engineering
& Design



Firm Advantages

Colliers Engineering & Design has assisted a vast array of public and private clients in developing and implementing plans for their project sites and communities for over three decades. Our award-winning, nationally-recognized team of professional planners, landscape architects, civic engagement specialists, GIS analysts and environmental scientists works with communities to develop plans and designs that are creative, well-rounded, thoughtful and realistic.



- Our planning professionals connect with the community to understand long-term goals and capture potential opportunities that result in enduring solutions.
- In-house expertise to provide Master Plan preparation, zoning ordinance amendments, site plan application review, planning and zoning board representation, land use planning, and sustainable best practices.
- A full staff of planning experts, most with AICP credentials, who are available to accommodate a wide range of project needs.
- Our landscape architects deliver innovative design solutions that bring vibrancy and excitement into the public realm.
- Planners thoroughly familiar with land use law and environmental regulations.
- Our expert team of GIS developers, GIS analysts and 3D design specialists offer a highly technical and unique skill set.
- We specialize in all facets of public engagement and develop a specific approach to participation for each community to ensure the planning process is driven by consensus.



Community Planning

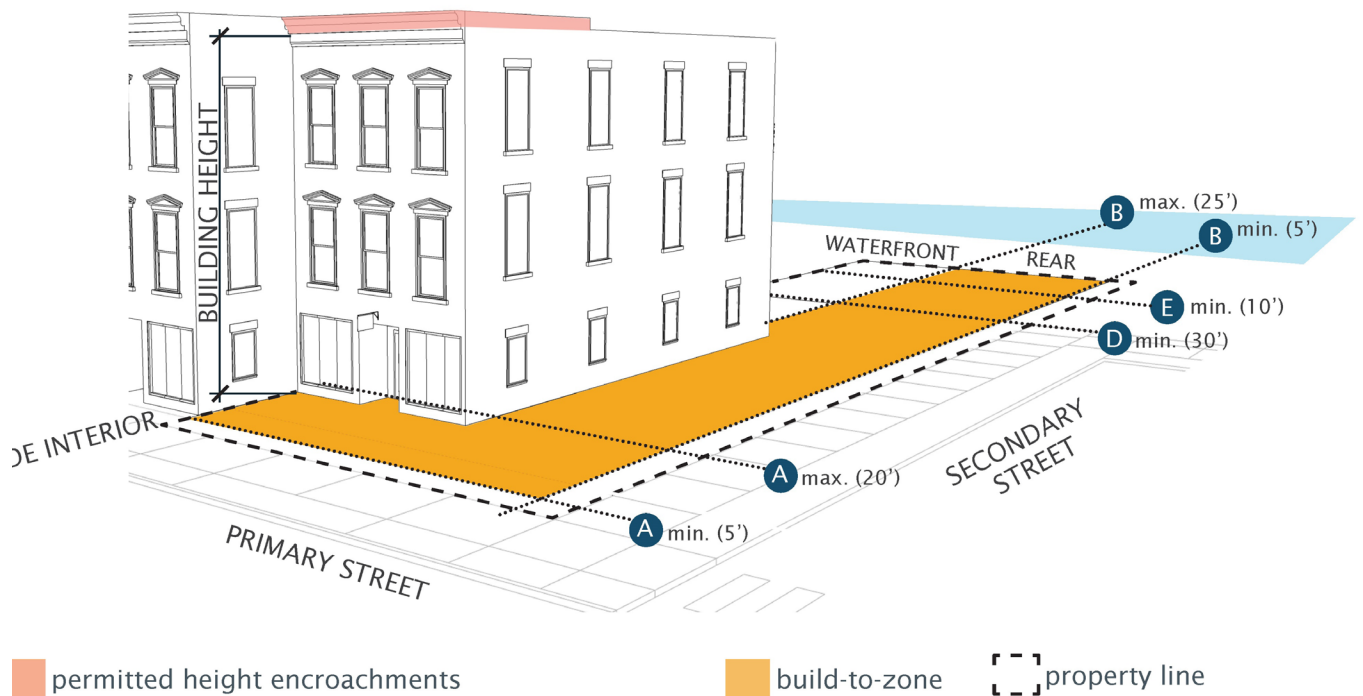
Defining the future of your community requires a multifaceted planning approach that integrates broad visionary concepts with realistic initiatives.

Our philosophy is rooted in the belief that vision can be balanced with implementation. We strive to provide realistic recommendations that allow for short term successes as well as long term goals and objectives, whether it's for a small neighborhood or a larger municipality.

Working with numerous municipalities over wide geographic areas has allowed Colliers Engineering & Design to be malleable in our planning process. We possess the capability and experience to address specific community needs, ranging from Town-wide comprehensive planning to specific action plans. These planning efforts have included municipal-wide master plans, economic development action plans, transportation corridor plans, and targeted parking analyses and plans.

At Colliers Engineering & Design, our planners and urban designers have the expertise to respond to your specific needs. Our multi-disciplinary approach ensures a comprehensive process and product that can be tailored to each project's unique requirements. We never produce boiler plate plans and always work to ensure state-of-the-art planning techniques are used during project development.

Colliers Engineering & Design understands the Town has completed a number of neighborhood and town-wide planning efforts over that past three years. We are confident in our ability to help continue the momentum created by these efforts and guide future decision-making.



Development Regulations

Ensuring the successful implementation of planned efforts requires sound and justified development regulations.

Development regulations and guidelines are effective tools available that aid in the implementation of a community's vision. Colliers Engineering & Design offers unmatched experience in writing effective development regulations, including zoning codes, design standards, architectural guidelines, and subdivision regulations that are especially tailored to each community's future goals.

Whether the Town is seeking to complete a zoning code update or replace an outdated land use regulation with a form based code, we have the capacity make your community's desire a reality. We offer a long track record of success in reconfiguring conventional codes or drafting new ones - all geared toward user-friendliness.

Our approach to these successful development regulations involves a synergy of planning and design. We first engage the community in planning and visioning to establish the future goals and desires, and transform these into easy-to-understand and implementable standards for the community's use.



Public Engagement

Public participation in the planning process is essential to accurately define the future vision of the community as well as ensure the transparency of process.

When the public is involved in a carefully constructed participation program, an open exchange of information and ideas can be achieved. Ultimately, public participation allows the planning process to be driven by consensus rather than conflict.

Every project and community is unique and requires a specialized approach to community participation. In some communities, intensive design charrettes and workshops are well received and result in exceptional planning programs. In other communities, the population reacts better to mail-out surveys or small, focused meetings.

We have experience in all facets of public engagement ranging from the formal public hearings to the intensive multi-day design charrettes in communities throughout New York State. We have the capability to facilitate interactive public workshops, walking tours, youth engagement sessions, stakeholder meetings, developer forums, and website development.

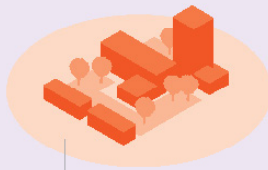
We also have the ability and experience to assist with Town and Review Board assistance, including educational workshops, discussion facilitation, and meeting organization.

INTRODUCTION

Smart Growth Principles

This Comprehensive Plan uses Smart Growth principles to promote livable, sustainable, and equitable communities.

In alignment with the New York State Department of State (DOS) Smart Growth Program, this plan incorporates "Smart Growth" principles to promote development patterns that are environmentally sustainable, economically efficient, socially equitable, and energy resilient. Smart Growth emphasizes creating compact, walkable neighborhoods with a mix of uses and housing types, while preserving open space and natural resources. Smart Growth employs several land use planning principles to create these kinds of communities, including:



01

Mixed-Use Neighborhoods

The integration of residential, commercial, and community spaces within neighborhoods creates vibrant, walkable areas where people can live, work, shop, and gather. This approach reduces car dependency and promotes more efficient use of land and infrastructure.



02

Housing Diversity

Providing a range of housing types, sizes, and price points ensures communities can accommodate residents across different income levels, life stages, and household sizes. This includes everything from apartments and townhouses to single-family homes, making neighborhoods more inclusive and economically resilient.



03

Compact Design

Concentrating development in areas with existing infrastructure promotes efficient land use and reduces the costs of providing public services. This principle emphasizes creating walkable neighborhoods with appropriate density that can support local businesses and public transit.



04

Quality Public Spaces

Designing and maintaining accessible parks, plazas, and community gathering spaces provides opportunities for recreation, social interaction, and cultural activities. These spaces should be equitably distributed throughout the community and designed with input from residents.



05

Strategic Infill Development

Prioritizing development of vacant or underutilized properties within existing urban areas maximizes the use of existing infrastructure while reducing sprawl. This approach particularly focuses on transit-oriented development, revitalizing areas around transportation hubs to create more connected communities.

Resiliency, Sustainability, & Smart Growth

Our team approaches all planning and zoning efforts with a focus on improving climate resiliency and adaptation and incorporating sustainable development practices.

Resiliency and sustainability serve as foundational principles in municipal planning, ensuring communities can withstand and adapt to environmental, economic, and social challenges while meeting present needs and preparing for the future. We feel it is important to provide municipalities with a guide for developing infrastructure, housing, and transportation systems that can recover from disruptions like natural disasters or economic downturns while minimizing resource consumption and environmental impact.

As part of this, we evaluate ways plans, policies, and regulations can support the implementation of Smart Growth principles. The application of these principles is important to shape around the context of the community, but generally includes:

- Mixing Land Uses
- Taking Advantage of Compact Design
- Creating a Range of Housing Opportunities
- Creating Walkable Neighborhoods
- Fostering Distinctive, Attractive Communities with a Strong Sense of Place
- Preserving Open Space, Farmland, and Environmental Resources
- Directing Development Towards Existing Communities
- Providing a Variety of Transportation Choices
- Making Development Decisions Predictable, Fair, and Cost-Effective
- Encouraging Community and Stakeholder Collaboration

We have extensive experience with New York State's Smart Growth Planning and Zoning Grant Program. Our work has been highly regarded by the state, even using our deliverables as examples for other municipalities and consultants. Current efforts led by our team include:

Comprehensive Plans |
City of Amsterdam, Village of Johnson City, Town of Webster

Code Updates | Town of Bethlehem, City of Dunkirk, Village of Bemus Point



Sustainable Planning Design, LLC, is an urban planning and design firm located in Buffalo, NY. Opened in April 2015 as a limited liability company, Allison Harrington is the principal and sole member of the firm. The focus of Sustainable Planning Design, LLC, is on providing high quality professional services to municipalities and community-based organizations. As the firm principal, Allison brings a range of experience in counties, cities, towns and villages to each project. Leveraging two decades of experience in urban planning and design, the firm is highly capable of providing a variety of community-focused services including: arts, culture and heritage planning; comprehensive planning; corridor planning; design guideline and zoning recommendations; graphic design; parks and open space planning; recreation planning; strategic planning and policy development; waterfront planning; and visioning and public outreach.

Sustainable Planning Design, LLC is a certified Women Business Enterprise (WBE) in New York State.

Modern Zoning Best Practice

With decades of experience as planning and zoning practitioners, our team has found that one of the greatest barriers to understanding and administering local codes is cumbersome and outdated formats. The lack of clarity and accessibility has resulted in inefficiencies and frustration for all users, including municipal staff, review boards, applicants, and residents.

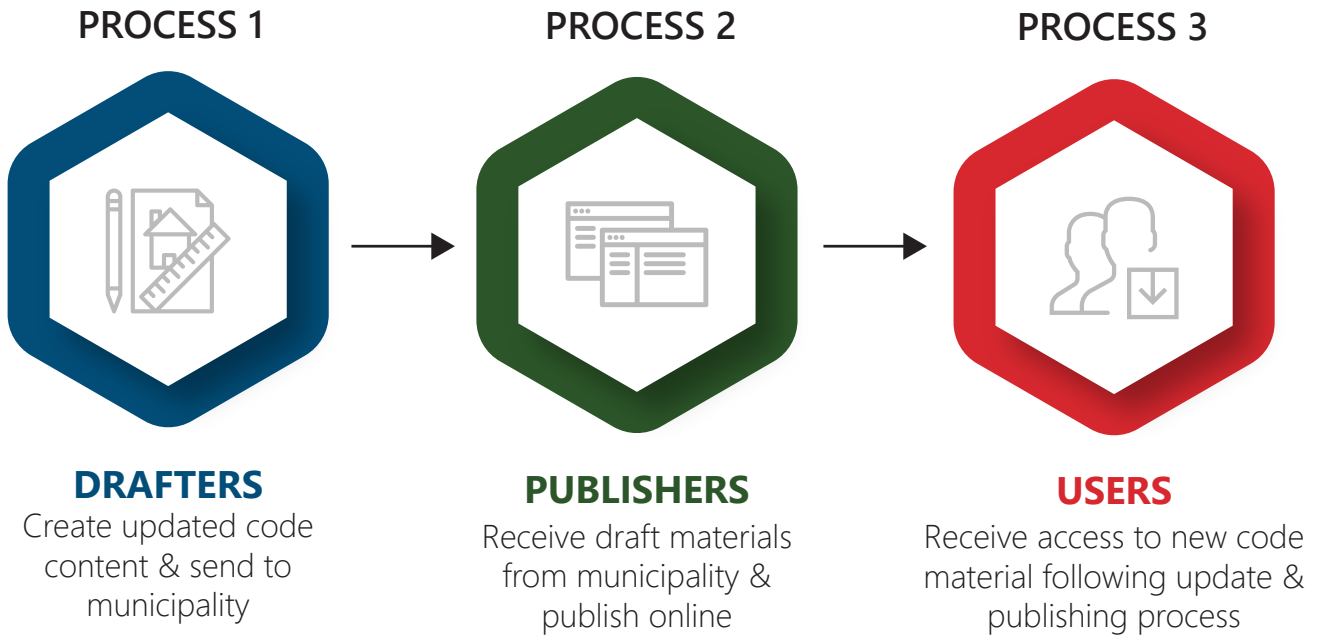
The COVID-19 pandemic further exposed the communication and accessibility barriers as communities navigated the increased need for online zoning services. While many municipalities take advantage of the ability to post PDFs of code material, this approach still presents the code in a disconnected manner that does not demonstrate the relationship between code sections and forces the user to dig for information.

CED's partnership with General Code allows us to begin with the user in mind.

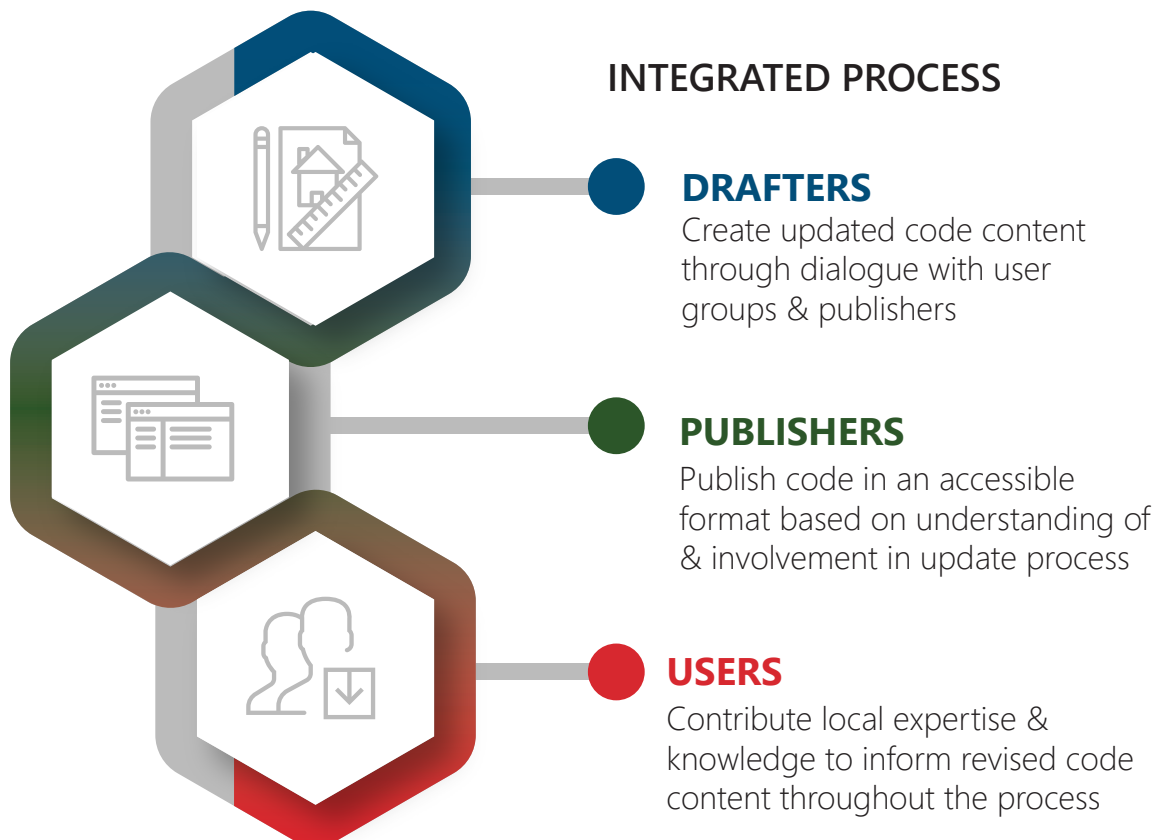
With continued advancements in technology, best practice should include working with the publisher at the start of a zoning update process to develop an intuitive format that clearly connects and communicates code content. Utilizing the modern, innovative, and interactive publishing tools developed by General Code, we can reduce the burden on code administrators and present local regulations in a more transparent manner.

eCode360 data shows
70-80%
of all municipal code
searches involve
"zoning"

TRADITIONAL APPROACH



OUR APPROACH



Section 3

Project Experience

"I highly recommend Colliers Engineering & Design. They had a deep understanding of our City as well as State code/law. Their strengths in communication and reaching out to the public to build the best comprehensive plan while coordinating zoning code updates has delivered an outstanding result for the City of Lockport."

Deb Allport, Former City of Lockport Planning Board Member



Project Details

Client

Town of Cicero
Katie Fiorello, PE
Town Engineer
315 752 1182
kfiorello@cicerony.gov

"The Board commends the Town of Cicero for enacting a waterfront overlay district with goals compatible with Plan Onondaga, to protect water quality, promote quality development, accommodation of higher density housing options, a mix of compatible uses, and enhance public access to the Oneida Lake shoreline."

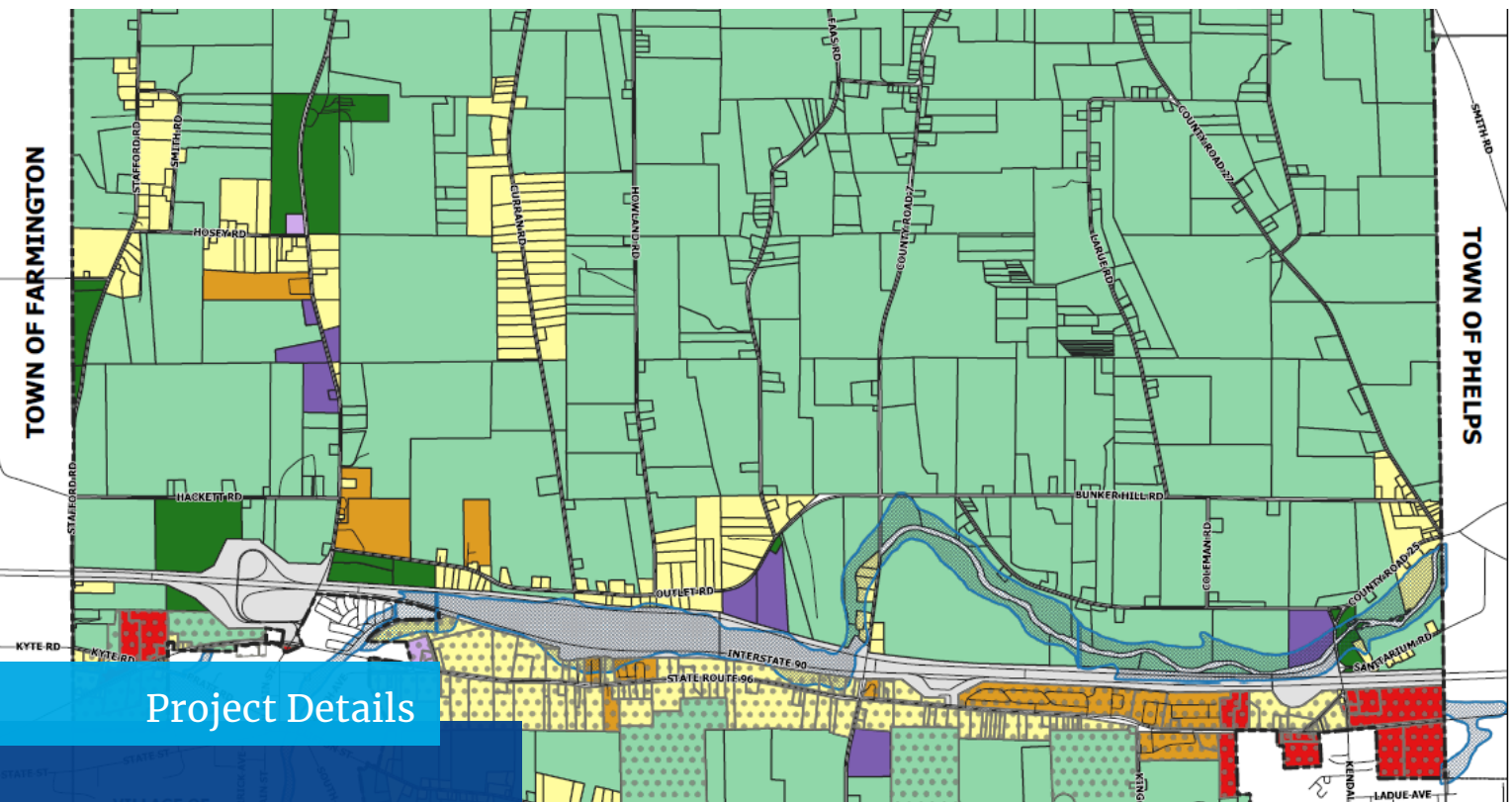
- Martin E. Voss,
Onondaga County
Planning Board Chair

Comprehensive Plan and Zoning Code Updates

Town of Cicero, NY

In 2022, Micron announced its plans to build the largest leading-edge memory semiconductor fabrication facility in the history of the United States in the Town of Clay. As a result, the Town of Cicero has undertaken the development of its first comprehensive plan and corresponding code updates. The plan articulates a vision and policies to guide future public and private investment in the community over the next decade. The comprehensive plan and supporting zoning code updates are anticipated to be adopted in the spring of 2025. Together, the plan and zoning code address key goal areas, such as:

- Creating a new Town Center along NYS Route 31 east of I-81;
- Enhancing the character of NYS Routes 11 and 31;
- Providing safer active transportation options;
- Increasing public access to the waterfront and implementing a waterfront district;
- Enhancing the hamlets of Brewerton and Bridgeport;
- Preserving existing neighborhood character; and
- Fostering a wider range of living options.



Project Details

Client

Town of Manchester
 Dave Phillips, Supervisor
 1272 County Road 7
 Clifton Springs, NY 14432
 585 289 3010
 dave.phillips@manchesterny.org

Zoning Code Update

Town of Manchester, NY

The Town of Manchester hired our team to complete a comprehensive zoning code update to implement the recommendations of their 2017 Joint Comprehensive Plan, which was completed with the Villages of Manchester, Shortsville, and Clifton Springs. In addition to aligning the zoning district framework and development standards with the future land use vision of the 2017 Joint Comprehensive Plan, the code update served to:

- Ensure the revised regulations incorporate a variety of regulatory tools that adequately address changing lifestyle and development trends, markets, and current best land use management practices.
- Provide for the protection of prime agricultural lands by directing development to existing infrastructure and hamlet areas.
- Allow for ancillary commercial uses associated with existing farm operations to support the long-term viability of the industry.
- Simplify and streamline development application and review procedures.
- Craft a more user-friendly zoning code format and organization to make the regulations more clear and concise for all who reference them.



Project Details

Client

Town of Pittsford
Bill Smith, Supervisor
585 248 6220
wsmith@townofpittsford.
org

Comprehensive Plan & Zoning Code Update

Town of Pittsford, NY

Our firm was retained to provide professional planning services to the Town of Pittsford, NY associated with an update of their comprehensive plan. In addition to general comprehensive plan elements, including an assessment of existing and future land use, the project focused heavily on key topics of notable importance to the community. The scope of work included an evaluation of existing incentive zoning regulations, a healthy living analysis, a Planned Urban Development (PUD) analysis and a build out / transportation analysis for key transportation corridors. Data and recommendations were compiled in an easy-to-use implementation strategy to assist the Town in securing future funding for projects.

Following the comprehensive plan update effort, our team led the Town through a comprehensive zoning code update. This update was focused on the implementation of the comprehensive plan's land use recommendations. The zoning code was adopted in March of 2025.



Project Details

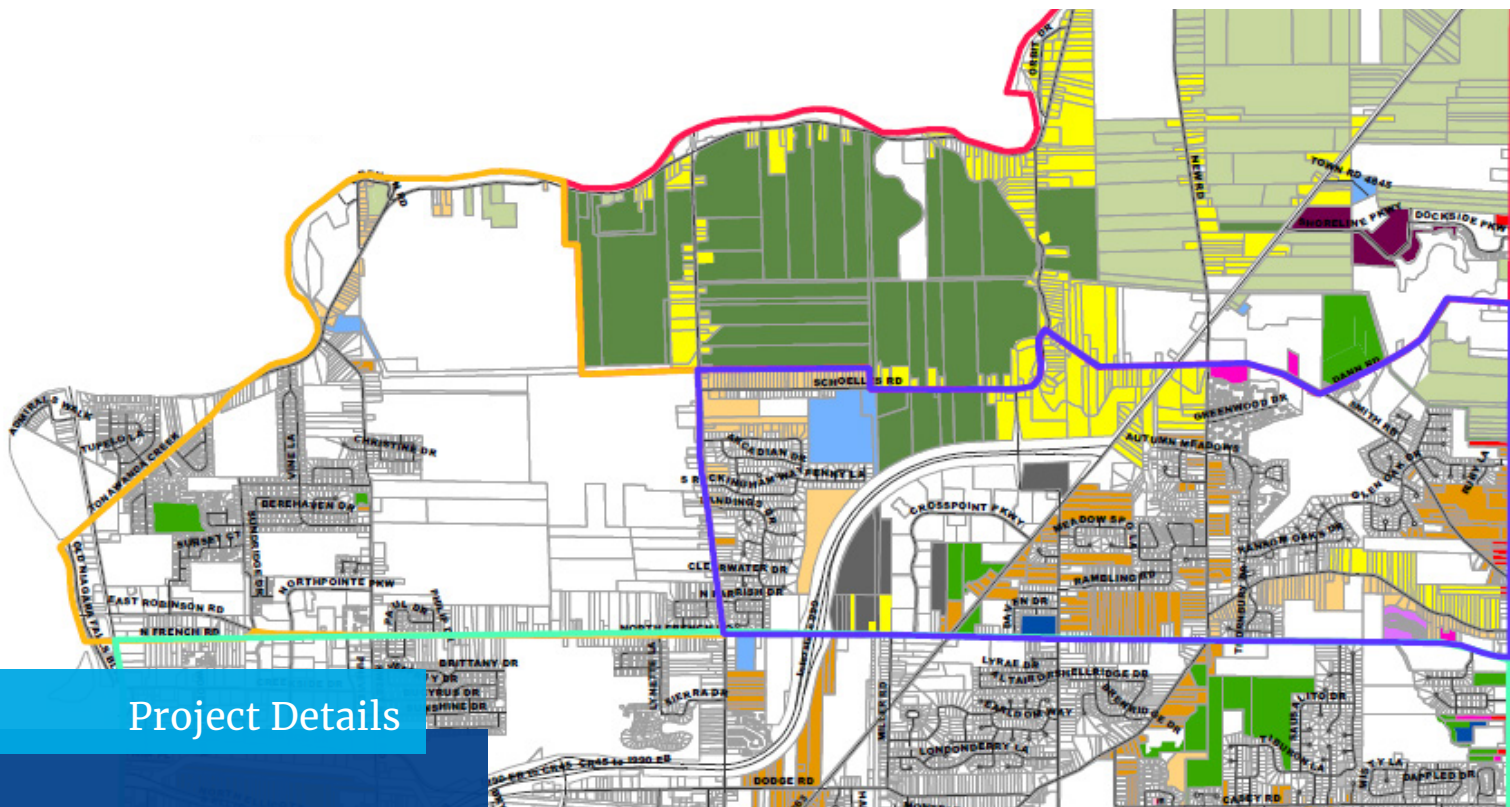
Client

Douglas Finch
Former Town Manager
203 E. Wheatland Road
Duncanville, TX 75116
469 312 1042
douglas.finch@
duncanvilletx.gov

Uptown Form Based Code Canandaigua, NY

Our firm was hired by Town of Canandaigua to develop a Form Based Code for an area of the Town known as “Uptown Canandaigua”, located in proximity to the State Route 332 corridor. Previous to this effort, the firm completed a master plan that recommended specific land use recommendations to increase development within the Town as well as multi-modal transportation improvements to enhance pedestrian and bicycle enhancements over the next 20 years.

The Form Based Code was one of the primary implementation projects for the Town to realize this vision. The final code includes tailored development regulations and supporting illustrations that provide applicants and administrators of the code with the tools necessary to achieve the Town’s desired future development pattern.



Project Details

Client

Town of Amherst
Daniel Howard, AICP
Planning Director
716 631 7051
dhoward@amherst.ny.us

Suburban Agriculture (SA) District Assessment & Alternatives Report Amherst, NY

Our team completed a formal assessment of the Town's existing Suburban Agriculture (SA) District with the goal of evaluating the appropriateness of its use and application given the changes to Town development character that has occurred over time. Our assessment identified the ways in which the SA District did or did not reflect the Town's existing conditions and future land use vision. The result was a summary of key issues and opportunities related to SA District zoned parcels across four geographic subareas as well as Town-wide.

Following the completion of the assessment, our team prepared a report of alternatives and recommended actions for adapting and replacing the SA District. The recommendations included parcel-by-parcel rezonings, existing zoning district revisions, and open space conservation strategies. To determine the best rezoning alternatives our team balanced the consideration of existing land uses and neighborhood development patterns with the future land use vision outlined in Amherst's Comprehensive Plan and other supporting plans and studies.

Section 4

Project Team

"Your presentations are always so much fun, and I truly appreciate the energy and passion that you display for land use planning and zoning... I truly respect the love of good land use planning and zoning that you demonstrate in your presentations. [John and Molly], you are rock stars!"

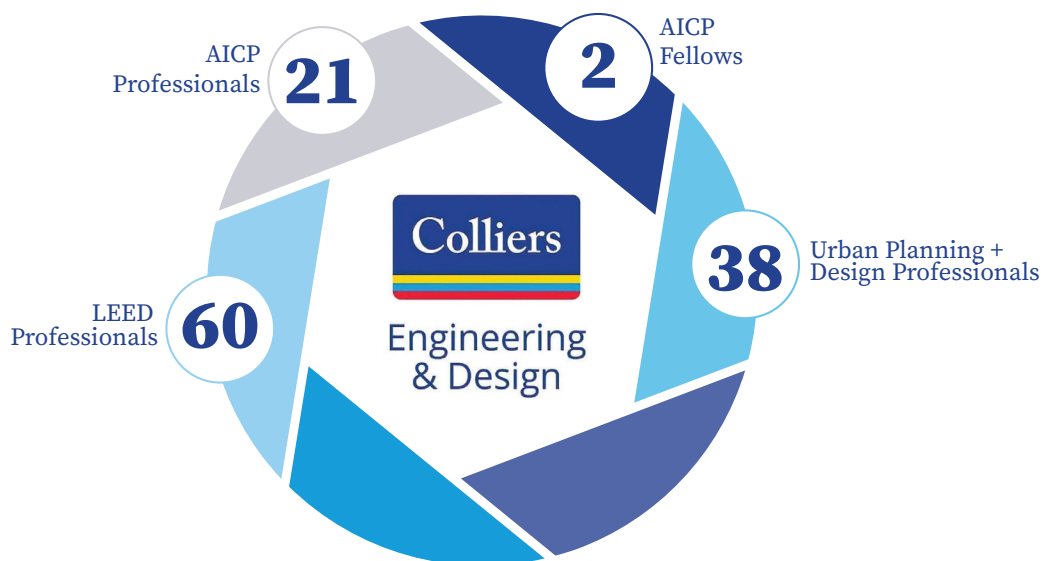
**Doug Finch, Former Town Manager
Town of Canandaigua**

Project Team

Project Management

This effort will be led by the project management team of **John Steinmetz** and **Molly Gaudioso**. Together they have successfully completed over 40 planning and zoning projects, from project initiation to adoption. Molly will serve as the Town's primary point of contact and will be directly involved in all stages of the planning process. Throughout the project, she will work with the Town and consultant team to ensure that the code's development is on-track and responsive to the needs and opportunities specific to the Town of Manlius.

Our project management philosophy is to use "high-tech" as well as "low-tech" tools. We will balance traditional methods of communication such as email, phone, and in-person meetings with virtual meetings and document sharing platforms to ensure consistent communication and access throughout the project. Upon award of the project, we will create a cloud-shared project folder that will be updated with work products and deliverables as they are completed. This material can be accessed by Town staff and committee members at any time, on multiple platforms.



Our team organization chart indicates the key personnel identified for the Town of Manlius' Climate Smart Zoning Project. We believe the best approach to projects like this is interdisciplinary. As such, our project team is comprised of specialists in planning, design, landscape architecture, and public engagement. We are also able to bring in additional expertise from other CED disciplines, such as engineering and architecture, as needed. With 21 certified planners on staff, our capacity to complete the project in a timely and efficient manner is further bolstered.

Organization Chart



KEY TEAM MEMBERS

Planning & Public Outreach

Katie Darcy AICP
Senior Planner/Assistant Project Manager

Kiernan Playford AICP
Planner

Leigh Ann Kimber AICP, PP
Planner

Sustainability & Design

Jeanette Petti AICP
Planner

Hanna Quigley
Landscape Designer

Sustainable Planning & Design (WBE)

Allison Harrington AICP, MCIP,
RPP

Experience Connecting Plans & Codes

John & Molly Sample Projects, Prior to Joining CED

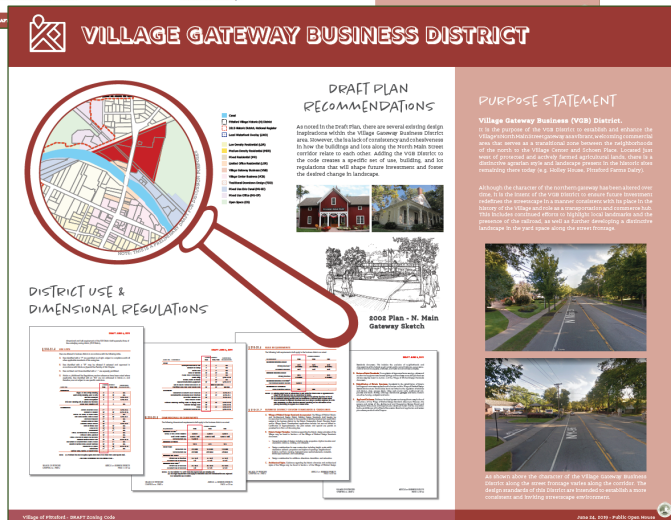


Village of Pittsford Joint Comprehensive Plan & Zoning Update

In November 2019, the Village of Pittsford completed its joint Comprehensive Plan and Zoning Code update. John and Molly led the Village through the effort to update the plan and code concurrently, allowing for immediate alignment and integration of regulatory recommendations. The resulting documents provide an unprecedented level of coordination between the Village's future land use vision and district regulations and an unparalleled level of protection of its historic character. This project received a Planning Best Practice Award in 2019 from the NY Upstate Chapter of the American Planning Association.

"John and Molly, you were a steady hand throughout the comprehensive plan and code update process. You kept us moving. You weren't afraid to give an unpopular opinion if you felt we were going the wrong way. You kept at it. You were thorough and positive. So, thank you. You're total pros."

- Dan Keating, Village of Pittsford Trustee



Town of Greece Dewey Avenue Study & Mixed Use District

John Steinmetz co-lead a team hired by the Town of Greece to complete the Dewey Avenue Study, completed in 2007, which contained a wide range of regulatory recommendations. John subsequently helped the Town implement this study with the creation of the Dewey Avenue Mixed Use District in 2011. As part of the zoning amendment the Town incorporated site and building design requirements that fostered a more attractive, walkable, and economically viable mixed use corridor.

The top left image is an example of Dewey Avenue under the former zoning. The bottom image is an example of the character of development under the Dewey Avenue Mixed-Use District.





John Steinmetz, FAICP

Principal in Charge

Education

Bachelors of City Planning,
University of Virginia

Main Street Institute, National
Trust for Historic Preservation

Affiliations & Memberships

College of Fellows, American
Institute of Certified Planners
(FAICP)

American Institute of Certified
Planners (AICP)

American Planning
Association (APA)

NY Upstate Chapter (APA)

Mr. Steinmetz, FAICP is a certified community planner with over 30 years of experience. John was born and raised in Upstate New York and is an avid cyclist. He has worked on a wide range of planning and community development projects including but not limited to comprehensive plans, regulatory updates, farmland protection plans, active transportation studies, and waterfront and downtown revitalization efforts. His planning and zoning experience has provided him with an understanding of the issues facing towns, villages, and cities of various sizes. His expertise in public participation ensures a process and a product that reflects the values of local residents and business owners.

Key Projects

Town Comprehensive Plans

Avon, Brighton, Clarence, Clarkson, Hume, Greece, LeRoy, Ogden, Niagara, Pavilion, Penfield, & West Seneca, NY

Town Zoning Code Updates

Manchester, Geneseo, LeRoy, Tonawanda, York, & West Seneca, NY

Village Comprehensive Plans

Avon, Honeoye Falls, Penn Yan, Sherman, & LeRoy, NY

Village Zoning Code Updates

Attica, Avon, Bergen, Churchville, Hamburg, Honeoye Falls, East Aurora, LeRoy, Scottsville, & Watkins Glen, NY

Joint Code Updates

*Town of Union & Villages of Endicott & Johnson City, NY
Villages of Clifton Springs & Shortsville, NY*

Joint Comprehensive Plan & Code Updates

City of Lockport, Town of Cicero, & Village of Pittsford, NY

Joint Comprehensive Plans

*Town of Riga & Village of Churchville, NY
Town of East Bloomfield & Village of Bloomfield, NY
Town of Manchester, Villages of Manchester, Shortsville & Clifton Springs, NY*

City Comprehensive Plans

Rochester, Oswego, Fulton, & Amsterdam, NY

City Zoning Code Updates

Rochester & Cortland, NY



Molly Gaudioso, AICP

Project Manager

Ms. Gaudioso is a planning, zoning, and public engagement specialist, and member of the American Institute of Certified Planners. She focuses her expertise on planning and zoning for communities throughout the Midwest and Northeast United States. Ms. Gaudioso's experience in both the public and private sectors has provided her with an understanding of best planning practices and effectiveness in application. Because of this, she has found her passion working with local decision-makers and administrators to develop creative, implementable planning tools that are effective in helping to achieve a community's long-term vision and goals.

Education

Master of City and Regional Planning, Ohio State University

Bachelor of Science, Business Administration, SUNY Geneseo

Affiliations & Memberships

American Planning Association (APA)

APA American Institute of Certified Planners (AICP)

APA NY Upstate Chapter & FAICP Committee

APA Planning & Law Division

City of Rochester, Planning Commission (2017-2019)

Connected Communities, Housing Committee

CityRoots Community Land Trust, Policy & Advocacy Committees

RocCity Coalition, Advisory Committee & Housing Team Co-Chair

Rochester Young Professionals

Presentations & Publications

APA NY Upstate Conference | "The Planner's Bar: Legal Risk Aversion & Planning Best Practice"

APA NY Upstate Conference | "Zany Zoning Codes"

Key Projects

Town Comprehensive Plans

Avon, Brighton, Clarence, Greece, Niagara, & West Seneca, NY

Town Zoning Code Updates

Amherst, Manchester, Geneseo, Perinton, Tonawanda, & West Seneca, NY

Land Use Law Update

Town of Reading, NY

Joint Comprehensive Plan & Code Updates

City of Lockport, Town of Cicero, & Village of Pittsford, NY

Joint Comprehensive Plans

Town of Riga & Village of Churchville, NY

Town of East Bloomfield & Village of Bloomfield, NY

Town of Manchester, Villages of Manchester, Shortsville & Clifton Springs, NY

Joint Code Updates

Town of Union & Villages of Endicott & Johnson City, NY

Villages of Clifton Springs & Shortsville, NY

City Comprehensive Plans

Fulton & Amsterdam, NY

City Zoning Code Updates

Cortland, NY & Westerville, OH

Village Comprehensive Plans

Avon, Honeoye Falls, & Penn Yan, NY

Village Zoning Code Updates

Attica, Avon, Bergen, Churchville, Hamburg, Honeoye Falls, East Aurora, Scottsville, & Watkins Glen, NY



Katie Darcy, AICP

Senior Planner/Assistant Project Manager

Education

MRP, City and Regional Planning, Cornell University

BA, Environmental Design University at Buffalo

Affiliations & Memberships

American Planning Association (APA)

American Institute of Certified Planners (AICP)

Ms. Darcy is a community planner who lives and works in the City of Rochester, New York. Her primary role is to assist with all planning and zoning related projects, including but not limited to, comprehensive plans, zoning codes, transportation plans, farmland plans, municipal assistance, and grant writing. In the fulfillment of this role Ms. Darcy helps to draft and edit plan material, research and analyze community data, create interpretive maps and graphics, assess local land use regulations, and co-facilitate public engagement efforts. Among the many skills Katie brings to her work is her strength in written and verbal communication, knowledge of GIS tools, and attention to detail. She is passionate about the nexus of community design and public health and seeks to enhance this relationship in all her projects.

Key Projects

Town Zoning Code Updates

Amherst, Bethlehem, Clarkson, Manchester, Pittsford & Tonawanda, NY

Village & City Zoning Code Updates

Dunkirk, Hamburg, & Watkins Glen, NY

Joint Comprehensive Plan & Code Updates

City of Lockport, Town of Cicero, & Village of Pittsford, NY

Town Comprehensive Plans

Clarkson, Marcellus, Greece, Lafayette & Webster, NY

City of Fulton Comprehensive Plan

Fulton, NY

Town of Lansing | Comprehensive Plan & Zoning Code Gap Analysis

Lansing, NY

Open Space Conservation Plan

Town of Lansing, NY

Monroe County | Climate Action Plan (CAP)

Monroe County, NY

Monroe County | Climate Smart Communities Grant

Monroe County, NY



Kiernan Playford, AICP

Planning & Public Outreach

Ms. Playford has a diverse background in urban planning, grant writing, and economic development. She excels at community outreach, research, and website development. She enjoys learning new tools and implementing them into a variety of projects, as well as finding new and innovative ways to engage stakeholders and members of the public.

Key Projects

Education

BS, Urban and Community Studies, Rochester Institute of Technology

Affiliations & Memberships

American Institute of Certified Planners (AICP)

American Planning Association (APA), Upstate Chapter

Zoning Codes

City of Dunkirk & Village of Bemus Point, NY

Comprehensive Plans

Town of Cicero, NY, Village of Holley, NY, & City of Lancaster, PA

Syracuse Local Waterfront Revitalization Program

Syracuse, NY

Aqueduct Reimagined and Inner Loop North

Rochester, NY

Downtown Revitalization Initiative (Round 5)

Little Falls, NY

Glens Falls Downtown Revitalization Initiative

Glens Falls, NY

Johnson City | Historic Preservation Guidebook

Broome County, NY

NYSDOS Coastal Lakeshore Economy and Resiliency (CLEAR) Initiative

Monroe County, NY

Monroe County | Climate Action Plan (CAP)

Monroe County, NY

Monroe County | Climate Smart Communities Grant

Monroe County, NY



Leigh Ann Kimber, AICP, PP

Planning & Public Outreach

Education

Master of City and Regional Planning, Rutgers University – New Brunswick

BA, Geography & French, Colgate University

Affiliations & Memberships

American Planning Association (APA)

Ms. Kimber brings ten years of project management and community engagement experience to CED. With a background in transportation planning and campus planning at a major public university, she has worked closely with consultant teams to complete over 20 planning efforts.

Ms. Kimber's experience ranges from large-scale master plans and district redevelopment plans to roadway and intersection concepts as well as site plan concepts. She has demonstrated expertise in leading complex interdisciplinary planning efforts and prides herself on engaging stakeholders at all levels to build consensus among diverse interests.

Key Projects

Town of Cicero | Comprehensive Plan and Zoning Code Updates

Cicero, NY

Town of Lansing | Comprehensive Plan & Zoning Code Gap Analysis

Lansing, NY

Village of Webster | New York Forward Project

Webster, NY

Erie Canalway Heritage Fund | Recreational User Amenities Assessment and Long-Term Planning

Statewide

St. John Fisher University | Road Diet Grant Funding Opportunity Research

Pittsford, NY

Monroe County | Multimodal Freight Economic Impact Study

Monroe County, NY

Monroe County | RAISE Grant Application 2024, 2025

Monroe County, NY

Rutgers University Master Plans (Various)

Rutgers University, Statewide

Bicycle and Pedestrian Facility Concept Designs

Rutgers University–New Brunswick, New Brunswick, NJ

George Street HAWK Signal Enhancements

New Brunswick, NJ



Jeanette Petti, AICP

Sustainability & Design

Ms. Petti is involved in all aspects of plan preparation, from public engagement to document development. She has experience writing plans and grant applications, analyzing existing conditions and data, and creating maps, infographics, and other deliverables. Her eye for design and her proficiency in the Adobe Creative Suite enables her to create graphic and engaging plans that present information in a clear and thorough manner.

Education

MRP, Masters of Regional Planning, Cornell University

MLA, Master of Landscape Architecture, Cornell University

BS, Urban and Regional Planning, Cornell University

Affiliations & Memberships

American Institute of Certified Planners (AICP)

American Planning Association (APA)

Key Projects

Town Comprehensive Plans

Perinton, Pittsford, NY

City Comprehensive Plans

Rochester, North Tonawanda, & Amsterdam, NY

Comprehensive Plan

Whitemarsh Township, PA

NY Forward Projects

Macedon, Webster, Geneseo, NY

Master Plan

Lyon Falls, NY

City of Rome Planning Efforts

Downtown Master Plan

Brownfield Master Plan

Boulevard Brownfield Master Plan

NYS Department of State | DRI / NY Forward Program Guidebook

New York State

Monroe County | Climate Action Plan (CAP)

Monroe County, NY



Hanna Quigley

Sustainability & Design

Education

SUNY Environmental Science & Forestry, Bachelor of Landscape Architecture

Affiliations & Memberships

American Society of Landscape Architects, NY Upstate Chapter (ASLA)

National American Society of Landscape Architects

Ms. Quigley has been active in the field of landscape architecture for over five years, gaining experience in a variety of project types over a wide range of scales. This includes coastal resiliency, water resource planning, green infrastructure, parks & recreation, trail planning, and active transportation. Ms. Quigley takes a collaborative approach to the design and construction process, working across disciplines to develop innovative, functional, and context-sensitive solutions that exceed client and community expectations. She takes pride in the quality relationships she has built through her project experience and is eager for each new challenge that arises.

Key Projects

Landscape Guidelines for Zoning Code

Town of Henrietta, NY

Comprehensive Plans

Town of Brighton, NY

Joint Active Transportation Plan

Town and Village of Geneseo, NY

Town of Brighton | MultiVersity Trail Concept

Brighton, NY

Wayne County Soil & Water Conservation District | Port Bay REDI Project

Wayne County, NY

Wayne County | Crescent Beach REDI Project

Town of Sodus and Town of Huron, NY

Cayuga County | Sterling-Fair Haven Community Connection Trail Feasibility Study

Cayuga and Wayne County, NY

City of New Rochelle | Huguenot Park Causeway

New Rochelle, NY

Village of Adams and Adams Community Park Committee | Adams Community Park Master Plan

Adams, NY

Monroe County | Climate Action Plan (CAP)

Monroe County, NY

Allison D. Harrington, AICP, MCIP, RPP

Principal, Urban Planner / Designer

Allison Harrington is an experienced urban planner and designer who has helped develop planning objectives in over 50 municipalities. A skilled community liaison, Allison has successfully guided projects from initiation to implementation. Her range of expertise includes all aspects of plan development such as research, analysis, writing, public involvement, visioning, policy and recommendation development. In 2015, Allison established the urban planning and design company, Sustainable Planning Design, LLC. A distinct feature of the company's approach is incorporating graphic design to better illustrate the story of a community. Prior to starting Sustainable Planning Design, Allison worked for over a decade at a planning and landscape architecture consulting firm on projects in communities across the United States and in Canada.

Select Project Experience

- *Blueway Trail Plan for the Black River* - Oneida, Lewis & Jefferson Counties, NY
- *Brownfield Opportunity Area (BOA) Strategic Marketing Services* - Ogdensburg, NY
- *Climate Action Plan (CAP)* - Monroe County, NY
- *Comprehensive Plan* - Marcellus, NY
- *Comprehensive Plan Update* - Plattekill, NY
- *Design Standards* - Johnson City, NY
- *Downtown Revitalization Initiatives (DRIs)* - Auburn, Hornell, Lockport, Niagara Falls, & Norwich, NY
- *Downtown Revitalization Area Form-Based Code* - Amsterdam, NY
- *Heritage Area Management Plan for the Concord Grape Belt* - Chautauqua County, NY
- *Local Waterfront Revitalization Program (LWRP)* - Medina, NY
- *Master Development Plan* - Carolina Beach, NC
- *Neighborhood Plan for the Corydon-Osborne Area* - Winnipeg, MB
- *New York Forward Strategic Investment Plans* - Geneseo, Macedon, & Medina, NY
- *Parks Master Plan* - Cobourg, ON
- *Parks, Recreation, Culture Master Plan* - Orillia, ON
- *Revitalization Plan* - Port Colborne, ON
- *Technical Assistance for the NY Forward & DRI Programs* - New York State
- *Urban Design Strategy for a Commemorative Space* - Ottawa, ON
- *Waterfront Plan* - Carthage and West Carthage, NY
- *Waterfront Redevelopment Visioning & Feasibility Study* - Romulus, NY
- *Waterfront Revitalization Plan* - Celoron, NY
- *Public Realm Design Manual* - Emirate of Abu Dhabi, UAE
- *Vision Plan* - Chenango County, NY



Professional Associations

American Institute of Certified Planners (AICP)

American Planning Association

Canadian Institute of Planners, Member (MCIP)

Ontario Professional Planners Institute, Registered Professional Planner (RPP)

Education

Master of Urban Planning, University at Buffalo, The State University of New York

Bachelor of Arts in Architectural Studies, Hobart and William Smith Colleges

Community Development

Former Program Manager for Tonawanda Main Street / City of Tonawanda Local Development Corporation

Key Expertise and Skills

- Community Research, Analysis and Report Development
- Comprehensive Planning
- Design Standards
- Downtown Revitalization
- Graphic Design
- Greenway and Blueway Trails
- Heritage, Culture and Tourism Planning
- Interpretive Planning
- Parks, Open Space and Recreation Planning
- Public Involvement
- Sustainability Planning
- Urban Design
- Waterfront Planning

Years Experience

21 years

Section 5

Proposed Scope of Work

"John's professionalism and skill in dealing respectfully with a wide variety of individuals with differing viewpoints and backgrounds was key to the successful completion of both [the Town's zoning law update and Farmland Protection Plan.]"

**David Woods, Former Planning Board Chair
Town of Geneseo**



Section 5

Proposed Scope of Work

Project Understanding

Over the past five years, the Town of Manlius has completed a series of planning efforts to enhance the quality of life that residents enjoy. These include:

- Completing its Comprehensive Plan and Climate Action Plan;
- Becoming a Climate Smart Community (Bronze Level);
- Being designated as a Clean Energy Community; and
- Achieving Pro-Housing Community status by NYS.

Our goal is to build on the momentum that these efforts have created.

We also understand that these documents and actions establish a strong vision for sustainable development practices and smart growth principles in the Town. Our team is skilled at translating policies into land use regulations while eliminating the negative impacts that outdated zoning approaches have had on creating a better sense of community and opportunity.

We have extensive experience with NYS Smart Growth Planning and Zoning Grant Program projects and are very familiar with the required work plans and reporting requirements. Current efforts being led by our team include:

- The Town of Bethlehem Zoning Code & Subdivision Updates
- City of Dunkirk Zoning Code Update
- City of Amsterdam Comprehensive Plan
- Village of Johnson City Comprehensive Plan
- Town of Webster Comprehensive Plan

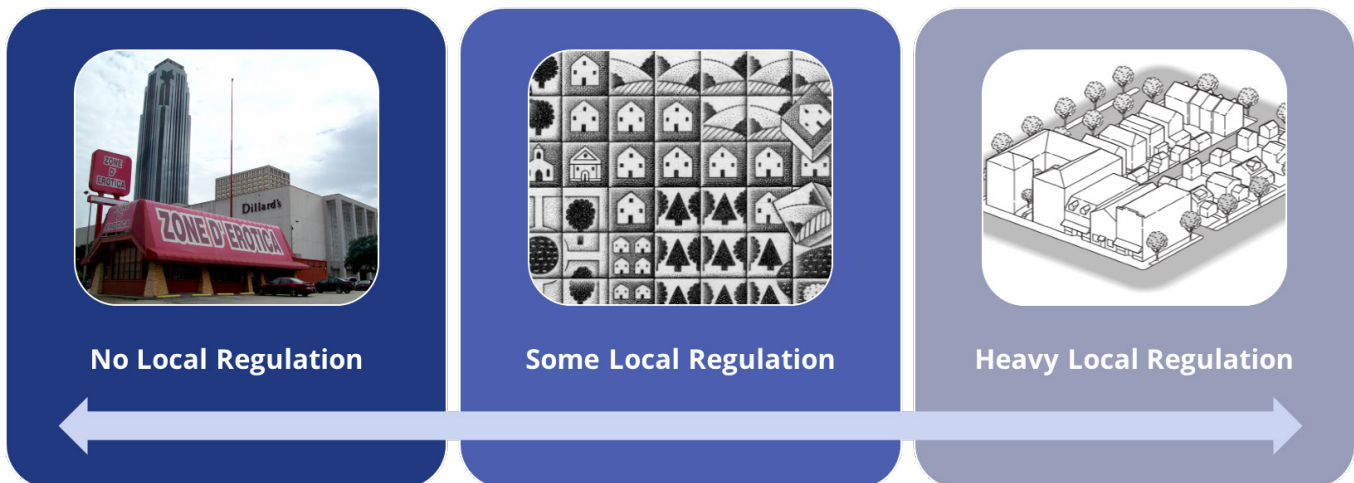
Project Approach

When it comes to planning and zoning efforts, there is no such thing as “one size fits all.” We understand the importance of tailoring plans and codes to address the unique conditions, concerns, and opportunities of each community. Our goal is to work “with” you, rather than “for” you, to create clear, concise, and implementable plans and codes that provide for the realization of your future development vision over time.

We understand the importance of “shaping” zoning to support the intent of the strategic action plan/ comprehensive plan. Your efforts to review and update your zoning code should be lauded as it is a critical step in ensuring your land use regulations reflect your future development vision for the community.

We have a strong understanding of a wide variety of zoning and regulatory tools that have been successfully implemented by communities of all levels of development, from rural to urban. By utilizing a hybrid approach, we are able to build upon the individual strengths of zoning types, such as form-based, Euclidean, performance, incentive, and overlays, to best suit the needs of our clients and result in positive change.

Our zoning projects are designed to deliver the level of control desired by a municipality, while encouraging investment that is compatible with desired community character. We are proud to be leading zoning and regulatory amendment processes that not only result in a greater understanding for all users of a code, but also a better, more sustainable built environment for all.



The level of control achievable through land use regulation exists on a spectrum and varies greatly from community to community. As part of this process, we will work with the Town to determine how much influence you currently have and what changes may be necessary to ensure you find the right level of control and balance of regulation appropriate for the Town of Manlius.

Scope of Work

We are confident that the tasks as outlined in this proposal will allow us to appropriately navigate the code revision process as it addresses three key elements we feel lead to a successful update effort:

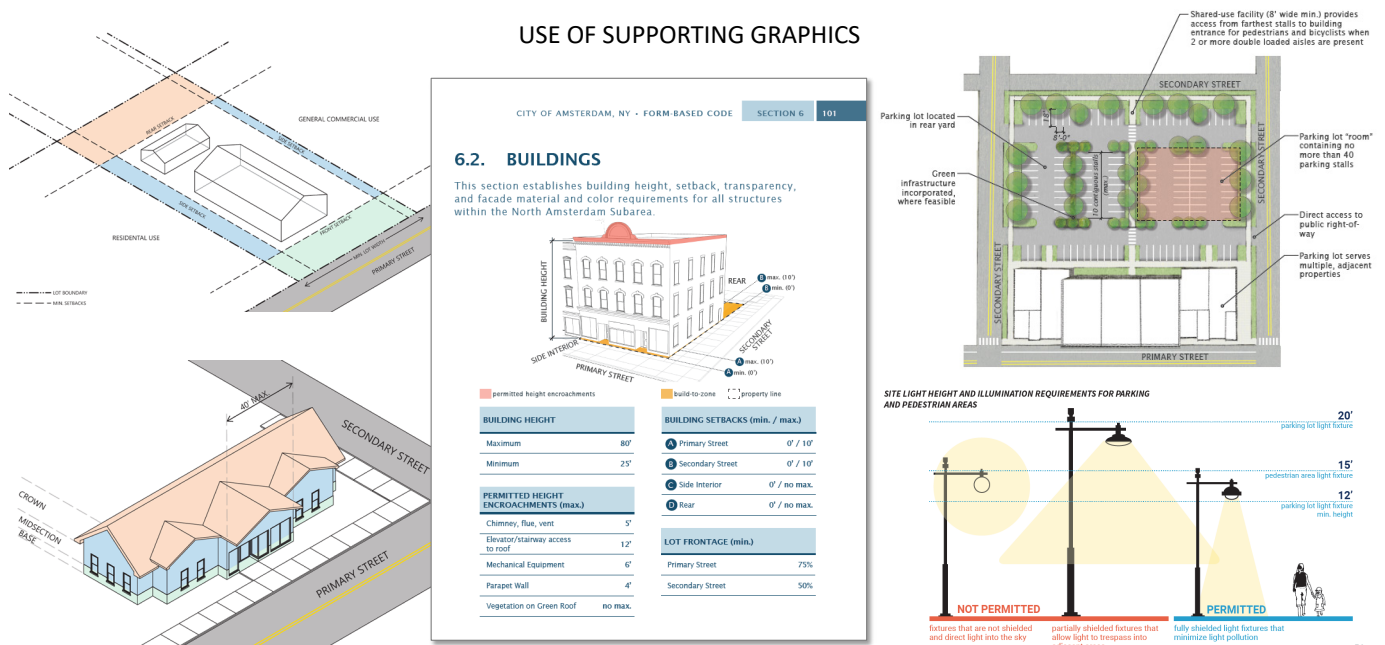
1. Key Issue & Opportunity Identification;
2. Guided Draft Development; and
3. Community Feedback Loop.

For a detailed list of deliverables to be provided throughout the course of the project, see the notes included in the project schedule.

Task 1. Project Initiation Meeting & Project Management

Our first meeting will be with Town officials to confirm the proposed scope and schedule. Also discussed in the meeting will be the preferred approach to project management, lines of communication, and an initial discussion of data and other information needs. We may schedule monthly check-in meetings with Town officials to discuss project progress or address any issues that may come up along the way. These meetings will be held virtually, unless otherwise coordinated between the Town and our team.

User-Friendly Format & Organization



51

We rely on tables, flowcharts, and graphics to foster a better understanding of the code requirements to a wide range of users.

LAND USE REGULATIONS + SMART GROWTH

This process is an opportunity to directly incorporate smart growth policies into the Town's land use regulations. Our team has extensive experience crafting regulatory tools that support the Smart Growth Network's ten basic principles, which also align with the Town's future land use goals and plan recommendations. These include:

1. Mixing land uses.
2. Taking advantage of compact building design.
3. Creating a range of housing opportunities & choices.
4. Creating walkable neighborhoods.
5. Fostering attractive communities with a strong sense of place.
6. Preserving open space, farmland, natural beauty, & critical environmental areas.
7. Strengthening & directing development to existing infrastructure.
8. Providing a variety of transportation choices.
9. Making development decisions predictable, fair, & cost effective.
10. Encouraging stakeholder collaboration in development decisions.



Task 2. Zoning Advisory Committee (ZAC) Meetings

Our approach to this project will be based on a close working relationship with our team, Town officials, and a designated Zoning Advisory Committee (ZAC). The size and makeup of the ZAC membership is at the discretion of the Town. For a code update, we typically recommend including an elected official, review board member(s), code enforcement staff, and community representation. Our team would be happy to assist the Town with the identification of appropriate committee members as part of Task 1.

It is anticipated that the designated ZAC will be involved in the development of the draft code and will review all deliverables prior to their public release. As a result, it is critical that we form a strong working relationship with the ZAC. Effective communication will be imperative. The sequencing of tasks allows this working relationship to be established during our first ZAC meeting. Once established, it will foster better project coordination and ensure that there is a common understanding of the path forward.

We have proposed a total of seven (7) meetings with the ZAC, of which at least four (4) will be held virtually. For the specific timing of ZAC meetings and how they align with key project milestones, refer to the project schedule.

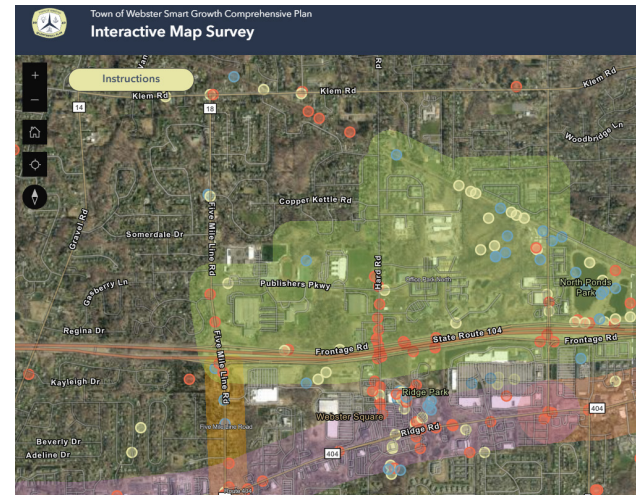
Task 3. Community Participation Plan & Project Webpage

One element required by the NYS DOS Smart Growth grant program is the completion of a Community Participation Plan (CPP). The CPP will identify the format, timing, and target audiences of all public outreach events, as well as the planned communication methods to be utilized throughout the project. To prevent duplication of effort and ensure a common understanding of responsibilities among Town officials and the consultant team, we will also outline preparation, facilitation, and management roles with respect to public engagement tasks and deliverables.

The CPP will outline a wide range of opportunities for community input. These will include both in-person and virtual tactics, which will allow for engagement beyond a single event, reaching a larger audience while still accommodating those less comfortable on digital platforms. The timing of each engagement tactic will align with key milestones in the project when sharing information and soliciting input is critical for shaping and revising the zoning code update.

Public outreach events and communication methods will also be coordinated with other ongoing Town efforts or events where feasible and appropriate. Specific engagement methods include:

- **Project Webpage** – This page will provide links to announcements, presentations and documents prepared during the planning process. It is anticipated the Town will create a project specific webpage on the existing Town of Manlius website. Our team will provide the Town with material needed to populate and maintain this webpage throughout the course of the project. This may include, but is not limited to, project information, graphics, draft documents, and topic area resources.
- **Public Information Meetings/Workshops** – At least two (2) public meetings. See Task 5 of this scope for details.
- **Stakeholder Meetings** – Up to three (3) stakeholder meetings. See Task 4 of this scope details.
- **Public Hearing** – One (1) public hearing. See Task 8 of this scope for details.
- **Communication Materials** – Unless otherwise noted in this scope of service, our team will prepare all necessary advertising material, such as print ads, press releases, social media posts, and email invitations for planned public engagement events.



For the Town of Webster, our team created an interactive map to get feedback on key land use issues and opportunities.

Task 4. Community Tour & Stakeholder Interviews

Community Tour

At the project start, our team will tour the Town with guidance from Town officials and/or ZAC members, visiting key sites, environmental features, hamlets, and other focus areas to get a sense of community character, land use, and development issues and opportunities at the ground level. During this tour our team will take photos of relevant buildings and properties for reference throughout the project.

Stakeholder Interviews

We will work with the ZAC to identify the key stakeholder groups to be engaged, such as residents, farm operators, landowners, business owners, Town Department heads, review board members, and other interest group representatives. These interviews will be held on the day of our community tour, our team will also set up meetings with local stakeholder groups to facilitate targeted discussions by topic area and interest. Virtual meetings or calls will be scheduled for those unable to meet during the day of our visit.



Task 5. Public Engagement Methods

We recommend conducting public meetings and surveys at two key stages of the project: 1) At project kick-off; and 2) Prior to formal consideration of the Draft Zoning Code by the Town Board. The anticipated timing of these meetings is outlined below and shown on the project schedule.

Public Kick-Off Meeting

A public kick-off meeting is a way to introduce the project, allow for participation at the earliest stages of the planning effort, and encourage residents to stay involved throughout the process. Our team will lead the preparation and facilitation of the public kick-off meeting. The exact format, agenda, and content will be determined based on input from Town officials and the ZAC, but we suggest the following elements:

- Overview of project process, timeline, and scope;
- Presentation of foundational zoning elements and primer on land use regulation sustainable development principles;
- Facilitation of an online survey
- Coordination of discussions, activity stations, or brainstorming sessions.

The public kick-off meeting will be held on the same day as or in tandem with the first ZAC meeting as the information presented and activities to be conducted will serve both audiences.

Conducting these meetings at the same time will also help reduce any potential budget or schedule limitations. With this time and budget savings, our team will also be able to launch an online version of the community survey, at the same time to allow for increased information sharing and participation in the weeks following the public kick-off meeting.

Community Survey

A community survey launched early in the process will help to solicit input on key land use issues and opportunities as well as community development preferences and priorities. Our team will help craft the most appropriate content and format for the survey. Some platform options include traditional written survey instruments, as well as surveys hosted on project webpages and social media. We find visual community preference surveys and/or interactive mapping provide great value to planning and zoning efforts. Presented in an engaging manner, these tools allow for the public to gain an understanding of the scope of the effort, while providing feedback on desirable future development character and site specific considerations.

Town Board Presentation(s) & Updates

During the draft zoning code development stage, it is anticipated that ZAC members will provide an update on project progress to the Town Board at one or more of their regularly scheduled meetings. Our team will provide the ZAC and Town officials with all presentation materials and deliverables necessary to conduct these updates. A member of our team may be available to attend the meeting virtually, if desired.

Public Workshop

Once the Draft Zoning Code and Map from Task 7 of this scope is prepared and posted for public review, our team will be responsible for the preparation and facilitation of a public workshop. The public workshop will allow community members to review the drafts in a setting that encourages dialogue and questions to learn more about the updated regulations in a relaxed and informal manner.

We anticipate developing several presentation boards as well as interactive activities to allow the community to provide direct input on the code and map. However, the ultimate timing, format, and presentation method of the workshop will be determined based on conversations with Town officials and the ZAC.

Task 6. Local Regulations Assessment & Recommendations Report

Our team will prepare an Assessment and Recommendations Report as a written summary of information gained in previous tasks. The purpose of this report will be to:

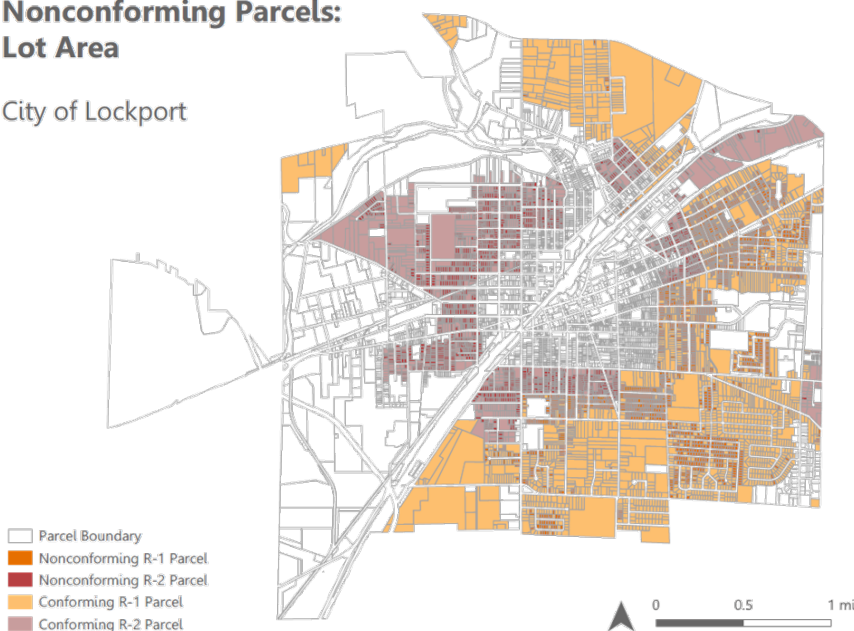
1. Summarize key land use implications from previous planning documents;
2. Provide context to the DOS Smart Growth principles as they relate to land use regulations;
3. Foster a common understanding of existing code issues and opportunities; and
4. Outline code amendment recommendations.

As part of the report, we will conduct a parcel analysis, identifying areas where the current code may not align with existing development patterns. For example, many communities have lot size requirements that create nonconforming lots. To understand community character, we will also assess the arrangement and pattern of land uses, such as residential densities. These analysis efforts will help identify necessary use, bulk, and dimensional requirement adjustments to reduce nonconformities and support the preservation of existing neighborhood character, where desired.

Example Parcel Analysis

Nonconforming Parcels: Lot Area

City of Lockport



MIN LOT AREA

R-1: 10,000 Square Feet

- 54% of R-1 are Nonconforming

R-2: 12,000 Square Feet

- 84% of R-2 are Nonconforming

The final section of the report will provide a preliminary outline of anticipated code revisions that will serve as a guide for Task 7 (Draft Code Regulations). Included in the report outline is the notation of all existing provisions, demonstrating how they may be reorganized and amended to better serve the Town. The Local Regulations Assessment and Recommendations Report will be reviewed and discussed at the second ZAC meeting.

Task 7. Draft Zoning Code Regulations

We typically approach the reorganization and revision of zoning sections under four main topic areas or parts as shown in the graphic below.



These parts are categorized to ensure all relevant regulatory provisions are easy to find and the overall code is easier to navigate. We recommend working through the code revisions beginning with Parts 2 and 3 as the content of those sections direct the necessary updates and revisions to Parts 1 and 4. For example, we won't know the extent of revisions needed to the code definitions in Part 1 until the bulk of the revised zoning code has been developed.

Preliminary District & Use Regulations

Utilizing the input from the public, stakeholders, Town officials, and ZAC in the previous tasks, as well as the recommendations of the Code Assessment, our team will prepare a preliminary draft of the revised zoning district framework. The proposed amendments to the districts and map will be dependent on the information obtained in previous tasks, but code elements typically reviewed and revised include:

- Base, Overlay, & Special Purpose Districts
- Permitted & Specially Permitted Uses
- Bulk & Dimensional Regulations
- Specified or Additional Use Requirements
- District Boundary Adjustments (zoning map revisions)

The preliminary district and use regulations are anticipated to be reviewed and discussed at the third and fourth ZAC meetings.

Preliminary Design & Development Regulations

Once the Preliminary District & Use Regulations are set, our team will provide updated development regulations for ZAC review. Based upon our experience, typical design and development regulations addressed include:

- Nonresidential Building & Site Design Requirements
- Landscaping & Screening Standards
- Off-Street Parking, Loading & Access Management Regulations
- Natural Resource Protections

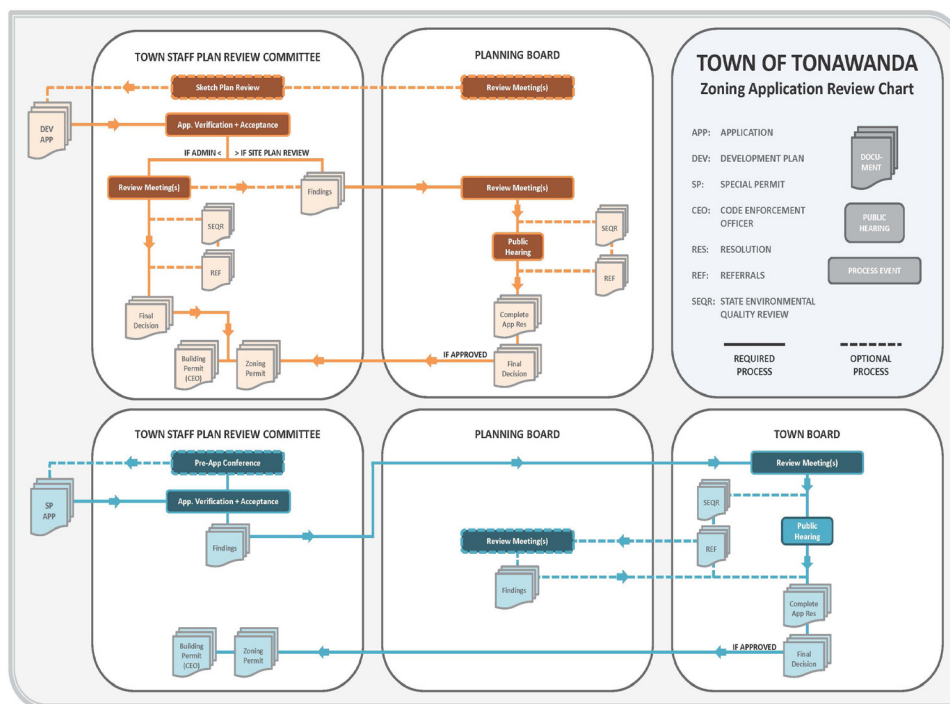
Due to the detailed nature of the development regulation sections, the review and discussion of draft material will be spread over the fifth and sixth ZAC meetings.

Preliminary Administrative & Review Procedures

It is unclear at this time how much effort will be required to update the administrative sections of the Town's zoning code. The results of the code assessment memo will help to inform much of this portion of the update. At a minimum, we anticipate working with the ZAC to identify opportunities to streamline the review process and clarify administration and enforcement provisions, including but not limited to:

- General Application Requirements
- Site Plan, Special Use Permit, & Other Relevant Development Review Processes
- Review Board Roles, Procedures, & Decision Criteria
- Nonconformities & Violations
- Definitions

Once the Preliminary Administrative and Review Procedures are drafted, they will be provided to the ZAC for their review. We will discuss this draft at our seventh meeting.



Our team can assist the Town with streamlining and visualizing review procedures with flowcharts like the example at left.

Draft Zoning Code & Map

For this task, we will compile all updated zoning code sections to form the first draft of the zoning code and map. Any further edits directed by the ZAC or Town staff will be incorporated into the document prior to being made available to the public for review and comment at the Public Workshop (outlined in Task 5).

Task 8. Review & Approval Process

SEQRA Compliance

We will assist with the completion of a full Environmental Assessment Form (EAF) as required by SEQRA. If determined to be necessary by the Town, our team can prepare a Generic Environmental Impact Statement (GEIS) for an additional fee.

County Planning Board Referral

The project team will prepare all materials necessary for the county referral process and work with the Town to ensure all steps are completed according to County policy and NYS General Municipal Law (GML) Section 239-m.

Public Hearing

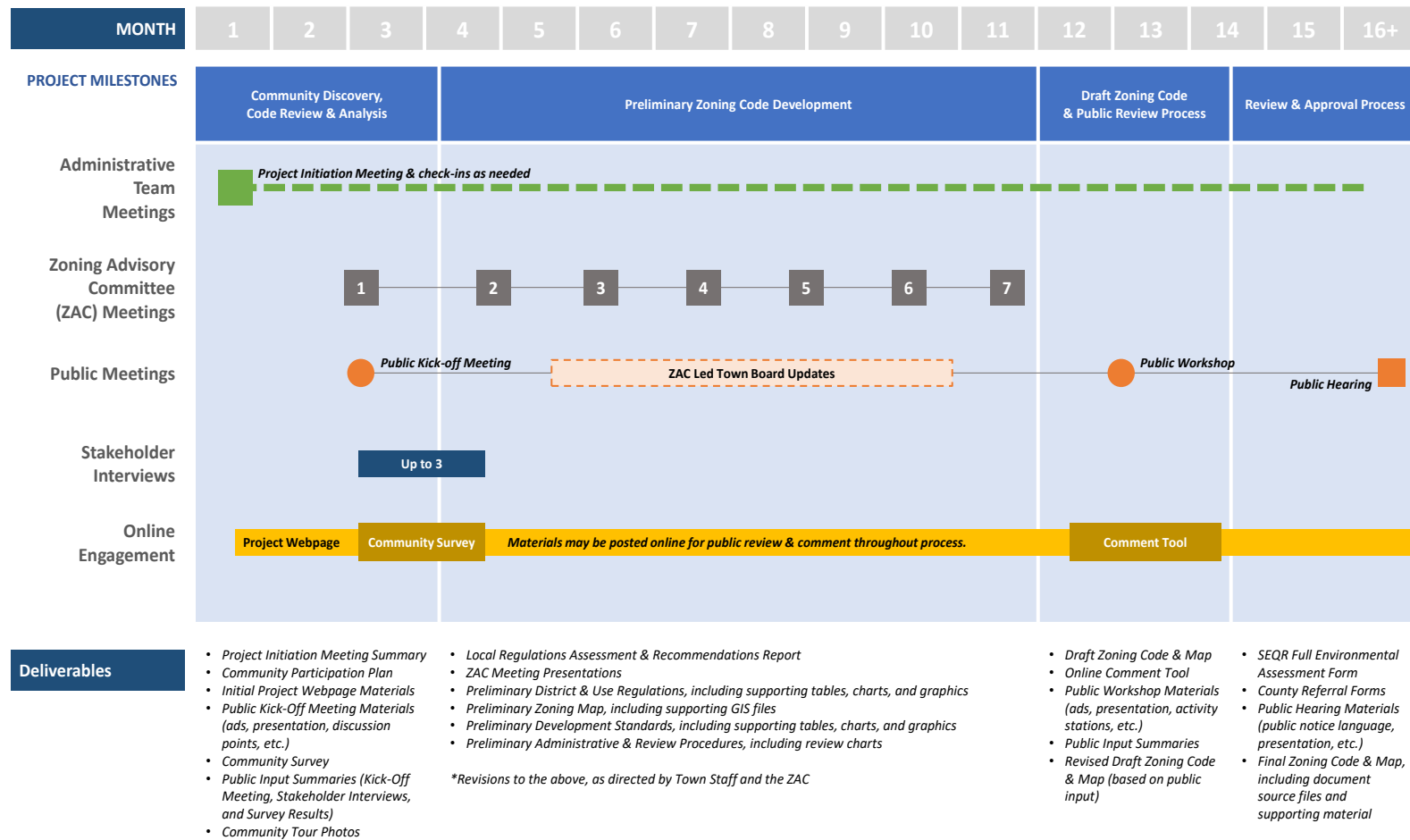
Our team will attend and facilitate one (1) public hearing held by the Town Board. The level of detail presented and format of meeting materials will be adjusted to suit the Board's preferences. The preparation of all notices and advertising of the public hearing will be the responsibility of the Town as required by NYS Law. Our team will rely on the Town Attorney to prepare the necessary local law for adoption of the code amendment to be consistent with Town procedure. We can provide guidance on specific language for the notices and/or local law, as necessary.

Final Zoning Code & Map

Once adopted, we will provide the Town with a clean version of the final Zoning Code and Map, along with all supporting document source files, graphics, and GIS data.

Project Schedule

Colliers Engineering & Design anticipates completing the scope of this project in as little as 16 months. This schedule may be considered flexible and subject to change depending on the Town of Manlius' needs.



Section 6

Cost Proposal

Budget

Technical Assumptions:

1. At least four (4) ZAC meetings will be held virtually.
2. The Public Kick-Off Meeting & Public Workshop in Task 5 will be held in person, unless otherwise directed by the Town.
3. SEQR in Task 8 includes the completion of a Full Environmental Assessment Form (EAF). The completion of an Environmental Impact Statement is not included.
4. Task 8 includes one (1) Public Hearing, which the consultant team will attend in-person.
5. The consultant team will make one (1) round of revisions for each deliverable.
6. Sustainable Planning Design will fulfill the 30% DBE goal. We propose a 30% WBE utilization, based on the grant awarded of \$108,000 rather than split the goal between a WBE and an MBE

	Principal Planner	Project Manager / Assistant	Planners	Sustainability / Designers	SPD (WBE)	
	Steinmetz	Gaudioso, Darcy	Playford, Kimber	Petti, Quigley	Harrington	
Task 1. Project Initiation Meeting & Project Management	2	16	0	0	2	\$3,670
Task 2. Zoning Advisory Committee (ZAC) Meetings	14	20	14	0	8	\$10,090
Task 3. Community Participation Plan & Project Webpage	0	12	12	0	18	\$6,570
Task 4. Community Tour & Stakeholder Interviews						
Community Tour	4	8	4	0	8	\$4,180
Stakeholder Interviews (up to 3)	2	8	8	0	6	\$3,930
Task 5. Public Engagement Methods						
Public Kick-Off Meeting	6	14	24	0	8	\$8,440
Community Survey	0	6	0	0	32	\$6,040
Public Workshop	6	20	26	0	8	\$9,790
Task 6. Local Regulations Assessment & Recommendations Report	0	16	30	8	28	\$12,510
Task 7. Draft Zoning Code Regulations						
Preliminary District & Use Regulations	2	18	28	8	20	\$11,840
Preliminary Development Regulations	2	24	28	22	20	\$15,090
Preliminary Administrative & Review Procedures	2	16	22	0	12	\$8,190
Draft Zoning Code & Map	2	18	16	8	20	\$10,220
Task 8. Review & Approval Process	4	12	2	0	20	\$6,490
Hours Subtotal (per team member)	46	208	214	46	210	
Team Member Hourly Rate (blended rates for Planners/Designers)	\$240	\$180	\$135	\$155	\$155	
Fee Subtotal (per team member)	\$11,040	\$37,440	\$28,890	\$7,130	\$32,550	
						Subtotal
						\$117,050
						Expenses
						\$1,750
PROJECT TOTAL						\$118,800



Colliers Engineering & Design is a leading, multi-discipline engineering and architecture, design and consulting firm servicing public and private sector clients nationwide.

For a full listing of our office locations, please visit colliersengineering.com

1 877 627 3772



Engineers • Architects • Planners • Surveyors • Inspectors • Interior Designers
Landscape Architects • Environmental Scientists • Project Managers

Professional Services Agreement

THIS AGREEMENT is entered into October ____, 2025, by and between the Town of Manlius (Town) at 301 Brooklea Drive, Fayetteville, New York 13066, United States and COLLIERS ENGINEERING & DESIGN, INC. and its Affiliate Entities (Consultant) at 101 Crawfords Corner Road, Suite 3400, Holmdel, NJ 07733 for the following project:

Project CFA 137278 Climate Smart Zoning Project

WITNESSETH:

WHEREAS the Town and Consultant have agreed upon the consideration in an amount not to exceed \$118,800 for professional services rendered for the project hereby presented as Exhibit A.

WHEREAS the Town did authorize the Supervisor and Town Board to enter into this written agreement at a regularly scheduled meeting of the Board on October ____, 2025.

NOW, THEREFORE, Consultant agrees to provide the professional services under the following terms and conditions.

1. The Town agrees to engage this Consultant and the Consultant agrees to perform the professional scope of services attached that shall be referred to as Exhibit A.
2. The Consultant shall perform all services to be performed hereunder or, in the event Consultant is unable to be present, by a Consultant competent in the field and duly licensed to practice in the State of New York.
3. The total approved contract amount for the project is \$118,800.

Vouchers or invoices may be rendered monthly for services performed. Such billings shall be due when rendered.

If the Town fails to make any payment due the Consultant for services or expenses within sixty days after receipt of a properly rendered statement, the amounts due the Consultant shall include a charge at the rate of 1-1/2 percent per month from said sixtieth day.

4. The Consultant shall secure and maintain Workmen's Compensation Insurance as required by Law and Liability Insurance as required to protect the Town, the Consultant and/or Consultant's associated firm and their employees and agents from claims for bodily injury, death or property damage which may arise from the performance of Consultant's services pursuant to this proposal. The limits of said Liability Insurance shall not be less than \$1,000,000 with \$1,000,000 excess liability coverage. Automotive liability coverage shall not be less than \$1,000,000 combined single limit and \$1,000,000 excess liability coverage. If requested, the Consultant shall provide Certificates of Insurance to the Town. Such certificates shall provide that the Town shall receive (10) days written notice prior to any cancellation or alteration of the policy limits.

The Consultant shall provide and maintain Professional Liability (Errors and Omissions) Insurance to protect the Consultant and/or Consultant's associated firm for claims which arise from the negligent performance of the Consultant pursuant to this Proposal. Unless higher limits are requested, the limits of said insurance shall be at least \$1,000,000 per claim/aggregate.

5. To the fullest extent permitted by law, **Town** shall indemnify, defend and hold harmless Consultant and its agents, officers, directors and employees, subcontracts or Consultants (herein for the remainder of this section collectively referred to as Consultant) from and against all claims, damages, losses and expenses, whether direct, indirect or consequential or punitive, including but not limited to fees and charges of attorneys and court and arbitration costs, arising out of or resulting from the services of Consultant or any claims against Consultant arising from the acts, omissions or work of others, unless it is proven in a court of competent jurisdiction that Consultant is guilty of negligence, gross negligence, or willful misconduct in connection with the services and such negligence, gross negligence, or willful misconduct was the sole cause of the damages, claims, and liabilities.

Town agrees to defend, indemnify and hold harmless Consultant from and against all claims, damages, losses and expenses, direct or indirect, and consequential damages, including but not limited to fees and charges of attorneys and court, and arbitration costs, brought by any person or entity, or claims against Consultant which arise out of, are related to, or are based upon, the actual or threatened dispersal, discharge, escape, release, or saturation of smoke, vapors, soot, fumes, acids, alkalis, toxic chemical, radioactive materials, liquids, gases, or any other material, upon it or into the surface or subsurface soil, water or watercourse, objects, or any tangible or intangible matter.

To the fullest extent permitted by law, such indemnification shall apply regardless of the fault, negligence breach of warranty or contract, or strict liability of Consultant. This indemnification shall not apply to claims, damages, losses, or expenses which are determined by a court of competent jurisdiction to be the sole result of negligence or willful misconduct by Consultant of obligations under this Agreement.

6. The services called for in the contract shall be provided commencing on October ____, 2025. Either the **Town** or Consultant can terminate this Agreement within 30 days of written notice served upon the Municipal Clerk, the **Town** Attorney and Consultant (Colliers Engineering & Design, Inc.) Any portion or clause of this Agreement that is deemed unenforceable shall be severed from this agreement with the surviving portion remaining in full force and effect.

7. In performing services, Consultant agrees to exercise professional judgment, made on the basis of the information available to Consultant, and to use the same degree of care and skill ordinarily exercised in similar circumstances and conditions by reputable Consultants performing comparable services in the same locality. This standard of care shall be judged as of the time the services are rendered, and not according to later standards. Reasonable people may disagree on matters involving professional judgement and, accordingly, a difference of opinion on a question of professional judgment shall not excuse a **Town** from paying for services rendered. NO OTHER REPRESENTATION OR WARRANTY, EXPRESSED OR IMPLIED, IS MADE.

8. The Consultant agrees all plans, specifications, reports, and other documents ordered by the **Town** and submitted to the **Town** shall remain the property of the **Town** for use by the **Town** in current or future programs. Unless the **Town** directs otherwise, the Consultant shall provide one (1) electronic copy of all project drawings and associated work products. All work and direct charges shall be billed as herein provided. The **Town** grants the Consultant a perpetual, irrevocable, royalty free, non-transferable, nonexclusive license to use the documents, specifications, reports, or other material without restriction.

9. All documents including drawings and specifications prepared by the Consultant pursuant to this Agreement are instruments of service with respect of the project. They are not intended or represented to be suitable for reuse by

Town or others on extensions of the project or on any other project. Any reuse without written verification or adaptation by Consultant for the specific purpose intended will be at **Town's** sole risk, with no liability or legal exposure to Consultant; and **Town** shall indemnify and hold harmless Consultant from all claims, damages, losses, and expenses including attorney's fees arising out of or resulting therefrom. Any such verification or adaptation will entitle Consultant to further compensation at rates to be agreed upon by **Town** and Consultant.

10. Consultant shall not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, or sex. Consultant will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, or sex.

11. This Agreement shall be governed by the laws of the State of **New York** .

12. Consultant shall not be responsible for the delays caused by factors beyond its reasonable control, including but not limited to delay due to accidents, an act of God, fire, pandemics, hurricane, flood, explosions, strike, boycott or other labor dispute, failure of the **Town** to furnish timely information or approval or disapproval of Consultant's services or work product, delays caused by faulty performance by the **Town** or contractors of any level, or by acts of Government, which, in the opinion of Consultant, could not have been reasonably foreseen. Any such delay will entitle Consultant to an extension of time in performing its Services. If there is any increase in the total cost of providing Services by reason of any such delay, Consultant will notify **Town** of particulars, and the **Town** agrees that Consultant shall not be responsible for damages, nor shall Consultant be deemed in default of this Agreement.

The fees quoted in this proposal assume that upon authorization, this project will commence through to completion without a stop work order from the **Town**. Should a stop work order be received from the **Town** before completion of the project or any task, additional fees may be required to restart the project.

[Signatures to follow]

WITNESS OR ATTEST:

Town of Manlius

Name: Carrie Grevelding

Name: John T. Deer

WITNESS OR ATTEST:

COLLIERS ENGINEERING & DESIGN, INC.

Name

Name

EXHIBIT A

PROJECT BUDGET

EXHIBIT B

SCOPE OF SERVICES

ESTIMATE

To

**Christopher Pecht Director of Facilities Building
Maintenance Town of Manlius**

315 6373414
cpecht@townofmanlius.org
301, Brooklea Drive
Fayetteville, NY
13066

Estimate Number

241

Date

Oct 08, 2025

Item	Quantity	Price	Total
seasonal snow shoveling	1	\$155.00	\$155.00
	Total:		\$155.00

here goes a hard copy estimate this estimate reflects a seasonal snow shoveling project at your commercial building in Fayetteville manlius the scope of the project would involve shoveling all snow off the main entrance sidewalk the front entrance points this would also include snow shoveling the rear side of the building of the common walkways entrance points this is for the whole season in this one estimate reflects a per visit meaning this is the pricing for every visit we stop out for the director of the buildings request we would stop out every time it snows 3 inches or more this also includes throwing down bagged calcium or magnesium chloride which would dissolve ice buildup slush and increase traction for more smoother pedestrian traffic along the concrete walkways we are directed to shovel all the snow towards the building in the existing landscaping beds and not in way of entranceway glass points or any areas that would obstruct or create hazardous for staff or people entering the town hall the scope of the work would be done prior to the staff or any one entering the building we are also on call and the service can be done more than once per day if needed depending on the weather



Rashad Marquez
6551 canton street
315 766 8792

MINUTES
TOWN BOARD
October 8, 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/1VCikFfDIJE?si=Wujvz6ONgtUAdarT>
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. William Wolfe, Town Attorney. Jason Cassalia, Chief of Police. Ann Oot, Town Manager. Kay Blythe, Assistant Town Manager. Rob Cushing, Highway Superintendent. Maria Lenway, Comptroller.

1. Attendees

In-Person Meeting Attendees: Ross Hoham, Manlius Fire Department. Bobby Schepp, Village of Minoa. Craig Dudczak, Fayetteville. Donald Grevelding, Minoa Fire Department. Tim Decker, Minoa Fire Department. Trevor VanAuken, Minoa Fire Department. Dave Matthes Jr, Minoa Fire Department. Dan Aiello, Fayetteville. Robyn Aiello, Fayetteville. Lisa Devona, Village of Minoa. Bill Brazill, Village of Minoa. Hank Chapman, Village of Manlius. Matt Denton, Manlius. Mark Matt, Fayetteville. Mary Karpinski, Manlius. Mike Friend, Manlius. Catherine Tomczyk, Fayetteville. Susan Cain, East Syracuse. Todd Cain, East Syracuse. Mike Small, Village of Fayetteville. Melanie Amodio, East Syracuse. Pan Janack, East Syracuse. Kim Shambaugh, East Syracuse. Troy Shambaugh, East Syracuse.

Virtual Meeting Attendees: Cheryl Matt. Ed Visser. Keith Sturley. Tom Bassett. Gregg Grates.

2. 6:30 PM - The Pledge of Allegiance

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

3. 6:32 PM – Open Podium

Craig Dudczak of Fayetteville discussed the most recent blast from Kinsella Quarry. Mr. Dudczak advised that the notification from Kinsella did go out to its list but believes the Town should continue to work on a broader notification.

Matt Denton of Manlius discussed the budget and urged the Board to review the budget line by line.

4. 6:37 PM – Proclamation - National Ageism Awareness Day October 9, 2025

Councilor Gonzalez-McCurdy read a proclamation from the Board declaring October 9, 2025, National Ageism Awareness Day.

5. 6:39 PM – Update - Town Highway Garage Additions and Renovations Project

Gregg Grates with CHA gave an update on the progress for the Town Highway Garage Additions and Renovations Project.

6. 6:47 PM – Public Hearing - Fayetteville Fire Contract 2026

Councilor Bollinger made a motion, Seconded by Councilor Gonzalez-McCurdy, to waive the reading of the public notice.

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

Nays: 0 All in Favor Motion Carries.

Councilor Bollinger made a motion, Seconded by Councilor Gonzalez-McCurdy, to open the public hearing.

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

Nays: 0 All in Favor Motion Carries.

Chief Hildreth was present for the Village of Fayetteville to explain the increase in budget for 2026 and answer questions from the board.

Councilor Bollinger made a motion, Seconded by Councilor Gonzalez-McCurdy, to close the public hearing at 6:56 PM.

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

Nays: 0 All in Favor Motion Carries.

Councilor Bollinger made a motion, Seconded by Councilor Nesci, to authorize the Supervisor to sign the 2026 Fayetteville Fire Protection District contract for the calendar year of 2026 in the amount of \$2,480,026.

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

Nays: 0 All in Favor Motion Carries.

7. 6:57 PM – Public Hearing - Minoa Fire Contract 2026

Councilor Nicholson made a motion, Seconded by Councilor Bollinger, to waive the reading of the public notice.

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

Nayes: 0 All in Favor Motion Carries.

Councilor Nicholson made a motion, Seconded by Councilor Bollinger, to open the public hearing.

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

Nayes: 0 All in Favor Motion Carries.

Mayor Brazill was present for the Village of Minoa to explain the budget for 2026 and answer questions from the board.

Councilor Nicholson made a motion, Seconded by Councilor Bollinger, to close the public hearing at 7:16 PM.

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

Nayes: 0 All in Favor Motion Carries.

Councilor Nicholson made a motion, Seconded by Councilor Bollinger, to authorize the Supervisor to sign the 2026 Minoa Fire Protection District contract for the calendar year of 2026 in the amount of \$1,427,988.

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

Nayes: 0 All in Favor Motion Carries.

8. 7:16 PM – Public Hearing - Manlius Fire Contract 2026

Councilor Italiano made a motion, Seconded by Councilor Nesci, to waive the reading of the public notice.

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 Bollinger, to open the public hearing.

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

Nayes: 0

All in Favor

Motion Carries.

Mayor Chapman & Captain Hoham were present for the Village of Manlius to explain the budget for 2026 and answer questions from the board.

Dan Aiello of Fayetteville inquired about the cost and where the money goes when the ambulance goes mutual aid into the city.

Councilor Italiano made a motion, Seconded by Councilor Bollinger, to close the public hearing at 7:33 PM.

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 authorize the Supervisor to sign the 2026 Manlius Fire Protection District contract for the calendar year of 2026 in the amount of \$2,183,428.74.

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

Nayes: 0

All in Favor

Motion Carries.

9. 7:34 PM – Land Acknowledgement

Councilor Bollinger read a statement announcing that the Town is part of the traditional land of the Onondaga Nation.

10. 7:35 PM – Fremont Meadows – Entry

Councilor Italiano made a motion, Seconded by Councilor Nicholson, to authorize the Highway Superintendent to coordinate with the Tree Commission to remove and replace plantings at the entry to Fremont Meadows.

Ayes: Supervisor Deer, Councilor Bollinger, Councilor Italiano, Councilor Kriesel, Councilor Nicholson

Abstained: Councilor Nesci, Councilor Gonzalez-McCurdy

Nayes: 0

Motion Carries

11. 7:39 PM – Dog Control - 2026 SPCA Contracts

Councilor Italiano made a motion, Seconded by Councilor Nesci, to authorize the Supervisor to sign the agreement with CNYSPCA for Dog Control Services for a period of 3 years effective January 1, 2026, and expiring December 31, 2028, as amended.

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 authorize the Supervisor to sign the agreement with CNYSPCA for Animal Cruelty Services for a period of 3 years effective January 1, 2026 and expiring December 31, 2028.

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

Nayes: 0 All in Favor Motion Carries.

12. 7:43 – Handbook - New Policies

Councilor Italiano made a motion, seconded by Councilor Nesci, to approve the Longevity Pay Policy effective January 1, 2026.

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

Nayes: Councilor Nicholson Motion Carries

Councilor Bollinger made a motion, seconded by Councilor Italiano, to approve the Bridge to Medicare Policy effective January 1, 2026.

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

Abstained: Councilor Gonzalez-McCurdy Nayes: 0 Motion Carries

13. 7:44 PM – Employee Handbook- TABLED

14. 7:45 PM - Board of Ethics – Members

Councilor Nicholson made a motion, seconded by Councilor Bollinger to accept the resignation of Kristine Kinsella-Zettler from the Board of Ethics - effective 10/30/25.

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

Nayes: 0 All in Favor Motion Carries

Councilor Nicholson made a motion, seconded by Councilor Bollinger to appoint Mary L. Karpinski to the Board of Ethics - effective 10/31/25.

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

Nayes: 0 All in Favor Motion Carries

15. 7:46 PM - Town Facility Updates - RFP Approval

Councilor Gonzalez-McCurdy made a motion, seconded by Councilor Nesci to authorize the publication of the RFP for the Implementation of a Town Facility and Public Engagement Project.

Ayes: Councilor Bollinger, Councilor Italiano, Councilor Kriesel, Councilor Nesci, Councilor Gonzalez-McCurdy

Nayes: Supervisor Deer, Councilor Nicholson

Motion Carries

16. 7:48 PM – Budget Items

Councilor Nicholson made a motion, seconded by Councilor Nesci to approve the budget modification from account A00 5.3120.100 Personal Services to account A00 5.3120.200 Equipment in amount of \$166,176.

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

Nayes: 0

All in Favor

Motion Carries

Councilor Nicholson made a motion, seconded by Councilor Nesci to approve the budget modification from account A00 5.3120.100 Personal Services to account A00 5.3120.200 Equipment in amount of \$52,000.

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

Nayes: 0

All in Favor

Motion Carries

Councilor Nicholson made a motion, seconded by Councilor Nesci to approve the budget modification from account A00 5.3120.100 Personal Services to account A00 5.3120.412 Repairs in amount of \$69,960.

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

Nayes: 0

All in Favor

Motion Carries

Councilor Nicholson made a motion, seconded by Councilor Nesci to approve the budget modification from account A00 5.3120.100 Personal Services to account A00 5.3120.201 Vehicle Equipment in amount of \$29,254.

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

Nayes: 0

All in Favor

Motion Carries

Councilor Nicholson made a motion, seconded by Councilor Bollinger, to approve the budget increases as presented by the Town Comptroller.

A00 4.1081 Other Payments in Lieu of Tax \$7,854.44
A00 4.1255 Clerk Fees \$422.96
A00 4.2001 Park & Rec Charges 18,797.37
A00 4.2350 Youth Services Recreation \$2,634
A00 4.2401 Earned Interest \$112,707.26
A00 4.2770 Unclassified Revenue \$730.65
A00 4.3820 Youth Programs \$3,283
A00 5.5132.449 Maintenance Building \$25,161.14
B00 4.2115 Planning Board Fees \$1,500
B00 4.2655 Zoning Board Compliance Letters \$60
CM1 4.205.92 Donations \$100
SF3 4.1001 Real Property Taxes \$37.64
W90 4.2401 Earned Interest \$9.63
W90 5.8340.400 Contractual \$24.86

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

Nayes: 0 All in Favor Motion Carries

Councilor Nicholson made a motion, seconded by Councilor Bollinger to approve the additions as presented by the Town Comptroller.

A00 4.2655 Minor Sales \$270.57

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

Nayes: 0 All in Favor Motion Carries

17. 7:50 PM – Other Business

Councilor Italiano announced that the Recreation Department will be holding Wicked Woods at Green Lakes State Park on October 18, 2025. She also announced that Fayetteville Fire Department would be holding an open house on October 11, 2025, from 10AM-2PM.

18. 7:50 PM – Budget Workshop – October 29, 2025

Councilor Bollinger made a motion, seconded by Councilor Italiano, to set a date for a Budget Workshop on October 29, 2025, at 5:30 PM.

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

Nayes: 0

All in Favor

Motion Carries

19. 7:53 PM - Supervisor's Reports for September 2025

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

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

Nayes: 0

All in Favor

Motion Carries

20. 7:53 PM – Approval of Minutes- September 24, 2025

Councilor Italiano made a motion, seconded by Councilor Nesci, to approve the minutes from September 24, 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

21. 7:53 PM – Approval Abstract #19

Councilor Bollinger made a motion, seconded by Councilor Nicholson, to approve abstract #19 in the amount of \$1,313,902.07.

TOWN OF MANLIUS Fund Summary Abstract #19 - 2025		
<u>CODE</u>	<u>FUND</u>	<u>TOTALS</u>
A	General Fund Townwide	\$278,618.56
B	General Fund Part Town	\$9,780.79
DA	Highway Fund Townwide	\$46,616.32
DB	Highway Funds Part Town	\$672,804.08
SR1	Trash	\$250.99
SR2	Brush	\$250.99
SL1	Overhead Lighting	\$1,847.00
SL2	Underground Lighting	\$2,762.71
SL3	Entry Lighting	\$131.32
SL4	Garden Park Lighting	\$825.62
SL5	Ratnour Bridge Lighting	\$2,839.19
SW3	Skyridge Water District	\$296,100.50
TA2	Trust & Agency - Other	\$1,074.00
Total		\$1,313,902.07

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 Nesci and seconded by Councilor Italiano the Board voted unanimously to adjourn regular session at 7:55 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	1,915.91
A00-1620	Buildings	47.96
A00-3120	Police	65.37
A00-7310	Recreation	200.96

A00 TOTAL	General Fund Townwide	2,230.20
DA0-5130	Machinery	958.20
DA0-5142	Snow Removal	969.48

DA0 TOTAL	Highway Fund Townwide	1,927.68
DB0-5110	General Repairs	1,476.00

DB0 TOTAL	Highway -Part Town	1,476.00

** TOTAL **		5,633.88

** DEPARTMENT TOTALS **

ACCT	NAME	AMOUNT
A00	NON-DEPARTMENTAL	1,540.00
A00-1010	Town Board	572.94
A00-1110	Justices	103.88
A00-1220	Supervisor	57.22
A00-1330	Receiver of Taxes	108.36
A00-1410	Town Clerk	136.39
A00-1620	Buildings	89.00
A00-1670	Central Printing	1,740.51
A00-3120	Police	30,027.37
A00-5132	Garage	264.88
A00-7310	Recreation	265.52

A00 TOTAL	General Fund Townwide	34,906.07
DA0-5130	Machinery	3,720.43
DA0-5140	Brush & Weeds	8,400.00
DA0-5142	Snow Removal	3,996.74

DA0 TOTAL	Highway Fund Townwide	16,117.17
DB0-5110	General Repairs	13,898.61

DB0 TOTAL	Highway -Part Town	13,898.61
SD3-8540	Drainage	1,700.00

SD3 TOTAL	Consolidated Drainage #3	1,700.00
SW3-8310	Water Administration	30,111.68

SW3 TOTAL	Skyridge Water District	30,111.68

** TOTAL **		96,733.53

** DEPARTMENT TOTALS **

ACCT	NAME	AMOUNT
A00	NON-DEPARTMENTAL	514,665.48
A00-1440	Engineer	617.50
A00-1620	Buildings	10,226.35
A00-1640	Central Garage	1,855.53
A00-3120	Police	103.50
A00-5132	Garage	29,025.22
A00-9045	Employee Benefits	425.50
A00-9061	Employee Benefits	1,850.00

A00 TOTAL	General Fund Townwide	558,769.08
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

** TOTAL **		794,517.46

** DEPARTMENT TOTALS **

ACCT	NAME	AMOUNT
A00-1440	Engineer	7,993.38
A00-3120	Police	333.56
A00-9061	Employee Benefits	700.00

A00 TOTAL	General Fund Townwide	9,026.94
B00-8020	Planning	467.50

B00 TOTAL	General Fund Part Town	467.50
SW3-8310	Water Administration	45,941.53

SW3 TOTAL	Skyridge Water District	45,941.53
TA2	NON-DEPARTMENTAL	637.50

TA2 TOTAL	Trust & Agency - Other	637.50

** TOTAL **		56,073.47

** DEPARTMENT TOTALS **

ACCT	NAME	AMOUNT
A00	NON-DEPARTMENTAL	104.39
A00-1620	Buildings	26,798.67
A00-1670	Central Printing	1,263.76

A00 TOTAL	General Fund Townwide	28,166.82
DA0-5142	Snow Removal	149.20

DA0 TOTAL	Highway Fund Townwide	149.20

** TOTAL **		28,316.02