

**ORGANIZATIONAL MEETING MINUTES
TOWN BOARD
January 6, 2016**

The Town of Manlius Town Board assembled at the Town Hall, 301 Brooklea Drive, Fayetteville, New York, with Supervisor Edmond Theobald presiding and the following Board members present:

John R. Loeffler, Councilor
David M. Marnell, Sr., Councilor
Nicholas J. Marzola, Councilor
Vincent Giordano, Councilor
Karen Green, Councilor
Richard Rossetti, Councilor

The following Town Officers were present:

Tim Frateschi, Attorney for the Town	Allison A. Edsall, Town Clerk
Fran Marlowe, Manlius Police Chief	Rob Cushing, Highway Superintendent
Ann Oot, Town Manager	Doug Miller, Engineer for the Town

Other persons attending: Ellen & Mike McGrew

1. The Pledge of Allegiance

Supervisor Theobald, called the meeting to order at 7:00 pm. Town Manager Oot led the Pledge of Allegiance. Supervisor Theobald welcomed everyone and thanked all for attending.

2. Secretary to the Supervisor

Councilor Giordano made a motion, seconded by Councilor Rossetti, to appoint Valerie Capriotti secretary to the Supervisor effective January 12, 2016

Ayes: Supervisor Theobald, Councilor Giordano, Councilor Green, Councilor Marnell, Councilor Marzola, Councilor Loeffler, Councilor Rossetti

Nays: 0 All in Favor. Motion Carries.

3. Zoning Board of Appeals Appointment

Councilor Giordano made a motion, seconded by Councilor Marnell, to appoint T. R. Schepp to the Zoning Board of Appeals for a 5 years term expiring 12/31/2020

Ayes: Supervisor Theobald, Councilor Giordano, Councilor Green, Councilor Marnell, Councilor Marzola, Councilor Loeffler, Councilor Rossetti

Nays: 0 All in Favor. Motion Carries.

4. Zoning Board of Appeals Chairman Appointment

Councilor Green made a motion, seconded by Councilor Giordano, to appoint Henry McIntosh as the Zoning Board Chairman for a 1 year term expiring 12/31/2016

Ayes: Supervisor Theobald, Councilor Giordano, Councilor Green, Councilor Marnell, Councilor Marzola, Councilor Loeffler, Councilor Rossetti

Nayes: 0

All in Favor.

Motion Carries.

5. Planning Board Chairman Appointment

Councilor Giordano made a motion, seconded by Councilor Rossetti, to appoint Susan Moliski as the Planning Board Chairman for a 1 year term expiring 12/31/2016

Ayes: Supervisor Theobald, Councilor Giordano, Councilor Green, Councilor Marnell, Councilor Marzola, Councilor Loeffler, Councilor Rossetti

Nayes: 0

All in Favor.

Motion Carries.

6. Planning Board Appointment

Councilor Rossetti made a motion, seconded by Councilor Marnell, to appoint Fred Gilbert to the Planning Board for 7 year term expiring 12/31/2022

Ayes: Supervisor Theobald, Councilor Giordano, Councilor Green, Councilor Marnell, Councilor Marzola, Councilor Loeffler, Councilor Rossetti

Nayes: 0

All in Favor.

Motion Carries.

7. Planning and Zoning Board Attorney

Councilor Green made a motion, seconded by Councilor Loeffler, to appoint Frateschi Law Firm as the Attorney for the Planning Board and Zoning Board, and authorize the Town Supervisor to enter into a contract.

Ayes: Supervisor Theobald, Councilor Giordano, Councilor Green, Councilor Marnell, Councilor Marzola, Councilor Loeffler, Councilor Rossetti

Nayes: 0

All in Favor.

Motion Carries.

8. Engineer for the Town

Councilor Loeffler made a motion, seconded by Councilor Marzola, to appoint Miller Engineering as the Town Engineer and authorize the Town Supervisor to enter into a contract.

Ayes: Supervisor Theobald, Councilor Giordano, Councilor Green, Councilor Marnell, Councilor Marzola, Councilor Loeffler, Councilor Rossetti

Nayes: 0

All in Favor.

Motion Carries.

9. Attorney of the Town Appointment

Councilor Marnell made a motion, seconded by Councilor Green, to appoint Frateschi Law Firm, as attorney for the Town and authorize the Town Supervisor to enter into a contract.

Ayes: Supervisor Theobald, Councilor Giordano, Councilor Green, Councilor Marnell, Councilor Marzola, Councilor Loeffler, Councilor Rossetti

Nayes: 0 All in Favor. Motion Carries.

10. Town Account Appointment

Councilor Marzola made a motion, seconded by Councilor Giordano, to appoint Matthew Dunn Town Account and authorize the Town Supervisor to enter into a contract.

Ayes: Supervisor Theobald, Councilor Giordano, Councilor Green, Councilor Marnell, Councilor Marzola, Councilor Loeffler, Councilor Rossetti

Nayes: 0 All in Favor. Motion Carries.

11. Town Information Technology Services Appointment

Councilor Marzola made a motion, seconded by Councilor Loeffler, to appoint Garam Group and authorize the Town Supervisor to enter into a contract.

Ayes: Supervisor Theobald, Councilor Giordano, Councilor Green, Councilor Marnell, Councilor Marzola, Councilor Loeffler, Councilor Rossetti

Nayes: 0 All in Favor. Motion Carries.

12. Marriage Officer Appointment

Councilor Rossetti made a motion, seconded by Councilor Green, to appoint Allison Edsall as the Marriage Officer for the Town.

Ayes: Supervisor Theobald, Councilor Giordano, Councilor Green, Councilor Marnell, Councilor Marzola, Councilor Loeffler, Councilor Rossetti

Nayes: 0 All in Favor. Motion Carries.

13. Records Officer Appointment

Councilor Rossetti made a motion, seconded by Councilor Giordano, to appoint Allison Edsall as the Records Officer for the Town.

Ayes: Supervisor Theobald, Councilor Giordano, Councilor Green, Councilor Marnell, Councilor Marzola, Councilor Loeffler, Councilor Rossetti

Naves: 0 All in Favor. Motion Carries.

14. Safety Coordinator Appointment

Councilor Giordano made a motion, seconded by Councilor Green, to appoint William Miller as Safety Coordinator at a rate of \$1000 annually.

Ayes: Supervisor Theobald, Councilor Giordano, Councilor Green, Councilor Marnell, Councilor Marzola, Councilor Loeffler, Councilor Rossetti

Nayes: 0 All in Favor. Motion Carries.

15. Historian Appointment

Councilor Marnell made a motion, seconded by Councilor Green, to appoint Barbara Rivette as Town Historian.

Ayes: Supervisor Theobald, Councilor Giordano, Councilor Green, Councilor Marnell, Councilor Marzola, Councilor Loeffler, Councilor Rossetti

Nayes: 0 All in Favor. Motion Carries.

16. Deputy Supervisor Appointment

Councilor Giordano made a motion, seconded by Councilor Rossetti, to appoint Councilor Loeffler as Deputy Town Supervisor.

Ayes: Supervisor Theobald, Councilor Giordano, Councilor Green, Councilor Marnell, Councilor Marzola, Councilor Loeffler, Councilor Rossetti

Nayes: 0 All in Favor. Motion Carries.

17. Health Insurance Split

Councilor Marnell made a motion, seconded by Councilor Marzola, to approve the health insurance premium split for non-collective bargaining unit members as 84% paid by the Town and 16% paid by the employee, and for the Town Board and Justices (active and retired) the health insurance premium split at 55% (Town) 45% (employee/retiree).

Ayes: Supervisor Theobald, Councilor Giordano, Councilor Green, Councilor Marnell, Councilor Marzola, Councilor Loeffler, Councilor Rossetti

Nayes: 0 All in Favor. Motion Carries

18. Board Rules and Procedures

Naves: 0 All in Favor. Motion Carries.

Naves: 0 All in Favor. Motion Carries.

Naves: 0 All in Favor. Motion Carries.

Naves: 0 All in Favor. Motion Carries.

22. Association of Towns Spending Limit

Councilor Giordano made a motion, seconded by Councilor Rossetti, to set the maximum reimbursement limit for the Association of Towns annual meeting as follows: Meals at \$35 per day with receipts, plus hotel, registration fee and bus fee \$80 maximum for other travel expenses)

Ayes: Supervisor Theobald, Councilor Giordano, Councilor Green, Councilor Marnell, Councilor Marzola, Councilor Loeffler, Councilor Rossetti

Nayes: 0 All in Favor. Motion Carries.

23. Delegate to the Association of Towns' Annual Meeting

Councilor Green made a motion, seconded by Councilor Loeffler to appoint Edmond Theobald as delegate to the Association of Towns' Annual meeting and David Marnell as an alternate delegate.

Ayes: Supervisor Theobald, Councilor Giordano, Councilor Green, Councilor Marnell, Councilor Marzola, Councilor Loeffler, Councilor Rossetti

Nayes: 0 All in Favor. Motion Carries.

24. Reimbursement for meals when Traveling on behalf of the Town

Councilor Marzola made a motion, seconded by Councilor Marnell to set the reimbursement for meals when traveling on behalf of the Town as Follows: \$35/per day for all meals with receipts

Ayes: Supervisor Theobald, Councilor Giordano, Councilor Green, Councilor Marnell, Councilor Marzola, Councilor Loeffler, Councilor Rossetti

Nayes: 0 All in Favor. Motion Carries.

25. Holidays

Councilor Rossetti made a motion, seconded by Councilor Marnell to approve the following holidays as official Town holidays:

New Year's Day	Friday, January 1, 2016
Martin Luther King Day	Monday, January 18, 2016
Presidents' Day	Monday, February 15, 2016
Good Friday (1/2 day)	Friday, March 25, 2016
Memorial Day	Monday, May 30, 2016
Independence Day	Monday, July 4, 2016
Labor Day	Monday, September 5, 2016
Columbus Day	Monday, October 10, 2016
Veterans' Day	Friday, November 11, 2016
Thanksgiving Day	Thursday, November 24, 2016
Day after Thanksgiving	Friday, November 25, 2016
Christmas Day	Monday, December 26, 2016

Ayes: Supervisor Theobald, Councilor Giordano, Councilor Green, Councilor Marnell, Councilor Marzola, Councilor Loeffler, Councilor Rossetti

Nays: 0

All in Favor.

Motion Carries.

26. Committee and Department Liaison Assignments

Councilor Loeffler made a motion, seconded by Councilor Giordano to approve the following committee and liaison assignments:

<u>Committee</u>	<u>Chairperson</u>	<u>Member</u>
Budget & Finance	Nick Marzola	John Loeffler
Buildings and Grounds	Vince Giordano	Rich Rossetti
Community & Economic Development/Chamber of Commerce	Karen Green	John Loeffler
Consolidation & Intermunicipal Cooperation Task Force	David Marnell, Sr.	Vince Giordano
Fire & EMS	Nick Marzola	Vince Giordano
Libraries	David Marnell, Sr.	
Recreation/Community Events	Karen Green	Vince Giordano
Personnel & Employee Relations	David Marnell, Sr.	Rich Rossetti
Professional Services	Nick Marzola	David Marnell, Sr.
Technology	Nick Marzola	John Loeffler
Police Committee	John Loeffler	Karen Green

Motion to approve the following Liaison assignments:

Assessor	David Marnell, Sr.
Highway	Nick Marzola
Planning & Development	Vince Giordano
Police	John Loeffler and Karen Green
Recreation	Karen Green
Town Clerk	Rich Rossetti
Receiver of Taxes	Karen Green

Ayes: Supervisor Theobald, Councilor Giordano, Councilor Green, Councilor Marnell,
Councilor Marzola, Councilor Loeffler, Councilor Rossetti

Nayes: 0

All in Favor.

Motion Carries.

27. Banks

Councilor Marzola made a motion, seconded by Councilor Marnell to approve the following
list of official banks:

M&T Bank
Key Bank of New York
NBT
Pathfinder Bank
First Niagara
Investments – Savings & Certificate of Deposit
A model investment policy was adopted 11/26/97

Ayes: Supervisor Theobald, Councilor Giordano, Councilor Green, Councilor Marnell,
Councilor Marzola, Councilor Loeffler, Councilor Rossetti

Nayes: 0

All in Favor.

Motion Carries.

28. Veterinary Services Contract

Councilor Rossetti made a motion, seconded by Councilor Green to authorize Town
Supervisor to enter into a contract for veterinary services with Dr. Chapman.

Ayes: Supervisor Theobald, Councilor Giordano, Councilor Green, Councilor Marnell,
Councilor Marzola, Councilor Loeffler, Councilor Rossetti

Nayes: 0

All in Favor.

Motion Carries.

29. Town Board Meeting Schedule

Councilor Marnell made a motion, seconded by Councilor Marzola to approve the Town
Board Meeting Schedule for 2016.

January 13, 2016	July 13, 2016
January 27, 2016	July 27, 2016
February 10, 2016	August 10, 2016
February 24, 2016	August 24, 2016
March 9, 2016	September 14, 2016
March 23, 2016	September 28, 2016
April 13, 2016	October 12, 2016
April 27, 2016	October 26, 2016
May 11, 2016	November 2, 2016
May 25, 2016	November 16, 2016

June 8, 2016
June 22, 2016

December 7, 2016
December 21, 2016

2017 Organizational Meeting – January 4, 2017

Ayes: Supervisor Theobald, Councilor Giordano, Councilor Green, Councilor Marnell,
Councilor Marzola, Councilor Loeffler, Councilor Rossetti

Nayes: 0

All in Favor.

Motion Carries.

30. Town Board Budget Workshops

Councilor Marzola made a motion, seconded by Councilor Loeffler to approve the Town Board Budget Workshop Schedule.

September 10, 2016 8:00am
September 17, 2016 8:00am

Ayes: Supervisor Theobald, Councilor Giordano, Councilor Green, Councilor Marnell,
Councilor Marzola, Councilor Loeffler, Councilor Rossetti

Nayes: 0

All in Favor.

Motion Carries.

31. Mileage Reimbursement

Councilor Marnell made a motion, seconded by Councilor Marzola to approve mileage at 57.5 cents per mile for business

Ayes: Supervisor Theobald, Councilor Giordano, Councilor Green, Councilor Marnell,
Councilor Marzola, Councilor Loeffler, Councilor Rossetti

Nayes: 0

All in Favor.

Motion Carries.

32. Highway Agreement Document

Councilor Marzola made a motion, seconded by Councilor Loeffler to enter into the annual agreement to spend Town highway funds

Ayes: Supervisor Theobald, Councilor Giordano, Councilor Green, Councilor Marnell,
Councilor Marzola, Councilor Loeffler, Councilor Rossetti

Nayes: 0

All in Favor.

Motion Carries.

33. Approve Highway Map, Highway Specification and Highway Agreement

Councilor Giordano made a motion, seconded by Councilor Green to approve Highway Map, Highway Specifications and Highway Agreement

Ayes: Supervisor Theobald, Councilor Giordano, Councilor Green, Councilor Marnell,
Councilor Marzola, Councilor Loeffler, Councilor Rossetti

Nayes: 0

All in Favor.

Motion Carries.

34. Approve updated Zoning Map

Councilor Giordano made a motion, seconded by Councilor Rossetti to approve updated zoning map

Ayes: Supervisor Theobald, Councilor Giordano, Councilor Green, Councilor Marnell,
Councilor Marzola, Councilor Loeffler, Councilor Rossetti

Nayes: 0

All in Favor.

Motion Carries.

35. Official Town Newspapers

Councilor Loeffler made a motion, seconded by Councilor Marzola to approve designate the *Eagle Bulletin* as the official Town newspaper and the *Post Standard* as the alternate

Ayes: Supervisor Theobald, Councilor Giordano, Councilor Green, Councilor Marnell,
Councilor Marzola, Councilor Loeffler, Councilor Rossetti

Nayes: 0

All in Favor.

Motion Carries.

36. Insurance

Councilor Marnell made a motion, seconded by Councilor Marzola to authorize the Town to ratify existing contracts for Officers and Public Officials insurance with Haylor, Freyer and Coon

Ayes: Supervisor Theobald, Councilor Giordano, Councilor Green, Councilor Marnell,
Councilor Marzola, Councilor Loeffler, Councilor Rossetti

Nayes: 0

All in Favor.

Motion Carries.

37. Salaries

Councilor Giordano made a motion, seconded by Councilor Rossetti to approve salaries as listed here and in the approved budget

Supervisor	Edmond Theobald	\$37,768
Deputy Supervisor	John Loeffler	\$ 1,000
Councilor	John Loeffler	\$11,929
Councilor	Nick Marzola	\$11,929
Councilor	David Marnell, Sr	\$11,929
Councilor	Vincent Giordano	\$11,929
Councilor	Karen Green	\$11,929

Councilor	Richard Rossetti	\$11,929	
Highway Superintendent	Robert Cushing	\$75,062	
Secretary to H'way	Janet Vollmer	\$35,000	
Town Clerk	Allison Edsall	\$48,623	
Deputy Clerk	Deborah Witzel	\$32,500	
Deputy Clerk	Lisa Beeman	32,879	
Receiver of Taxes	Laurie Peschel	\$42,025	
Typist I	Sharon Lake	\$15,639	
Clerk I	Mitzi Esposito	\$13.76/hr.	
Assessor	Patrick Duffy	\$77,905	
Assessment Clerk	Cristine DelFuoco	\$40,702	
Appraiser	Philip Murray	\$47,552	
Information Aide	Jennifer Abbott	\$15.58/hr	
Justice	Salvatore Pavone	\$33,606	
Justice	Robert O'Leary	\$33,606	
Clerk to Justice	Janet Stanley	\$45,152	
Clerk to Justice	Jeanette Zacharias	\$46,352	
Dep. Clerk to Court	Megan Vieau	\$14.86/hr.	
Rec. Director	Peggy Kenyon	\$63,241	
Rec. Supervisor	Kristine Zingaro	\$47,709	
Typist I	Jacqueline Maher	\$26,076	
Custodial Worker I	William Miller	\$27,113	
Safety Coordinator	William Miller	\$ 1,000	
Town Manager	Ann Oot	\$59,000	
Secretary to Super.	Valerie Capriotti	\$32,000	\$
Trash/Brush Liaison	Sharon Lake	\$15,715	
Code Enf. Officer	Michael Jones	\$49,928	
Code Enf. Officer	David Weber	\$18.49/hr.	
Dep.Code Enf. Off.	David Corbett	\$17.22/hour	
Town Historian	Barbara Rivette	\$ 2,700	
Planning Chairman	Susan Moliski	\$ 3,090 per year	

Planning Board	7 members @	\$ 3,471 per year
Secretary	Lisa Beeman	\$ 257 per meeting
ZBA Chairman	Henry McIntosh	\$ 114 per meeting
ZBA	4 members @	\$ 83 per meeting
Secretary	Deborah Witzel	\$ 206 per meeting
Police Committee	Allison Edsall	\$ 100 per meeting
Crossing Guard	Bev Boland	\$13.33/hour
Crossing Guard	Kristy Houghton	\$13.33/hour
Crossing Guard	Tom Peschel	\$13.33/hour
Board of Assessment	Ann Kelly	\$45.00/hour
Board of Assessment	William Kendrat	\$40.00/hour
Board of Assessment	James Campbell	\$40.00/hour
Recreation Leader	Darlene Houghton	\$12.11/hour
Recreation Leader	Joanne Smith	\$13.79/hour
Recreation Attend.	Mark Kenyon	\$ 9.85/hour
Recreation Attend.	Thomas Kenyon	\$ 9.48/hour
Recreation Attend.	Albert Smith	\$ 9.74/hour

Town of Manlius Police

Chief	Francis Marlowe	\$99,487
Captain	Kevin Schafer	90,224
Lieutenant	Jeffery Peckins	82,745
Sergeants	Christopher Cushman	73,376
	Kenneth Hatter	71,783
	Joseph Peters	73,376
	Jeffrey Slater	73,376
	Tina Marie Stanton	73,376
Police Officers	Adam Bezek	65,766
	Aaron Bonilla	55,424
	Michael Bort	67,868
	Beth Brainard	67,868

Mark Buzzard	67,868
Ross Carnie	67,868
Brian Damon	67,868
Louis Dashno	55,424
Daniel Filip	67,868
James Gallup	67,868
Damien Golden	67,868
Anthony Gucciardi	67,868
Shawn Gwilt	67,868
Alexander Hebert	67,868
Rebecca Kammar	67,868
Justin Lefebvre	55,424
Benjamin Lesperance	67,868
Stephen Muller	50,504
Angela Palmer	67,868
John Paul	67,868
Jeremy Reynolds	67,868
Zachary Shute	67,868
Cody Skinner	50,504
Gregory Snyder	67,868
Daniel Tyrel	67,868
Stephen Watkins	67,868
Kerri Wolongevicz	67,868
Christopher Wood	67,868

Clerk 1	Sharon Barkauskas	18.72/hour
Clerk I	Ann Marie Hitchcock	18.72/hour
Clerk 1	Linda Nyman	18.72/Hour
Clerk 1	Lynn Rybinski	18.72/hour
Clerk 1	Mary Alice Boyke	20.30/hour
Mechanic	Paul Chapman	26.08/hour
Custodial Worker I	Susan Smith	12.12/hour
Laborer I	Matthew Ponzi	9.13/hour

Police Officer Salary Level	
Entry Level	\$50,504
Step 1	\$55,424
Step 2	\$58,400
Step 3	\$61,544
Step 4	\$65,766
Step 5	\$67,868

Sergeant Salary Level	
Entry Level	\$71,783
Step 1	\$73,376

Longevity Compensation*

After 5 or more years	\$ 1,000
After 8 or more years	1,300
After 11 or more years	1,600
After 14 or more years	1,900
After 17 or more years	2,100
After 20 or more years	2,400
After 25 or more years	2,700

*Full time officers hired after July 15, 2013 are not entitled to Longevity Compensation until the completion of 11 years of service.

Town of Manlius Highway

Name	Hourly Rate
Frederick Ager	\$24.40
Monty Albanese	25.03
John Barnwell	25.03
David Barnwell	22.34
William Beeman	25.47
Thomas Burns	24.40
Jon Card	25.11
David Daniels	25.84
Chris Dardaris	25.39
Christopher Dardaris	23.86
Peter Dougherty	22.34
Brian Edwards	26.02
Albert Emmons	22.34
Thomas Emmons	23.86
Todd Emmons	25.57
David Hale	25.03
Joseph Mapstone	24.31
Robert Nicholas	23.59
Matthew Pilcher	23.41
Matthew Raterman	23.86
J. Robert Schepp	17.09
Paul Stewart	24.81
Jeffrey Taylor	23.23
Randall Troast	23.86
Gary Vona	22.87

Ayes: Supervisor Theobald, Councilor Giordano, Councilor Green, Councilor Marnell,
Councilor Marzola, Councilor Loeffler, Councilor Rossetti

Nayes: 0

All in Favor.

Motion Carries.

38. Handbook

Councilor Marnell made a motion, seconded by Councilor Rossetti to ratify employee handbook

Ayes: Supervisor Theobald, Councilor Giordano, Councilor Green, Councilor Marnell,
Councilor Marzola, Councilor Loeffler, Councilor Rossetti

Nayes: 0

All in Favor.

Motion Carries.

39. Code Fee Schedule

Councilor Giordano made a motion, seconded by Councilor Loeffler to approve ratify fee schedule

TOWN OF MANLIUS FEE SCHEDULE Adopted 1/8/2014

	APPLICATION AND	FILING FEES	
Code	Application	Residential	Commercial
Subdivision 127			
127-5.1	Administrative Division of Land	\$50.00	\$100.00
127-8	Preliminary Plat up to 4 Lots	\$200.00	\$200.00
	5 or more Lots	\$400.00	\$400.00
	Amended Preliminary Plat	\$200.00	\$200.00
127-10	Final Plat if not approved at time of preliminary	\$100.00	\$200.00
127-25	Monument Deposit	\$400.00	\$400.00
Zoning 155 Application Fees			
155-19	Natural Resource Removal Permit	N/A	\$250.00
	Natural Resource Removal Renewal	N/A	\$100.00
155-21	Mobile Home	\$200.00	N/A
155-27	Special Permit	\$250.00	\$250.00
	Special Permit Renewal	\$100.00	\$100.00
155-28	Site Plan Approval	\$150.00	\$300.00
	Site Plan Amendment	\$50.00	\$100.00
155-29	Accessory Use Permit	\$150.00	\$200.00
	Accessory Use Renewal	\$100.00	\$100.00
155-30	Excavation, Grading, Filling Permit	\$150.00	\$300.00
155-48	Appeals- ZBA Area Variance	\$100.00	\$200.00

	Appeals- ZBA Use Variance	\$350.00	\$400.00
155-50	Zone Change Request	\$300.00	\$300.00
ENGINEERING REVIEW			
155-28	Site Plan Review up to 5 Acres	\$1,200.00	\$1,200.00
155-28	Site Plan Review over 5 Acres	\$2,500.00	\$2,500.00
127-9c	Subdivision Review		
	Two lot	\$250.00	\$250.00
	Three to Five Lot	\$350.00	\$350.00
	5 to 10 Lot	\$500.00 + \$75.00 per lot over 5 lots	
	10 to 20 Lot	\$900.00 + \$75.00 per lot over 10 lots	
	20 to 50 Lot	\$3500 + \$75.00 per lot over 20 lots	
	50 to 100 Lot	\$5,000.00	\$5,000.00
	Over 100 Lot	Negotiated	Negotiated
MISCELLANEOUS FEES			
	Zoning Research Letter	\$30.00	
	Zoning Research Fax	\$15.00	
	Annexation	\$600.00	
	Highway Agreement*	\$700.00	
	Special Districts	\$600.00	
	Maps, Zoning, Road	\$20.00	
	Zoning Ordinance Booklet	\$12.00	
	Subdivision Booklet	\$7.00	

* Security for Highway development. Amount to be determined by the Highway Superintendent and the Town Engineer based on current construction costs

TOWN OF MANLIUS FEE SCHEDULE adopted 1/8/2014

BUILDING PERMIT FEES		
	Residential	Commercial
General Construction (N.I.C. Houses)		
Permit Application and 1st \$1000 of construction cost	\$65.00	\$100.00
Cost per thousand or fraction thereof	\$4.00	\$5.00
Return Inspection Fee *	\$50.00	\$50.00
Permit Renewal	\$65.00	\$100.00
Building without a permit	Double Fee	Double Fee
Rescind Stop Work Order	\$50.00	\$100.00
Plan Review, No Permit Issued	50% of fee	50% of Fee
Building Demolition	\$65.00	\$100.00
Sign Installation	\$65.00	\$100.00

New Residential Housing ***		
Up to 1500 square feet	\$600.00	N/A
1501 to 2000 square feet	\$800.00	N/A
2001 to 2500 square feet	\$1,000.00	N/A
2501 to 3000 square feet	\$1,200.00	N/A
3001 to 4000 square feet	\$1,400.00	N/A
4001 to 5000 square feet	\$1,600.00	N/A
Each Additional 1000 sf	\$200.00	N/A
*** square footage of house, excluding garage and unfinished basement space. Discrepancies or added square feet will be addressed prior to issuance of Certificate of Occupancy.		
* If work is not ready for inspection as requested.		

The Town of Manlius does not perform electrical inspections. Please contact any of these electrical inspection agencies.

- CNY Electrical Inspection Service, LLC,
7910 Rinaldo Blvd. West Bridgeport, NY 13030 (315) 633-0027
- Commonwealth Electrical Inspection Service, Inc.
P.O. Box 723, Mendon, NY 14506 (585) 624-2380
- Middle Department Inspection Agency, Inc.
1741 Route 9, Clifton Park, NY 12065 (518) 273-0861
- New York Atlantic Inland, Inc.
997 McLean Road, Cortland, NY 13045 (607) 753-7118
- The Inspector, LLC.
1040 Marion Drive, Homer NY 13077 (315) 247-9162 or (518) 497-9918

Ayes: Supervisor Theobald, Councilor Giordano, Councilor Green, Councilor Marnell, Councilor Marzola, Councilor Loeffler, Councilor Rossetti

Nayes: 0 All in Favor. Motion Carries.

40. Professional Fees Schedule – Ratify

Councilor Marzola made a motion, seconded by Councilor Green to approve ratify fee schedule

Ayes: Supervisor Theobald, Councilor Giordano, Councilor Green, Councilor Marnell, Councilor Marzola, Councilor Loeffler, Councilor Rossetti

Nayes: 0 All in Favor. Motion Carries.

41. Town Clerk Fee Schedule

Councilor Rossetti made a motion, seconded by Councilor Green to ratify fee schedule

Type	Amount
Marriage License	\$40.00
Marriage Certified Copies	\$10.00
Dog (Neutered)	\$10.00
Dog Unneutered)	\$18.00
Decals	Per Ag. & Markets Schedule
Dog Impoundments	1 st offense \$ 50.00 2 nd offense \$100.00 3 rd offense \$250.00
Passports	\$25.00
Games of Chance Licenses	\$25.00
Peddlers Permit	\$50.00
Special Permits	\$250.00
Special Permit Renewal	\$100.00
Zoning Maps	\$20.00
Zoning Ordinances	\$12.00

Ayes: Supervisor Theobald, Councilor Giordano, Councilor Green, Councilor Marnell, Councilor Marzola, Councilor Loeffler, Councilor Rossetti

Nayes: 0

All in Favor.

Motion Carries.

42. Official Undertaking

Councilor Loeffler made a motion, seconded by Councilor Marzola to adopt the Official Undertaking of Municipal Officers resolution as presented for 2016.

Ayes: Supervisor Theobald, Councilor Giordano, Councilor Green, Councilor Marnell, Councilor Marzola, Councilor Loeffler, Councilor Rossetti

Nayes: 0

All in Favor.

Motion Carries.

43. Adjournment

There being no further business to come before the Board, upon motion duly made by Councilor Marnell and seconded by Councilor Rossetti the Board voted unanimously to adjourn regular session at 7:11 pm to enter into executive session to discuss contract employee/personal

Ayes: Supervisor Theobald, Councilor Loeffler, Councilor Rossetti, Councilor Marzola, Councilor Giordano, Councilor Marnell, Councilor Green

Nayes: 0

All in favor.

Motion Carries.