ORGANIZATIONAL MINUTES
TOWN BOARD
January 7, 2015

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:

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

The following Town Officers were present:

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

Other persons attending:

Ellen & Mike McGrew, Manlius. Hayleigh Gowans, Eagle Bulletin. Sean & Lauren Malloy, Chittenango

1. The Pledge of Allegiance

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

2. Zoning Board of Appeals Appointment

Councilor Giordano made a motion, seconded by Councilor Green to appoint Al Ruthig as a Zoning Board of Appeals member for a period of 5 years expiring 12/31/2019

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

Nayes: 0 All in Favor. Motion Carries.

3. 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 period of 1 year expiring 12/31/2015.

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

Nayes: 0 All in Favor. Motion Carries.

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4. Planning Board Chairman Appointment

Councilor Giordano made a motion, seconded by Councilor Green, to appoint Rich Rossetti as the Planning Board Chairman for a period of 1 year expiring 12/31/2015.

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

Nayes: 0 All in Favor. Motion Carries.

5. Planning and Zoning Board Attorney

Councilor Marzola made a motion, seconded by Councilor Green, 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

Nayes: 0 All in Favor. Motion Carries.

6. Town Engineer

Councilor Marnell made a motion, seconded by Councilor Green, 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

Nayes: 0 All in Favor. Motion Carries.

7. Town Attorney Appointment

Councilor Giordano made a motion, seconded by Councilor Marzola, 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

Nayes: 0 All in Favor. Motion Carries.

8. Town Account Appointment

Councilor Marnell 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

Nayes: 0 All in Favor. Motion Carries.

9. Town Information Technology Services Appointment

Councilor Marnell made a motion, seconded by Councilor Green, 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

Nayes: 0 All in Favor. Motion Carries.

10. Marriage Officer Appointment

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

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

Nayes: 0 All in Favor. Motion Carries.

11. Records Officer Appointment

Councilor Green 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

Nayes: 0 All in Favor. Motion Carries.

12. SEQR Officer Appointment

Councilor Marnell made a motion, seconded by Councilor Marzola, to appoint Barbara Smith as SEQR Officer at the rate of $2000 annually.

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

Nayes: 0 All in Favor. Motion Carries.

13. 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

Nayes: 0 All in Favor. Motion Carries.

14. Historian Appointment

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

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

Nayes: 0 All in Favor. Motion Carries.

15. Deputy Supervisor Appointment

Councilor Marzola made a motion, seconded by Councilor Marnell, to appoint Councilor Loeffler as Deputy Town Supervisor.

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

Nayes: 0 All in Favor. Motion Carries.

16. Tree Commission

Councilor Green made a motion, seconded by Councilor Marnell, to appoint Tree Commission members:

Nancy Needham – Chairperson 3 year term expiring 12/31/2017
MaryEllen Letterman – 3 year term expiring 12/31/2017
Brian Skinner – 3 year term expiring 12/31/2017
Pat Tobin – 3 year term expiring 12/31/2017
Joan Hagenzieker – 3 year term expiring 12/31/2017

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

Nayes: 0 All in Favor. Motion Carries.

17. Health Insurance Split

Councilor Marnell made a motion, seconded by Councilor Giordano, 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

Nayes: 0 All in Favor. Motion Carries.

18. Board Rules and Procedures

Councilor Giordano made a motion, seconded by Councilor Marzola, to accept the Board Rules and Procedures.

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

Nayes: 0 All in Favor. Motion Carries.

19. Procurement Policy

Councilor Giordano made a motion, seconded by Councilor Green, to adopt the Town Procurement Policy.

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

Nayes: 0 All in Favor. Motion Carries.

20. Prepaid Expenses

Councilor Marzola made a motion seconded by Councilor Green, to approve the Supervisor to authorize the prepayment of utilities, phone and employee benefits.

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

Nayes: 0 All in Favor. Motion Carries.

21. Meetings

Councilor Green made a motion, seconded by Councilor Giordano, to approve the following Officers to attend meetings and receive reimbursement:

Supervisor	Receiver of Taxes
Town Board	Town Manager
Town Clerk	Assessor
Code Enforcement Officer	Town Planning Board
Highway Superintendent	Town Zoning Board of Appeals
Clerk to Town Justice	Recreation Department
Police Department	Town Justice

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

Nayes: 0 All in Favor. Motion Carries.

22. Association of Towns Spending Limit

Councilor Marnell made a motion, seconded by Councilor Marzola, 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 $80 maximum for other travel expenses

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

Nayes: 0 All in Favor. Motion Carries.

23. Delegate to the Association of Towns' Annual meeting

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

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

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 Green 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

Nayes: 0 All in Favor. Motion Carries.

25. Holidays

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

New Year's Day	Thursday, January 1, 2015
Martin Luther King Day	Monday, January 19, 2015
Presidents' Day	Monday, February 16, 2015
Good Friday (1/2 day)	Friday, April 3, 2015
Memorial Day	Monday, May 25, 2015
Independence Day	Friday, July 3, 2015
Labor Day	Monday, September 7, 2015
Columbus Day	Monday, October 12, 2015
Veterans' Day	Wednesday, November 11, 2015
Thanksgiving Day	Thursday, November 26, 2015
Day after Thanksgiving	Friday, November 27, 2015
Christmas Eve (1/2 day)	Thursday, December 24, 2015
Christmas Day	Friday, December 25, 2015

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

Nayes: 0 All in Favor. Motion Carries.

26. Committee and Department Liaison assignments

Councilor Giordano made a motion, seconded by Councilor Marnell, approving the following committee and department assignments:

Committee	Chairperson	Member
Budget & Finance	Nick Marzola	John Loeffler
Buildings and Grounds	Vince Giordano	
Community & Economic Development/ Chamber of Commerce	Karen Green	John Loeffler
Consolidation & Intermunicipal	David Marnell, Sr.	Vince Giordano

Cooperation Tash Force		
Fire & EMS	Nick Marzola	Vince Giordano
Libraries	David Marnell Sr.	
Recreation/Community Events	Karen Green	Vince Giordano
Personnel & Employee Relations	David Marnell Sr.	
Professional Services	Nick Marzola	David Marnell Sr.
Technology	Nick Marzola	John Loeffler
Police Committee	John Loeffler	Karen Green

Department Liaison Assignments:

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

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

Nayes: 0 All in Favor. Motion Carries.

27. Banks

Councilor Marnell made a motion, seconded by Councilor Marzola, to approve the following list of official banking institutions.

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

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

Nayes: 0 All in Favor. Motion Carries.

28. Veterinary Services Contract

Councilor Green made a motion, seconded by Councilor Marzola, to authorize Supervisor Theobald to enter into a contract for veterinary services with Dr. Chapman D.V.S.

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

Nayes: 0 All in Favor. Motion Carries.

29. Town Board Meeting Schedule

Councilor Marzola made a motion, seconded by Councilor Green to approve the following meeting schedule:

January 7, 2015	July 8, 2015
January 21, 2015	July 22, 2015
February 11, 2015	August 12, 2015
February 25, 2015	August 26, 2015
March 11, 2015	September 9, 2015
March 25, 2015	September 23, 2015
April 8, 2015	October 14, 2015
April 22, 2015	October 28, 2015
May 13, 2015	November 4, 2015
May 27, 2015	November 18, 2015
June 10, 2015	December 9, 2015
June 24, 2015	December 23, 2015

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

Nayes: 0 All in Favor. Motion Carries.

30. Town Board Budget Workshops

Councilor Marzola made a motion, seconded by Councilor Marnell, to hold budget workshops on the following dates and times at Manlius Town Hall: as needed

September 5, 2015 8:00am
September 12, 2015 8:00am
September 19, 2015 8:00am

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

Nayes: 0 All in Favor. Motion Carries.

31. Mileage Reimbursement

Councilor Giordano made a motion, seconded by Councilor Green, to set the mileage reimbursement rate at 57.5 cents per mile for business miles driven.

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

Nayes: 0 All in Favor. Motion Carries.

32. Highway Agreement document

Councilor Marzola made a motion, seconded by Councilor Marnell, authorizing the Supervisor Theobald to enter into an agreement to spend Town highway funds.

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

Nayes: 0 All in Favor. Motion Carries.

33. Approve Highway Map, Highway Specification and Highway Agreement

Councilor Giordano made a motion, seconded by Councilor Marzola, to approve updated Highway Map, Highway Specifications and Highway Agreement.

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

Nayes: 0 All in Favor. Motion Carries.

34. Approve updated Zoning Map - Tabled

35. Official Town Newspapers

Councilor Marnell made a motion, seconded by Councilor Green, to 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

Nayes: 0 All in Favor. Motion Carries.

36. Insurance

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

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

Nayes: 0 All in Favor. Motion Carries.

37. Salaries

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

Supervisor	Edmond Theobald	$37,027
Deputy Supervisor	John Loeffler	$ 1,000
Councilor	John Loeffler	$11,695
Councilor	Nick Marzola	$11,695

Councilor	David Marnell,Sr.	$11,695
Councilor	Vincent Giordano	$11,695
Councilor	Karen Green	$11,695
Councilor		$11,695
Highway		
Superintendent	Robert Cushing	$73,231
Secretary to H'way	Janet Vollmer	$33,947
Town Clerk	Allison Edsall	$47,436
Deputy Clerk	Deborah Demmon	$31,128
Receiver of Taxes	Laurie Peschel	$41,000
Typist I	Sharon Lake	$15,257
Assessor	Patrick Duffy	$76,005
Assessment Clerk	Cristine DelFuoco	$39,709
Appraiser	Philip Murray	$46,392
Real Prop. Aide	Joseph Lesnau	$28,091
Justice	Salvatore Pavone	$32,947
Justice	Robert O'Leary	$32,947
Clerk to Justice	Janet Stanley	$44,051
Clerk to Justice	Jeanette Zacharias	$45,251
Rec. Director	Peggy Kenyon	$61,699
Rec. Supervisor	Kristine Zingaro	$46,545
Secretary	Jacqueline Maher	$25,440
Custodian	William Miller	$27,451
Town Manager	Ann Oot	$ 22.74/hour
Secretary to Super.	Lisa Baleno	$32,077
Trash/Brush Liaison	Sharon Lake	$15,257

Codes Enforcement

Officer	Michael Jones	$48,710
Clerk	Barbara Smith	$40,201
Information Aide	Jennifer Abbott	$ 15.20/hour
Town Historian	Barbara Rivette	$ 2,700
Planning Chairman		$ 3,090

Planning Board	7 members @	$ 3,471 per year
Secretary	Barbara Smith	$ 257 per meeting
ZBA Chairman	Henry McIntosh	$ 114 per meeting
ZBA	4 members @	$ 83 per meeting
Secretary	Deborah Demmon	$ 206 per meeting
Police Committee	Allison Edsall	$ 100 per meeting
SEQR Officer	Barbara Smith	$ 2,000 per year

Part Time (hourly)

Crossing Guard	Richard Weber	$13.00/hour
Crossing Guard	Kristy Houghton	$13.00/hour
Crossing Guard	Beverly Boland	$13.00/hour
Codes Enforc. Officer	David Weber	$18.04/hour
Tax Clerk	Mary Esposito	$13.42/hour
Deputy Town Clerk	Paulette Weber	$18.09/hour
Fire Inspector	David Corbett	$16.80/hour
Board of Assessment	Ann Kelly	$45.00/hour
Board of Assessment	William Kendrat	$40.00/hour
Board of Assessment	William Massey	$40.00/hour
Recreation Leader	Darlene Houghton	$11.87/hour
Recreation Leader	Joanne Smith	$13.52/hour
Recreation Attend.	Mark Kenyon	$ 9.66/hour
Recreation Attend.	Thomas Kenyon	$ 9.07/hour
Recreation Attend.	Albert Smith	$ 9.55/hour

Town of Manlius Police

Chief	Francis Marlowe	$94,693
Captain	Brian Ackerman	85,876
	Kevin Schafer	85,876
Sergeants	Christopher Cushman	69,840
	Jeffrey Peckins	69,840
	Joseph Peters	69,840
	Jeffrey Slater	69,840
	Tina Marie Stanton	69,840
Police Officers	Adam Bezek	58,578
	Aaron Bonilla	48,070
	Michael Bort	64,598
	Beth Brainard	64,598
	Mark Buzzard	64,598
	Ross Carnie	62,597

	Brian Damon	64,598
	Louis Dashno	48,070
	Daniel Filip	62,597
	James Gallup	64,598
	Damien Golden	64,598
	Anthony Gucciardi	62,597
	Shawn Gwilt	64,598
	Kenneth Hatter II	64,598
	Alexander Hebert	64,598
	Rebecca Kammar	64,598
	Benjamin Kapusta	62,597
	Justin Lefebvre	48,070
	Benjamin Lesperance	64,598
	Angela Palmer	64,598
	Jeremy Reynolds	64,598
	Zachary Shute	64,598
	Gregory Snyder	62,597
	Daniel Tyrel	64,598
	Christopher Updike	64,598
	Stephen Watkins	64,598
	Kerri Wolongevicz	62,597
	Christopher Wood	64,598
Clerk 1	Sharon Barkauskas	18.26/hour
Clerk 1	Linda Nyman	18.26/Hour
Clerk 1	Anne Marie Orso	18.26/hour
Clerk 1	Lynn Rybinski	18.26/hour
Clerk 1	Mary Alice Boyke	19.81/hour
Mechanic	Paul Chapman	25.45/hour
Custodian	Susan Smith	11.82/hour
Custodian PT	Nicholas Capria	9.09/hour
Custodian PT	Kyle Stanley	9.09/hour

Police Officer Salary Level	
Entry Level	$48,070
Step 1	$52,580
Step 2	$55,586
Step 3	$58,578
Step 4	$62,597
Step 5	$64,598
Sergeant Salary Level	
Entry Level	$68,324
Step 1	$69,840
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	$23.87
Monty Albanese	24.50
John Barnwell	24.50
David Barnwell	21.90
William Beeman	24.90
Thomas Burns	23.87
Jon Card	24.54
David Daniels	23.42
Chris Dardaris	24.86
Christopher Dardaris	23.33
Peter Dougherty	27.25
Brian Edwards	25.45
Albert Emmons	21.90
Thomas Emmons	23.33
Todd Emmons	25.04
David Hale	24.50
Joseph Mapstone	23.78
Robert Nicholas	23.06
Matthew Pilcher	22.88
Matthew Raterman	23.33
Paul Stewart	24.28
Jeffrey Taylor	22.70
Randall Troast	23.33
Gary Vona	16.76

38. Handbook

Councilor Giordano made a motion, seconded by Councilor Marnell, to ratify the Town handbook.

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

Nayes: 0 All in Favor. Motion Carries.

39. Code Fee Schedule

Councilor Giordano made a motion, seconded by Councilor Green, to ratify fee schedule as presented.

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

Nayes: 0 All in Favor. Motion Carries.

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

40. Professional Fees Schedule – Ratify

Councilor Marzola made a motion, seconded by Councilor Green, to ratify fee schedule as presented.

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

Nayes: 0 All in Favor. Motion Carries.

41. Town Clerk Fee Schedule

Councilor Green made a motion, seconded by Councilor Giordano, to ratify fee schedule as presented.

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	1st offense $ 50.00 2nd offense $100.00 3rd 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

Nayes: 0 All in Favor. Motion Carries.

42. Safety Grant

Councilor Marnell made a motion, seconded by Councilor Marzola, to authorize the Town Supervisor to sign and submit Highway Safety Grant for 2015.

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

Nayes: 0 All in Favor. Motion Carries.

43. Official Undertaking

Councilor Marzola made a motion, seconded by Councilor Green, to adopt the Official Undertaking of Municipal Officers resolution as presented for 2015.

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

Nayes: 0 All in Favor. Motion Carries.

REGULAR MEETING MINUTES
TOWN BOARD
January 7, 2015

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:

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

The following Town Officers were present:

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

Other persons attending:

Ellen & Mike McGrew, Manlius. Hayleigh Gowans, Eagle Bulletin. Sean & Lauren Malloy, Chittenango.

Approval of Minutes – December 23, 2014

Councilor Marzola made a motion, seconded by Councilor Giordano, to approve the minutes of December 23, 2014 as submitted by Town Clerk Edsall.

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

Nayes: 0 All in Favor. Motion Carries.

Approval of Abstract # 25 & # 1

Councilor Marzola made a motion, seconded by Councilor Giordano, to approve Abstract # 25 as submitted by Town Clerk Edsall.

	TOWN OF MANLIUS	
	Fund Summary	
	Abstract # 25 - 2014	
CODE	**FUND**	**TOTALS**
A	General Fund Townwide	$ 62,083.20
B	General Fund Town	$ 254.56
DA	Highway Fund Townwide	$ 209,358.91
DB	Highway Fund Town	$ 13,406.43
SL1	Overhead Lighting	$ 2,329.49
SL2	Underground Lighting	$ 2,137.96
SL3	Entry Lighting	$ 110.99
SL4	Garden Park Lighting	$ 619.38
SL5	Ratnaur Bridge Lighting	$ 3,460.21
SR2	Manlius Res Brush District	$ 52.00
SS1	Manlius Con Sewer District	$ 857.27

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

Nayes: 0 All in Favor. Motion Carries.

Councilor Marzola made a motion, seconded by Councilor Marnell, to approve Abstract # 1 as submitted by Town Clerk Edsall.

	TOWN OF MANLIUS	
	Fund Summary	
	Abstract # 1 - 2015	
CODE	**FUND**	**TOTALS**
A	General Fund Townwide	$ 223,544.89
B	General Fund Town	$ 8,535.76
DA	Highway Fund Townwide	$ 19,229.68
SR1	Manlius Trash District	$ 88,209.77
SR2	Manlius Res Brush District	$ 118.80
SS1	Manlius Con Sewer District	$ 132,399.90

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

Nayes: 0 All in Favor. Motion Carries.

Town Historian Annual Report

Barbara Rivette, Town Historian, presented the 2014 Annual Historian Report and discussed the recent damage to the Dry Hill Burial Ground stone wall. The Town Board thanked Town Historian Rivette for all of her continued hard work.

Set Date – Special Permit – Robert A. Dewey – 6294 Costello Parkway, Tax Map # 070.-01-14.0 to construct a 16' X 26" garage for a residential property in an Industrial Zone.

Attorney Frateschi stated that a special permit is required for a structure of this type on a parcel that has an Industrial Zoning Classification.

Councilor Marnell made a motion, seconded by Councilor Green, to set a date for the public hearing on January 21, 2015, at 7:05 pm in the matter of Robert A. Dewey – 6294 Costello Parkway, Tax Map # 070.-01-14.0 to construct a 16' X 26" garage on a residential property in an Industrial Zone.

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

Nayes: 0 All in Favor. Motion Carries.

Correspondence/New Business

A) Highway Superintendent – No New Business

B) Planning & Development – No New Business

C) Attorney – No New Business

D) Town Clerk – No New Business

E) Police Chief –

Chief Marlowe stated that the Police Department has a list of surplus items that are ready to be sent to auction. Chief Marlowe stated that there are 2014 SLETPP and Byrne JAG grant monies that have not been spent and requested those funds be encumbered.

Councilor Marnell made a motion, seconded by Councilor Marzola, to declare the following items surplus equipment and send those items to auction;

7 Battery Backups, 1 Buffalo Backup Model, 1 Smart UPS Model, 1 Epson Scanner, 1 Base Radio and 1 Size Large Straight Jacket

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

Nayes: 0 All in Favor. Motion Carries. Councilor

Councilor Marzola made a motion, seconded by Councilor Giordano, to encumber $1807.00 from A.00.5.3120.400 SLETPP grant and $926.00 from A.00.5.3120.200 Byrne JAG into 2015 and to encumber the unexpended balance from A.005.3120.200 Police Equipment into 2015.

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

Nayes: 0 All in Favor. Motion Carries.

F) Town Board

Councilor Giordano gave an update on the Village of Manlius Fire Station Committee.

G) Supervisor

Supervisor Theobald stated that Richard Weber is resigning from the position of crossing guard for the Town of Manlius. The Town Board thanked Mr. Weber for his work as a crossing guard.

Supervisor Theobald stated that Walter Peschel has applied for the position of crossing guard and completed all background checks.

Councilor Marnell made a motion, seconded by Councilor Green, to accept the resignation of Richard Weber as Crossing Guard to the Town of Manlius.

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

Nayes: 0 All in Favor. Motion Carries

Councilor Marzola made a motion, seconded by Councilor Giordano, to appoint Walter Peschel as Crossing Guard to the Town of Manlius at a rate of $13.00 per hour.

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

Nayes: 0 All in Favor. Motion Carries

Supervisor Theobald requested that the Town refund $200.00 in Planning Board application fees to Frederick Kirsch.

Councilor Marnell made a motion, seconded by Councilor Green, to issue a refund in the amount of $200.00 to Frederick Kirsch for Planning Board application fees.

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

Nayes: 0 All in Favor. Motion Carries.

Supervisor Theobald stated that he has received a letter from the Town of Manlius Justice Court that the 2014 financial records are ready to be audited. The audit will be completed by Bowers and Company.

There being no further business to come before the Board, upon a motion duly made by Councilor Giordano and seconded by Councilor Green the Board voted unanimously to adjourn regular session at 7:38 pm to enter into executive session to discuss a personnel matter in the Justice Court.

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

Nayes: 0 All in favor. Motion Carries.

Respectfully Submitted by:

Allison Edsall
Town Clerk

EXECUTIVE SESSION MEETING MINUTES
Executive Session
January 7, 2015

Upon motion duly made by Councilor Marnell and seconded by Councilor Giordano the Board unanimously agreed to close Executive Session and re-enter Regular Session.

The Town Board re-entered Regular Session at 7:50 PM

Councilor Marnell made a motion, seconded by Councilor Giordano, to accept the resignation of Judith Boland from the position of Clerk to the Justice Court effective December 19, 2014.

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

Nayes: 0 All in Favor. Motion Carries.

There being no further business to come before the Board, upon motion duly made by Councilor Giordano and seconded by Councilor Marnell, the Board unanimously voted to adjourn the Regular Session at 7:52 PM

Submitted by:

Tim Frateschi
Attorney for the Town