MINUTES
TOWN BOARD
August 28, 2019

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
Sara Bollinger, Councilor
Nicholas J. Marzola, Councilor
Karen Green, Councilor
Richard Rossetti, Councilor

The following Town Officers were present:

Jamie Stuphen, Attorney for the Town
Mike Crowell, Police Chief
Doug Miller, Town Engineer
Randy Capriotti, Director of Codes
Allison A. Weber, Town Clerk
Rob Cushing, Highway Superintendent
Ann Oot, Town Manager

Other persons attending: Ellen & Mike McGrew, Manlius.

The Pledge of Allegiance

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

A Moment of Silence for John Connors

Supervisor Theobald requested a moment of silence for John Connors who retired from the Town Highway garage. The Town Board held a moment of silence to honor his memory.

A Moment of Silence for Earl Smith

Supervisor Theobald requested a moment of silence for retired Town of Manlius Highway Department foreman Earl Smith. The Town Board held a moment of silence to honor his memory.

Approval of Minutes – August 14, 2019

Councilor Rossetti made a motion, seconded by Councilor Green, to approve the minutes of August 14, 2019 as submitted by Town Clerk Weber.

Ayes: Supervisor Theobald, Councilor Loeffler, Councilor Rossetti, Councilor Marzola, Councilor Bollinger, Councilor Green

Nayes: 0 All in Favor. Motion Carries.

Approval of Abstract # 16

Councilor Marzola made a motion, seconded by Councilor Loeffler, to approve Abstract # 16 as submitted by Town Clerk Weber.

	TOWN OF MANLIUS	
	Fund Summary	
	Abstract # 16 - 2019	
CODE	**FUND**	**TOTALS**
A	General Fund Townwide	$ 56,539.79
B	General Fund Town	$ 4,280.06
CM1	Police Trust	
DA	Highway Fund Townwide	$ 5,551.69
DB	Highway Fund Town	$ 176.96
SD2	Consolidated Drainage #2	$ 2,647.87
SW3	Skyridge Water District	$ 4,607.20
TA2	Trust & Agency - Other	$ 2,375.00
SR1	Manlius Trash District	$ 101,874.89
SR2	Manlius Res Brush District	$ 11,600.00
SS1	Manlius Con Sewer District	$ 958.46

Ayes: Supervisor Theobald, Councilor Loeffler, Councilor Rossetti, Councilor Marzola, Councilor Bollinger, Councilor Green

Nayes: 0 All in Favor. Motion Carries.

Fayetteville Manlius School District – 2019/2020 SIRO Contracts

Councilor Loeffler made a motion, seconded by Councilor Rossetti, to authorize Supervisor Theobald and Chief Crowell to sign the 2019/2020 contract with the Fayetteville Manlius Central School District for the School Information Resource Officer position for Officer Filip.

Ayes: Supervisor Theobald, Councilor Loeffler, Councilor Rossetti, Councilor Marzola, Councilor Bollinger, Councilor Green

Nayes: 0 All in Favor. Motion Carries

Councilor Loeffler made a motion, seconded by Councilor Rossetti, to authorize Supervisor Theobald and Chief Crowell to sign the 2019/2020 contract with the Fayetteville Manlius Central School District for the School Information Resource Officer position for Officer Golden.

Ayes: Supervisor Theobald, Councilor Loeffler, Councilor Rossetti, Councilor Marzola, Councilor Bollinger, Councilor Green

Nayes: 0 All in Favor. Motion Carries

Councilor Loeffler made a motion, seconded by Councilor Rossetti, to authorize Supervisor Theobald and Chief Crowell to sign the 2019/2020 contract with the Fayetteville Manlius Central School District for the School Information Resource Officer position for Officer Lesperance.

Ayes: Supervisor Theobald, Councilor Loeffler, Councilor Rossetti, Councilor Marzola, Councilor Bollinger, Councilor Green

Nayes: 0 All in Favor. Motion Carries

Correspondence/New Business

A) Highway Superintendent

Councilor Rossetti made a motion, seconded by Councilor Marzola to accept the results from Auctions International as presented by Superintendent Cushing.

Ayes: Supervisor Theobald, Councilor Loeffler, Councilor Rossetti, Councilor Marzola, Councilor Bollinger, Councilor Green

Nayes: 0 All in Favor. Motion Carries

B) Planning & Development

Councilor Marzola stated that he attended the Planning Board meeting where the proposed development on Hoag Lane was discussed. Councilor Marzola stated that other members of the Town Board have attended Planning Board meetings and have been kept apprised of the proposed development. Councilor Marzola stated that the Planning Board has done a significant amount of work on the proposed development to date and he understands there are still a lot of questions that the Planning Board would like answered. Councilor Marzola stated that there appears to be concerns regarding drainage in the existing conditions (previous to the proposed development) on Hoag Lane, Churchill Lane and Muirfield Drive.

Councilor Marzola requested that the Town Board consider a drainage study in the area of Hoag Lane, Churchill Lane and Muirfield Drive. Councilor Marzola suggested the Town Board request a scope of services from the Town Engineer to look at the existing drainage in the area.

Supervisor Theobald stated that he and Highway Superintendent Cushing had visited Hoag Lane and Muirfield Lane. Supervisor Theobald stated that some corrections were implemented but that (Hoag Lane) continues to be an area of concern.

Councilor Bollinger stated that asking for a scoping study is a good place to start.

Councilor Loeffler stated that he agrees that a drainage study should be performed and this is consistent with the Town having performed drainage studies in other neighborhoods previously. Councilor Loeffler stated that this drainage study is not part of the Planning Board process but that the Planning board must continue their own process as is delegated to the Planning Board.

Councilor Loeffler stated that this drainage study will be in step with the Town continuing to try to update the water infrastructure in the Town.

Conversation ensued regarding whether or not the Hoag Lane area is in a drainage district.

Councilor Green stated that this course of action is consistent with the Town having met with other neighborhoods (Falconview area & Whetstone area)in the past regarding drainage issues in the Town.

Councilor Marzola made a motion, seconded by Councilor Loeffler to request a scope of services from Miller Engineering for a drainage study in the areas of Hoag Lane, Churchill Lane and Muirfield Drive.

Ayes: Supervisor Theobald, Councilor Loeffler, Councilor Rossetti, Councilor Marzola, Councilor Bollinger, Councilor Green

Discussion: Councilor Marzola stated that the Planning Board will keep working and this drainage study is not meant to step on the toes of the Planning Board.

Nayes: 0 All in Favor. Motion Carries

Town Manage Oot stated that a small drainage project was completed on Springview Drive.

Councilor Marzola made a motion, seconded by Councilor Green to approve the following budget transfer in the amount of $606.68 for a drainage project completed on Springview Drive from Drainage District #2 to General Repairs

Ayes: Supervisor Theobald, Councilor Loeffler, Councilor Rossetti, Councilor Marzola, Councilor Bollinger, Councilor Green

Nayes: 0 All in Favor. Motion Carries

C) Attorney – No New Business

D) Town Clerk

Town Clerk Weber presented a fireworks permit application for a firework display on September 20, 2019 at Traditions at the Links. Town Clerk Weber stated that the Office of Planning & Development has reviewed the application and recommends approval.

Councilor Bollinger made a motion, seconded by Councilor Marzola, to authorize the Town Clerk to issue a fireworks permit to Traditions at the Links for a firework display on September 20, 2019.

Ayes: Supervisor Theobald, Councilor Loeffler, Councilor Rossetti, Councilor Marzola, Councilor Bollinger, Councilor Green

Discussion: Supervisor Theobald stated that the recent fireworks display at Traditions were set off after 10 PM. Supervisor Theobald requested that a Town Official speak with the fireworks permit holder regarding the times which the fireworks can be set off.

Nayes: 0 All in Favor. Motion Carries

Town Clerk Weber presented a request from Kowal Creative to waive the thirty-day waiting period for an on-premise liquor license application.

Councilor Green made a motion, seconded by Councilor Rossetti to authorize the Town Clerk to send a letter to Kowal Creative, 104 Towne Dr., Fayetteville waiving the thirty-day waiting period for a liquor license.

Ayes: Supervisor Theobald, Councilor Loeffler, Councilor Rossetti, Councilor Marzola, Councilor Bollinger, Councilor Green

Discussion: Councilor Marzola asked if the East Area YMCA would be affected by the issuance of the liquor license in the neighboring plaza. The Town Board discussed the matter and was informed that a wine/liquor store is located in the neighboring plaza.

Nayes: 0 All in Favor. Motion Carries

Town Clerk Weber stated that Kay Blythe, Assistant to the Supervisor, submitted a copy of the new lease agreement for the Pitney Bose postage machine. The lease is the same as the previous lease with an increase of 21.68 for a total monthly charge of $162.51. The lease has a 60-month term and Pitney Bose will deliver a new unit.

The Town Board discussed the length of lease and how often the mail machine is used.

Councilor Rossetti made a motion, seconded by Councilor Marzola to approve and authorize the Supervisor to sign a 60-month lease with Pitney Bowes for a new postage machine at a monthly rate of $162.51 pending the approval of the Attorney for the Town.

Ayes: Supervisor Theobald, Councilor Loeffler, Councilor Rossetti, Councilor Marzola, Councilor Bollinger, Councilor Green

Nayes: 0 All in Favor. Motion Carries

E) Police Chief

Chief Crowell stated that he has met with Dr. Tice regarding the school district's request to start a special patrol officer program. Chief Crowell stated that the program consists of retired and part-time police officers becoming additional School Information Resource Officers. Chief Crowell stated that the Town Board would have to determine whether or not the Town would like to move forward with the program.

Councilor Loeffler stated that there are other school districts in the area that have implemented similar programs.

Chief Crowell stated that the school district is very clear that this program will not replace the current SIRO program.

Councilor Marzola asked if the special patrol officer would be town employees who have to comply with all of the training and expectations of the Town of Manlius Police Officers. Chief Crowell stated that the special patrol officers would be town employees and would have to comply with Town of Manlius Police Department Requirements.

Councilor Marzola asked how the union would be impacted by the program? Chief Crowell stated that he has spoken with the union and they generally support the program.

Discussion ensued regarding how the special officers would operate within the current department structure and how the selection process would take place.

Councilor Loeffler discussed how the special patrol officer program continues the community policing philosophy of the Town of Manlius Police Department.

Councilor Marzola asked if the school had requested that this program would be implemented by a specific date? Chief Crowell stated that there is no date set.

The Town Board requested a description of the special patrol officer program.

Chief Crowell Gave the following report:

- The Department continues to deal with the new justice reform laws that will have a significant impact on department operations.
- Two Town of Manlius Police Officers competed in a Public Safety Skills Drone Day. Sargent Snyder and Officer Connelly both won awards.

F) Town Board

Councilor Bollinger stated that the term for the current assessor is about to expire and reviewed the real property tax law requirements for the Town Assessor. Councilor Bollinger recommended the Town Board re-appoint Patrick Duffy to the position of Town Assessor.

Councilor Bollinger made a motion, seconded by Councilor Marzola to appoint Patrick Duffy to the position of Town Assessor for a 6-year term effective October 1, 2019 to September 30, 2025.

Ayes: Supervisor Theobald, Councilor Loeffler, Councilor Rossetti, Councilor Marzola, Councilor Bollinger, Councilor Green

Nayes: 0 All in Favor. Motion Carries

Councilor Marzola reported that to comply with good business practices the Town Board has requested a review of the Town accounting records as budgeted for in 2019. Councilor Marzola stated that the review is conducted to ensure that there is a reasonable compliance control environment within the Town, to ensure that assets are safeguarded, cash controls are reviewed, expenditures are completed appropriately, payroll flows properly and the AUD process has a review process.

Councilor Marzola stated that the recommended approach is for the Town complete this review in two parts. The internal transactional review will take place, after which the Town will complete the AUD review. Councilor Marzola recommended that the Town move forward with this review as it has been budgeted for in 2019.

Councilor Marzola stated that Bowers & Company has submitted a proposal for $4,500 for an internal transactional review of the control environment of assets, cash receipts, capital disbursements, payroll and the financial closing process. This is only for phase 1 of the proposed review.

Councilor Bollinger asked how Councilor Marzola determined the firm that was selected? Councilor Marzola stated that he has spoken with two other firms. Councilor Marzola stated that Bowers & Company is performing the audits of the justice court and they are very knowledgeable of the Towns workings.

Councilor Bollinger agreed that there is a rationale for using a company that is familiar with you as well as getting a set of fresh eyes. Councilor Bollinger stated that this is more of a quality assurance review.

Councilor Marzola affirmed that this was quality assurance review and stated that the AUD part of the review will have to go out to bid.

Councilor Loeffler asked if this review would be a first step to the part 2 AUD review. Councilor Marzola confirmed that this would be a first step to the AUD review.

Councilor Marzola made a motion, seconded by Councilor Rossetti, to authorize the Supervisor to engage Bowers & Company CPA's PLLC to complete a transaction flow review of the Town's internal controls for $4,500 as budgeted for in 2019.

Ayes: Supervisor Theobald, Councilor Loeffler, Councilor Rossetti, Councilor Marzola, Councilor Bollinger, Councilor Green

Nayes: 0 All in Favor. Motion Carries

Councilor Rossetti stated thanked Councilor Marzola for his research and thought process on the drainage study. Councilor Rossetti stated that this drainage study is separate process from what the Planning Board is reviewing.

G) Supervisor

Supervisor Theobald stated that he recently participated in the 2019 County Wide Shared Services Panel. Supervisor Theobald stated that the meeting was brief and successful.

There being no further business to come before the Board, upon motion duly made by Councilor Rossetti and seconded by Councilor Loeffler the Board voted unanimously to adjourn regular session at 7:18PM.

Ayes: Supervisor Theobald, Councilor Loeffler, Councilor Rossetti, Councilor Marzola, Councilor Bollinger, Councilor Green

Nayes: 0 All in favor. Motion Carries.

Respectfully Submitted by:

Allison A. Weber
Town Clerk