

John R. Loeffler, Councilor
Sara Bollinger, Councilor
Nicholas J. Marzola, Councilor
Vincent Giordano, Councilor
Karen Green, Councilor
Richard Rossetti, Councilor

Naves: 0 All in Favor. Motion Carries.

6. Board of Assessment Review Appointment

Councilor Bollinger made a motion, seconded by Councilor Loeffler, to appoint Ann Kelly to the Board of Assessment Review for 5-year term expiring 12/31/2022.

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

Nayes: 0 All in Favor. Motion Carries.

7. Planning and Zoning Board Attorney

Councilor Loeffler made a motion, seconded by Councilor Green, to appoint Frateschi, Schiano and Germano, PLLC as 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 Bollinger, Councilor Marzola, Councilor Loeffler, Councilor Rossetti

Nayes: 0 All in Favor. Motion Carries.

8. Engineer for the Town

Councilor Rossetti 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 Bollinger, Councilor Marzola, Councilor Loeffler, Councilor Rossetti

Nayes: 0 All in Favor. Motion Carries.

9. Attorney for the Town Appointment

Councilor Loeffler made a motion, seconded by Councilor Marzola, to appoint Frateschi, Schiano & Germano PLLC as Attorney's for the Town with Harris Beach Law Firm to serve as backup counsel and authorize the Town Supervisor to enter into a contract.

Ayes: Supervisor Theobald, Councilor Giordano, Councilor Green, Councilor Bollinger, 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 Green, to appoint Matthew Dunn, C. P. A., Town Account and authorize the Town Supervisor to enter into a contract.

Ayes: Supervisor Theobald, Councilor Giordano, Councilor Green, Councilor Bollinger, 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 Bollinger, to appoint Garam Group and authorize the Town Supervisor to enter into a contract.

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

Nayes: 0 All in Favor. Motion Carries.

12. Police Department Accreditation Manager

Councilor Green made a motion, seconded by Councilor Loeffler, to appoint Maureen Buckland, Blu Line Accreditation Consulting, and authorize the Supervisor to enter into a contract.

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

Nayes: 0 All in Favor. Motion Carries.

13. Marriage Officer Appointment

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

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

Nayes: 0 All in Favor. Motion Carries.

14. Records Officer Appointment

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

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

Nayes: 0 All in Favor. Motion Carries.

15. Safety Coordinator Appointment

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

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

Nayes: 0 All in Favor. Motion Carries.

16. Historian Appointment

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

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

Nayes: 0 All in Favor. Motion Carries.

17. Historical Society

Councilor Green made a motion, seconded by Councilor Bollinger, to enter into a contract with the Manlius Historical Society.

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

Nayes: 0 All in Favor. Motion Carries.

18. Deputy Supervisor Appointment

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

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

Nayes: 0 All in Favor. Motion Carries.

19. Health Insurance Split

Councilor Marzola made a motion, seconded by Councilor Loeffler, 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 Bollinger, Councilor Marzola, Councilor Loeffler, Councilor Rossetti

All in Favor.

Motion Carries

20. Board Rules and Procedures

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

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

Motion Carries

21. Procurement Policy

Councilor Loeffler made a motion, seconded by Councilor Bollinger, to adopt the Town Procurement Policy as amended to increase the highway department spending limits from \$3,000 to \$5,000.

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

Motion Carries

22. Prepaid Expenses

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

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

Motion Carries

23. Meetings

Councilor Bollinger made a motion, seconded by Councilor Rossetti, to approve the following Officers or their designees 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 Bollinger, Councilor Marzola, Councilor Loeffler, Councilor Rossetti

Motion Carries

24. Association of Towns Annual Meeting Spending Limit

Councilor Green made a motion, seconded by Councilor Bollinger, 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 Bollinger, Councilor Marzola, Councilor Loeffler, Councilor Rossetti

Motion Carries

25. Delegate to the Association of Towns' Annual Meeting

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

<u>Committee</u>	<u>Chairperson</u>	<u>Member</u>
Budget & Finance	Nick Marzola	John Loeffler
Community & Economic Development/Chamber of Commerce	Karen Green	Sara Bollinger
Consolidation & Intermunicipal Cooperation Task Force	Vince Giordano	Karen Green
Fire & EMS	Nick Marzola	Vince Giordano
Recreation/Community Events	Karen Green	Sara Bollinger
Personnel & Employee Relations	Rich Rossetti	John Loeffler
Professional Services	Nick Marzola	Vince Giordano
Technology	Nick Marzola	John Loeffler
Police Committee	John Loeffler	Karen Green

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

Nayes: 0 All in Favor. Motion Carries.

29. Department Liaison Assignments

Councilor Green made a motion, seconded by Councilor Marzola to approve the following department liaison assignments:

Assessor	Sara Bollinger
Highway	Nick Marzola
Planning & Development	Rich Rossetti
Building & Grounds	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 Bollinger, Councilor Marzola, Councilor Loeffler, Councilor Rossetti

Nayes: 0 All in Favor. Motion Carries.

30. Banks

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

M&T Bank
Key Bank of New York
NBT
Pathfinder Bank
Investments – Savings & Certificate of Deposit

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

Nayes: 0 All in Favor. Motion Carries.

31. Veterinary Services Contract

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

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

Nayes: 0 All in Favor. Motion Carries.

32. Town Board Meeting Time

Councilor Loeffler made a motion, seconded by Councilor Marzola to hold the Town Board meetings at 6:30 PM.

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

Nayes: 0 All in Favor. Motion Carries.

33. Town Board Meeting Schedule

Councilor Green made a motion, seconded by Councilor Bollinger to approve the Town Board Meeting Schedule for 2018.

January 10, 2018	July 11, 2018
January 24, 2018	July 25, 2018
February 14, 2018	August 8, 2018

February 28, 2018	August 22, 2018
March 14, 2018	September 12, 2018
March 28, 2018	September 26, 2018
April 11, 2018	October 10, 2018
April 25, 2018	October 24, 2018
May 9, 2018	November 14, 2018
May 23, 2018	November 28, 2018
June 13, 2018	December 12, 2018
June 27, 201	December 19, 2018

2019 Organizational Meeting – January 2, 2019

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

Nayes: 0 All in Favor. Motion Carries.

34. Town Board Budget Workshops

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

September 8, 2018 9:00am
September 12, 2018 5:00pm

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

Nayes: 0 All in Favor. Motion Carries.

35. Mileage Reimbursement

Councilor Bollinger made a motion, seconded by Councilor Green to approve the mileage reimbursement rate at 54.5 cents per mile for business miles driven.

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

Nayes: 0 All in Favor. Motion Carries.

36. Highway Agreement Document

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

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

Nayes: 0 All in Favor. Motion Carries.

37. Approve Highway Map, Highway Specification and Highway Agreement

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

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

Naves: 0 All in Favor. Motion Carries.

38. Zoning Map

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

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

Naves: 0 All in Favor. Motion Carries.

Supervisor	Edmond Theobald	\$39,293
Deputy Supervisor	John Loeffler	\$ 1,000
Councilor	John Loeffler	\$12,410
Councilor	Nick Marzola	\$12,410
Councilor	Vincent Giordano	\$12,410
Councilor	Karen Green	\$12,410
Councilor	Richard Rossetti	\$12,410
Councilor	Sara Bollinger	\$12,410
Highway Superintendent	Robert Cushing	\$78,860
Secretary to H'way	Janet Vollmer	\$38,485
Town Clerk	Allison Weber	\$51,582
Deputy Clerk	Deborah Witzel	\$35,362
Deputy Clerk	Lisa Beeman	\$35,362
Receiver of Taxes	Laurie Peschel	\$43,722
Typist I	Sharon Lake	\$16,510
Clerk I	Mitzi Esposito	\$14.46/hour
Assessor	Patrick Duffy	\$81,450
Assessment Clerk	Cristine DelFuoco	\$42,554
Appraiser	Philip Murray	\$49,716
Clerk	Tina Galvin	\$32,410
Information Aide	Jennifer Abbott	\$15.46/hour
Justice	Salvatore Pavone	\$34,962
Justice	Robert O'Leary	\$34,962
Clerk to Justice	Janet Stanley	\$48,176
Clerk to Justice	Jeanette Zacharias	\$48,176
Dep. Clerk to Court	Megan Vieau	\$15.46/hour
Rec. Director	Peggy Kenyon	\$66,441
Rec. Supervisor	Kristine Zingaro	\$50,123
Typist I	Jacqueline Maher	\$27,396
Custodial Worker I	William Miller	\$28,346
Safety Coordinator	William Miller	\$ 1,000

Records Officer	Allison Weber	\$ 3,000
Town Manager	Ann Oot	\$62,593
Secretary to Super.	Valerie Capriotti	\$33,456
Trash/Brush Liaison	Sharon Lake	\$16,510
Director of Code Enf.	Randy Capriotti	\$57,400
Dep.Code Enf. Off.	David Corbett	\$17.69/hour
Town Historian	Barbara Rivette	\$ 2,700
Planning Chairman	Joseph Lupia	\$ 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 Weber	\$100 per meeting
Crossing Guard	Bev Boland	\$13.94/hour
Crossing Guard	Kristy Houghton	\$13.94/hour
Crossing Guard	Tom Peschel	\$13.94/hour
Board of Assessment	Ann Kelly	\$45.00/hour
Board of Assessment	James Campbell	\$40.00/hour
Board of Assessment	James William’s	\$40.00/hour
Recreation Leader	Darlene Houghton	\$14.70/hour
Recreation Leader	Joanne Smith	\$14.90/hour
Recreation Attend.	Mark Kenyon	\$11.70/hour
Recreation Attend.	Honesty Rohrer	\$11.70/hour
Recreation Attend.	Albert Smith	\$11.70/hour
Recreation Attend.	Thomas Kenyon	\$11.23/hour

Town of Manlius Police

Chief	Michael Crowell	\$101,477
Captain	Kevin Schafer	\$ 92,028
Captain	Jeffrey Peckins	\$ 92,028
Lieutenant	Jeffrey Slater	\$ 84,400
Sergeants	Christopher Cushman	\$ 74,843
	Alexander Hebert	\$ 73,219
	Kenneth Hatter	\$ 74,843
	Joseph Peters	\$ 74,843
	Gregory Snyder	\$ 73,219
	Tina Marie Stanton	\$ 74,843
Police Officers	Adam Bezek	\$ 69,226
	Beth Brainard	\$ 69,226
	Triston Campbell	\$ 51,514
	Ross Carnie	\$ 69,226
	Patrick Connelly	\$ 56,347
	Brian Damon	\$ 69,226
	Louis Dashno	\$ 62,775
	Michael Desalvatore	\$ 62,775
	Daniel Filip	\$ 69,226
	James Gallup	\$ 69,226
	Peter Gilchriest	\$ 51,514
	Damien Golden	\$ 69,226
	Shawn Gwilt	\$ 69,226
	Aurora Halsey	\$ 62,775

	Alicia Hibbard	\$ 51,514
	Rebecca Kammar	\$ 69,226
	Justin Lefebvre	\$ 62,775
	Benjamin Lesperance	\$ 69,226
	Frank Morrock	\$ 51,514
	Stephen Muller	\$ 59,568
	Angela Palmer	\$ 69,226
	John Paul	\$ 69,226
	Zachary Shute	\$ 69,226
	Cody Skinner	\$ 59,568
	Brianna Sparks	\$ 51,514
	Daniel Tyrel	\$ 69,226
	Samuel Williams	\$ 51,514
Clerk 1	Sharon Barkauskas	\$20.55/hour
Clerk 1	Mary Alice Boyke	\$21.12/hour
Clerk 1	Linda Nyman	\$19.47/hour
Clerk 1	Lynn Rybinski	\$19.47/hour
Clerk 1/CSO	Jade Taggart	\$15.53/hour
Mechanic	Paul Chapman	\$27.14/hour
Custodial Worker I	Erika Durfee	\$13.50/hour
Laborer I	Charlie Reynolds	\$10.40/hour
Police Officer Salary Level		
Entry Level		\$ 51,514
Step 1		\$ 56,347
Step 2		\$ 59,568
Step 3		\$ 62,775
Step 4		\$ 67,081
Step 5		\$ 69,226
Sergeant Salary Level		
Entry Level		\$ 73,219
Step 1		\$ 74,843
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	\$ 25.73
Monty Albanese	\$ 26.36
John Barnwell	\$ 26.36
David Barnwell	\$ 23.35
William Beeman	\$ 26.87
Thomas Burns	\$ 25.73
Jon Card	\$ 26.51
David Daniels	\$ 27.27
Christopher Dardaris	\$ 25.19
Peter Dougherty	\$ 23.35
Brian Edwards	\$ 27.45
Albert Emmons	\$ 23.35
Thomas Emmons	\$ 25.19

Justin Graser	\$ 21.54
David Hale	\$ 26.36
Joseph Mapstone	\$ 25.64
Matthew Pilcher	\$ 24.74
Matthew Raterman	\$ 25.19
Derek Rogers	\$ 21.54
J. Robert Schepp	\$ 24.11
Paul Stewart	\$ 26.14
Mark Tily	\$ 24.02
Randall Troast	\$ 25.19
Zachary Van Auken	\$ 21.54
Gary Vona	\$ 24.20

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

Nayes: 0 All in Favor. Motion Carries.

42. Handbook

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

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

Nayes: 0 All in Favor. Motion Carries.

43. Code Fee Schedule

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

Town of Manlius Fee Schedule Adopted 01-03-2018

	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
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	\$300.00	\$300.00
	Site Plan Amendment	\$50.00	\$100.00
155-29	Accessory Use Permit	\$300.00	\$300.00
	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			
(DEPOSIT)***			
155-28; 96(3)(C)	Site Plan Review up to 5 Acres	\$1,325.00	\$1,325.00
155-28; 96(3)(C)	Site Plan Review over 5 Acres	\$2,625.00	\$2,625.00
127-9c; 96(3)(C)	Subdivision Review		
	Two lot	\$375.00	\$375.00
	Three to Five Lot	\$475.00	\$475.00
	6 to 10 Lot	\$625.00 + \$75.00 per each lot over 5 lots	
	11 to 20 Lot	\$1,025.00 + \$75.00 per each lot over 10 lots	
	21 to 50 Lot	\$3,625 + \$75.00 per each lot over 20 lots	
	51 to 100 Lot	\$5,125.00	\$5,125.00
LEGAL REVIEW			
(Deposit)***			
96(3)(C)	Site Plan Review (including amendment) – up to 5 acres	\$525.00	\$525.00
96(3)(C)	Site Plan Review (including amendment) – over 5 acres	\$875.00	\$1,025.00
96(3)(C)	*Subdivision Review - up to 2 lots	\$225.00	\$325.00
96(3)(C)	Subdivision Review – 3 -5 lots	\$375.00	\$375.00
96(3)(C)	Subdivision Review – 6 -10 lots	\$575.00	\$575.00
96(3)(C)	Subdivision Review – 11 -20 lots	\$825.00	\$825.00
96(3)(C)	Subdivision Review – 21 -50 lots	\$1,325.00	\$1,325.00
96(3)(C)	Special Use Permit	\$375.00	\$575.00
96(3)(C)	Accessory Use Permit	\$375.00	\$375.00
96(3)(C)	Renewal of Special or Accessory Use Permit	\$225.00	\$275.00
96(3)(C)	**Variance, Area	\$0.00	\$475.00
96(3)(C)	Variance, Use	\$425.00	\$525.00

* If approved in Sections, this is a per section charge for first section, with subsequent sections at ½ of same.

**Area variances related to residential subdivision development is considered commercial for purposes of legal review; residential limited to 1-3 family dwelling.

***Deposits to offset review expenses for Town Board, Planning Board and Zoning Board of Appeals applications are collected and placed in a separate escrow account at the time of application to the board(s). Any balance is returned to the applicant at the completion of the project or, if more funds are needed, a written request will be made. PLEASE CONTACT THE PLANNING AND DEVELOPMENT OFFICE TO CONFIRM THE AMOUNT OF THE ESCROW DEPOSIT TO BE SUBMITTED IN A SEPARATE CHECK MADE PAYABLE TO THE TOWN OF MANLIUS.

The intent of Chapter 96 of the Town of Manlius Code entitled “Professional Fees, Payment and Reimbursement in Relation to Certain Zoning, Planning & Development, and Enforcement Violation Matters,” and this fee schedule is to allow the Town to recover those engineering, legal and other professional consultants’ expenses incurred in connection with review of an application so long as reasonably necessary to accomplish the regulatory program. To ensure that the fees charged in any individual case are not so high or extensive as to discourage individuals from seeking relief or to impair a citizen's right to have access to a government function, it has been determined that such deposit amounts represent substantially less than the average costs for applications of that type and further imposes a ceiling, represented by a not to exceed 200 percent of the deposit required. Professional fees are incurred by the Town and as such are charged at the professionals (reduced) hourly rates charged to the Town. Payment by an applicant of fees to cover such expenses as a condition of continuance of proceedings or of approval may be made under protest or with rights reserved and would not estop the applicant later from seeking a refund for payment of excess fees.

**** 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 01-03-2018**

General Construction (N.I.C. Houses)	Residential	Commercial
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	\$100.00	\$100.00
Pool Permit	\$100.00	\$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 100 sf	\$200.00	N/A
* If work is not ready for inspection as requested		

*** 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.	
Miscellaneous Fees	
Zoning Research Letter	\$30.00
Annexation	\$600.00
Highway Agreement*	\$700.00
Special Districts	\$600.00
Zoning and Road Maps	\$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.	

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

Nayes: 0 All in Favor. Motion Carries.

44. Professional Fees Schedule – Ratify

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

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

Nayes: 0 All in Favor. Motion Carries.

45. 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 Bollinger, Councilor Marzola, Councilor Loeffler, Councilor Rossetti

Naves: 0 All in Favor. Motion Carries.

46. Official Undertaking

Councilor Marzola made a motion, seconded by Councilor Loeffler to adopt the Official Undertaking of Municipal Officers resolution as presented for 2018.

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

Nayes: 0

All in Favor.

Motion Carries.

47. Adjournment

There being no further business to come before the Board, upon motion duly made by Councilor Rossetti and seconded by Councilor Green the Board voted unanimously to adjourn regular session at 7:12 pm.

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

Nayes: 0

All in favor.

Motion Carries.