

Final  
ORGANIZATIONAL MEETING MINUTES  
TOWN BOARD  
January 9, 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:

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

The following Town Officers were present:

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

Other persons attending: Ellen & Mike McGrew, Manlius. John Deer, Fayetteville. Chris Barncamp, W. Henrietta. Mark Matt, Fayetteville. Nathan Vander Wal, Rochester. Robert & Madeline Demand, Manlius. Lauren Young, Eagle Bulletin. Alan Rudnick, Manlius. Kari Blair, Manlius. Sue & Will Verbeck, Manlius.

**1. The Pledge of Allegiance**

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

**2. Zoning Board of Appeals Appointment**

Councilor Green made a motion, seconded by Councilor Rossetti, to appoint KP Kelly to the Zoning Board of Appeals for a 5-year term expiring 12/31/2023.

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

Nays: 0 All in Favor. Motion Carries.

**3. Zoning Board of Appeals Chairman Appointment**

Councilor Rossetti made a motion, seconded by Councilor Marzola, to appoint KP Kelly as the Zoning Board Chairman for a 1-year term expiring 12/31/2019.

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

Nays: 0 All in Favor. Motion Carries.

**4. Planning Board Chairman Appointment**

Councilor Rossetti made a motion, seconded by Councilor Marzola, to appoint Joe Lupia as the Planning Board Chairman for a 1-year term expiring 12/31/2019.

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

Nays: 0 All in Favor. Motion Carries.

**5. Planning Board Appointment**

Councilor Rossetti made a motion, seconded by Councilor Marzola, to appoint Joe Lupia to the Planning Board for 7-year term expiring 12/31/2025.

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

Nayes: 0 All in Favor. Motion Carries.

**6. Planning and Zoning Board Attorney**

Councilor Bollinger made a motion, seconded by Councilor Marzola, to appoint Baldwin, Sutphen & Frateschi as Attorney for the Planning Board and Zoning Board, and authorize the Town Supervisor to enter into a contract.

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

Nayes: 0 All in Favor. Motion Carries.

**7. 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 Green, Councilor Bollinger, Councilor Marzola, Councilor Rossetti

Nayes: 0 All in Favor. Motion Carries.

**8. Attorney for the Town Appointment**

Councilor Rossetti made a motion, seconded by Councilor Green, to appoint Baldwin, Sutphen & Frateschi 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 Green, Councilor Bollinger, Councilor Marzola, Councilor Rossetti

Nayes: 0 All in Favor. Motion Carries.

**9. Town Account Appointment**

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

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

Nayes: 0 All in Favor. Motion Carries.

**10. Town Information Technology Services Appointment**

Councilor Marzola 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 Green, Councilor Bollinger, Councilor Marzola, Councilor Rossetti

Nayes: 0 All in Favor. Motion Carries.

**11. Police Department Accreditation Manager**

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

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

Nayes: 0 All in Favor. Motion Carries.

**12. Marriage Officer Appointment**

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

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

Nayes: 0 All in Favor. Motion Carries.

**13. 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 Green, Councilor Bollinger, Councilor Marzola,  
Councilor Rossetti

Nayes: 0 All in Favor. Motion Carries.

**14. Safety Coordinator Appointment**

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

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

Nayes: 0 All in Favor. Motion Carries.

**15. Historian Appointment**

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

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

Nayes: 0 All in Favor. Motion Carries.

**16. Historical Society**

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

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

Nayes: 0 All in Favor. Motion Carries.

**17. Deputy Supervisor Appointment**

Councilor Green made a motion, seconded by Councilor Bollinger, to appoint Councilor Loeffler as Deputy Town Supervisor.

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

Nayes: 0 All in Favor. Motion Carries.

**18. Health Insurance Split**

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

Nayes: 0 All in Favor. Motion Carries

**19. Board Rules and Procedures**

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

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

Nayes: 0 All in Favor. Motion Carries.

**20. Procurement Policy**

Councilor Marzola made a motion, seconded by Councilor Bollinger, to adopt the Town Procurement Policy as amended to increase the highway department spending limits as presented.

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

Nayes: 0 All in Favor. Motion Carries.

**21. 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 Green, Councilor Bollinger, Councilor Marzola,  
Councilor Rossetti

Nayes: 0 All in Favor. Motion Carries.

**22. 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 Green, Councilor Bollinger, Councilor Marzola,  
Councilor Rossetti

Nayes: 0 All in Favor. Motion Carries.

**23. 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 Green, Councilor Bollinger, Councilor Marzola,  
Councilor Rossetti

Nayes: 0 All in Favor. Motion Carries.

**24. Delegate to the Association of Towns' Annual Meeting**

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

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

Nayes: 0 All in Favor. Motion Carries.

**25. Meal Reimbursement**

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

Nayes: 0 All in Favor. Motion Carries.

**26. Holidays**

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

New Year’s Day	Tuesday, January 1, 2019
Martin Luther King Day	Monday, January 21, 2019
Presidents’ Day	Monday, February 18, 2019
Good Friday (1/2 day)	Friday, April 19, 2019
Memorial Day	Monday, May 27, 2019
Independence Day	Thursday, July 4, 2019
Labor Day	Monday, September 2, 2019
Columbus Day	Monday, October 14, 2019
Veterans’ Day	Monday, November 11, 2019
Thanksgiving Day	Thursday, November 28, 2019
Day after Thanksgiving	Friday, November 29, 2019
Christmas Eve (1/2 day)	Tuesday, December 24, 2019
Christmas Day	Wednesday, December 25, 2019

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

Nayes: 0 All in Favor. Motion Carries.

**27. Committee Assignments**

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

<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 Green, Councilor Bollinger, Councilor Marzola, Councilor Rossetti

Nayes: 0 All in Favor. Motion Carries.

**28. 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 Green, Councilor Bollinger, Councilor Marzola, Councilor Rossetti

Nayes: 0 All in Favor. Motion Carries.

**29. 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 Green, Councilor Bollinger, Councilor Marzola, Councilor Rossetti

Nayes: 0 All in Favor. Motion Carries.

**30. Veterinary Services Contract**

Councilor Rossetti made a motion, seconded by Councilor Bollinger to authorize Town Supervisor to enter into a contract for cruelty investigation services with SPCA.

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

Nayes: 0 All in Favor. Motion Carries.

**31. Town Board Meeting Time**

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

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

Nayes: 0 All in Favor. Motion Carries.

**32. Town Board Meeting Schedule**

Councilor Green made a motion, seconded by Councilor Bollinger to approve the Town Board Meeting Schedule for 2019.

January 9	May 8	September 11
January 23	May 22	September 25
February 13	June 12	October 9
February 27	June 26	October 23
March 13	July 10	November 13
March 27	July 24	November 20

April 10  
April 24

August 14  
August 28

December 11  
December 18

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 Budget Workshops**

Councilor Marzola made a motion, seconded by Councilor Green to approve the Town Board Budget Workshop Schedule for 2019.

September 7, 2019 8:00 AM  
September 11, 2019 5:00 PM

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

Nayes: 0

All in Favor.

Motion Carries.

### **34. Mileage Reimbursement**

Councilor Bollinger made a motion, seconded by Councilor Green to approve the mileage reimbursement rate at 58 cents per mile for business miles driven.

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

Nayes: 0

All in Favor.

Motion Carries.

### **35. 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 Green, Councilor Bollinger, Councilor Marzola, Councilor Rossetti

Nayes: 0

All in Favor.

Motion Carries.

### **36. Highway Specification and Highway Agreement**

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

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

Nayes: 0

All in Favor.

Motion Carries.

### **37. Official Town Newspapers**

Councilor Rossetti 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 Green, Councilor Bollinger, Councilor Marzola, Councilor Rossetti

Nayes: 0

All in Favor.

Motion Carries.

### **38. Insurance**

Councilor Bollinger made a motion, seconded by Councilor Green to authorize the Town Board to ratify existing contracts for Officers and Public Officials insurance with Haylor, Freyer and Coon and authorize the Town Supervisor to sign any contracts.

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

Nayes: 0

All in Favor.

Motion Carries.

**39. Salaries**

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

Supervisor	Edmond Theobald	\$40,079
Deputy Supervisor	John Loeffler	\$1,000
Councilor	John Loeffler	\$12,658
Councilor	Nick Marzola	\$12,658
Councilor	Vincent Giordano	\$12,658
Councilor	Karen Green	\$12,658
Councilor	Richard Rossetti	\$12,658
Councilor	Sara Bollinger	\$12,658
Highway		
Superintendent	Robert Cushing	\$80,832
Secretary to H'way	Janet Vollmer	\$39,422
Town Clerk		
Deputy Clerk	Allison Weber	\$52,871
Deputy Clerk	Deborah Witzel	\$36,246
Deputy Clerk	Lisa Beeman	\$36,246
Receiver of Taxes		
Typist I	Laurie Peschel	\$44,815
Clerk I	Sharon Lake	\$17,005.30
	Mitzi Esposito	\$14.82/hour
Assessor		
Assessment Clerk	Patrick Duffy	\$83,486 (Appointed)
Appraiser	Cristine DelFuoco	\$43,618
Assessment Clerk	Philip Murray	\$50,959
	Jennifer Abbott	\$16.86/hour
Justice		
Justice	Salvatore Pavone	\$35,661
Justice	Robert O'Leary	\$35,661
Clerk to Justice	Janet Stanley	\$49,350
Clerk to Justice	Jeanette Zacharias	\$49,350
Dep. Clerk to Court	Megan Vieau	\$15.93/hour
Rec. Director		
Rec. Supervisor	Peggy Kenyon	\$68,102
Clerk I	Kristine Zingaro	\$51,627
	Tina Galvin	\$33,220
Custodial Worker I		
	William Miller	\$30,055
Safety Coordinator		
	William Miller	\$1,000
Records Officer		
	Allison Weber	\$3,000
Town Manager		
Secretary to Super.	Ann Oot	\$65,097
	Kayandra Blythe	\$34,850
Trash/Brush Liaison		
	Sharon Lake	\$17,005.30
Director of Code Enf.		
Dep.Code Enf. Off.	Randy Capriotti	\$60,270
Dep. Code Enf Off.	David Corbett	\$18.30/hour
	Michael Grevelding	\$20.20
Town Historian		
	Barbara Rivette	\$2,700
Planning Chairman		
Planning Board	Joseph Lupia	\$3,090 per year
	7 members @	\$3,471 per year



Secretary	Lisa Beeman	\$257 per meeting
ZBA Chairman	K.P. Kelly	\$114 per meeting
ZBA	4 members @	\$83 per meeting
Secretary	Allison Weber	\$206 per meeting
Police Committee	Allison Weber	\$100 per meeting
Crossing Guard	Bev Boland	\$14.29/hour
Crossing Guard	Kristy Houghton	\$14.29/hour
Crossing Guard	Tom Peschel	\$14.29/hour
Board of Assessment	Ann Kelly	\$45.00/hour
Board of Assessment	James Campbell	\$40.00/hour
Recreation Leader	Darlene Houghton	\$15.40/hour
Recreation Leader	Joanne Smith	\$15.60/hour
Recreation Attend.	Mark Kenyon	\$12.40/hour
Recreation Attend.	Thomas Kenyon	\$11.93/hour
Recreation Attend.	Honesty Rohrer	\$12.40/hour
Recreation Attend.	Albert Smith	\$12.40/hour
Recreation Attend.	Ian Zingaro	\$11.10/hour

### **Town of Manlius Police**

Chief	Michael Crowell	\$102,961
Captain	Kevin Schafer	\$96,687
Captain	Jeffrey Peckins	\$96,687 (Retired)
Lieutenant	Jeffrey Slater	\$88,673
Sergeants	Christopher Cushman	\$78,632
	Kenneth Hatter	\$78,632
	Joseph Peters	\$78,632
	Gregory Snyder	\$78,632
	Tina Marie Stanton	\$78,632
Police Officers	Matthew Applebee	\$54,122
	Adam Bezek	\$72,731
	Beth Brainard	\$72,731
	Triston Campbell	\$59,200
	Ross Carnie	\$72,731
	Patrick Connelly	\$62,583
	Brian Damon	\$72,731
	Louis Dashno	\$70,477
	Michael Desalvatore	\$70,477
	Daniel Filip	\$72,731
	James Gallup	\$72,731
	Peter Gilchriest	\$59,200
	Damien Golden	\$72,731
	Shawn Gwilt	\$72,731
	Alicia Hibbard	\$59,200
	Rebecca Kammar	\$72,731
	Phillip Knittel	\$54,122
	Justin Lefebvre	\$70,477
	Benjamin Lesperance	\$72,731
	Stephen Muller	\$65,953
	Angela Palmer	\$72,731
	John Paul	\$72,731

Julia Quinlan	\$54,122
Zachary Shute	\$72,731
Cody Skinner	\$65,953
Brianna Sparks	\$59,200
Daniel Tyrel	\$72,731
Samuel Williams	\$59,200

Clerk 1	Sharon Barkauskas	\$21.06/hour
Clerk 1	Mary Alice Boyke	\$21.12/hour ( Retired)
Clerk 1	Linda Nyman	\$19.96/hour
Clerk 1	Lynn Rybinski	\$19.96/hour
Clerk 1/CSO	Jade Taggart	\$15.92/hour
Mechanic	Paul Chapman	\$27.81/hour
Custodial Worker I	Erika Durfee	\$13.84/hour

Police Officer Salary Level

Entry Level	\$54,122
Step 1	\$59,200
Step 2	\$62,584
Step 3	\$65,953
Step 4	\$70,477
Step 5	\$72,731

Sergeant Salary Level

Entry Level	\$76,926
Step 1	\$78,633

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
Monty Albanese	\$26.93
John Barnwell	\$26.93
William Beeman	\$27.47
Thomas Burns	\$26.30
David Daniels	\$27.88
Christopher Dardaris	\$25.76
Brian Edwards	\$28.06
Thomas Emmons	\$25.76
Justin Graser	\$22.02
David Hale	\$26.93
Justin Matt Laroche	\$23.18
Joseph Mapstone	\$26.21
Daniel Miller	\$18.31
Matthew Pilcher	\$25.31
Matthew Raterman	\$25.76
Derek Rogers	\$22.02

J. Robert Schepp	\$24.68
Paul Stewart	\$26.71
Mark Tily	\$24.59
Randall Troast	\$25.76
Zachary Van Auken	\$22.02
Gary Vona	\$24.77

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

Nayes: 0 All in Favor. Motion Carries.

**40. Handbook**

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

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

Nayes: 0 All in Favor. Motion Carries.

**41. Code Fee Schedule**

Councilor Rossetti made a motion, seconded by Councilor Bollinger to ratify the code fee schedule as presented.

**Town of Manlius  
Fee Schedule  
Adopted 01-03-2018**

	<b>Application and Filing Fees</b>		
Code	Application	Residential	Commercial
<b>Subdivision 127</b>			
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
<b>Zoning 155 Application Fees</b>			
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
<b>ENGINEERING REVIEW</b>			
	(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)	<b>Subdivision Review</b>		
	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
<b>LEGAL REVIEW</b>			
(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

**Town of Manlius  
Fee Schedule  
Adopted 01-03-2018**

<b>General Construction (N.I.C. Houses)</b>	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
<b>New Residential Housing ***</b>		
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



