



**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

Nayes: 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.



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



Town Clerk  
Receiver of Taxes

Rich Rossetti  
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	August 14	December 11
April 24	August 28	December 18

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

Nays: 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

Nays: 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

Nays: 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

Nays: 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

Nays: 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

Nays: 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

Nays: 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 DeFuoco	\$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.	Randy Capriotti	\$60,270
Dep.Code Enf. Off.	David Corbett	\$18.30/hour
Dep. Code Enf Off.	Michael Grevelding	\$20.20
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	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



	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
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.		
<b>Miscellaneous Fees</b>		
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 Green, Councilor Bollinger, Councilor Marzola, Councilor Rossetti

Nays: 0 All in Favor. Motion Carries.

**42. Professional Fees Schedule – Ratify**

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

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

Nays: 0 All in Favor. Motion Carries.

**43. Town Clerk Fee Schedule**

Councilor Rossetti made a motion, seconded by Councilor Green to ratify the town clerk 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	1 <sup>st</sup> offense \$ 50.00 2 <sup>nd</sup> offense \$100.00 3 <sup>rd</sup> 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

Nays: 0 All in Favor. Motion Carries.

**44. Official Undertaking**

Councilor Marzola made a motion, seconded by Councilor Bollinger to adopt the Official Undertaking of Municipal Officers resolution as presented for 2019.

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

Nays: 0

All in Favor.

Motion Carries.

**45. 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 6:20 pm.

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

Nays: 0

All in favor.

Motion Carries.