

Agenda  
Town Board Meeting  
February 22, 2023  
6:30 PM

1. Virtual Meeting Instructions - February 22, 2023

Documents:

[2-22-23 TOWN BOARD MEETING INSTRUCTIONS.PDF](#)

2. Pledge Of Allegiance

3. Introduction Of New Police Officers

A introduction and welcome of Officer Jacob Gibbs, Officer Luke Corl, Officer Anthony Mastrobattisto, Officer Chad Temple.

4. Open Podium

5. Public Hearing - Proposed Local Law Amending Chapter 134 Of The Town Code

A PROPOSED LOCAL LAW 2023 - \_\_\_ AMENDING CHAPTER 134 OF THE TOWN CODE ("TAXATION") TO CODIFY RECENT CHANGES PASSED BY THE STATE LEGISLATURE RELATED TO EXEMPTIONS FOR MEMBERS OF VOLUNTEER FIRE COMPANIES AND AMBULANCE SERVICES

6. 2022 Annual Planning & Development Report

Code Enforcement Tom Poitras will review the 2022 Annual Planning and Development Report which has been accepted by New York Department of State. The report can be found [HERE](#).

7. Highway - Letter Of Intent

Documents:

[HIGHWAY DEPARTMENT - 2023 FEB 20 TRK 15 LETTER OF INTENT.PDF](#)

8. 2022 Budget Encumbrances & Transfers

9. Set Date - March Town Board Work Session - Climate Action Plan Initial Presentation And Discussion

10. Approval Of Minutes - 02-08-2023

Documents:

[2-8-23 DRAFT.PDF](#)

11. Adjournment

This meeting is being recorded and live streamed. The recording will be broadcast live and will be posted to the town website at [www.townofmanlius.org](http://www.townofmanlius.org)





February 22, 2023

6:30 PM

## Town Board Meeting Instructions

The easiest way to participate in the meeting is to use the link provided below. The meeting will be conducted on the ZOOM platform as a webinar. Please make sure that when you complete your attendee registration you enter your full name.

Click on the link or enter the meeting URL web address as listed below.

<https://us02web.zoom.us/j/89842868310?pwd=ZGRiclV5SUU1MCtZeUVJOzdNczlyQT09>

Password to join when prompted:

Password: **486360**

Enter your email address and name and join the meeting.

Join by telephone by dialing the number below:

(929) 436-2866

When prompted to enter the Webinar ID, use the number below followed by #

Webinar ID: 898 4286 8310

Press # again to skip the personal id and enter the password below followed by #

Password: **486360**

If this is your first time joining a ZOOM meeting, you may practice using ZOOM meeting platform at <https://zoom.us/test>.

# Town of Manlius

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February 20, 2023

Mr. Bob Carson  
Municipal Sales Manager  
Navistar, Inc.  
399 Albany Shaker Road, Suite 202  
Loudinville, NY 12211

Dear Mr. Carson,

Please accept this letter of intent from the Town of Manlius Highway Department to purchase the following:

One (1) New and unused 2024 International HV507 SFA 4x2 Chassis at the cost of \$112,507.00 per proposal number 22818-01.

The Town of Manlius Highway Department will include necessary funding for this procurement in their proposed 2024 budget. We cannot guarantee that the Town of Manlius Board will approve the proposed budget; however, this letter of intent was approved at the February 22, 2023, meeting. Also, we have no reason to believe this funding will be denied. If funding is approved, a purchase order will be issued in the first quarter of 2024.

The Town of Manlius Highway has an immediate critical need for this equipment. Any effort or consideration you are able to provide that will accelerate the acquisition process would be sincerely appreciated.

Sincerely,

TOWN OF MANLIUS

  
Robert A. Cushing  
Superintendent of Highways

**Robert Cushing, Highway Superintendent**

**Town Board** - John Deer, Sara Bollinger, Elaine Denton, Alissa Italiano, Katelyn Kriesel, William Nicholson, Heather Waters

MINUTES  
TOWN BOARD  
February 8, 2023

The Town of Manlius Town Board held a hybrid meeting with in-person attendees and virtual attendees. The meeting was live streamed on the Town Facebook page and the Town YouTube Channel. The recording of the meeting can be viewed here;  
<https://www.youtube.com/channel/UC3pS9-uTiX4l7aEgciGEVSA>

Supervisor John Deer presided, and the following Board members were present:

	Elaine Denton, Councilor
	Heather Waters, Councilor
	Katelyn M. Kriesel, Councilor
	Alissa Italiano, Councilor
	William Nicholson, Councilor
Absent	Sara Bollinger, Councilor

The following Town Officers were present:

Tim Frateschi, Attorney for the Town	Ann Oot, Town Manager
Kay Blythe, Deputy Town Manager	Debi Witzel, Deputy Town Clerk

The following Town Officers Attending Virtually: Police Chief, Michael Crowell. Town Clerk, Allison Weber. Tom Poitras, Code Enforcement Officer.

**1. Attendees**

In-Person Meeting Attendees: Deborah & Brian Kelly, Manlius. B.B. Wheeler, Manlius. Josh Ludden.

Virtual Meeting Attendees: Warren Linhart, Denise Santucci, Syracuse Peace Council, Daniel Davenport, J Prezzano.

**2. The Pledge of Allegiance**

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

**3. Open Podium – None**

**4. Planning Board Response to Local Law Amendment to RM Zoning**

The Town Board acknowledged and discussed the Planning Board's response to the proposed amendment to the RM Zoning Classification. The Planning Board issued a positive recommendation to the Town Board with minor clerical changes.

**5. 6:35 PM Public Hearing to Adopt a Local Law amending the Residential Multiple Use Districts (RM) to allow for Mixed Use Development and Make Technical Changes**

Attorney Frateschi reviewed the proposed amendments to the RM Zoning Classification. The amendments allow for mixed use development and making technical changes. The amendments further define retail use as small scale retail limited to 50% of the square footage of any building and adaptive reuse.

**PART II – Short Environmental Assessment Form**

Attorney Frateschi reviewed Part II of the short environmental assessment form with the Town Board. The Town Board determined that each of the environmental factors would have no more than a small to moderate impact. After further discussion, the Board agreed that there would be no significant environmental impact by approving the Local Law to amend the RM Zoning Classification based on the reasons set forth in the Resolution drafted by the Attorney for the Town.

Councilor Denton made a motion, seconded by Councilor Italiano, to declare the Town of Manlius lead agency for SEQR purposes in the matter of proposed Local Law 2023-1 - A Local Law amending the Residential Multiple Use Districts (RM) to allow for Mixed Use Development and Make Technical Changes.

Ayes: Supervisor Deer, Councilor Denton, Councilor Waters, Councilor Kriesel, Councilor Italiano, Councilor Nicholson

Nays: 0      All in Favor.    Motion Carries.

Attorney Frateschi stated that this will be an unlisted action under SEQR and recommends the board issue a negative declaration.

Councilor Denton made a motion, seconded by Councilor Kriesel issue a negative declaration for SEQR purposes in the matter of proposed Local Law 2023-1 - A Local Law amending the Residential Multiple Use Districts (RM) to allow for Mixed Use Development and Make Technical Changes.

Ayes: Supervisor Deer, Councilor Denton, Councilor Waters, Councilor Kriesel, Councilor Italiano, Councilor Nicholson

Nays: 0      All in Favor.    Motion Carries.

Councilor Denton made a motion, seconded by Councilor Italiano, to waive the reading of the public notice in the matter of proposed Local Law 2023-1 - A Local Law amending the Residential Multiple Use Districts (RM) to allow for Mixed Use Development and Make Technical Changes

Ayes: Supervisor Deer, Councilor Denton, Councilor Waters, Councilor Kriesel, Councilor Italiano, Councilor Nicholson

Nays: 0 All in Favor. Motion Carries.

Councilor Denton made a motion, seconded by Councilor Kriesel, to open the public hearing at 6:37 PM in the matter of proposed Local Law 2023-1 - A Local Law amending the Residential Multiple Use Districts (RM) to allow for Mixed Use Development and Make Technical Changes.

Ayes: Supervisor Deer, Councilor Denton, Councilor Waters, Councilor Kriesel, Councilor Italiano, Councilor Nicholson

Nays: 0 All in Favor. Motion Carries.

Deborah Kelly, Manlius, stated that she lives in the RM Zoning and stated that these changes make the law more restrictive than the previous law. Mrs. Kelly stated that she agrees with the changes.

The Town Board discussed the zoning of Mrs. Kelly's parcel.

With there being no further comments from the public, Councilor Denton made a motion, seconded by Councilor Kriesel, to close the public hearing at 6:50 PM in the matter of proposed Local Law 2023-1 - A Local Law amending the Residential Multiple Use Districts (RM) to allow for Mixed Use Development and Make Technical Changes.

Ayes: Supervisor Deer, Councilor Denton, Councilor Waters, Councilor Kriesel, Councilor Italiano, Councilor Nicholson

Nays: 0 All in Favor. Motion Carries.

Councilor Waters made a motion, seconded by Councilor Denton, to adopt Local Law 2023-1 as outlined in the resolution prepared by the Attorney for the Town.

Ayes: Supervisor Deer, Councilor Denton, Councilor Waters, Councilor Kriesel, Councilor Italiano, Councilor Nicholson

Nays: 0 All in Favor. Motion Carries.

**6. 6:51 PM Zone Change Request – 4600 Enders Rd. (tax map # 117.2-01-04.0) an Application by Graziano Zazzara requesting the zoning classification be changed from Restricted Agricultural (RA) to Residential Multi-Use RM**

Attorney Frateschi stated that the Planning Board Chairman has sent a letter to the Town Board stating that he is ok with the proposed zone change.

PART II – Short Environmental Assessment Form

Attorney Frateschi reviewed Part II of the short environmental assessment form with the Town Board. The Town Board determined that each of the environmental factors would have no more than a small to moderate impact. After further discussion, the Board agreed that there would be no significant environmental impact by approving the Local Law to approve the zone change request based on the reasons set forth in the Resolution drafted by the Attorney for the Town.

Councilor Denton made a motion, seconded by Councilor Italiano, to declare the Town of Manlius lead agency for SEQR purposes in the matter of proposed Local Law 2023-2 - A Local Law to approve the zone change request application by Graziano Zazzara requesting the zoning classification be changed from Restricted Agricultural (RA) to Residential Multi-Use (RM) for the parcel located at 4600 Enders Road (tax map # 117.2-01-04.0).

Ayes: Supervisor Deer, Councilor Denton, Councilor Waters, Councilor Kriesel, Councilor Italiano, Councilor Nicholson

Nays: 0      All in Favor.   Motion Carries.

Attorney Frateschi stated that this will be an unlisted action under SEQR and recommends the board issue a negative declaration.

Councilor Denton made a motion, seconded by Councilor Kriesel issue a negative declaration for SEQR purposes in the matter of proposed Local Law 2023-2 - A Local Law to approve the zone change request application by Graziano Zazzara requesting the zoning classification be changed from Restricted Agricultural (RA) to Residential Multi-Use RM for the parcel located at 4600 Enders Road (tax map # 117.2-01-04.0).

Ayes: Supervisor Deer, Councilor Denton, Councilor Waters, Councilor Kriesel, Councilor Italiano, Councilor Nicholson

Nays: 0      All in Favor.   Motion Carries.

Councilor Kriesel made a motion, seconded by Councilor Denton, to adopt Local Law 2023-2 to change the zoning classification for the parcel located at 4600 Enders Road (tax map # 117.2-01-04.0) as outlined in the resolution prepared by the Attorney for the Town.

Ayes: Supervisor Deer, Councilor Denton, Councilor Waters, Councilor Kriesel, Councilor Italiano, Councilor Nicholson

Nays: 0                                      All in Favor.                                      Motion Carries.



**7. 6:58 PM Recreation Department - Motion Regarding Summer Show Contract**

Councilor Italiano made a motion, seconded by Councilor Kriesel, to delegate authority to the Town Supervisor to sign all contracts for the 2023 summer show contingent upon attorney review and upon the dollar amounts remaining within the budget.

Ayes: Supervisor Deer, Councilor Denton, Councilor Waters, Councilor Kriesel, Councilor Italiano, Councilor Nicholson

Nays: 0

All in Favor.

Motion Carries.

**7. 6:59 PM Engineering RFP**

Supervisor Deer stated the Town is issuing an RFP for Engineering Services for the Town of Manlius. The RFP will be available on the Town Website and any appraisal company that meets criteria is welcome to submit a letter of interest.

Councilor Italiano made a motion, seconded by Councilor Denton, to authorize the issuance of the Request for Proposal (RFP) for Engineering Services for the Town of Manlius.

Ayes: Supervisor Deer, Councilor Nicholson, Councilor Denton, Councilor Italiano, Councilor Waters, Councilor Kriesel

Nays: 0

All in Favor.

Motion Carries.

**8. 7:01 PM Motion to Hire the Administrative Assistant to the Supervisor**

Councilor Italiano made a motion, seconded by Councilor Denton, to hire Miranda Lent to the position of Administrative Assistant to the Town Supervisor at an annual rate of \$33,280 effective February 7, 2023.

Ayes: Supervisor Deer, Councilor Nicholson, Councilor Denton, Councilor Italiano, Councilor Waters, Councilor Kriesel

Nays: 0

All in Favor.

Motion Carries.

**9. 7:02 PM Set Date – Public Hearing – Local Law 2023-\_\_ Amending Chapter 134 of Town Code (Taxation) related to Exemptions for Members of Volunteer Fire and Ambulance Services.**

Attorney Frateschi reviewed the proposed local law. Attorney Frateschi stated that this local law will reflect the latest changes that the Governor has made.

Councilor Nicholson made a motion, seconded by Councilor Denton to set a date for a public hearing for Local Law 2023-\_\_ Amending Chapter 134 of Town Code (Taxation) related to Exemptions for Members of Volunteer Fire and Ambulance Services on February 22, 2023 at 6:35 PM.

Ayes: Supervisor Deer, Councilor Nicholson, Councilor Denton, Councilor Italiano, Councilor Waters, Councilor Kriesel

Nays: 0 All in Favor. Motion Carries

**11. 7:04 PM Approval of Minutes – January 25, 2023**

Councilor Italiano made a motion, seconded by Councilor Waters, to approve the minutes of January 25, 2023, as submitted by Deputy Clerk Witzel.

Ayes: Supervisor Deer, Councilor Nicholson, Councilor Denton, Councilor Italiano, Councilor Waters, Councilor Kriesel

Nays: 0 All in Favor. Motion Carries.

**12. 7:05 PM Approval of Abstract # 3**

Councilor Italiano made a motion, seconded by Councilor Kriesel to approve Abstract # 3 in the amount of \$ 5,421,007.50 as submitted by Town Clerk Weber.

TOWN OF MANLIUS		
Fund Summary		
Abstract # 3 - 2023		
CODE	FUND	TOTALS
A	General Fund Townwide	\$178,259.92
B	General Fund Town	\$19,178.23
DA	Highway Fund Townwide	\$119,432.21
DB	Highway Fund Part Two	\$652.50
SF1	Fayetteville Fire Protection	\$1,994,075.00
SF2	Manlius Fire Protection	\$1,582,416.55
SF3	Minoa Fire Protection	\$1,241,693.00
SF4	Kirkville Fire Department	\$238,807.00
SL1	Overhead Lighting District	\$1,834.66
SL2	Underground Lighting	\$2,506.24
SL3	Entry Lighting	\$121.68
SL4	Garden Park Lighting	\$707.56
SL5	Retour Bridge Lighting	\$2,758.20
SR1	Trash	\$185.87
SR2	Brush	\$185.87
TA2	Trust & Agency Other	\$2,148.00

Ayes: Supervisor Deer, Councilor Nicholson, Councilor Denton, Councilor Italiano, Councilor Waters, Councilor Kriesel

Nays: 0

All in Favor.

Motion Carries.

**13. Adjournment**

There being no further business to come before the Board, upon a motion duly made by Councilor Kriesel and seconded by Councilor Denton the Board voted unanimously to adjourn regular session at 7:06 PM.

Ayes: Supervisor Deer, Councilor Nicholson, Councilor Denton, Councilor Italiano, Councilor Waters, Councilor Kriesel

Nays: 0

All in Favor.

Motion Carries.

Respectfully Submitted by:

Allison Weber  
Town Clerk