

VILLAGE OF SYLVAN BEACH
 ANNUAL MEETING
 April 18, 2022

The Village Board of the Village of Sylvan Beach held their annual meeting on Monday, April 18, 2022 immediately following the Budget and Tax Cap Public Hearing at the Village office located at 808 Marina Dr. Mayor Richard Sullivan presided over the meeting with the following in attendance and the public viewed via zoom

Roll Call

| | |
|-----------------------------|---------|
| Mayor Richard Sullivan | Present |
| Trustee Mark Daily | Present |
| Trustee David DeSantis | Present |
| Trustee William Shaughnessy | Present |
| Trustee Thaddeus Lawrence | Present |

Others in Attendance

Michael Sayles Village Administrator

Appointments

| <u>OFFICE</u> | <u>TERM</u> | <u>CURRENT</u> | <u>APPOINTMENT</u> | <u>NEW TERM</u> |
|---------------------|-------------|--------------------|---------------------------|-----------------|
| Official Depository | 1 yr. | Adirondack Bank | <i>Adirondack Bank</i> | 1 year term |
| Official Justice | | | | |
| Depository | 1 yr | Adirondack Bank | <i>Adirondack Bank</i> | 1 year term |
| Official Newspaper | 1 yr. | Rome Sentinel | <i>Rome Sentinel</i> | 1 year term |
| Law Enforcement | 1 yr. | Oneida Co. Sheriff | <i>Oneida Co. Sheriff</i> | 1 year term |
| Law Enforcement | 1 yr | NYS Police | <i>NYS Police</i> | 1 year term |
| Village Attorney | 1 yr. | Willard Pratt | <i>Willard Pratt</i> | 1 year term |
| Deputy Clerk- | | | | |
| Treasurer | 1 yr. | Elizabeth A Scholl | <i>Elizabeth A Scholl</i> | 1 year term |
| Village Court Clerk | 1 yr | Kimberley A Coon | <i>Kimberley A Coon</i> | 1 year term |
| Village | | | | |
| Administrator | 1 yr | Michael Sayles | <i>Michael Sayles</i> | 1 year term |
| Village Historian | 1 yr. | Jean Tabarrini | <i>Jean Tabarrini</i> | 1 year term |
| Registra of Vital | | | | |
| Stats | 1 yr. | Rachel Johnston | <i>Wanda E Durant</i> | 1 year term |
| Codes Enforcement | 1 yr | John Porter | <i>John Porter</i> | 1 year term |
| Associate Judge | 1 yr. | Terry Deeley Coady | <i>Terry Deeley Coady</i> | 1 year term |
| ZBA Board | 5 yr | VACANT | <i>Vacant</i> | 5 year term |
| ZBA Board | 5yr | VACANT | <i>Vacant</i> | 5 year term |

| ASSIGNMENTS | | CURRENT BOARD | APPOINTMENT | |
|--------------------|-----|----------------------|----------------------------|-------------|
| Deputy Mayor | 1yr | Mark Daily | <i>Mark Daily</i> | 1 year term |
| Park Commissioner | 1yr | Richard Sullivan | <i>Richard Sullivan</i> | 1 year term |
| Sewer Dist. | 1yr | Mark Daily | <i>Mark Daily</i> | 1 year term |
| Street Comm | 1yr | Richard Sullivan | <i>Richard Sullivan</i> | 1 year term |
| Aerial Spray | 1yr | Richard Sullivan | <i>Richard Sullivan</i> | 1 year term |
| Parks & Recreation | 1yr | David DeSantis | <i>David DeSantis</i> | 1 year term |
| Insurance | 1yr | William Shaughnessy | <i>William Shaughnessy</i> | 1 year term |
| Memorial | | | | |
| Pavers/Benches | 1yr | David DeSantis | <i>Thaddeus Lawrence</i> | 1 year term |
| Planning/ZBA | 1yr | David DeSantis | <i>David DeSantis</i> | 1 year term |
| SVBRA Liaison | | | | |
| &Special Events | 1yr | Mark Daily | <i>Thaddeus Lawrence</i> | 1 year term |
| Youthful Seniors | | | <i>William Shaughnessy</i> | 1 year term |
| Flooding Fish | | | | |
| Creek | | | <i>Mark Daily</i> | 1 year term |
| Parking | | | <i>David DeSantis</i> | 1 year term |
| Summer Concerts | | | <i>David DeSantis</i> | 1 year term |
| CAC | | | <i>Thaddeus Lawrence</i> | 1 year term |

BE IT RESOLVED by Trustee DeSantis and seconded by Trustee Shaughnessy to approve Mayor Sullivans appointments as given for 2022.Carried as follows

| | | | |
|---------------------|-----|------------------|-----|
| Trustee Daily | Aye | Trustee DeSantis | Aye |
| Trustee Shaughnessy | Aye | Trustee Lawrence | Aye |

Meetings

BE IT RESOLVED by Trustee Daily and seconded by Trustee Shaughnessy to approve the following schedule for village meetings as follows:

Village Board Meeting – 1st Monday and 3rd Monday of each month at 6:30 p.m with the exception of Martin Luther King Day, Presidents Day and Labor Day.

Village Planning Board Meetings - 2nd & 4th Mondays of each month at 5:30 pm

Carried as follows:

| | | | |
|---------------------|-----|------------------|-----|
| Trustee Daily | Aye | Trustee DeSantis | Aye |
| Trustee Shaughnessy | Aye | Trustee Lawrence | Aye |

Lawn Sales/Concerts/Swim Area

RESIDENTS LAWN SALE WEEKENDS 2022 FRIDAY, SATURDAY & SUNDAY

May 20st, 21st, & 22nd
June 10th, 11th & 12th
July 08th, 09th, & 10th
August 12th, 13th & 14th
Sept 2nd, 3rd, 4th, & 5th
Sept 16th, 17th & 18th

No items are to be left out after 7:00 p.m. each evening. Off street parking is to be provided by the homeowner.

SUMMER CONCERTS 2022

July 6th Matt Chase and Thunder Canyon Band \$550
July 13th Loose Gravel \$450
July 20st Easy Money Big Band \$600
July 27th Lizz Freidell \$600
August 3rd New Hartford Community Band \$500
August 10th Swinging a Miss \$450
August 17th Kickin It \$450
August 24th Frit's Polka Band \$600
August 31st Floyd Community Band \$600

Supervised Swim Area Schedule

Supervised Swim Area will open June 26th through August 21, 2022 during the hours of 11am – 7 pm, the Lifeguards will be available Sunday through Saturday. The Supervised Swim Area will be closed effective August 22, 2022

BE IT RESOLVED by Trustee Shaughnessy and seconded by Trustee Lawrence to approve the schedule for the Village Lawn sales, Village Band Concerts and Supervised Swim Area. Carried as follows:

| | | | |
|---------------------|-----|------------------|-----|
| Trustee Daily | Aye | Trustee DeSantis | Aye |
| Trustee Shaughnessy | Aye | Trustee Lawrence | Aye |

Fee Schedule

VILLAGE OF SYLVAN BEACH PERMIT FEES REVISED 04/19/21

NEW STRUCTURE – CERTIFICATE OF OCCUPANCY INCLUDED IN ALL FEES

| | | |
|---------------------------------|----------|----------------------------------|
| NEW SINGLE FAMILY | \$300.00 | \$0.27 PER SQ FT OVER 1500 SQ FT |
| NEW TWO FAMILY | \$450.00 | \$0.27 PER SQ FT OVER 1500 SQ FT |
| TEMPORARY C OF O | \$200.00 | |
| MOBILE HOME | \$150.00 | |
| RESIDENTIAL ADDITION OR REMODEL | \$125.00 | \$0.27 PER SQ FT OVER 1500 SQ FT |
| ALL OTHER BUILDING PERMITS | \$ 50.00 | |
| FLOOD PLAIN DEVELOPMENT PERMIT | \$ 75.00 | |

ACCESSORY STRUCTURES

| | | |
|---|----------|--|
| ROOF | \$ 25.00 | |
| GARAGE | \$100.00 | |
| DECK | \$ 25.00 | |
| SHED | \$ 25.00 | |
| FENCE | \$ 25.00 | |
| PORCH | \$ 50.00 | |
| POOL | \$ 25.00 | |
| SOLID FUEL OR GAS BURNING DEVICES OTHER THAN PRINCIPAL HEATING DEVICE | \$25.00 | |
| SIGN PERMIT | \$25.00 | |

NEW MULTI – FAMILY 3 OR MORE \$200.00 PER UNIT

COMMERCIAL

| | | |
|---------------------|---------------------------|-----------------------------|
| NEW | \$600.00 UP TO 1000 SQ FT | ADD \$ 0.40 PER SQ. FT OVER |
| ADDITIONS & REMODEL | \$300.00 UP TO 1000 SQ FT | ADD \$0.40 PER SQ FT OVER |
| TEMPORARY C OF O | \$200.00 | |
| SEWER PERMITS | \$ 25.00 | |
| DEMOLITION PERMITS | \$ 25.00 | |

PERMIT RENEWAL

PERMITS VALID FOR 6 MOS. AND MUST BE RENEWED PRIOR TO EXPIRATION DATE FOR AN ADDITIONAL 6 MOS. AT NO CHARGE. 2ND RENEWAL SAME CHARGE AS THE FIRST PERMIT ISSUED.

ZONING

| | |
|-------------------------------------|-----------|
| VARIANCE | \$ 50.00 |
| EACH ADDITIONAL VARIANCE | \$ 50.00 |
| APPEAL OF PERMIT OR ZONING DECISION | \$ 50.00 |
| AMENDING OF THE APPLICATION | \$ 100.00 |
| SPECIAL USE PERMIT | \$ 100.00 |

VILLAGE CLERK FEE SCHEDULE

| | |
|------------------------------|------------------------------|
| Copies – Village Information | \$.25 per page |
| Copies – Personal | \$.50 per page |
| Fax – In/Out | \$ 3.00 |
| Tax Searches | \$ 25.00 |
| Lawn Sale Permit | \$ 25.00 / 3 days |
| Deomographic Study | \$ 40.00 |
| Comprehensive Plan | \$ 40.00 |
| FOIL Requests | \$.25 per page/plus postage |

PARKING PERMITS

| | |
|-------------------|---------------------------|
| Residents | 1 pass free per household |
| Additional Tags | \$ 30.00 |
| Non Resident Tags | \$ 30.00 |

ALL PARKING PERMITS EXPIRE EACH YEAR

GENERAL PARKING FEES

PAID PARKING HOURS

MONDAY THROUGH SUNDAY 9 AM – 9 PM

May 15th – September 30th

PAID PARKING COST

SUNSET PARKING LOT

50¢ = 30 MINUTES

\$1.00 = 1 HOUR

\$8.00 = ALL DAY (24 HRS) MONDAY – FRIDAY

\$10.00 = ALL DAY (24 HRS) SATURDAY – SUNDAY

PAID PARKING COST

CARELLO'S CORNER PARKING LOT

50¢ = 30 MINUTES

\$1.00 = 1 HOUR

\$8.00 = ALL DAY (24 HRS) MONDAY-FRIDAY

\$10.00 = ALL DAY (24HRS) SATURDAY - SUNDAY

PAID PARKING COST

STREET PARKING

25¢ = 20 MINUTES

\$.75 = 1 HOUR

\$5.00 = ALL DAY (24 HRS)

Electric Charging Stations \$4.00 per hour and includes parking

PROPERTY MAINTENANCE VIOLATION REMEDIATION

High Grass, Brush, Junk or Garbage on Property

Mobilization fee flat fee assessed when the DPW crew prepare for and are mobilized
To do Property Maintenance Violation work \$100.00

Each Man Hour \$ 25/hour

Lawnmower \$ 20/hour

Pickup Truck \$ 25/hour

Wheel Loader \$ 50/hour

Dump Truck \$ 40/hour

Tire Disposal \$ 10/per tire

Junk Vehicles/Boats/Campers

Tow to Village Impound Lot \$150.00

Storage fee \$ 20/day

Note: The Village of Sylvan Beach must keep vehicle a minimum of 30 days before it can be junked unless the owner transfers ownership of the vehicle to the Village. Impounded vehicles will only be released on business days after payment of all fees by money order.

Property Owner Location (skip tracing) \$ 65/hour

Personal Service of Notices (if required) as billed by Legal Works

Administration fee: 10% of total remediation fees added for administrative and clerical costs.

BE IT RESOLVED by Trustee Shaughnessy and seconded by Trustee Lawrence to approve the fee schedule set for Village Zoning Permit fees, Property Maintenance fees, the Village Clerk fees for services provided for 2022 and parking fees will be further discussed at the next meeting of May 2nd for 2022. Carried as follows

| | | | |
|---------------------|-----|------------------|-----|
| Trustee Daily | Aye | Trustee DeSantis | Aye |
| Trustee Shaughnessy | Aye | Trustee Lawrence | Aye |

Mileage

WHEREAS the board of trustees has determined to pay a fixed rate for mileage as set by the Office of the State Comptrollers as reimbursement to Village officers and employees who use their personal automobiles while performing their official Village duties and this is to include any tolls paid by the Village officers and employees

NOW THEREFORE BE IT RESOLVED by Trustee Daily and seconded by Trustee Lawrence that the board of trustees will approve reimbursement to such officers and employees at the rate determined by the Office of the State Comptrollers and to pay all tolls incurred by such officers and employees. Carried as follows:

| | | | |
|---------------------|-----|------------------|-----|
| Trustee Daily | Aye | Trustee DeSantis | Aye |
| Trustee Shaughnessy | Aye | Trustee Lawrence | Aye |

Procurement Policy

Motion was made by Trustee Shaughnessy and seconded by Trustee Lawrence to keep the current procurement policy for EOL and the Village of Sylvan Beach dated April 15, 2014. Carried as follows

| | | | |
|---------------------|-----|------------------|-----|
| Trustee Daily | Aye | Trustee DeSantis | Aye |
| Trustee Shaughnessy | Aye | Trustee Lawrence | Aye |

Need to set hours for work day for the Village Court Clerk Position

BE IT RESOLVED, by Trustee DeSantis and seconded by Trustee Shaughnessy that the Village of Sylvan Beach hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employee's Retirement System based on the time keeping system records or record of activities maintained and submitted by these officials to the clerk of this body:

Appointed Officials – Village Court Clerk standard work day 7 hours.

WHEREAS, the Village Court Clerk needs to certify to the hours worked and activities performed and that the Village Court Clerk provide to the Village Clerk each day worked with a log of activities completed and work at home can be included. Carried as follows

| | | | |
|---------------------|-----|------------------|-----|
| Trustee Daily | Aye | Trustee DeSantis | Aye |
| Trustee Shaughnessy | Aye | Trustee Lawrence | Aye |

ADJOURNMENT:

Motion was made by Trustee Shaughnessy and seconded by Trustee Lawrence to adjourn the annual meeting at 6:51pm. Carried as follows

| | | | |
|---------------------|-----|------------------|-----|
| Trustee Daily | Aye | Trustee DeSantis | Aye |
| Trustee Shaughnessy | Aye | Trustee Lawrence | Aye |

Respectfully submitted by

Wanda E Durant
Village Clerk-Treasurer
DRAFT