

ANNUAL MEETING

April 19, 2021

The Village Board of the Village of Sylvan Beach held their annual meeting on Monday, April 19, 2021 immediately following the 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	Absent (vacation)
Trustee William Shaughnessy	Present

Others in Attendance

Michael Sayles, Village Administrator, via zoom
Wanda E Durant, Village Clerk-Treasurer

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.	Rocco DePerno	<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.	Vacant	<i>Jean Tabarrini</i>	1 year term
Registra of Vital				
Stats	1 yr.	Donna Clark	<i>Donna Clark</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	1 yr	Vacant/Mark Daily	<i>Maureen Campbell</i>	1 year term
ZBA Board	5yr	VACANT	<i>Vacant</i>	5 year term
Planning Board	5yr	Robert Cheeseman	<i>Robert Cheeseman</i>	5 year term
Planning Board	5 yr	Diane Knapp Brody	<i>Diane Knapp Brody</i>	5 year term
Clerk-Treasurer	2 yr	Wanda E Durant	<i>Wanda E Durant</i>	2 year term

ASSIGNMENTS

ASSIGNMENTS		CURRENT BOARD	APPOINTMENT	
Deputy Mayor	1yr	Richard Sullivan	<i>Mark Daily</i>	1 year term
Park Commissioner	1yr	Gregory R Horan	<i>Richard Sullivan</i>	1 year term
Sewer Dist.	1yr	Mark Daily	<i>Mark Daily</i>	1 year term
Street Comm	1yr	Gregory R Horan	<i>Richard Sullivan</i>	1 year term
Aerial Spray	1yr	Gregory Horan	<i>Richard Sullivan</i>	1 year term
Parks & Recreation	1yr	Maureen Campbell	<i>David DeSantis</i>	1 year term
Insurance	1yr	Richard Sullivan	<i>William Shaughnessy</i>	1 year term
Memorial Pavers	1yr	David DeSantis	<i>David DeSantis</i>	1 year term
Planning/ZBA	1yr	Maureen Campbell	<i>David DeSantis</i>	1 year term
SVBRA Liaison &Special Events	1yr	Mark Daily	<i>Mark Daily</i>	1 year term

BE IT RESOLVED by Trustee Shaughnessy and seconded by Trustee Daily to approve Mayor Sullivan's appointments as given for 2021. Carried as follows

Trustee Daily	Aye	Trustee DeSantis	Absent
Trustee Shaughnessy	Aye	Mayor Sullivan	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.
Village Planning Board Meetings - 2nd & 4th Mondays of each month at 5:30 pm

Carried as follows:

Trustee Daily	Aye	Trustee DeSantis	Absent
Trustee Shaughnessy	Aye	Mayor Sullivan	Aye

Lawn Sales/Concerts/Swim Area**RESIDENTS LAWN SALE WEEKENDS 2021****FRIDAY, SATURDAY & SUNDAY**

May 21st, 22nd, & 23rd
June 10th, 11th & 12th
July 09th, 10th, & 11th
August 13th, 14th & 15th
Sept 3rd, 4th, 5th & 6th
Sept 17th, 18th & 19th

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 2021

July 7th Matt Chase and Thunder Canyon Band - \$550
July 14th Loose Gravel \$400
July 21st Easy Money Big Band \$600
July 28th Monterey's - \$575
August 4th Frit's Polka Band - \$600
August 11th Nelson Brothers - \$500
August 18th Kickin It - \$450
August 25th Fabulous Mojos - \$550

Supervised Swim Area Schedule

Supervised Swim Area will open June 27th through August 22, 2021 26th during the hours of 11am – 7 pm, the Lifeguards will be available Sunday through Saturday effective August 23rd, 2021 the Supervised Swim Area will be closed.

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

Trustee Daily	Aye	Trustee DeSantis	Absent
Trustee Shaughnessy	Aye	Mayor Sullivan	Aye

Fee Schedule

VILLAGE OF SYLVAN BEACH PERMIT FEES REVISED 04/19/2021

NEW STRUCTURE – CERTIFICATE OF OCCUPANCY INCLUDED IN ALL FEES

NEW SINGLE FAMILY	\$300.00	ADD \$0.27 PER SQ FT OVER 1500 SQ FT
NEW TWO FAMILY	\$450.00	ADD \$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	ADD \$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 PERMITS \$ 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	\$ 25.00
Non Resident Tags	\$ 25.00

ALL PARKING PERMITS EXPIRE EACH YEAR

GENERAL PARKING FEES

PAID PARKING HOURS
MONDAY THROUGH SUNDAY 9 AM – 9 PM

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 Daily and seconded by Trustee Shaughnessy to approve the fee schedule set for Village Zoning Permit fees, Property Maintenance fees, the Village Clerk fees for services provided and parking fee schedule for 2021. Carried as follows

Trustee Daily	Aye	Trustee DeSantis	Absent
Trustee Shaughnessy	Aye	Mayor Sullivan	Aye

Payments made in advance of abstract

WHEREAS the board of trustees has determined to authorize payment in advance of audit of claims for public utility services, postage, freight and express charges: and

WHEREAS all such claims must be presented at the next regular meeting for audit; and

WHEREAS the claimant and the officer incurring or approving the claim are jointly and severally liable for any amount the board of trustees disallows.

NOW THEREFORE BE IT RESOLVED by Trustee Shaughnessy and seconded by Trustee Daily that the board of trustees authorizes payment in advance of audit of claims for public utility services, postage, freight and express charges. All such claims must be presented at the next regular meeting for audit and the claimant and the officer incurring or approving the claims are jointly and severally liable for any amount the board of trustees disallows. Carried as follows

Trustee Daily	Aye	Trustee DeSantis	Absent
Trustee Shaughnessy	Aye	Mayor Sullivan	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 Shaughnessy and seconded by Trustee Daily 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	Absent
Trustee Shaughnessy	Aye	Mayor Sullivan	Aye

Procurement Policy

Motion was made by Trustee Daily and seconded by Trustee Shaughnessy 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	Absent
Trustee Shaughnessy	Aye	Mayor Sullivan	Aye

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

BE IT RESOLVED, by Trustee Daily 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	Absent
Trustee Shaughnessy	Aye	Mayor Sullivan	Aye

PARK SCHEDULES

WHEREAS the Village Board finds that events conducted in the Village Parks have a historical basis and are in the best interests of the Village residents and visitors. The Village has a huge investment in the Parks and wishes to encourage use of the parks by the public so that as many people as possible can enjoy the Parks and appreciate the amenities provided.

THEREFORE, the Sylvan-Verona Beach Resort Association have requested that the Village Board approve the following events during the times specified

Proposed Calendar of Events 2021(4/16/21)

Sylvan Beach Spring Boat Show May 22-23 Spencer Grove Park
Classic Car Cruise Night Thursday evenings, 4pm-dark starting May 27
Bike Night Tuesday evenings, 4pm-dark, starting June 15th
46th Annual Antique Car, Motorcycle Show Sunday, June 20, 11am-5pm Spencer Grove Park
Chalk the Walk Saturday, July 3, 9am Spencer Grove Park; Vendor Show, Spencer Grove Park
8th Annual Pirates Weekend Thursday, July 15-Sunday, July 18, same traditional events
Blues Picnic Sunday, July 15 Sunset Park
28th Annual Vettes at the Beach Sunday, July 25, 9am-5pm, Village & Sunset Park
10th Annual Jeeps at the Beach Sunday, August 1, 9am-5pm, Spencer Grove Park
Canal Fest Friday, August 6-Sunday, August 8, various locations, traditional events (May not happen)
Wine on the Water Saturday, August 14, Sunset Park, NY wine and food tasting event
4th Annual Summer Sylvan Beach Boat Show Saturday Aug. 28-Sunday Aug. 29 Spencer Grove Park
East Coast Watercross Jet Ski Races Friday Sept. 10 (Set up)-Sunday, Sept. 12 beachfront

Additional Notes

- Vendor Shows: Saturday, July 3 – Sunday, July 4, Saturday, July 17 – Sunday, July 18 (Pirates), Saturday, August 7 – Sunday, August 8 (Only if Canal Fest happens), Saturday, August 28 – Sunday, August 29 (Boat Show) Village Park
- All of the above is subject to change because of Covid regulations at the time of the event.

Sylvan Beach Fire Department 9/11 Ceremony September 11th at 7 pm Spencer Grove Park

WHEREAS, the components of these events may include vendors, concessionaires, performers, artists, bands, vehicles suitable for display, portable toilet facilities when necessary, tents, portable dance floors, appropriate amusements, appropriate competitions (i.e. dance or singing) and any displays of a historic or artistic nature.

WHEREAS, the Village Board reserves the right to cancel or terminate while in progress any event or any portion of any event that they feel does not comply substantially or in any part with the conditions of use of the park or the best interests of the Village. The Village Board also reserves the right to deny access or continued use of the Park by any person, persons or entity whose activities or behaviors violate the conditions of use, creates a safety hazard or is not in keeping with the best interests of the Village.

The Village Board further authorizes that in the event that it is impractical or if the situation requires immediate action the Mayor, Park Commissioner and the Village Administrator may at their discretion have the right to deny access or continued use of the Parks by any person, persons or entity whose activities or behaviors violate the

conditions of use, creates a safety hazard or is not in keeping with the best interests of the Village.

THEREFORE, the conditions of use of the parks shall be as follows:

All persons and activities must comply with all applicable Village, State, County and Federal laws and statutes.

Parking of vehicles other than ones suitable for display with approval from the village board and a permit will not be allowed on park turf or sidewalk areas. Other vehicles may enter the park at the minimum amount necessary to load or unload displays or other approved items.

All vendors, performers, concessionaires, etc., must take all of their own garbage out with them. Village waste containers may only be used by visitors or residents.

No shrubbery, trees, benches, waste containers or other park appurtenances shall be moved or disturbed.

No food or drinks are allowed for sale in the Spencer Grove Park without specific authorization by the Village Board. Alcoholic beverages may not be consumed, possessed or offered for sale by anyone in the Spencer Grove Park.

No gambling is allowed in the Spencer Grove Park.

All vendor activities, musical performances, etc. are not allowed after 11:00 p.m.

Any fees collected from vendors may only be used for operation and marketing of the event. In the event that monies are raised in excess of direct expenses, that money shall be turned over to the Village for the Village Park Funds.

All vendors, concessionaires and paid performers must sign and file with the Village a vendor agreement or contract provided by the Village that stipulates the rules for Park use prior to entering the Parks.

No less than 14 days prior to each event the SVBRA will submit to the Village documentation that lists all proposed vendors, entities, activities and appropriate details of anything that is proposed to occur in the Park that has not been specifically authorized in this resolution. Anything that has not been specifically authorized by the Village Board is prohibited.

BE IT RESOLVED by Trustee Daily and seconded by Trustee Shaughnessy that the Sylvan-Verona Beach Resort Association may conduct the for mentioned events during the times specified and under the conditions stipulated and all COVID-19 Restrictions. Carried as follows

Trustee Daily	Aye	Trustee DeSantis	Absent
Trustee Shaughnessy	Aye	Mayor Sullivan	Aye

ADJOURNMENT:

Motion was made by Trustee Shaughnessy and seconded by Trustee Daily to adjourn the annual meeting and go into the regular meeting. Carried as follows

Trustee Daily	Aye	Trustee DeSantis	Absent
Trustee Shaughnessy	Aye	Mayor Sullivan	Aye

Respectfully submitted by

Wanda E Durant
Village Clerk-Treasurer

DRAFT