

VILLAGE ANNUAL MEETING  
April 7, 2025

**Roll Call**

Mayor Richard Sullivan	Present
Trustee Mark Daily	Present
Trustee Mark Ferriter	Present
Trustee Sue Mackay	Present
Trustee Thaddeus Lawrence	Present

**Others in Attendance**

Michael Sayles, Village Administrator  
Patrick Goodenow, SVBRA

**ANNUAL APPOINTMENTS BY MAYOR  
2025**

<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 YR
OFFICIAL JUSTICE DEPOSITORY	1 YR	ADIRONDACK BANK	<i>ADIRONDACK BANK</i>	1 YR
OFFICIAL NEWSPAPER	1 YR	ROME SENTINEL	<i>ROME SENTINEL</i>	1 YR
LAW ENFORCEMENT	1 YR	ONEIDA CO SHERIFF	<i>ONEIDA CO SHERIFF</i>	1 YR
	1 YR	NYS POLICE	<i>NYS POLICE</i>	1 YR
VILLAGE ATTORNEY	1 YR	LONG LAW	<i>Long Law Firm</i>	1 YR
DEPUTY CLERK-TREASURER	1 YR	ELIZABETH SCHOLL	<i>Elizabeth Scholl</i>	1 YR
VILLAGE COURT CLERK	1 YR	KIMBERLEY A COON	<i>Kimberley Coon</i>	1 YR
VILLAGE ADMINISTRATOR	1 YR	MICHAEL SAYLES	<i>Michael Sayles</i>	1 YR
VILLAGE HISTORIAN	1 YR	JEAN KOWALSKI	<i>Jean Kowalski</i>	1 YR
REGISTRAR OF VITAL RECORDS	1 YR	WANDA E DURANT	<i>Wanda E Durant</i>	1 YR
DEPUTY REGISTRAR VITAL RECORDS	1 YR	ELIZABETH SCHOLL	<i>Elizabeth Scholl</i>	1 YR
CODES ENFORCEMENT	1 YR	JOHN PORTER	<i>John Porter</i>	1 YR
ASSOCIATE JUDGE	1 YR	TERRY DEELEY COADY	<i>TERRY DEELEY COADY</i>	1 YR
ZBA BOARD CHARIMAN	5 YR	ANTHONY TENNANT	<i>Maureen Campbell</i>	Term
PLANNING BOARD	5 YR	ANTHONY CAMARDO	<i>Anthony Camardo</i>	5 YR
PLANNING BOARD	5 YR	DIANN VAN DRESAR	<i>Diann Van Dresar</i>	5YR
VILLAGE CLERK-TREASURER	2 YR	WANDA E DURANT	<i>Wanda E Durant</i>	2 YR

## PROJECT ASSIGNMENTS BY MAYOR

<u>ASSIGNMENT</u>	<u>TERM</u>	<u>CURRENT</u>	<u>APPOINTMENT</u>	<u>TERM</u>
DEPUTY MAYOR	1 YR	MARK DAILY	<b><i>THADDEUS LAWRENCE</i></b>	1YR
PARK COMMISSIONER	1 YR	RICHARD SULLIVAN	<b><i>RICHARD SULLIVAN</i></b>	1 YR
SEWER DIST	1 YR	MARK DAILY	<b><i>MARK DAILY</i></b>	1 YR
STREET COMMISSIONER	1 YR	RICHARD SULLIVAN	<b><i>RICHARD SULLIVAN</i></b>	1 YR
AERIAL SPRAY	1 YR	RICHARD SULLIVAN	<b><i>RICHARD SULLIVAN</i></b>	1 YR
PARKS & RECREATION	1 YR	SUE MACKAY	<b><i>SUE MACKAY</i></b>	1 YR
INSURANCE	1 YR	SUE MACKAY	<b><i>SUE MACKAY</i></b>	1 YR
MEMORIAL PAVERS/BENCHES	1 YR	THADDEUS LAWRENCE	<b><i>THAD LAWRENCE</i></b>	1 YR
PLANNING/ZBA	1 YR	MARK FERRITER	<b><i>MARK FERRITER</i></b>	1 YR
SVBRA LIAISON & SPECIAL EVENTS	1 YR	THADDEUS LAWRENCE	<b><i>THADDEUS LAWRENCE</i></b>	1 YR
CANAL	1 YR	LAWRENCE/MACKAY	<b><i>LAWRENCE / MACKAY</i></b>	1 YR
SHORT TERM RENTAL	1 YR		<b><i>FERRITER / LAWRENCE</i></b>	1 YR
FIRE DISTRICT & SB VOL. FIRE DEPT	1 YR		<b><i>FERRITER</i></b>	1 YR

**BE IT RESOLVED** by Trustee Ferriter and seconded by Trustee Daily to approve Mayor Sullivans appointments as given for 2025. Carried as follows

Trustee Daily	Aye	Trustee Ferriter	Aye
Trustee Mackay	Aye	Trustee Lawrence	Aye

## Meetings

**BE IT RESOLVED** by Trustee Lawrence and seconded by Trustee Mackay to approve the following schedule for village meetings as follows:

Village Board Meeting - 1st Monday and 3<sup>rd</sup> Monday of each month at 6:30 p.m.  
Village Planning Board Meetings - 2nd & 4th Mondays of each month at 5:30 pm  
Holidays will be scheduled accordingly. Carried as follows:

Trustee Daily	Aye	Trustee Ferriter	Aye
Trustee Mackay	Aye	Trustee Lawrence	Aye

## **Lawn Sales/Concerts/Swim Area**

### **RESIDENTS LAWN SALE WEEKENDS 2025**

#### **FRIDAY, SATURDAY & SUNDAY**

May 16<sup>th</sup>, 17<sup>th</sup> & 18<sup>th</sup>

June 13<sup>th</sup>, 14<sup>th</sup> & 15<sup>th</sup>

July 11<sup>th</sup> 12<sup>th</sup> & 13<sup>th</sup>

August 15<sup>th</sup>, 16<sup>th</sup> & 17<sup>th</sup>

August 19<sup>th</sup>, 30<sup>th</sup> 31<sup>st</sup> & Sept 1<sup>st</sup>

Sept 12<sup>th</sup>, 13<sup>th</sup> & 14<sup>th</sup>

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 2025**

#### **Wednesdays 6-8 pm**

July 2<sup>nd</sup> Loose Gravel \$450

July 9<sup>th</sup> The Shylocks Blues \$300

July 16<sup>th</sup> Easy Money Big Band \$599

July 23<sup>rd</sup> Nelson Brothers \$600

July 30<sup>th</sup> Rose Thorne (Danny Holmes) \$400.00

August 6<sup>th</sup> Mood Swing \$650

August 13<sup>th</sup> Fritz's Polka Band \$600

August 20<sup>th</sup> Monterey's \$450

August 27<sup>th</sup> Rhythm N Shoes \$450

### **Supervised Swim Area Schedule**

**Supervised Swim Area** will open June 27<sup>th</sup> through August 31<sup>st</sup> 2025 during the hours of 11am – 7 pm, the Lifeguards will be available Sunday through Saturday. The Supervised Swim Area will be closed effective August 31<sup>st</sup>, 2025

**BE IT RESOLVED** by Trustee Mackay 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  
Trustee Mackay

Aye  
Aye

Trustee Ferriter  
Trustee Lawrence

Aye  
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	\$350.00	\$0.30 PER SQ FT OVER 1500 SQ FT
NEW TWO FAMILY	\$500.00	\$0.30 PER SQ FT OVER 1500 SQ FT
TEMPORARY C OF O	\$275.00	
MOBILE HOME	\$175.00	
RESIDENTIAL ADDITION OR REMODEL	\$150.00	\$0.30 PER SQ FT OVER 1500 SQ FT
ALL OTHER BUILDING PERMITS	\$ 50.00	
FLOOD PLAIN DEVELOPMENT PERMIT	\$150.00	

#### **ACCESSORY STRUCTURES**

ROOF	\$ 50.00
GARAGE	\$150.00
DECK	\$ 50.00
SHED	\$ 50.00
FENCE	\$ 50.00
PORCH	\$ 50.00
POOL	\$ 50.00
DRIVEWAY	\$ 50.00
SOLID FUEL OR GAS BURNING DEVICES OTHER THAN PRINCIPAL HEATING DEVICE	\$50.00
SIGN PERMIT	\$50.00

**NEW MULTI – FAMILY**                      3 OR MORE                      \$350.00 PER UNIT

#### **COMMERCIAL**

NEW	\$600.00 UP TO 1000 SQ FT    ADD \$ 0.40 PER SQ. FT OVER
ADDITIONS & REMODEL	\$400.00 UP TO 1000 SQ FT    ADD \$0.40 PER SQ FT OVER

TEMPORARY C OF O	\$500.00
SEWER PERMITS	\$ 50.00 / \$500 deposit for road cuts
DEMOLITION PERMITS	\$100.00

### **PERMIT RENEWAL**

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

### **ZONING**

VARIANCE	\$ 100.00
EACH ADDITIONAL VARIANCE	\$ 100.00
APPEAL OF PERMIT OR ZONING DECISION	\$ 100.00
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 With proof of residency	1 pass free per household
Additional Tags	\$ 35.00
Non-Resident Tags	\$ 35.00

**ALL PARKING PERMITS EXPIRE EACH YEAR**

**GENERAL PARKING FEES**  
**Monday through Sunday 9:00am to 9:00pm**  
**Season May 15<sup>th</sup> – September 30<sup>th</sup>**

**PAID PARKING LOT FEES**

**SUNSET PARKING LOT**

\$2.00 MINIMUM FOR 2 HOURS  
\$2.00 PER HOUR GREATER THAN 2 HOURS  
\$10.00 ALL DAY MONDAY TO FRIDAY  
\$12.00 ALL DAY SATURDAY AND SUNDAY

**CARELLO'S CORNER PARKING LOT**

\$2.00 MINIMUM FOR 2 HOURS  
\$2.00 PER HOUR GREATER THAN 2 HOURS  
\$10.00 ALL DAY MONDAY TO FRIDAY  
\$12.00 ALL DAY SATURDAY AND SUNDAY

**17TH AVENUE PARKING LOT**

\$2.00 MINIMUM FOR 2 HOURS  
\$1.00 PER HOUR GREATER THAN 2 HOURS  
\$8.00 ALL DAY MONDAY TO FRIDAY  
\$8.00 ALL DAY SATURDAY AND SUNDAY

**PAID STREET PARKING FEES**

**SPENCER AVENUE PARKING**

\$2.00 MINIMUM FOR 2 HOURS  
\$2.00 PER HOUR GREATER THAN 2 HOURS  
\$10.00 ALL DAY MONDAY TO FRIDAY  
\$12.00 ALL DAY SATURDAY AND SUNDAY

**CANAL STREET PARKING**

\$2.00 MINIMUM FOR 2 HOURS  
\$2.00 PER HOUR GREATER THAN 2 HOURS  
\$10.00 ALL DAY MONDAY TO FRIDAY  
\$12.00 ALL DAY SATURDAY AND SUNDAY

**PARK AVENUE PARKING**

\$2.00 MINIMUM FOR 2 HOURS  
\$2.00 PER HOUR GREATER THAN 2 HOURS  
\$10.00 ALL DAY MONDAY TO FRIDAY  
\$12.00 ALL DAY SATURDAY AND SUNDAY

**MAIN STREET PARKING**

\$2.00 MINIMUM/MAXIMUM FOR 2 HOURS

NO OPTIONS FOR MORE THAN 2 HOURS

**AKEHURST AVENUE PARKING**

\$2.00 MINIMUM FOR 2 HOURS

\$2.00 PER HOUR GREATER THAN 2 HOURS

\$10.00 ALL DAY MONDAY TO FRIDAY

\$12.00 ALL DAY SATURDAY AND SUNDAY

Electric Charging Stations \$5.00 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 \$ 35/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 Ferriter to approve the changes to the fee schedule set for Village Zoning Permit fees, Property Maintenance fees, the Village Clerk fees for services provided and parking fee schedule for 2025. Carried as follows

Trustee Daily	Aye	Trustee Ferriter	Aye
Trustee Mackay	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 Mackay 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 Ferriter	Aye
Trustee Mackay	Aye	Trustee Lawrence	Aye

## **Procurement Policy**

Motion was made by Trustee Daily and seconded by Trustee Ferriter to keep the current procurement policy for EOL and the Village of Sylvan Beach dated September 18, 2023. Carried as follows

Trustee Daily	Aye	Trustee Ferriter	Aye
Trustee Mackay	Aye	Trustee Lawrence	Aye

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

**BE IT RESOLVED**, by Trustee Lawrence and seconded by Trustee Daily 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 Ferriter	Aye
Trustee Mackay	Aye	Trustee Lawrence	Aye

**ADJOURNMENT:**

Motion was made by Trustee Daily and seconded by Trustee Lawrence to adjourn the annual meeting at 6:27pm. Carried as follows

Trustee Daily	Aye	Trustee Ferriter	Aye
Trustee Mackay	Aye	Trustee Lawrence	Aye

Respectfully submitted by

Wanda E Durant  
Village Clerk-Treasurer  
**DRAFT**