

**APPROVED**

At the Organizational and Regular Meeting of the Town Board, Town of Clay, Onondaga County, held at the Town Hall, Clay, New York on the 4<sup>th</sup> of January, 2017 at 7:00 P.M., there were:

**PRESENT:**

Damian Ulatowski	Supervisor
Joseph A. Bick	Deputy Supervisor/Councilor
William C. Weaver	Councilor
Jim Rowley	Councilor
Eugene Young	Councilor
David Hess	Councilor
Jill Hageman-Clark	Town Clerk
Mark V. Territo	Commissioner of Planning and Development
Robert Germain	Town Attorney
Ron DeTota	Town Engineer

**ABSENT:**

Naomi R. Bray	Councilor
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**OTHERS PRESENT:**

Hal Henty; Member of the Planning Board & Dorothy Heller; Town Historian.

The meeting was called to order by Supervisor Ulatowski at 7:00 P.M. All present joined in the Pledge of Allegiance.

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**ORGANIZATIONAL MEETING: 7:00 P.M.**

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**Official Rules of Procedure – Roberts Rules of Order**

Supervisor Ulatowski moved the adoption of a resolution that Roberts Rules of Order be the official rules of procedures at Town Board Meetings, subject to the Rules provided by the Town Law and like Statutes which shall prevail (except that there shall be no second reading of resolutions at Town Board Meetings unless the same is requested, and that there shall be no votes taken when the question of a pending resolution is called, unless an objection is stated to voting upon such resolution forthwith). Motion was seconded by Councilor Hess.

Ayes – 6 and Noes – 0. *Motion carried.*

Supervisor Ulatowski the adoption of a resolution establishing the **first** and **third** Mondays of each month as the meeting nights for the **Town Board** and **7:30 P.M.**, local time, as the hour of commencement. Motion was seconded by Councilor Hess.

Ayes – 6 and Noes – 0. *Motion carried.*

**Town Board Meeting Schedule:**

Supervisor Ulatowski moved the adoption of a resolution rescheduling the Monday, January 16<sup>th</sup>, 2017 (Martin Luther King, Jr. Day) Town Board Meeting to Wednesday, January 18<sup>th</sup>, 2017; rescheduling the Monday, September 4<sup>th</sup>, 2017 (Labor Day) Town Board Meeting to Wednesday, September 6<sup>th</sup>, 2017 and rescheduling the Monday, November 6<sup>th</sup>, 2017 (Election Day - Tuesday, November 7<sup>th</sup>) Town Board Meeting to Wednesday, November 8<sup>th</sup>, 2017. Motion was seconded by Councilor Hess.

Ayes – 6 and Noes – 0. *Motion carried.*

Supervisor Ulatowski moved the adoption of a resolution cancelling the **July 3<sup>rd</sup>** and **August 7<sup>th</sup>, 2017** Town Board Meetings. **NOTE: The Town Board will meet only July 17<sup>th</sup> and August 21<sup>st</sup>, 2017.** Motion was seconded by Councilor Hess.

Ayes – 6 and Noes – 0. *Motion carried.*

The Town Hall will be closed on the following Holidays in **2017**; New Year's Day observance - Monday, January 2<sup>nd</sup>; Martin Luther King, Jr. Day - Monday, January 16<sup>th</sup> (observed); Presidents' Day - Monday, February 20<sup>th</sup> (observed) cancelling the Town Board Meeting; Good Friday – April 14<sup>th</sup> (Town Hall to close at 12:15 P.M., Highway at 11:00 A.M.); Memorial Day Weekend - Friday, May 26<sup>th</sup> and Monday, May 29<sup>th</sup> (observed); Independence Day Monday July 4<sup>th</sup>; Labor Day - Monday, September 4<sup>th</sup>; Election Day - Tuesday, November 7<sup>th</sup>; Veteran's Day – Friday, November 10<sup>th</sup>, Thanksgiving Day - Thursday, November 23<sup>rd</sup> and Friday, November 24<sup>th</sup>; Christmas - Monday, December 25<sup>th</sup> and Tuesday, December 26<sup>th</sup>.

**GENERAL COMMITTEE** appointment by the Supervisor:

Special Districts  
Finance  
Parks & Recreation  
Public Safety

Supervisor **Ulatowski**  
Supervisor **Ulatowski** & Councilors **Rowley & Bick**  
Councilor **Bick**  
Councilor **Young**

**ORGANIZATIONAL & REGULAR MEETING OF THE TOWN BOARD – January 4<sup>th</sup> 2017**

Town of Clay

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Highway & Public Works	Supervisor <b>Ulatowski</b> & Councilor <b>Weaver</b>
Planning & Development	Councilors <b>Hess &amp; Bray</b>
Zoning Board of Appeals	Councilors <b>Hess &amp; Bray</b>
Personnel Supervisor <b>Ulatowski</b>	
Industrial Development	Supervisor <b>Ulatowski</b> & Councilor <b>Bick</b>
Building Councilor <b>Weaver</b>	
Recreation Facilities & Grants	
Special Committee	Councilor <b>Bick</b>
Liaison No. Syr. School District	Councilor <b>Hess</b>
Liaison Liverpool School District	Councilor <b>Rowley</b>

**Salaries:**

Supervisor Ulatowski moved the adoption of a resolution that the annual salaries for the **Town Personnel** for **2017** be established as follows:

Supervisor	\$ 54,846.00	
Deputy Supervisor	\$ 14,128.00	
Councilors	\$ 12,768.00	
Judges	\$ 41,099.00	
Commissioner of Parks & Recreation	\$ 66,257.00	
Commissioner of Finance	\$ 30,750.00	
Commissioner Planning & Development	\$ 76,248.00	
Town Clerk	\$ 56,214.00	
Receiver of Taxes	\$ 56,214.00	
Assessor \$ 81,000.00		Highway Superintendent \$ 88,000.00
Water Superintendent	\$ 69,520.00	

**Appointments:**

Supervisor Ulatowski moved the adoption of a resolution appointing Councilor - **Joseph Bick** as **Deputy Supervisor**. Motion was seconded by Councilor Hess.

Ayes – 6 and Noes – 0. *Motion carried.*

Councilor Bick moved the adoption of a resolution appointing the **Supervisor** as **Administrator of Special Districts**. Motion was seconded by Councilor Hess.

Ayes – 6 and Noes – 0. *Motion carried.*

**Appointments – Association of Towns Delegate and Alternate Delegate:**

Councilor Young moved the adoption of a resolution approving the annual membership of the Town of Clay in the Association of Towns and payment of the annual dues in the amount of \$1650.00. Motion was seconded by Councilor Bick.

Ayes – 6 and Noes – 0. *Motion carried.*

Councilor Young moved the adoption of a resolution appointing Councilor **Bick** as **delegate** to the **Association of Towns**. Motion was seconded by Councilor Hess.

Ayes – 6 and Noes – 0. *Motion carried.*

Councilor Young moved the adoption of a resolution appointing Supervisor **Ulatowski** as **alternate delegate** to the **Association of Towns**. Motion was seconded by Councilor Bick.

Ayes – 6 and Noes – 0. *Motion carried.*

**Authorization – Check Signing:**

Councilor Young moved the adoption of a resolution authorizing the **Deputy Supervisor** to sign checks drawn on Town funds in the absence of the Supervisor.

Motion was seconded by Councilor Hess.

Ayes – 6 and Noes – 0. *Motion carried.*

**Town Engineers:**

Councilor Young moved the adoption of a resolution that **C & S Engineers, Inc.** be retained by the Town of Clay to perform such **Special District** services as the Town may require and authorizing the Supervisor to enter into an annual contract with said firm. Motion was seconded by Councilor Bick.

Ayes – 6 and Noes – 0. *Motion carried.*

Councilor Young moved the adoption of a resolution authorizing the **Town Engineers** to update the “**Town of Clay Zoning Map**” annually, with payment for same to be authorized from the General Fund of the Town of Clay. Motion was seconded by Councilor Bick.

Ayes – 6 and Noes – 0. *Motion carried.*

**Town Attorneys:**

Councilor Young moved the adoption of a resolution retaining **Germain & Germain** as attorney(s) for the **Zoning Board of Appeals**, and to receive \$16,000.00 for the **Zoning Board of Appeals** work for the year **2017**. Motion was seconded by Councilor Bick.

Ayes – 6 and Noes – 0. *Motion carried.*

**Bank Designation:**

Councilor Hess moved the adoption of a resolution designating the following as the official **2017 depository banks** for the Town of Clay: **M & T Bank; JP Morgan Chase Bank; Key Bank National Association; Bank of America Bank; Alliance Bank, N.A.; Solvay Bank, RBS Citizens Bank, Key Bank, NY CLASS and Pathfinder Bank** – pooled cash investment program (class), or successor.

Motion was seconded by Councilor Bick.

Ayes – 6 and Noes – 0. *Motion carried.*

**Newspaper Designation:**

Councilor Hess moved the adoption of a resolution designating the **Syracuse Post Standard** as the official Town newspaper for **2017** and designating the **Eagle Star Review** as an additional newspaper for the publication of legal notices. Motion was seconded by Councilor Rowley.

Ayes – 6 and Noes – 0. *Motion carried.*

**Appointment – Town Officers:**

Councilor Hess moved the adoption of a resolution appointing **Karen Guinup** as **Chairwoman of the Planning Board** for the year **2017**. Motion was seconded by Councilor Rowley.

Ayes – 6 and Noes – 0. *Motion carried.*

Councilor Hess moved the adoption of a resolution appointing **Karen Guinup** as a **Member of the Planning Board**. Said term to expire December 31, 2023. Motion was seconded by Councilor Bick.

Ayes – 6 and Noes – 0. *Motion carried.*

Councilor Hess moved the adoption of a resolution appointing **Charles Mangan** as **Chairman of the Zoning Board of Appeals** for the year **2017**. Motion was seconded by Councilor Bick.

Ayes – 6 and Noes – 0. *Motion carried.*

Councilor Hess moved the adoption of a resolution appointing **Karen Leibi** as a **Member of the Zoning Board of Appeals**. Said term to expire December 31, 2021. Motion was seconded by Councilor Bick.

Ayes – 6 and Noes – 0. *Motion carried.*

Councilor Hess moved the adoption of a resolution appointing **Luella Miller-Allgaier** as an **Alternate Member of the Zoning Board of Appeals**. Said term to expire December 31, 2017. Motion was seconded by Councilor Bick.

Ayes – 6 and Noes – 0. *Motion carried.*

Councilor Hess moved the adoption of a resolution appointing **Diane Browning** for a term of 5 years as a member of the **Board of Ethics**, pursuant to Ethics Law, Chapter 22, Article IV, Board of Ethics. Said term to expire December 31, 2021. Motion was seconded by Councilor Bick.

Ayes – 6 and Noes – 0. *Motion carried.*

Councilor Bick moved the adoption of a resolution appointing **Mike Ploski** and **James Bowles** as **Dog Control Officers** for the year **2017**. Motion was seconded by Councilor Hess.

Ayes – 6 and Noes – 0. *Motion carried.*

Councilor Bick moved the adoption of a resolution appointing **Dorothy Heller** and **Harold Baker** as **Town Historians** for the year **2017**. Motion was seconded by Councilor Rowley.

Ayes – 6 and Noes – 0. *Motion carried.*

Councilor Bick moved the adoption of a resolution appointing **Wayne Morris** as **Safety Committee Chairman** for the year **2017**. Motion was seconded by Councilor Hess.

Ayes – 6 and Noes – 0. *Motion carried.*

Councilor Bick moved the adoption of a resolution appointing **Michael McCarthy** as **Constable** for the year **2017**. Motion was seconded by Councilor Hess.

Ayes – 6 and Noes – 0. *Motion carried.*

Councilor Bick moved the adoption of a resolution appointing **Robert Capria** as **Substitute Constable** for the year **2017**. Motion was seconded by Councilor Hess.

Ayes – 6 and Noes – 0. *Motion carried.*

Councilor Young moved the adoption of a resolution approving an agreement between the **Superintendent of Highways** and the **Members of the Town Board** for the

expenditure of highway monies in the Town of Clay for the fiscal year ending **December 31, 2017**. Motion was seconded by Councilor Bick.

Ayes – 6 and Noes – 0. *Motion carried.*

Councilor Young moved the adoption of a resolution appointing **Jill Hageman-Clark**, as a **Marriage Officer** for the Town of Clay, pursuant to Section 11 of the New York State Domestic Relations Law, effective immediately. Said appointment expires **December 31, 2017**. Motion was seconded by Councilor Hess.

Ayes – 6 and Noes – 0. *Motion carried.*

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**REGULAR MEETING – JANUARY 4, 2017**  
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**Approval of Minutes:**

Councilor Hess made a motion to approve the minutes of the December 19<sup>th</sup> 2016 meeting. Motion was seconded by Councilor Bick.

Ayes – 6 and Noes – 0. *Motion carried.*

**Cancellation and/or requested adjournments.**

Supervisor Ulatowski said that item number 8 on the agenda will be adjourned to the January 18<sup>th</sup>, 2017 meeting.

**Correspondence:**

Supervisor Ulatowski asked if anyone wished to address the Town Board on anything not on the agenda. No one responded.

**Traffic & Vehicles – (Stop Sign) (SEQR)- New Hope and New Hope North:**

Councilor Rowley moved the adoption of a resolution that the amendment of **CHAPTER 211, TRAFFIC AND VEHICLES ORDINANCE** of the Code of the Town of Clay, **SECTION 211-12 “STOP INTERSECTIONS,” SCHEDULE IX (§211-42)**, of the Town of Clay Municipal Code to designate and provide for **ONE (1) STOP SIGN** to be installed at the intersection of New Hope and New Hope North to make a one-way stop is an unlisted action with a completed EAF and involves no other permit granting agency outside the Town. The proposed project will not have a

significant effect on the environment and therefore does not require the preparation of an EIS. Motion was seconded by Councilor Hess.

Ayes – 6 and Noes – 0. *Motion carried.*

**Traffic & Vehicles – (Stop Sign) (A)- New Hope and New Hope North:**

Councilor Rowley moved the adoption of a resolution **approving** the amendment of **CHAPTER 211, TRAFFIC AND VEHICLES ORDINANCE** of the Code of the Town of Clay, **SECTION 211-12 “STOP INTERSECTIONS,” SCHEDULE IX (§211-42)**, of the Town of Clay Municipal Code to designate and provide for **ONE (1) STOP SIGN** to be installed at the intersection of New Hope and New Hope North to make a one-way stop; and the installation of the necessary signs therefore. Motion was seconded by Councilor Hess.

Ayes – 6 and Noes – 0. *Motion carried.*

**LOCAL LAW NO. 1 OF THE YEAR 2017 (amending) CHAPTER 230 “ZONING” (SEQR) :**

Councilor Bick moved the adoption of a resolution that proposed **LOCAL LAW NO. 1 OF THE YEAR 2017** amending **CHAPTER 230 “ZONING”** of the Town Code to amend **§230-22 Signs** by amending **§230-22C.(1) (c) [1] [a] [1]** adding “Or uses” after ‘Permitted zones’ and adding at the end of the paragraph “for use by *Emergency Vehicle Stations* as defined in the Zoning Code,” is an unlisted action with a completed EAF and involves no other permit granting agency outside the Town. The proposed project will not have a significant effect on the environment and therefore does not require the preparation of an EIS. Motion was seconded by Councilor Rowley.

Ayes – 6 and Noes – 0. *Motion carried.*

**LOCAL LAW NO. 1 OF THE YEAR 2017 (amending) CHAPTER 230 “ZONING” (A) :**

Councilor Bick moved the adoption of a resolution **approving** proposed **LOCAL LAW NO. 1 OF THE YEAR 2017** amending **CHAPTER 230 “ZONING”** of the Town Code to amend **§230-22 Signs** by amending **§230-22C.(1) (c) [1] [a] [1]** adding “Or uses” after ‘Permitted zones’ and adding at the end of the paragraph “for use by *Emergency Vehicle Stations* as defined in the Zoning Code,” and to be

included in the Town of Clay Municipal Code. Motion was seconded by Councilor Hess.

Ayes – 6 and Noes – 0. *Motion carried.*

**License Renewal – (PH/Adj.) CASUAL ESTATES, LLC D/B/A MADISON VILLAGE MOBILE HOME COURT:**

Councilor Hess made a motion to **adjourn** the public hearing to consider the application of **CASUAL ESTATES, LLC D/B/A MADISON VILLAGE MOBILE HOME COURT**, for the renewal of its license for the year **2017**, to **January 18, 2017 at 7:41 P.M.** Motion was seconded by Councilor Bick.

Ayes – 6 and Noes – 0. *Motion carried.*

**ZONE CHANGE (CPH) – Town Board Case # 1106 - HILARY DONOHUE (GROUP ONE DESIGN, LLC PROPERTY) & BRYAN SOUTHERDEN (SIDE TRACK ENTERPRISES, LLC):**

Councilor Hess moved the adoption of a resolution calling a public hearing **February 6, 2017**, commencing at **7:35 P.M.**, local time to consider the application of **HILARY DONOHUE (GROUP ONE DESIGN, LLC PROPERTY) & BRYAN SOUTHERDEN (SIDE TRACK ENTERPRISES, LLC) FOR A ZONE CHANGE FROM I-2 INDUSTRIAL to HC-1 HIGHWAY COMMERCIAL** to allow for more flexibility of use for the current property located at **4975 State Route 31, Tax Map No. 046.-01-16.1** consisting of approximately 1.473± acres of land. Motion was seconded by Councilor Rowley.

Ayes – 6 and Noes – 0. *Motion carried.*

**Adjournment:**

The meeting was adjourned at 7:26 P.M. upon motion by Councilor Young and seconded by Councilor Bick.

Ayes – 6 and Noes – 0. *Motion carried.*

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Jill Hageman-Clark RMC / Town Clerk