

**VILLAGE OF MANLIUS  
BOARD OF TRUSTEES  
Organizational Meeting  
April 1, 2019**

**PRESENT:**

Mayor Whorrall, Trustee McGrew, and Trustee Pilewski

**ABSENT:**

Trustee Chapman and Trustee Abdo-Rott

**OTHERS:**

Martha Dygert, Administrator/Clerk-Treasurer; Deb McGrew; Ray Dill

The meeting was called to order by Mayor Whorrall at 7:00 pm in the Board Room at Village Centre. The Pledge of Allegiance was recited.

As Trustee Chapman was unable to attend, he sent a written statement to Mrs. Dygert to be read into the minutes of the meeting:

*Mayor and fellow Trustees-*

*Unfortunately, due to a prior commitment, I am unable to attend this evening's meeting, but I would like this statement read into the record:*

*I am in opposition to the Mayor's efforts to remove me from two of my committee (liaison) assignments – for the Fire Department and the Personnel Committee. I have worked hard for the past year in both of these roles and have often taken on the difficult tasks as part of those roles. And, no one has more experience on this board than me when it comes to municipal personnel matters.*

*I am personally insulted that the Mayor takes these actions because he believes that I am somehow not loyal to him – for what reason, I have no idea. My loyalty is always to do what's best for the Village of Manlius and its taxpayers and it always will be. What's even more upsetting is that the Mayor didn't have the courtesy to even call me to discuss this matter. That shows a serious lack of leadership.*

*Please note my opposition to these appointments.*

*Thank you,*

*Hank Chapman  
Manlius Village Trustee*

**Mayor Whorrall asked that the following statement be read into the minutes of the meeting as follows:**

*"I had no political motivation for my decision. Hopefully neither did the Chair of the Town Republican Party.*

*I made my decision for the committee appointments for several reasons and only finalized my decisions this past Friday and therefore had no time to meet with the Trustees although I did speak with Scott (Trustee McGrew) and Janice (Trustee Abdo-Rott) when they stopped in my office.*

*The position of liaison to Codes Enforcement, Planning and Zoning has been vacant since the resignation of Trustee Pfeiffer. Upon his appointment, Trustee Chapman offered to assist in this role as he has had experience on both the Village Zoning Board and on Town of Manlius Boards. I saw that with this appointment, Trustee Chapman would be serving on four (4) committees and therefore I moved Trustee Abdo-Rott to the Personnel Committee.*

*I'm not a true politician; I took this job to do what I thought was right for the community I've been a part of for 67 years and a member of one of the greatest organizations in the Village – the Manlius Fire Department. I love what I do and I don't do it in hopes of promoting myself to a higher political position. I do it out of the respect for the village I grew up in and where I raised my family.*

*Being Mayor is not always an easy position to be in – decisions have to be made and unfortunately you can't always please everyone but you do what you feel is best for the whole community. I'd be more than happy to sit down with Trustee Chapman to discuss his concerns."*

Mayor Paul Whorrall

The following appointments (2) were made by Mayor Whorrall:

**Deputy Mayor**

Mayor Whorrall appointed Trustee McGrew to the position of Deputy Mayor for a one-year term to expire March 31, 2020.

**Parks & Recreation Advisory Board Chairman**

Mayor Whorrall appointed Trustee Pilewski to the position of Parks & Recreation Advisory Board Chairman for a one-year term to expire March 31, 2020.

The following appointments were presented to the Board for consideration:

**Village Administrator**

On motion by Trustee McGrew, seconded by Trustee Pilewski to authorize the appointment of Martha Dygert as Village Administrator for a one-year term to expire March 31, 2020.

**Motion Carried 3-0**

**Clerk-Treasurer**

On motion by Trustee McGrew seconded by Trustee Pilewski to authorize the appointment of Martha Dygert as Village Clerk-Treasurer for a two-year term to expire March 31, 2021.

**Motion Carried 3-0**

**Deputy Clerk-Treasurer**

On motion by Mayor Whorrall seconded by Trustee McGrew to authorize the appointment of Lisa Baker as Deputy Village Clerk-Treasurer for a two-year term to expire March 31, 2021.

**Motion Carried 3-0**

**Records Access Officer**

On motion by Mayor Whorrall, seconded by Trustee McGrew to authorize the appointment of Martha Dygert as Records Access Officer for a one-year term to expire March 31, 2020.

**Motion Carried 3-0**

**Deputy Clerk (Recreation)**

On motion by Trustee Pilewski, seconded by Trustee McGrew to authorize the appointment of Benita Rodriguez as Deputy Clerk to Recreation for a one-year term to expire March 31, 2020.

**Motion Carried 3-0**

**DPW Superintendent**

On motion by Trustee Pilewski, seconded by Trustee McGrew to authorize the appointment of Chris Sherwood as DPW Superintendent for a one-year term to expire March 31, 2020.

**Motion Carried 3-0**

**Assistant DPW Superintendent**

On motion by Trustee Pilewski, seconded by Trustee McGrew to authorize the appointment of Jeff Lewis as Assistant DPW Superintendent for a one-year term to expire March 31, 2020.

**Motion Carried 3-0**

**Associate Village Justice**

On motion by Trustee Pilewski, seconded by Trustee McGrew to authorize the appointment of Joseph Greenman of Manlius, NY to the position of Associate Village Justice for a one-year term to expire March 31, 2020.

**Codes Enforcement Officer**

On motion by Trustee McGrew, seconded by Trustee Pilewski to authorize the appointment of Michael Decker to the position of Codes Enforcement Officer for a one-year term to expire March 31, 2020.

**Motion Carried 3-0**

**Zoning Board of Appeals, Chair**

On motion by Trustee Pilewski seconded by Trustee McGrew to authorize the appointment of Francis Marlowe to the position of Chairperson of the Zoning Board of Appeals for a one-year term to expire March 31, 2020.

**Motion Carried 3-0**

**Zoning Board of Appeals, Member**

On motion by Trustee Pilewski seconded by Trustee McGrew to authorize the appointment of Francis Marlowe to the position of member of the Zoning Board of Appeals for a five-year term to expire March 31, 2024.

**Motion Carried 3-0**

**Parks & Recreation Advisory Board Member**

On motion by Trustee McGrew, seconded by Trustee Pilewski to authorize the appointment of Doug Hatch to the Parks & Recreation Advisory Board for a two-year term to expire March 31, 2021.

**Motion Carried 3-0**

**Parks & Recreation Advisory Board Member**

On motion by Trustee Pilewski, seconded by Mayor Whorrall to authorize the appointment of Deb McGrew to the Parks & Recreation Advisory Board for a two-year term to expire March 31, 2021.

**Motion Carried 3-0**

**Parks & Recreation Advisory Board Member**

On motion by Trustee McGrew, seconded by Trustee Pilewski to authorize the appointment of Deb McGrew to the Parks & Recreation Advisory Board for a two-year term to expire March 31, 2021.

**Motion Carried 3-0**

**Village Historian**

On motion by Trustee McGrew seconded by Trustee Pilewski to authorize the appointment of Barbara Rivette to the position of Village Historian for a one-year term to expire March 31, 2020.

**Motion Carried 3-0**

**Village Attorney**

On motion by Trustee McGrew, seconded by Trustee Pilewski to authorize the appointment of Mackenzie Hughes for general legal counsel and Bond, Schoeneck & King as labor relations counsel for a one-year term to expire March 31, 2020.

**Motion Carried 3-0**

**COMMITTEE APPOINTMENTS**

Per the established committees created by the Board of Trustees, Mayor Whorrall offered the following Committee (liaison) appointments for Board consideration and approval:

**Public Works Committee – DPW and Parks & Recreation Departments**

Trustee Abdo-Rott (DPW) and Trustee Pilewski (Recreation)

On motion by Trustee McGrew, seconded by Mayor Whorrall to approve the Public Works Committee appointments.

**Motion Carried 3-0**

**Public Safety Committee – Fire/EMS, Village Justice Court, Town Police Department**

Trustee McGrew

On motion by Mayor Whorrall seconded by Trustee Pilewski to approve the Public Safety Committee appointment.

**Motion Carried 3-0**

**Codes Enforcement, Planning & Zoning**

Trustee Chapman

On motion by Trustee McGrew seconded by Trustee Pilewski to approve the Codes, Planning & Zoning appointment.

**Motion Carried 3-0**

**Finance Committee**

Trustee Pilewski, Trustee Chapman & Administrator Dygert

Motion by Trustee McGrew, seconded by Trustee Pilewski to authorize all the Finance Committee appointments as outlined.

**Motion Carried 3-0**

**Personnel Committee**

Mayor Whorrall, Trustee Abdo-Rott and Administrator Dygert

Motion by Trustee McGrew, seconded by Trustee Pilewski to authorize the Personnel Committee appointments as outlined.

**Motion Carried 3-0**

**PREFILED #1 – RECURRING CLAIMS**

WHEREAS the Board of Trustees has determined to authorize payment in advance of audit of claims for public utility services, postage, freight, express charges, payroll, debt service, social security, petty cash, and those governed by certain contracts, and

WHEREAS all such claims shall be presented at the next Regular Meeting for audit, and

WHEREAS the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the Board of Trustees,

NOW THEREFORE BE IT RESOLVED:

**Section 1.** On motion by Trustee McGrew, seconded by Mayor Whorrall, that the Board of Trustees authorizes payment in advance of audit of claims for public utility services, postage, freight, express charges, payroll, debt service, social security, petty cash, and those governed by certain contracts and all such claims shall be presented at the next regular board meeting for audit and the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the Board of Trustees.

**Section 2.** That this resolution shall take effect immediately.

**Motion Carried 3-0**

**PREFILED #2 – AUTHORIZED DEPOSITORY**

**Motion by Trustee McGrew, seconded by Trustee Pilewski** to designate Key Bank and NBT Bank as authorized Village of Manlius depositories.

**Motion Carried 3-0**

**PREFILED #3 – OFFICIAL NEWSPAPER**

**Motion by Trustee McGrew, seconded by Trustee Pilewski** to designate The Syracuse Post Standard or the Eagle Bulletin as official Village newspapers.

**Motion Carried 3-0**

**PREFILED #4 – BOARD OF TRUSTEES REGULAR MEETINGS**

**Motion by Trustee Pilewski, seconded by Trustee McGrew** to set the Regular Meetings of the Board of Trustees of the Village of Manlius on the second Tuesday of every month; all meetings to commence at 7:00 p.m. and to be held at Village Centre, One Arkie Albanese Avenue, Manlius.

**Motion Carried 3-0**

**PREFILED #5 – SPECIAL MEETING NOTICE**

**Motion by Trustee Pilewski seconded by Trustee McGrew** to adopt the Special Meeting Procedures, which shall be that the Mayor will notify the Village Clerk who will then notify the Trustees, the newspapers, and post a notice of such meeting in public places; namely the Village Centre, Manlius Library Community Bulletin Board, Tops Community Bulletin Board and the Village website.

**Motion Carried 3-0**

**PREFILED #6 – TRANSFER OF FUNDS**

**Motion by Trustee McGrew seconded by Trustee Pilewski** to authorize certain individuals to make online transfer of funds from Village bank accounts to pay authorized claims and therefore designate the Village Treasurer and the Deputy Treasurer, as those hereby authorized to complete the necessary banking transactions.

**Motion Carried 3-0**

**PREFILED #7 – 2019 ORGANIZATIONAL MEETING DATE**

**Motion by Trustee McGrew seconded by Trustee Pilewski** to set the next Organizational meeting of the Village of Manlius on Monday, April 6, 2020 at 6:00 p.m. in the Village Centre Board Room.

**Motion Carried 3-0**

**PREFILED #8 – PROCUREMENT POLICY**

Pursuant to General Municipal Law §104-b, every municipality must adopt a policy governing the procurement of all goods and services which are not required to be purchased pursuant to the competitive bidding requirements of General Municipal Law §103 and further shall be reviewed annually; so, therefore,

**On motion by Trustee McGrew, seconded by Trustee Pilewski** to review and uphold the current Procurement policy adopted by the Board of Trustees by Local Law in 2011.

**Motion Carried 3-0**

**PREFILED #9 – OFFICIAL UNDERTAKINGS**

**Motion by Trustee McGrew, seconded by Trustee Pilewski** to approve of official undertakings in the amount of \$5,000 for all Village employees, except the Village Treasurer whose bond shall be \$250,000.

**Motion Carried 3-0**

**PREFILED #10 – MILEAGE REIMBURSEMENT**

WHEREAS, the Board of Trustees of the Village of Manlius has determined to pay a fixed rate for mileage as reimbursement to officers and employees of the Village who use their personal automobiles while performing the official duties on behalf of the Village; now, therefore be it

RESOLVED, on **motion by Trustee Pilewski, seconded by Trustee McGrew**, that the Board of Trustees shall approve mileage reimbursement to such officers and employees at a rate of \$.55 per mile and that this resolution shall take effect immediately.

**Motion Carried 3-0**

**PREFILED #11 – PLANNING AND ZONING BOARD OF APPEALS REGULAR MEETINGS**

**Motion by Trustee McGrew, seconded by Trustee Pilewski** to set the regular meetings of the Planning Board on the first and third Tuesday of every month and the Zoning Board of Appeals on the 3<sup>rd</sup> Monday of every month when needed with all meetings to be held at 7:00 p.m. at the Village Centre, One Arkie Albanese Ave, Manlius.

**Motion Carried 3-0**

**PUBLIC FORUM**

Firefighter and former Chief Ray Dill as present at the meeting to address the Board. He spoke of being restored to active duty with the Fire Dept after an extended medical leave of absence.

Trustee Pilewski asked for the following motion:

Motion by Trustee Pilewski, seconded by Trustee McGrew for the Village Mayor to sign a letter of support on behalf of the Village Board to be forwarded to the Fire Company for the reinstatement of Mr. Dill.

**Motion Carried 3-0**

**ADJOURNMENT**

With no further business before the Board, Trustee McGrew made a motion, seconded by Trustee Pilewski to adjourn the meeting.

**Motion Carried 3-0.**

Mayor Whorral adjourned the meeting at approximately 7:30 p.m.

Respectfully submitted by,

Martha Dygert  
Village Administrator/Clerk-Treasurer