

**VILLAGE OF FAYETTEVILLE  
BOARD OF TRUSTEES  
4-1-2024  
DRAFT**

Minutes of the Village of Fayetteville Board of Trustees meeting Monday, April 1, 2024 at 5:30pm.

**PRESENT:**

Mayor Small	Attorney Spencer	Chief Hildreth	Marguerite Ross
Trustee Kinsella	Clerk Corsette	John Bianchini	Roseann Lorefice
Trustee Matt	Deputy Clerk Shepardson	Sara Bollinger	Bobby Schepp
Trustee Rice	Superintendent Hall	Elaine Denton	Ethan Schepp
Trustee Cleary	Dep. Supt. Massett	Debra DeSocio	Tom Schepp
Van Cleary-Hammarstedt	Simone Lepine	Rick Hall	Dot Hall
Mary Teske	Perna Deer	John Deer	Perna Deer
Kass Nethercott	Sarah Spataro	Mercedes Merritt	

Mayor Small called the meeting to order at 6:00pm.

Pledge to the flag was led by Mayor Small.

Clerk Corsette swore in newly elected Mayor, Michael Small.

Mayor Small swore in newly elected Trustees, Daniel Kinsella and Casey Cleary-Hammarstedt.

Mayor Small appointed Jane Rice to fill the Village Trustee Vacancy until the November 2024 Election.

Mayor Small swore in Trustee Jane Rice as Village Trustee.

**MINUTES MARCH 27, 2023**

Trustee Small made a motion to accept the minutes of the March 27, 2023 meeting. Trustee Matt seconded the motion and it was carried by a unanimous vote.

**ABSTRACT #18**

Trustee Kinsella made a motion to approve Abstract #18 in the amount of \$60,716.57. Trustee Small seconded the motion and it was carried by unanimous vote.

Mayor Olson stated that there was a payment payable to Trustee Matt him in the amount of \$33.96 for reimbursement for refreshments for the Annual Easter Egg Hunt.

**2024-2025 ANNUAL APPOINTMENTS**

Mayor Small made the following appointments:

**Village of Fayetteville Roster  
2024 -2025**

**Mayor**

Michael Small	April	2024	November	2028	4 Year Term
---------------	-------	------	----------	------	-------------

**Deputy Mayor**

Mark Matt	April	2024	November	2025	1 Year Term
-----------	-------	------	----------	------	-------------

**Trustees**

Daniel Kinsella	April	2024	November	2028	4 Year Term
-----------------	-------	------	----------	------	-------------

Casey Cleary-Hammarstedt	April	2024	November	2028	4 Year Term
--------------------------	-------	------	----------	------	-------------

<i>Jane Rice</i>	April	2024	November	2026	4 Year Term
------------------	-------	------	----------	------	-------------

Mark Matt	April	2022	November	2026	4 Year Term
-----------	-------	------	----------	------	-------------

**Clerk-Treasurer**

Lorie Corsette	April	2024	November	2025	1 Year Term
----------------	-------	------	----------	------	-------------

**Deputy Clerk-Treasurer**

Karen Shepardson	April	2024	November	2025	1 Year Term
------------------	-------	------	----------	------	-------------

**Records Access Officer**

Lorie Corsette	April	2024	November	2025	1 Year Term
----------------	-------	------	----------	------	-------------

**Deputy Records Access  
Officer**

Karen Shepardson	April	2024	November	2025	1 Year Term
------------------	-------	------	----------	------	-------------

**Village Justice**

James Hughes	April	2024	November	2028	4 Year Term
--------------	-------	------	----------	------	-------------

**Acting Village Justice**

Chris Danaher	April	2024	November	2025	1 Year Term
---------------	-------	------	----------	------	-------------

**Superintendent of Public Works**

Robert Hall	April	2024	November	2025	1 Year Term
-------------	-------	------	----------	------	-------------

**Deputy Superintendent of Public Works**

Tyler Massett	April	2024	November	2025	1 Year Term
---------------	-------	------	----------	------	-------------

**FIRE DEPARTMENT:**

**Chief**

Paul Hildreth	April	2024	November	2025	1 Year Term
---------------	-------	------	----------	------	-------------

**Deputy Chief**

Jeb Benzing	April	2024	November	2025	1 Year Term
-------------	-------	------	----------	------	-------------

**Emergency Events  
Coordinator**

Mark Olson	April	2024	November	2025	1 Year Term
------------	-------	------	----------	------	-------------

**Director of Emergency  
Services**

Ryan Ammann	April	2024	November	2025	1 Year Term
-------------	-------	------	----------	------	-------------

**Lieutenant**

MaryEllen Mitschner	April	2024	November	2025	1 Year Term
---------------------	-------	------	----------	------	-------------

Patrick Mannion	April	2024	November	2025	1 Year Term
-----------------	-------	------	----------	------	-------------

Lou Neuburger	April	2024	November	2025	1 Year Term
---------------	-------	------	----------	------	-------------

**ZONING BOARD:**

**Chairperson**

Mark Colvin	April	2024	November	2025	1 Year Term
-------------	-------	------	----------	------	-------------

**Deputy Chairperson**

Julia Marshall	April	2024	November	2025	1 Year Term
----------------	-------	------	----------	------	-------------

**Members**

Mark Colvin	April	2020	November	2025	5 Year Term
-------------	-------	------	----------	------	-------------

Rick Hall	April	2024	November	2029	5 Year Term
-----------	-------	------	----------	------	-------------

Tim Rowland	April	2022	November	2027	5 Year Term
-------------	-------	------	----------	------	-------------

Jack Klump	April	2023	November	2028	5 Year Term
------------	-------	------	----------	------	-------------

Julia Marshall	April	2021	November	2026	Term
----------------	-------	------	----------	------	------

**Associate Members**

Larry Quinn	April	2024	November	2025	1 Year Term
-------------	-------	------	----------	------	-------------

Anne Heintz	Sept	2024	November	2025	1 Year Term
-------------	------	------	----------	------	-------------

**PLANNING BOARD:**

**Chairperson**

Scott Dumas	April	2024	November	2025	1 Year Term
-------------	-------	------	----------	------	-------------

**Deputy Chairperson**

Dan Reisman	April	2024	November	2025	1 Year Term
-------------	-------	------	----------	------	-------------

**Members**

Dan Reisman	April	2020	November	2025	5 Year Term
-------------	-------	------	----------	------	-------------

Scott Dumas	April	2021	November	2026	5 Year Term
-------------	-------	------	----------	------	-------------

John Boyd	Oct.	2022	November	2027	5 Year Term
-----------	------	------	----------	------	-------------

Jo Anne Gagliano	April	2019	November	2024	5 Year Term
------------------	-------	------	----------	------	-------------

Kate de la Garza	Dec	2023	November	2028	5 Year Term
------------------	-----	------	----------	------	-------------

**Associate Members**

VACANT	April	2024	November	2025	1 Year Term
--------	-------	------	----------	------	-------------

Catherine Chapman	April	2024	November	2025	1 Year Term
-------------------	-------	------	----------	------	-------------

**HISTORIC  
PRESERVATION:**

**Chairperson**

Craig Polhamus	April	2024	November	2025	1 Year Term
----------------	-------	------	----------	------	-------------

**Deputy Chairperson**

Pamela Bender	April	2024	November	2025	1 Year Term
---------------	-------	------	----------	------	-------------

**Members**

Greg Daily	April	2024	November	2029	5 Year Term
------------	-------	------	----------	------	-------------

Ronald Russell	April	2021	November	2026	5 Year Term
----------------	-------	------	----------	------	-------------

Pamela Bender	April	2021	November	2026	5 Year Term
---------------	-------	------	----------	------	-------------

Craig Polhamus	April	2019	November	2024	5 Year Term
----------------	-------	------	----------	------	-------------

Richard Greene	April	2021	November	2026	5 Year Term
----------------	-------	------	----------	------	-------------

**Associate Members**

Jane Mulvey	April	2024	November	2025	1 Year Term
-------------	-------	------	----------	------	-------------

VACANT	April	2024	November	2025	1 Year Term
--------	-------	------	----------	------	-------------

**TREE COMMISSION:**

**Chairperson**

	April	2024	November	2025	1 Year Term
--	-------	------	----------	------	-------------

**Members**

VACANT	April	2021	November	2026	5 Year Term
--------	-------	------	----------	------	-------------

<i>Pat Charborneau</i>	<i>April</i>	2023	November	2027	5 Year Term
------------------------	--------------	------	----------	------	-------------

VACANT	April	2023	November	2028	5 Year Term
--------	-------	------	----------	------	-------------

Kass Nethercott	Sept.	2020	November	2025	5 Year Term
-----------------	-------	------	----------	------	-------------

Richard Halpin	April	2021	November	2026	5 Year Term
----------------	-------	------	----------	------	-------------

**Associate Members**

VACANT	April	2023	November	2025	1 Year Term
--------	-------	------	----------	------	-------------

VACANT	April	2023	November	2025	1 Year Term
--------	-------	------	----------	------	-------------

**PARKS COMMISSION:**

**Chairperson**

Mark Miller	April	2024	November	2025	1 Year Term
-------------	-------	------	----------	------	-------------

**Deputy Chairperson**

Pat White	April	2024	November	2025	1 Year Term
-----------	-------	------	----------	------	-------------

**Members**

Craig Overbeck	April	2024	November	2027	5 Year Term
----------------	-------	------	----------	------	-------------

Mark Miller	April	2023	November	2028	5 Year Term
-------------	-------	------	----------	------	-------------

Jonathon Rossi	April	2024	November	2029	5 Year Term
----------------	-------	------	----------	------	-------------

Pat White	April	2021	November	2026	5 Year Term
-----------	-------	------	----------	------	-------------

Kelly Gaggin	April	2024	November	2029	5 Year Term
--------------	-------	------	----------	------	-------------

**Associate Members**

VACANT	April	2024	November	2025	1 Year Term
Matt Fitzgibbons	April	2024	November	2025	1 Year Term

**DEER COMMITTEE**

**Members**

Dave Cassell	April	2024	November	2025	1 Year Term
Dave Dunn	April	2024	November	2025	1 Year Term
Jim Crow	April	2024	November	2025	1 Year Term
Kadie Leonard	April	2024	November	2025	1 Year Term
William Nicholson	April	2024	November	2025	1 Year Term
Tom Hayes	April	2024	November	2025	1 Year Term

**RENEWABLE  
FAYETTEVILLE**

**Members**

Mark Matt	April	2024	November	2025	1 Year Term
Chris Randall	April	2024	November	2025	1 Year Term
Maureen Gould	April	2024	November	2025	1 Year Term
Dr. Hillary Mc Manus	April	2024	November	2025	1 Year Term
Mike Smith	April	2024	November	2025	1 Year Term
Peter Wirth	April	2024	November	2025	1 Year Term

**Village Historian**

Barbara Rivette	April	2024	November	2025	1 Year Term
-----------------	-------	------	----------	------	-------------

**Codes Enforcement Officer**

Michael Jones	April	2024	November	2025	1 Year Term
---------------	-------	------	----------	------	-------------

**Deputy Codes Officer**

	April	2024	November	2025	1 Year Term
--	-------	------	----------	------	-------------

**Safety Coordinator**

Tyler Massett	April	2024	November	2025	1 Year Term
Paul Hildreth	April	2024	November	2025	1 Year Term

**Board of Ethics:**

Lou Neuburger	April	2024	November	2025	1 Year Term
Carol Braund (alternate)	April	2024	November	2025	1 Year Term
Jane Rice	April	2024	November	2025	1 Year Term
Dorothy Hall	April	2024	November	2025	1 Year Term

**Audit Committee**

Daniel Kinsella	April	2024	November	2025	1 Year Term
Jane Rice	April	2024	November	2025	1 Year Term

**Village Clock Keeper**

Malcolm Bender	April	2024	November	2025	1 Year Term
----------------	-------	------	----------	------	-------------

**Newspaper**

Syracuse Post Standard	April	2024	November	2025	1 Year Term
The Eagle Bulletin	April	2024	November	2025	1 Year Term

**Official Depositories**

M & T Bank	April	2024	November	2025	1 Year Term
NBT Bank	April	2024	November	2025	1 Year Term
MBIA Class	April	2024	November	2025	1 Year Term

**Liaison Appointments****Trustee Kinsella -**

*Recreation*

*Fire Department/EMS*

*Deer Committee*

*Court*

*Audit Committee*

**Trustee Matt -**

*Boards (PB, ZBA, HPC)*

*Celebrations*

*Food Compost Committee*

*C.R.C.*

*Sustainable Fayetteville*

*Town of Manlius Liaison*

*Sidewalks*

**Trustee Rice -**

*Parks Commission*

*Senior Center*

*Codes Enforcement*

*Special Projects [UPWP; Zoning Update; Design Guidelines]*

*D.P.W.*

**Trustee Cleary-Hammarstedt**

-

*Beautification*  
*Library*  
*Village Communication*  
*Matilda J. Gage Foundation*  
*Police Committee*  
*Tree Commission*  
*Chamber of Commerce*

*Mayor Small -*  
*Building & Grounds, Village-owned Buildings*  
*DPW Special Projects*  
*Manlius Historical Society*

#### **ANNUAL RESOLUTIONS:**

##### **- ADVANCED APPROVAL OF CLAIMS**

Trustee Matt made a motion to adopt the following resolution, Trustee Kinsella seconded the motion and it was carried by unanimous vote.

**WHEREAS** the board of trustees has determined to authorize payment in advance of audit 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:**

Section 1. 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.

Section 2. That this resolution is effective immediately.

##### **- MILEAGE ALLOWANCE**

Trustee Matt made a motion to adopt the following resolution, Trustee Rice seconded the motion and it was carried by unanimous vote.

**WHEREAS** the board of trustees has determined to pay a fixed rate for mileage as reimbursement to Village Officers and Employees who use their personal automobiles while performing their official duties;

**NOW THEREFORE BE IT RESOLVED:**

**Section 1.** That the board of trustees will approve reimbursement to such officers and employees at the rate of per mile.

**Section 2.** That this resolution is effective immediately.

- **ATTENDANCE AT SCHOOLS AND CONFERENCES**

Trustee Matt made a motion to adopt the following resolution, Trustee Rice seconded the motion and it was carried by unanimous vote.

**WHEREAS** there is to be held during the coming official year a) the New York State Conference of Mayors Annual Meeting and Training School; b) the New York State Conference of Mayors and Fall Training School for Fiscal Officers and Municipal Clerks; c) the New York State Conference of Mayors Public Works School, d) the following county association meetings; etc.; and

**WHEREAS** attendance by certain municipal officials and employees at one or more of these meetings, conferences or schools benefits the municipality;

**NOW THEREFORE BE IT RESOLVED:**

**Section 1.** That the following officers and employees are authorized to attend the following schools:

**Section 2.** That this resolution if effective immediately.

- **DESIGNATING DEPOSITORIES**

Trustee Matt made a motion to adopt the following resolution, Trustee Rice seconded the motion and it was carried by unanimous vote.

**WHEREAS** the board of trustees has determined that Village Law §4-412(3)(2) requires the designation of banks or trust companies for the deposit of all village monies:

**NOW THEREFORE BE IT RESOLVED:**

**Section 1.** That the board of trustees designates the following institutions as depositories of all moneys received by the village treasurer, clerk, and receiver of taxes.

- M&T Bank
- NBT Bank
- MBIA Class

**Section 2.** That this resolution is effective immediately.



## **PROCUREMENT POLICY**

Trustee Matt made a motion to follow the Procurement Policy dated February 2016. Trustee Rice seconded the motion and it was carried by unanimous vote.

## **CODE OF ETHICS POLICY**

Trustee Matt made a motion stating that the Village Board of Trustees recognizes there are rules of ethical conduct for public officers and employees which must be observed and that prior boards have adopted a written Code of Ethics and is published in the Village of Fayetteville Code, Chapter 9 and hereby directs the Village Clerk to distribute the adopted code to any newly elected Public Officer or Employee at the beginning of their term or employment with the Village. Trustee Rice seconded the motion and it was carried by unanimous vote.

## **BUDGET WORKSHOP**

The board discussed the proposed 2024-25 Tentative Budget.

Trustee Matt made a motion to hold a Budget Workshop on April 15, 2024 at 5:00pm. Trustee Rice seconded the motion and it was carried by unanimous vote.

## **MINUTES MARCH 25, 2024**

Trustee Cleary made a motion to accept the minutes of the March 25, 2024 meeting as amended. Trustee Matt seconded the motion and it was carried by a unanimous vote.

## **ABSTRACT #17**

Trustee Matt made a motion to approve Abstract #17 in the amount of \$93,425.96. Trustee Rice seconded the motion and it was carried by unanimous vote.

## **BETWEEN FRIENDS DAYCARE – LEASE TRANSFER**

Kass Nethercott came to the board to discuss her lease of the building on Wortley Way where she operates a Daycare Center. Kass told the board that she will be retiring and moving from the area but she does not want to close the Daycare Center. Kass explained that there is a need for daycare and that we are currently experiencing what is known as a Desert of licensed daycare centers in NYS.

Kass introduced two women, Sara and Sadie, who are currently running a 3 hour preschool program called Fern Valley Forest in Lafayette and would like to take over Between Friends and the lease of the property from the village.

The board discussed the lease and Trustee Rice asked if the Daycare License would be transferred to the new owners.

Kass said that they are currently working with the state to transfer the license.

Trustee Cleary said that she appreciates the daycare model that is being used at Between Friends but is concerned that there may be issues with the OCF license getting transferred to the new owners.

Mayor Small said that the board won't be taking any action to transfer the lease to the new owners because they do not have a license to operate a daycare facility.

Simone Lepine is a neighbor of the daycare center and she has sent text messages to Mayor Olson with concerns she had, specifically the noise. Simone stated that the noise levels are so bad that neighbors can't open their windows or be outside in their own yards because it is so loud. Simone feels that the noise generated by the activity at the daycare is taking away the neighbors rights of quiet enjoyment of their homes. Simone stated that she feels strongly that the location of the daycare, nestled against residential homes, has a negative effect to the residents in the area.

Kass explained that there was a pre-school prior to the daycare center and agreed that the children can be loud at times but they do try and go off premises as much as possible.

Trustee Cleary asked if the daycare center was a Not-for-Profit or a For-Profit Agency.

Kass said that it is a For-Profit Agency.

Trustee Kinsella thanked Kass for the service she has provided to the community.

Simone agreed that it was a good program but as a neighbor it is not good.

Trustee Rice agreed with the comment made by Trustee Cleary regarding the importance of the licensing and said that would be the next step for the new owners before any consideration by the board.

#### **2024-25 BUDGET – SET PUBLIC HEARING**

Trustee Kinsella made a motion to hold a Public Hearing at or around 6:00pm to hear comments on the proposed 2024-25 Tentative Budget. Trustee Rice seconded the motion and it was carried by unanimous vote.

#### **MEMORIAL DAY PARADE PERMIT**

Trustee Matt made a motion to authorize Mayor Small to issue a Parade Permit for the Annual Memorial Day Parade to be held on May 27, 2024. Trustee Rice seconded the motion and it was carried by unanimous vote.

#### **ROUNDTABLE**

Trustee Cleary commented that this was her first meeting and she is humbled to be in the position of trustee and thankful for the confidence of the voters and will do her best to work hard on their behalf and she is here for all of the voters and looks forward to working hard as Mayor Small has given her a long list of assignments that will test her in many different areas.

#### **COMMUNITY DEVELOPMENT BLOCK GRANT – SET PUBLIC HEARING**

Trustee Rice made a motion to hold a Public Hearing on April 22, 2024 at or around 6:00pm to discuss the views of the Village of Fayetteville community for the submission of a request for

funding a Community Development Block Grant Program for the Fayetteville Senior Center Cottage. Trustee Matt seconded the motion and it was carried by unanimous vote.

### **OFFICIAL YEAR**

Clerk Corsette explained that moving the Village Elections from March to November will change the Village's Official Year. The Official Year will begin on the first Monday of December and if the board wants to change it to January 1<sup>st</sup> they would need to adopt a Local Law.

Rick Hall would like to see the village clean up the West Channel of "Hotdog Island" in Beard Park.

Mayor Small thanked everyone who helped and participated in the Annual Easter Egg Hunt.

Simone Lepine congratulated the newly elected and appointed board members.

Trustee Matt made a motion to adjourn the meeting at 6:55pm. Trustee Cleary seconded the motion and it was carried by unanimous vote.

Respectfully submitted:

Lorie C. Corsette  
Village Clerk-Treasurer