

7:00

ANNUAL ORGANIZATIONAL MEETING
IN TOWN HALL
5833 MEETINGHOUSE RD, TULLY, NY 13159

Supervisor Masters opened the meeting and led in the Pledge of Allegiance. In attendance were town board members and department heads listed after the organizational resolutions below. Notice of the organizational meeting was posted on the sign boards at the town hall and at the Tully Post Office and on the town’s official website.

Supervisor Masters outlined several changes that were made to the resolutions. Those changes are reflected below.

ORGANIZATIONAL RESOLUTIONS

Rules of Procedure: **Resolution #1**

Whereas, the Town Board adopted certain rules of procedure for this Board, now therefore be it resolved that the said rules adopted during 1959 and as amended be, and are hereby, adopted in their entirety by this Board for the year 2025

Appointment of Town Officials: **Resolution #2**

Whereas, the Town Board of the Town of Tully requires the appointment of certain officials, now therefore be it resolved that the following appointments are hereby made by this Board with the following salaries:

Dog Control:	CNYSPCA	See Contracts Folder
Deputy Supervisor:	Chris Chapman	
Town Historian:	Nancy Chawgo	\$3,050.00
Justice Clerk:	Janis Hartnett	\$27,710.00
	Anthony Iozzo	\$27,710.00
Deputy Town Clerk:	Georgette Waldau	\$2,810.00
Assessor:	Cristine DelFuoco	\$28,430.00
Codes enforcement officer	Ben Vincent	\$19,000.00

Appointment of Zoning and Planning Board members: **Resolution #3**

Whereas, the Town Board of the Town of Tully is in need of members for the Zoning Board of Appeals and members for the Planning Board, now therefore be it resolved that the following appointments are hereby made at the following stipend with terms ending 12/31 of fiscal year...

Zoning Board of Appeals	2029	Tracy Haynes	\$400.00	
	2026	Brian Albro	\$600.00	chairperson
	2028	Don Titus	\$400.00	
	2027	Tom Cantwell	\$400.00	
	2025	Joe Panzarella	\$400.00	

Planning Board 2026(T) Steve Bielecki **\$1200.00**
 2025 (T) William Hackett \$1000.00
 2027(T) TJ Shaw \$1000.00
 2031(T) John Casey \$1000.00
 Plus three village planning board members

Designation of Depository of funds:

Resolution #4

Whereas, it will become necessary during the year **2025** for the Town officials to deposit monies in bank during the year, now therefore, it is resolved that the **NBT Bank and the NYCLASS Bank** be designated as the proper banks for deposit of funds of the said Town of Tully for the maximum amount of \$3,000,000.00, and be it further resolved that the Town Board also reaffirms the Town Investment Policy

Authorizing designation of official newspaper: **Resolution #5**

Whereas, it is necessary for the Town of Tully to designate an official newspaper now, therefore, it is resolved that the **Syracuse Post Standard** be and hereby is designated as the official newspaper for the Town of Tully, and it is further resolved that every official notice may be published in the Tully_Newsletter for informational purposes only and at the discretion of the Board

Authorizing Town officials to be paid mileage: **Resolution #6**

Whereas, certain Town officials are required to use their privately owned cars on official Town business and whereas, it is desired to reimburse said Town officials for the use of their privately owned cars while traveling on Town business, now, therefore, it is resolved that said Town officials be reimbursed at the rate of .70 cents per mile for all traveling done on official Town business upon being authorized the use of such automobile

Authorizing Town Highway Superintendent to purchase tools, equipment etc:

Resolution #7

Whereas, it is necessary for the Town Highway Superintendent to make purchases of certain tools, equipment and implements and whereas, because of emergencies arising, said purchase may be made without prior approval of the Town Board now, therefore, it is resolved that the Town Highway Superintendent be and hereby is authorized to make purchases of tools, equipment and implements without prior approval of the Town Board in an amount not to exceed **\$1500.00**, and be it further resolved that the Town Highway Superintendent is hereby authorized to make purchases of tires for trucks and machinery without prior approval of the Town Board in an amount not to exceed **\$2000.00**, and be it further resolved that in the event of an emergency, and whereby purchases of tools and/or equipment exceed **\$1500.00**, such amount must be authorized by the Supervisor or Deputy Supervisor, and be it further resolved that the Town Board also reaffirms the Town Procurement Policy

Designating Registration and Election Polling Places: **Resolution #8**

Whereas, this Town Board deems the Tully Municipal Building to be a proper place for registration, primaries and elections, now, therefore, it is resolved that the Board designates the Tully Municipal Building for registration, primaries and elections

Designation of Board Meeting Nights: **Resolution #9**

Whereas, the Town Board of the Town of Tully desires to conduct regular meetings and work sessions each month during the year **2025** now, therefore, be it resolved that the regular monthly meeting be held on the second Wednesday of every month or at such time as the Town Board should designate. Work sessions will be held on the fourth Wednesday of each month or at such time as the Town Board should designate

Authorizing claims to be audited: **Resolution #10**

Whereas, it will become necessary for the Town Board to consider claims for payment during this year,

now, therefore, it is resolved that the Town Board of the Town of Tully be and is hereby authorized to audit and pay proper certified and authorized claims as may come before it during the year; that utility, postage and health insurance claims may be paid prior to audit

Resolution fixing salaries, etc.: **Resolution #11**

Whereas, the Town Board of Tully sets salaries of its officers and other elected and appointed officials as set up in said budget,

now, therefore, be it

resolved that the salaries of such officers and other elected and appointed officials shall be paid in said amounts as set up in the budget, said salaries to be paid quarterly or monthly with the exception of the Zoning Board of Appeals members and Planning Board members who are to be paid semi-annually and the Highway Superintendent who is to be paid bi-weekly

Authorization of attendance at annual meeting of

Association of Towns:

Resolution #12

Whereas, the Association of Towns is holding its annual meeting in New York City, and, whereas it will be advantageous to the Town of Tully to have certain Town officials attend such meeting,

now, therefore, be it

resolved that the Town Board Members, Superintendent of Highways, Town Clerk, Planning Board Members and Zoning Board of Appeals Members are hereby authorized to attend such annual meeting on the aforementioned dates and that all reasonable expenses incurred as a result of such attendance be reimbursed to them subject to the prior approval of the Board of such attendance and the discretionary imposition of a maximum amount to be reimbursed to the office attending such meeting

Changing reporting time of Supervisor's Year-end report: **Resolution #13**

Whereas, the Town Law Section 29(10A) provides an alternate method of preparing and publishing the supervisor's annual report,

now, therefore, be it

resolved that the Supervisor shall submit to the Town Clerk within 60 days after the close of the fiscal year his annual report pursuant to provision of Section 29(10a) of the Town Law

Appointment of Parks & Recreation Commission: **Resolution #14**

Whereas, the Town of Tully is in need of members for the Parks & Recreation commission, now, therefore, be it

resolved that the following appointments are hereby made with terms ending 12/31 of fiscal year...

- 2027 Jeff Proulx
- 2028 Trina Storm
- 2029 Sarah Brown-Paul
- 2026 William Donald
- 2031 Jarrod Kolodziejczyk
- 2025 Sharon Treerise
- 2030 Steve Axtel

Resolution fixing salary of Parks & Recreation Coordinator: **Resolution #15**

Whereas, the Town Board of the Town of Tully formed a Parks & Recreation commission and so designating a coordinator,
now, therefore, be it

resolved that the Town of Tully is desirous of paying said coordinator Sarah Panzarella the annual salary of \$20,000.00 payable monthly

Lake Director \$2500.00 Lake Coordinator for other towns \$2500.00

Authorizing payment of Highway employees and Ambulance district employees:

Resolution #16

Whereas the Town Board of the Town of Tully is desirous of paying Town of Tully employees bi-weekly, now, therefore, be it

resolved that the Town of Tully Highway employees and the Ambulance District employees be paid bi-weekly at the following base rates:

Highway employees 1@ \$56,409
1@ \$57,137
1@ \$56,409
1@ \$56,409

Ambulance 1@ \$64,850 Capt./EMT
2@ \$58,300 FF/EMT
1@ \$52,000 FF/EMT
2@ \$53,960 FF/EMT
1@ \$53,410 FF/EMT

Part-Time Staff \$23.00/hr.
Including FF/EMT & Paramedics
Part-Time EMT \$18.00/hr.

Appointment of Grievance Day Board of Review:

Resolution #17

Whereas, the Town Board of the Town of Tully is in need of a Grievance Day Board of Review,
now, therefore, be it

resolved that the following appointments are hereby made at the following stipend per person per day attended and with terms ending **9/30** of fiscal year...

2025	Abbey Proulx	\$100.00
2026	Millie Elgaway	\$100.00
2027	Walter Doody	\$100.00
2028	Matt Vidler	\$100.00
2029	Haley Fedor	\$100.00

Resolution adopting and specifying particulars of and persons covered under official undertakings:

Resolution #18

Whereas, official undertakings are required under Section 25 of the Town Law and Section 11 of the Public Officers Law for certain Town officials, and are optional for others, unless specifically provided for by resolution of the Town Board, and likewise the law provides for any or all such persons to be covered under a blanket surety bond or insurance product rather than the traditional secured or bonded undertaking:

now, therefore, be it resolved that an official blanket undertaking be procured instead of individual undertakings covering the Town Supervisor, Town Clerk, Collector or Receiver of Taxes, Justices of the Peace, Town Superintendent of Highways, Town Bookkeeper and Budget Officer, Town Zoning and Enforcement Officer, Fire Marshall, and that such

undertaking contain provisions defending and indemnifying against such claims and losses arising from, out of or:

- a. through the failure of the officers, clerk and employees covered thereunder to faithfully perform their duties or to account properly for all monies or property received by virtue of their positions or employment, and
- b. through fraudulent, dishonest or similar acts or omissions committed by the officers, clerks and employees and covered there under, and further, that
- c. such blanket undertaking hereby approved as required is intended to and shall cover all such officers, clerks and employees of the Town as aforementioned and so required to post undertakings and, in addition, as permitted under Town Law Section 25, all such associating and subordinate employees, clerks and officers of each such department or part of Town government, including without limitation the Town Justices and Town Justice court;
- d. each of the foregoing departments, and justice court's respective deputies, clerks, secretaries, assistants and the like having claims made or liability arising from failure to properly perform such duties, and having access to Town, resident or other funds and property held by or for which the Town is responsible, or any records thereof, and thus subjecting such funds to potential theft, misappropriation, defalcation, loss or waste and otherwise as are intended, contemplated or eligible for coverage under such comprehensive blanket undertaking or coverage and including without limitation that such undertaking contain provisions indemnifying, defending and holding the Town harmless against claims or losses: (a) through the failure of such officers, clerks, employees and other persons aforementioned to faithfully perform their duties or to account properly for all monies or property received by virtue of their positions or employment, and/or (b) through fraudulent or dishonest acts committed by such officers, clerks, employees and other persons aforementioned, it having been and being the intent of the board to extend such coverage in the broadest and most comprehensive manner to all such officers, clerks, deputies, employees and other persons capable of being covered there under, as aforementioned and to ensure its blanket undertaking provides such broad and comprehensive coverage; and, it is

FURTHER RESOLVED, a copy of this resolution be delivered to the surety or insurer's representative for the Town with correspondence advising that unless promptly notified in writing to the contrary, such submission is for the purpose of ensuring and confirming such undertakings as now or previously provided for had been in place prior to thirty days of the date of commencement of office for any public officer, appointed or elected, that coverage has been and remains in place, full force and effect from its effective date, not later than January 1, 2016, and that this resolution and the undertaking(s) and or blanket undertakings/policies be filed at the office of the Town Clerk and at such other place(s) as may be required by law.

Make Application to the NYS Division of Youth:

Resolution #19

Whereas, the Town Board of the Town of Tully so desires to make application to the NYS Division of Youth,
now, therefore, be it
resolved that the Town Board of the Town of Tully makes application to the NYS Division of Youth (Syracuse-Onondaga County Youth Bureau)

Authorizing the Supervisor to enter into contracts:

Resolution #20

Whereas it is desirous for the Town Board of the Town of Tully to enter into contracts,
now, therefore, be it
resolved that the Supervisor is authorized to enter into contracts with the following:

- a) Legal
- b) Accounting
- c) Tully Area Historical Association
- d) Tully American Legion Post 936

- e) Senior Citizens of Tully
- f) Dog Shelter Services and Control

Authorizing an early monthly payroll in December of each year: **Resolution #21**

Whereas, it is the Town Board's desire to pay its employees earlier in December than other months during the year due to the holidays, now, therefore, be it resolved that the Town Board authorizes the final monthly payroll of the year to be paid at the Town Board meeting in December.

Appointment of a Compliance Officer: **Resolution #22**

Whereas, the Town Board is in need of a Compliance Officer for cases involving sexual harassment, now, therefore, be it resolved that the Town Board has appointed John Masters as the Sexual Harassment Compliance Officer.

Schedule of Developer Fees: **Resolution #23**

Whereas, the Town Board has determined the need for a schedule of Developer Fees, now, therefore, be it resolved that the Code Enforcement Officer for the Town of Tully has submitted a schedule of developer fees as follows:

Subdivision		
Less than 5 lots		\$250.00 per lot
5 or more lots		\$300 per lot
Variance		
Residential		\$450.00
Commercial		\$1500.00
Site Plan - SPB		
Residential		\$450.00
Commercial		\$2500.00
Site Plan - STB		\$2500.00
Zone Change		
Residential		\$1000.00
Commercial		\$2500.00
ZBA - Appeal from Decision of Code Officer		\$1500.00

One and Two-Family Dwellings and all additions

0 - 250	Square Feet	\$250.00
251 - 500	Square Feet	\$275.00
501 - 1000	Square Feet	\$400.00
1001 - 2000	Square Feet	\$600.00
2001 - 3000	Square Feet	\$750.00
3001 - 4000	Square Feet	\$900.00
4001 - 5000	Square Feet	\$1000.00

Floor area shall not include cellar, uninhabitable basement or uninhabitable attic space. Floor area shall be based upon outside dimensions of the building.

Multiple Dwelling

0 - 10,000 square feet	\$1000.00
Every 1,000 square feet over 10,000	\$250.00

Floor area shall include basement, cellar and sub-cellar, but shall not include a crawl space or attic space no part of which exceeds 5 feet in height. Area shall be based upon outside dimensions of the building.

Building of Nonresidential Occupancy

0 - 10,000 square feet	\$1500.00
Every 1,000 square feet over 10,000	\$250.00

The permit fee for a building occupied in part for residential use and in part for nonresidential use shall be the sum of the two occupancy fees calculated separately. Area shall include basement, cellar and sub-cellar, but shall not include a crawl space or an attic space no part of which exceeds 5 feet in height.

Barns, Storage Buildings, Sheds, Garages, Etc.

0 - 2500 square feet	\$200.00
Every 500 square feet over 2500	\$50.00

Repairs and Alterations

Up to \$10,000	\$250.00
For each \$1000 over \$10,000	\$5.00

Demolition Fee	\$75.00
Mobile Homes	\$100.00
Swimming Pools	\$75.00
Solar Farm up to 5MW	\$1500.00
Over 5MW	\$2500.00
Minimum and renewal fee	\$75.00

Schedule of Town Clerk Fees :

Resolution #24

Whereas, the Town Board has determined the need for a schedule of fees charged by the Town Clerk, now, therefore, be it resolved that the Town Clerk for the Town of Tully has submitted a schedule of fees as follows:

Dog licensing	\$8.00/spayed or neutered
Not spayed/neutered	\$15.00
Senior discount	\$5.00
Pavilion rental	
Deposit	\$50.00
Rental	\$50.00
Zoning Map	\$2.00
Marriage Licenses	\$40.00
Certified Copy	
of Marriage License	\$10.00
Zoning Ordinance Book	\$15.00

Schedule of Highway Superintendent Driveway Permit Fees: **Resolution #25**

Whereas, the Town Board has determined the need for a schedule of driveway permit fees, now, therefore, be it resolved that the Highway Superintendent for the Town of Tully has submitted a schedule of fees as follows:

12" pipe	\$7.00 per foot	Runner crush \$10.25 per ton
15" pipe	\$9.00 per foot	
18" pipe	\$13.00 per foot	
24" pipe	\$20.50 per foot	
30" pipe	\$31.00 per foot	
36" pipe	\$40.00 per foot	

Standard Work Days: **Resolution #26**

Whereas, the Town of Tully, Location code 30360, hereby establishes the following as standard workdays for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body, now, therefore, be it

RESOLVED that the Town Board has adopted the following as standard workdays for these positions in the town:

Title Standard Workday (Hrs/day)

Supervisor 6.00
Town Board 6.00
Town Clerk 6.00
Justice 6.00
Justice Clerk 6.00
Assessor 6.00
Codes Enforcement Officer 6.00
Historian 6.00
Recreation Supervisor 6.00
Receiver of Taxes 6.00
Highway Superintendent 8.00
Laborers 8.00
Part Time and Temporary Appointed Officials 6.00
Fire Captain 8.00
Firefighter/EMT 8.00
Part Time Paramedic 8.00

RESOLUTION 27-25

Motion to adopt the organizational resolutions with the changes. Motion by Supervisor Masters. Second by Councilor Snavlin. Motion carried.

(Masters, Snavlin, Speziale, Chapman, Meixell Ayes 5 Nays 0)

Close the Organizational Meeting

Motion was made by Councilor Snavlin and seconded by Councilor Chapman to close the organizational meeting at 7:15pm. Motion carried.

(Masters, Snavlin, Speziale, Chapman, Meixell) Ayes 5 Nays 0

(The regular town board meeting immediately follows on the next page.)

REGULAR TOWN BOARD MEETING
TOWN OF TULLY
TOWN HALL
5833 MEETING HOUSE RD TULLY NY

Members Present: Supervisor John Masters
Councilor John Snavlin
Councilor Frank Speziale
Councilor Christopher Chapman
Councilor David Meixell
Town Clerk Susan Vaccaro, RMC

Others present: Town Attorney Robert S. DeMore, Financial Officer Thomas Chartrand, Highway Superintendent John Herold, Fire Captain Chad Wakula, Parks & Rec Director Sarah Panzarella, and several residents

Approval of Minutes

The minutes of the December 11th meeting were made available via email to all board members.

Motion was made by Councilor Speziale and seconded by Councilor Snavlin to approve the minutes. Motion carried.

(Masters, Snavlin, Speziale, Chapman, Meixell) Ayes 5 Nays 0

Vouchers

Motion was made by Councilor Snavlin and seconded by Councilor Speziale to pay the audited bills out of the proper funds. Motion carried.

(Masters, Snavlin, Speziale, Chapman, Meixell) Ayes 5 Nays 0

Financial Report

Tom’s report was brief this evening. He did report that NBT interest is at 4.4% and NYCLASS is 4.3%. Court fines still coming in strong; rec fees \$18,000 to the positive; highway fund – quiet; ambulance recoveries - \$33,535 which was one of the best months ever. Expenditures were quiet. Tom advised that overall, the town is in very good shape.

After a brief discussion came the following motion:

Motion was made by Supervisor Masters and seconded by Councilor Snavlin to accept the December supervisor’s report. Motion carried.

(Masters, Snavlin, Speziale, Chapman, Meixell) Ayes 5 Nays 0

Next, Mr. Chartrand had some transfers which are included below:

To: Town Board

From: Tom Chartrand

Re: Budget Transfers

GENERAL	Outside Village		
From:			
B599	Zoning	Surplus (State Grant)	\$63,000.00
		Total	<u>\$63,000.00</u>
			=====
To:			
B8010.2	Zoning	Capital Improvements	\$63,000.00
		TOTAL	<u>\$63,000.00</u>
			=====
GENERAL FUND			
From:			
A1990.4	Contingent	Contractual	\$1,000.00
			<u>\$1,000.00</u>
			=====

To:			
A1910.4	Unallocated Insurance	Contractual	\$1,000.00
		TOTAL	<u>\$1,000.00</u>
			=====

Motion was made by Supervisor Masters and seconded by Councilor Speziale to approve the transfers. Motion carried.

(Masters, Snavlin, Speziale, Chapman, Meixell) Ayes 5 Nays 0

Motion was made by Councilor Snavlin and seconded by Councilor Speziale to approve the bank reconciliation. Motion carried.

(Masters, Snavlin, Speziale, Chapman, Meixell) Ayes 5 Nays 0

Highway

John Herold reported on the following:

- We had a good month; minor repairs
- We went out 22 times in December; 14 times in January so far
- Next, John discussed a truck he'd like to purchase. He had a letter to the DEC stating that it is a plow truck he wants to buy. He asked the board to authorize Mr. Masters to sign the letter to the DEC. After some discussion, they were all in agreement.

Resolution 28-25

Motion to authorize the town supervisor to sign the letter to the DEC stating that he, Mr. Herold, would like to purchase a plow truck. Motion by Councilor Snavlin, seconded by Councilor Speziale. Motion carried.

(Masters, Snavlin, Speziale, Chapman, Meixell) Ayes 5 Nays 0

Resolution 29-25

Motion to authorize Highway Superintendent John Herold to purchase a cab and chassis for a new 2026 Freightliner 114SD plow truck for a total estimated cost of \$211,400. Motion by Councilor Meixell, seconded by Councilor Chapman. Motion carried.

(Masters, Snavlin, Speziale, Chapman, Meixell) Ayes 5 Nays 0

Resolution 30-25

Motion to authorize the town clerk to sign the letter of intent to purchase the aforementioned cab and chassis for the plow truck. Motion by Supervisor Masters, seconded by Councilor Snavlin. Motion carried.

(Masters, Snavlin, Speziale, Chapman, Meixell) Ayes 5 Nays 0

Next, Mr. Chartrand explained the new truck financing which is included below:

To: John Herold
 From: Tom Chartrand
 Re: New Truck Financing

		Available	Funds to be Applied	Balance
Truck	211,397.00			
2024 Budget	DM5130.2	35,885.00	35,885.00	0.00
2025 Budget	DM5130.2	90,000.00	35,772.00	54,228.00
	DM9950.9	31,000.00	31,000.00	0.00
	Total	156,885.00		
Current Reserve		108,740.00	108,740.00	0.00
Total w/permissive Referendum		265,625.00	0.00	

Ambulance

Captain Chad Wakula reported on ambulance activities:

- Number of EMS calls for December was 54
- Total calls for 2024 was 636
- New stretcher was delivered and is in service
- New ambulance delivered any day now

Parks & Recreation

Sarah Panzarella reported on parks and rec activities: the board had their first meeting of the year on Monday; they have created a mission statement. Then there was discussion as to whether parks and recreation is a board or a commission. The town clerk was asked to research the minutes for any references in the past. Brief discussion ensued.

Sarah also mentioned that she spoke with someone on Green Lake who wanted to form an association to be able to get training on testing the water in the lake for algae bloom. It was suggested that Sarah might be a representative of the town regarding that.

Next, Sarah spoke about closing the pet waste stations around the walking path from, say, October through March, since we don't have the high schoolers emptying them for those months.

Lastly, Sarah asked about updating her page on the website. It was suggested she contact Ben Bibik for help with that.

Fire

Councilor Speziale reported that Mike Bradley was appointed fire commissioner to replace Dan Cooter.

Updates from the Supervisor

Mr. Masters advised that we were denied our grant application for the sidewalk project. Regarding dog control services, the cost of the contract increased from \$4900 to \$5292. Brief discussion ensued after which came the following motion:

Motion authorizing the town supervisor to sign the contract for dog control services. Motion was made by Councilor Speziale, seconded by Councilor Chapman. Motion carried.

(Masters, Snavlin, Speziale, Chapman, Meixell) Ayes 5 Nays 0

Public Input from the Floor

None.

Legal

Nothing to report this evening.

There being no further business, the following motion was made:

Close of Meeting

Motion was made by Councilor Speziale and seconded by Councilor Snavlin to adjourn the meeting at 7:45pm.

(Masters, Snavlin, Speziale, Chapman, Meixell) Ayes 5 Nays 0

Respectfully submitted,

Susan Vaccaro, Town Clerk