

**7:30**

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. Initially, there was discussion regarding the fact that some of the **2025 organizational resolutions would be changed for 2026**. After some discussion, it was decided to adopt the resolutions as is and the changes would be made at the February 2026 town board meeting.

**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 Trerise
- 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

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

**Close of the Organizational Meeting**

Motion was made by Councilor Snavlin and seconded by Councilor Chapman to close the meeting at 7:45pm. Motion carried.

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

(The regular town board meeting immediately follows.)

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

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 10<sup>th</sup>, 2025 meeting were made available via email to all board members.

Motion was made by Councilor Speziale and seconded by Councilor Chapman 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 Meixell 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 reported on receipts and disbursements as follows: on the general fund, both interest rates are around 3.5% Court fines still coming in strong, positive \$18,000; recreation fees about \$8,000 short; mortgage tax came in overall almost \$19,000 which is great for us; Tully Rotary, we did get the tree donation for the trees we purchased; highway fund, small insurance recovery, Auctions International for sale of equipment and also reimbursed from State of NY under the CHIPS program; ambulance, just over \$21,000 in recoveries which pushed us to \$141,000 above what was estimated at budget. Expenditures were quiet.

Motion by Supervisor Masters and seconded by Councilor Snavlin to accept the financial report. Motion carried.

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

Motion by Supervisor Masters, seconded by Councilor Meixell to approve the bank reconciliation. Motion carried.

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

**Highway**

John Herold reported on the following:

- Busy month; a few minor repairs
- Went out 150 times last year; last month went out 33 times; we're over 30% from last year
- FEMA did contact me about projects, Hollenbeck and Bromley Road in particular, which John discussed briefly

**Ambulance**

Captain Chad Wakula reported on ambulance activities:

- Number of EMS calls for December was 78
- A-2 will be going in for service this month
- MC-1 needs new tailpipe, will be fixed this month
- A-1 will be getting the Plymovent Exhaust Adapter put on

**Parks & Recreation**

Sarah Panzarella reported on parks and rec activities: the board reappointed Sharon Trerise to the parks and rec board for another six-year term. The question was asked

as to whether the town board should appoint her as well. Thus came the following motion:

Motion to appoint Sharon Trerise to the Parks & Recreation Board for another six-year term. Motion was made by Supervisor Masters, seconded by Councilor Speziale. Motion carried.

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

Next, Sarah advised the town board that they had had their first parks and rec meeting of the year and decided that their focus would be on their aging infrastructure for which they would be pursuing grant funding. She feels it's important to the community and encourages new families to come to Tully. Sarah also mentioned it's basketball and volleyball season, so those programs are running. Brief discussion followed.

### **Fire**

Councilor Speziale reported that the members are doing their yearly OSHA training. The commissioners sold the tanker to Doody Brothers.

### **Updates from the Supervisor**

Mr. Masters advised that he was told we needed cyber insurance. He was able to contact by phone a couple of the board members for approval to go ahead with that and did so. It's a \$500,000 limit with \$5,000 deductible, but he would like the board to make a formal resolution, thus came to following motion:

Motion authorizing the town supervisor to add cyber insurance for a year for the Town of Tully at a cost of \$2,171 per year. Motion was made by Councilor Snavlin, seconded by Councilor Meixell. Motion carried.

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

Next, Mr. Masters announced that the Sky High Solar project application has been withdrawn. He had several inquiries regarding that. Also, he talked about the sidewalk project from the high school to Green Lake and explained briefly what was going on with that. Finally, regarding the Rt. 11A Water District connecting to the Village water, he explained the status of that project. Brief discussion ensued.

### **Public Input from the Floor**

None.

### **Legal**

Mr. DeMore reported with regard to hiring a geotechnical engineer regarding solar farms, he needed to contact Lafayette and Otisco to see if they would agree to share in the cost. He stated no motion was necessary at this time.

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 8:15pm.

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

Respectfully submitted,

Susan Vaccaro, Town Clerk