

**TOWN OF ONONDAGA
YEAR 2026
ORGANIZATIONAL MEETING**

**January 5, 2026
4:00 PM**

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ORGANIZATIONAL MEETING**

January 5, 2026

1. Establish Date and Time of Regular Town Board Meetings
2. Designate Official Newspaper of the Town of Onondaga
3. Designate Public Place for Posting Notices
4. Establish Town Hall Hours
5. Statement of Safety Policy
6. Investment Policy for Town of Onondaga Funds
7. Procurement Policy
8. Supervisor's Authorization for Appointment of Temporary Replacements
9. Supervisor's Personal Appointments. Salary Authorizations
10. Authorize Deputy Supervisor to Sign Checks
11. Town Board Appointments and Salaries
12. Authorize Salaries of Elected Officials, Assessor and Other Board Members
13. Resolution Qualifying Salaries
14. Planning Board Attorney Recommendation
15. Appointment – Town Legal Counsel
16. Appointment – Zoning Board of Appeals Legal Counsel
17. Appointment – Town Engineers
18. Authorization of Accounting Services – Town's Annual Report and Audit
19. Establish Mileage Compensation
20. Establish Retirement Hours

21. Establish Fees – Year 2026

22. Establish Fixed Assets Inventory

23. Establish Pay Schedule

24. Establish Standing Committees for the Year 2026

25. Establish Policy for the Use of Town Vehicles

26. Authorization to Spend Town Highway Monies

27. Authorization of Town Historian

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MOTION that the Town Board hold its meetings on the first and third Mondays of each month at 5:00 PM in the Town Hall, Town of Onondaga, 5020 Ball Road, unless canceled or otherwise changed by later Resolution of this Board.

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MOTION that the Syracuse Post Standard be designated as the official paper for the Town of Onondaga. Notices may also be sent, when possible, to Our Town publication, Town website, Onondaga Free Library and Fire Departments in the Town of Onondaga.

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MOTION that the bulletin board in the front lobby of the Town Hall be designated as the Town's official place for posting notices of meetings and other public information; furthermore, that the bulletin board shall be maintained by the Town Clerk. Notices may additionally be posted on the Town website and placed on the front door window of Town Hall to be viewed from outside of the building.

MOTION that Town Hall be officially open for business between the hours of 8:30 AM and 4:30 PM Monday through Friday, with the understanding that should a particular department need to be open additional hours to serve the public, that department shall do so.

STATEMENT OF SAFETY POLICY

WHEREAS the Town of Onondaga recognizes that the health, welfare, and safety of our employees is of the utmost importance to the Town: and

WHEREAS it is the policy of the Town to strive for the highest possible safety standards: and

WHEREAS, safety does not occur by chance, but is the result of careful attention to all Town operations by those who are directly and indirectly involved; and

WHEREAS employees at all work levels must work diligently to execute the Town's policy of maintaining a safe workplace.

BE IT RESOLVED that we intend to prevent human suffering and recognize that accidents, even minor ones, cause pain and, therefore, the Town of Onondaga is committed to the prevention of injury and illness to its employees; and

BE IT FURTHER RESOLVED that a copy of the Resolution setting forth the Town's commitment to safety be posted in every Town building.

**INVESTMENT POLICY
FOR TOWN OF ONONDAGA**

I. SCOPE

This investment policy applies to all moneys and other financial resources available for investment by the Town of Onondaga on its own behalf or on behalf of any other entity or individual.

II. OBJECTIVES

The primary objectives of the Town's investment activities are, in priority order,

- To conform with all applicable federal, state and other legal requirements.
- To adequately safeguard principal.
- To provide sufficient liquidity to meet all operating requirements; and
- To obtain a reasonable rate of return.

III. DELEGATION OF AUTHORITY

The Town Board's responsibility for administration of the investment program is delegated to the Director of Finance who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a database or records incorporating description and amounts of investments, transaction dates, and other relative information and regulating the activities of subordinate employees.

IV. PRUDENCE

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Town of Onondaga to govern effectively.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

V. DIVERSIFICATION

It is the policy of the Town of Onondaga to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

VI. INTERNAL CONTROLS

It is the policy of the Town of Onondaga for all moneys collected by any officer or employee of the Town to transfer those funds to the Director of Finance within fourteen (14) days of deposit, or within the time specified in law, whichever is shorter. The Director of Finance is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly and are managed in compliance with applicable laws and regulations.

VI. DESIGNATION OF DEPOSITARIES

The banks and trust companies authorized for the deposit of monies are:

M & T Bank
Solvay Bank
NYCLASS

The Town Board may require any Town position to deposit and secure money collected in or within a Bank or Trust Company designated by the Town Board.

The Town Board may require that monies be deposited in an interest-bearing account.

VII. COLLATERALIZING OF DEPOSITS

In accordance with the provisions of General Municipal Law, 10, all deposits of the Town of Onondaga, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

1. By a pledge of "eligible securities" with aggregate "market value" as provided by GML 10, equal to the aggregate amount of deposits from the categories designated in Appendix A to this policy.
2. By an eligible "irrevocable letter of credit" issued by a qualified bank other than the bank with the deposits in favor of the Town for a term not to exceed ninety (90) days with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk- based capital requirements.
3. By an eligible surety bond payable to the government for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims – paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.

IX. SAFEKEEPING AND COLLATERALIZATION

Eligible securities used for collateralizing deposits shall be held by the depositories listed in Section VII, subject to security and custodial agreements.

The security agreements shall provide that eligible securities are being pledged to secure Town deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. They shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the Town to exercise its rights against the pledged securities. In the event the securities are not registered or inscribed in the name of the Town, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Town of Onondaga or its custodial bank.

The custodial agreements shall provide those securities held by the bank or trust company, or agent of and custodian for, the Town will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreements should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreements shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreements shall include all provisions necessary to provide the Town a perfected interest in the securities.

X. PERMITTED INVESTMENTS

As authorized by General Municipal Law, 11, the Town of Onondaga authorizes the Director of Finance to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- Special time deposit accounts.
- Certificates of deposit.
- Obligations of the United States of America.
- Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America.
- Obligations of the State of New York.
- Obligations issued pursuant to Local Finance Law 24.00 or 25.00 (with approval of the State Comptroller) by any municipality, school district or district corporation other than the Town of Onondaga.
- Obligations of public authorities, public housing authorities, urban renewal agencies and industrial development agencies where the general State statutes governing such entities or whose specific enabling legislation authorizes such investments.
- Certificates of Participation (COPs) issued pursuant to GML 109-b.
- Obligations of the Town of Onondaga, but only with any moneys in a reserve fund established pursuant to GML 6-c, 6-d, 6-e, 6-g, 6-h, 6-j, 6-k, 6-l, 6-m, or 6-n.

All investment obligations shall be payable or redeemable at the option of the Town of Onondaga within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Town of Onondaga within two years of the date of purchase.

XI. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The Town of Onondaga shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount to investments which can be made with each financial institution or dealer. All financial institutions with which the Town conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the Town of Onondaga. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank as primary dealers. The Director of Finance is responsible for evaluating the financial position and maintaining a listing of proposed depositories, trading partners and custodians. Such listing shall be evaluated at least annually.

XI. PURCHASE OF INVESTMENTS

The Director of Finance is authorized to contract for the purchase of investments:

1. Directly, including through a repurchase agreement, from an authorized trading partner.
2. By participation in a cooperative investment program with another authorized governmental entity pursuant to Article 5G of the General Municipal Law where such program meets all the requirements set forth in the Office of the State Comptroller Opinion No. 88-46, and the specific program has been authorized by the Town Board.
3. By utilizing an ongoing investment program with an authorized trading partner pursuant to a contract authorized by the Town Board.

All purchased obligations, unless registered or inscribed in the name of the Town, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the Town of Onondaga by the bank or trust company. Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law, 10.

The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for, the Town, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the Town a perfected interest in the securities.

XIII. REPURCHASE AGREEMENTS

Repurchase agreements are authorized subject to the following restrictions:

- All repurchase agreements must be entered into subject to a Master Repurchase Agreement.
- Trading partners are limited to banks or trust companies authorized to do business in New York State and primary reporting dealers.
- Obligations shall be limited to obligations of the United States of America and obligations guaranteed by agencies of the United States of America.
- No substitution of securities will be allowed.
- The custodian shall be a party other than the trading partner.

APPENDIX A

Schedule of Eligible Securities

1. Obligations issued or fully insured or guaranteed as to the payment of principal and interest, by the United States of America, an agency thereof or a United States Government sponsored corporation.
2. Obligations partially insured or guaranteed by any agency of the United States of America, at a proportion of the Market Value of the obligation that represents the amount of the insurance or guaranty.
3. Obligations issued or fully insured or guaranteed by the State of New York, obligations issued by a municipal corporation, school district or district corporation of such State or obligations of any public benefit corporation which under a specific state statute may be accepted as security for deposit of public moneys.
4. Obligations issued by States (other than the State of New York) of the United States rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
5. Obligations of counties, cities and other governmental entities of a state other than the State of New York having the power to levy taxes that are backed by the full faith and credit of such governmental entity and rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
6. Any mortgage related securities, as defined in the Securities Exchange Act of 1934, as amended, which may be purchased by banks under the limitations established by bank regulatory agencies.
7. Zero coupon obligations of the United States government marketed as "Treasury strips".

**POLICY AND PROCEDURES FOR THE PROCUREMENT
OF CERTAIN GOODS AND SERVICES**

I. POLICY:

This policy is adopted, pursuant to the provisions of §104-b of the General Municipal Law, with respect to the procurement by the Town of Onondaga of goods and services for which competitive bidding under the laws of this state are not required, for the purpose of assuring the prudent and economical use of public monies in the best interest of the Town of Onondaga taxpayers; facilitating the acquisition of goods and services of maximum quality at the lowest possible cost under the individual circumstances of each procurement; and guarding against the appearance of favoritism, improvidence, extravagance, fraud and corruption in the procurement of such goods and services.

In furtherance of this policy, the Town official who proposes to make such procurement shall follow the procedures hereinafter set forth.

II. PROCEDURES:

A. Determination of Applicability:

(1) Prior to the procurement of a good or service, the Town Board, or official proposing the procurement, shall make a good faith determination as to whether such good or service is subject to the competitive bidding requirements of the General Municipal Law. The procurement of a good or service will not be subject to said bidding requirements where it is determined that:

(a) For contracts for public works, such contract shall involve an expenditure of Thirty-Five Thousand (\$35,000.00) or less.

(b) For contracts of purchase of goods, machinery, tools, apparatus, materials, equipment, supplies or similar items such purchase shall involve an expenditure in the amount of Twenty Thousand (\$20,000.00) Dollars or less.

(c) The contract or purchase is for a public emergency as defined in General Municipal Law §103 subd. (4).

(d) The purchase is necessary for standardization pursuant to General Municipal Law §103 subd. (5).

(e) The purchase is for surplus and/or second-hand supplies, materials or equipment from the federal government, State of New York or any other political subdivision, district or public benefit corporation as prescribed by General Municipal Law §103 subd. (6).

(f) The purchase is related to contracts for services requiring special skills or training including professional services or services of a technical nature.

(g) The goods or service may be procured from only one source.

(h) The agreement is for the purchase of real property or rental of real property by the Town.

(i) The agreement constitutes a true lease of equipment.

(2) The decision that a procurement is not subject to competitive bidding will be documented in writing by the Town Board or official making the purchase. This documentation may include written or verbal quotes from vendors, a memo from the official indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, a memo from the official detailing the circumstances which led to an emergency purchase, or any other written documentation that is appropriate.

B. Method of Procurement.

(1) Upon the determination that a good or service is desired and such good or service is exempt from the competitive bidding requirements of the General Municipal Law, the Town Board or official shall solicit at least two alternative quotes or proposals through written or oral requests for such quotes and proposals. Such written or oral requests shall be unnecessary where the good or service falls within the category outlined in Paragraph "C" below. A good faith effort shall be made to obtain the required number of proposals or quotations. If the Town Board or official is unable to obtain the required number of proposals or quotations, the attempt made at obtaining the proposals shall be documented. In no event shall the failure to obtain the proposals be a bar to the procurement.

(2) The Town Board or official shall require and keep adequate documentation relating to each such procurement when practical.

(3) In the event that a contract is awarded to a party other than the lowest responsible proposer, the Town Board or official shall adequately document and justify such award setting forth the reasons why such award is in furtherance with the policies described above.

(4) Notwithstanding the foregoing requirements, the Town of Onondaga may, for purposes of public purchases, utilize the provisions of General Municipal Law §103 with regard to so-called "piggybacking" of purchases. Pursuant to General Municipal Law §103, the Town of Onondaga may purchase through the bids solicited by the U.S. Government, New York State and/or any other political subdivision (Counties, Towns, Villages, School Districts, etc.) provided those contracts clearly state that they are available for use by other governmental entities within the requirements of General Municipal Law §103(16).

C. Exemptions from these Requirements.

The above policy and procedures shall not apply under the following circumstances.

(1) Procurements of goods or services costing less than \$500.00; public works contracts of less than \$1,000.00.

(2) Procurements made pursuant to §103 subd. (3) of the General Municipal Law (purchases made through the County).

(3) Procurements made pursuant to §104 of the General Municipal Law (purchases made through the office of General Services).

(4) Procurements made pursuant to §175-b of the State Finance Law (procurement of products and services of the blind and other severely handicapped persons).

(5) Procurements made pursuant to §186 of the Correction Law (goods and services purchased from correctional institutions).

(6) Procurements of certain goods and services where it is determined by the Town Board, in its sole discretion, that such solicitation of alternative proposals or quotations will not be in the best interest of the Town. The Town may from time to time classify circumstances or types of goods or services for which this policy shall not apply (such as insurance coverage, leases, and professional services).

(7) Procurements determined by the Town Board or official to be as a result of public emergency as defined in General Municipal Law §103 subd. (4). Where an emergency purchase is made, it should be documented that the purchase was necessary because of an accident or other unforeseen occurrence and that public buildings, public property or the life, health, safety or property of the inhabitants of the Town may have been affected if such immediate action were not taken.

III. REVIEW:

It is recognized and intended by the Town Board that this Procurement Policy be reviewed on an annual basis and where needed, update the Policy.

MOTION that in the event there should occur a resignation or vacancy due to illness, vacation or emergency leaves in the positions of secretaries, typists, clerks, bailiffs, part-time aides, custodians, park maintenance and park attendants, the Supervisor may hire temporary replacements until the next regularly scheduled Town Board meeting.

The Supervisor announced his personal appointments and budgeted salaries for the Year 2026

Budget as follows:

Deputy Supervisor	Thomas P. Andino, Jr.	\$ 500.00
Administrative Officer	Michelle Biggs	\$ 60,000.00
Director of Finance	Kimberly Burt	\$ 88,500.00
Communications Coordinator	Kathleen Dwyer	\$ 16,300.00

MOTION that the Town Board authorize the Deputy Supervisor to sign checks in the absence of the Supervisor.

MOTION that the following persons be appointed to serve as employees of the Town of Onondaga, holding their positions at the pleasure of the Town Board, except as may be provided by the Civil Service Law or other applicable law. Further, that the annual salaries for the positions shall be as indicated.

CHIEF JUDICAL CLERK	Kathryn Antonacci	\$ 65,500.00
COURT CLERK	Christine Ciccarelli	\$ 48,500.00
ASSESSMENT AIDE	Dale Barcomb	\$ 48,750.00
ASSESSMENT CLERK - PT	Kelly Mahar	\$ 24.04 hourly
DEPUTY TAX RECEIVER - PT		\$ 12,500.00
DEPUTY TOWN CLERK - PT	Theresa Allen	\$ 25.00 hourly
ASSISTANT TO THE TOWN CLERK - PT	Rosemary Riley	\$ 24.00 hourly
DIRECTOR OF CODES ENFORCEMENT	Jeffrey Herrick	\$75,000.00
CODES OFFICER - PT	John Raflowski	\$ 35.00 hourly
CODES LABORER	Tucker Geis	\$ 49,750.00
CODES CLERK II	Victoria Rogers	\$ 56,100.00
ADMINISTRATIVE ASSISTANT/HIGHWAY	Linda Crowley	\$ 56,100.00
PARKS AND RECREATION DIRECTOR	Charry Lawson	\$ 67,600.00
RECREATION PROGRAM SUPERVISOR	Jennifer Smiley	\$ 55,000.00
RECREATION OFFICE - TYPIST I	Patricia Conrad	\$ 45,000.00
SENIOR CENTER DIRECTOR – PT	Barbara Michalski	\$ 23.10 hourly
PARK MAINTENANCE CREW LEADER	Richard Lamphier	\$53,000.00
SECRETARY/PLANNING BOARD	Melinda Mayer	\$ 5,700.00
SECRETARY/ZONING BOARD	Victoria Rogers	\$ 5,700.00

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Motion that the salary for the Town Assessor be at the Year 2026 budgeted salary and salaries for Zoning Board of Appeals members, Planning Board members and Sprinkler Review members be set forth in the Year 2026 budget.

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MOTION that all yearly salaries and other wages are budgetary figures establishing the rate of compensation for which an employee will be paid for work actually performed.

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MOTION that the Town Board recommend the following appointment to the Planning Board:
The firm of Costello, Cooney & Fearon be retained to act as legal counsel and that said firm's fees shall be paid at the rate of \$165.00 per hour. The total amount of fees shall not exceed \$ 15,000.00 (exclusive of litigation matters) and that said firm shall attend all meetings of the Planning Board unless specifically excused by the Chairman thereof.

MOTION that the firm of Costello, Cooney & Fearon be retained to act as legal counsel to the Town Board on the following terms and conditions:

1. All legal services rendered to the Town shall be billed at a rate not to exceed \$185.00 per hour, except as follows:
 - (1) Services rendered under paragraph 3(a) which shall be at a rate not to exceed \$180.00 per hour.
 - (2) Services rendered under paragraph 3(d) which shall be at the firm's regular hourly rates effective January 1, 2026, as submitted to the Town Board.
 - (3) The fee for attending Town Board meetings shall be \$295.00 per meeting. All reasonable and necessary disbursements shall be paid in addition to legal fees.
2. No legal fees for services rendered in regard to the establishment or extension of Special Districts will be due and owing by the Town unless and until the Special Districts are fully established or extended. Bills may be rendered after financing has been authorized-
3. The total amount of fees for legal services rendered in 2026 shall not exceed the sum of \$52,500.00 but services rendered in regard to the following shall not be included in this limit.
 - (a) The establishment or extension of Special Districts.
 - (b) Capital projects approved by the Board for existing Special Districts.
 - (c) Litigation matters, other than default of uncontested matters.
 - (d) Services for subdivision or other land development.
4. Except for fees in regard to the services listed in subparagraphs a, b, c, and d of the preceding paragraph, no fees shall be carried over from one year to the next.
5. Notwithstanding the foregoing, legal counsel may petition the Board for payment of fees in excess of the limit contained in paragraph 3 in the event the Board requests counsel to perform legal services on large projects or unanticipated legal matters.
6. The said legal services are retained on a day-to-day basis at the pleasure of the Board.

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MOTION that Costello, Cooney & Fearon, PLLC be retained to act as Legal Counsel to the Zoning Board of Appeals on the following terms and conditions:

1. All legal services rendered to the Town shall be billed at a rate not to exceed \$165.00 per hour. All reasonable and necessary disbursements shall be paid in addition to legal fees.
2. The total amount of fees for legal services rendered in 2026 shall not exceed the sum of \$15,000.00, but services rendered in regard to litigation matters (other than default or uncontested matters) shall not be included in this limit.
3. The said legal services are retained on a day-to-day basis at the pleasure of the Town Board; and that said attorney shall attend all meetings of the Zoning Board of Appeals unless specifically excused by the Chairman thereof.

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MOTION that C&S Engineers, Inc. be retained to provide engineering to The Town of Onondaga not to exceed the 2026 budget for such services provided.

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MOTION that the Supervisor be authorized to prepare the Town's Annual Report and Audit with the understanding that the total of all fees in connection therewith shall not exceed the Year 2026 budget amount of \$21,800.00. This Annual Report and Audit will be done by F. J. Pompo & Co. CPAs, P.C., Certified Public Accountants, 120 E. Washington Street Suite 520, Syracuse, New York 13202.

MOTION that \$ 0.725 per mile be established as the amount to compensate Town Officials, when allowable, and employees for the reasonable use of their own automobile in the performance of official duties.

MOTION that for the purposes of reporting to the New York State Retirement System, the standard workday shall be six hours, and the following Town officials are considered working the following hours:

Town Supervisor	Full Time
Town Council Persons	1/3 Time
Highway Superintendent	Full Time
Receiver of Taxes	Full Time
Town Justices	Half Time
Town Clerk	Full Time
Town Assessor	1/3 Time
Zoning and Planning Board Members and Secretaries	¼ Time

MOTION that the following fees be established for the Year 2026:

1. Sand and Gravel Permit Fee \$500.00
2. Subdivision Fees and Deposits – All Planned Residential Districts are subject to Subdivision fees.

The following schedule of fees includes the costs associated with preliminary plan review and approval before the Town of Onondaga Planning Board. All subdivision applications with four (4) or more lots require the preparation of a Stormwater Pollution Prevention Plan (SWPPP).

<u>Proposed Subdivision</u>	<u>Initial Application (without public facilities)</u>	<u>Initial Application (with public facilities)</u>
1 – 3 Lots	\$ 750.00	\$ 750 + \$100/Lot
4 – More Lots	\$3,000.00	\$3,000 + \$100/Lot

When preliminary plan approval has been granted by the Planning Board and the applicant chooses to progress detailed design, additional fees will be required, and the amount will be determined on a case-by-case basis after recommendation by the Town Engineer. Fees will be determined based on the size of the subdivision and the thoroughness of the preliminary design. These fees will need to be deposited with the Town prior to the time that Contract Drawings for each respective section are considered for approval.

- A. In Planned Residential (P-R) and Planned Residential Community (P-RC) Districts comprised of rental units, each 4 rental units shall be assessed as a 1-single family lot.
- B. Schedule of payment in lieu of land for recreational purposes shall be \$600.00 for each single family unit and \$600.00 each for each apartment unit.
- C. Subdivision construction inspection deposits:

A deposit of approximately 8% of the total estimated construction cost of facilities to be conveyed to the Town of Onondaga with payment for Town Engineering inspection based on the terms set forth in the Agreement for Engineering Services between the Town of Onondaga and C&S Engineers, Inc. dated January 1, 2026.

- D. Year 2026 fees shall apply to any subdivision whose fees are not current as of December 31, 2025.

3. State Environmental Quality Review Act Fees:
\$ 300.00 or an amount equal to actual cost incurred by the Town in preparing or reviewing a Draft Environmental Impact Statement, whichever is greater.

4. Variance or other application:

A. Area Variance	\$ 400.00
Use Variance	\$ 500.00
Special Exception	\$ 500.00
Use Permits & Special Permits	\$ 500.00

5. Maps (pre-printed by C&S) \$ 3.00 per sheet

6. Subdivision Rules and Regulations \$ 15.00 per book

7. Zoning Ordinance Books \$ 20.00 per book

8. Trash Hauler Permits \$ 100.00

9. Building Permit Application Fee - Residential \$ 50.00 plus \$0.50 per square foot
(includes all accessory structures over 144 sq. feet)

10. Building Permit Application Fee - Commercial \$ 100.00 plus \$1.00 per square foot
(includes all accessory structures)
Minimum Fee \$ 250.00
Maximum Fee \$ 25,000.00

Building permits issued after construction has commenced, permit fee is double the cost of permit, plus the cost of a stop work order fee if applicable

11. Extension of Permit Fee \$ 50.00 / 1 extension, not to exceed 90 days

12. Solid fuel appliances/fireplaces/gas heaters \$ 100.00

13. Standby generators/Electric Vehicle Charging Stations \$ 100.00

14. EV Vehicle Charging Station \$ 0.40 per kilowatt hour
(all Town of Onondaga sights)

15. Pool Permits:

In-Ground Swimming Pool	\$ 125.00
Above Ground Swimming Pool; Spa; Hot Tub	\$ 75.00

16. Demolition Permit \$ 100.00

17. Storage Trailers

Temporary & Non-Residential Trailers \$ 50.00

18. Solar Array/PV System \$ 150.00
(Compliant with Unified Solar Permit Requirements)

19. Screw Piles (must be observed)	\$ 75.00
20. Replacement Certificate	
Of Compliance	\$ 25.00
Of Occupancy	\$ 25.00
21. Stop Work Order	
Residential	\$ 200.00
Commercial	\$ 400.00
22. Flood Plain Development Permit	\$ 200.00
23. Communication Tower Application Fee	\$ 50.00 plus \$150.00 per antenna
Communication Tower Replacement/Ground Mounted Equipment	\$ 100.00
24. Code Enforcement Action (Unsafe Structures)	\$ 250.00 plus material, labor and equipment
25. Operating Permits	\$ 100.00
26. Fire Inspections	
0 – 10,000 square feet	\$ 50.00
Larger than 10,000 square feet	\$ 100.00
Inspections outside the hours of 8:30am-4:30pm	\$ 125.00
27. Highway Driveway Permit	\$ 25.00
28. Tax Receipt	\$ 2.00
Second Notice	\$ 2.00
29. Fees for photocopies	
8 ½ x 11 and 8 ½ x 14	\$ 0.25 per sheet
Large Format Duplication per sheet Black & White	\$ 5.00
Large Format Duplication per sheet Color	\$ 30.00
30. Return Check fee	\$ 20.00
31. Fax Machine	\$ 3.00 first page
	\$ 1.00 each additional page

32. Parks and Recreation Fees

A. Park Fees Residents:

1-75 PEOPLE	\$200 FEE (includes \$100 security deposit)
76-150 PEOPLE	\$250 FEE (includes \$100 security deposit)
ATHLETIC FIELD	\$25/HOUR
TENNIS/PICKLE BALL COURT	\$10/HOUR
ELECTRICITY	\$25

Security Deposit not refundable if canceling date at any time.

Town Residents can apply beginning April 1, 2026; Proof of residency required at time Of application (Ex: driver's license, utility bill, checks with printed address)

B. Park Fees Non-residents:

1-75 PEOPLE	\$350 FEE (includes \$200 security deposit)
76-150 PEOPLE	\$400 FEE (includes \$200 security deposit)
ATHLETIC FIELD	\$30/HOUR
TENNIS/PICKLE BALL COURT	\$10/HOUR
ELECTRICITY	\$25

Security Deposit not refundable if canceling date at any time.

Non-residents can apply beginning May 1, 2026.

C. Recreation fees:

Non-resident bus fee for seniors - \$ 5.00 more than Town residents.

Non-resident fee for all programs is \$10.00 more than Town residents' fees except:

Resident fee for Summer Day Camp Program \$160.00 for 6 weeks.

Non-resident fee for Summer Day Camp Program is \$260.00 for 6 weeks.

RESOLVED, to appoint the Director of Finance as property manager to be responsible for developing and maintaining a fixed assets inventory for the Town of Onondaga.

BE IT FURTHER RESOLVED, that to be included in the fixed assets record, an article must have “significant value” and for the purposes of the Town of Onondaga cost \$5,000.00 or more, have a useful life of more than one year and not be appreciably affected by use.

BE IT FURTHER RESOLVED that the property manager will direct the taking of the annual inventory by drawing up an operational plan and establishing guidelines and procedures. The property manager will meet with an individual department head and explain the forms and particulars of taking the inventory. The department head will then complete the inventory as quickly and orderly as possible and return the required forms to the property manager.

BE IT FURTHER RESOLVED that the inventory thereafter be taken annually and available for inspection for the 1st day of March.

MOTION that all Town employees be paid bi-weekly with the following exceptions: Members of the Zoning Board of Appeals, including Secretary, Members of the Planning Board, including Secretary, and the Deputy Supervisor to be paid quarterly.

Supervisor announces the following appointments to Standing Committees for the Year 2026:

- | | |
|---|--|
| 1. Recreation and Senior Committee | Councilwoman Goodwin
Councilwoman Fedrizzi |
| 2. Insurance Committee | Supervisor Mahar
Councilwoman Fedrizzi
Councilwoman Magnarelli Terrien |
| 3. Highway Committee | Supervisor Mahar
Councilman Wheatley |
| 4. Personnel Committee | Supervisor Mahar
Councilwoman Fedrizzi
Councilwoman Goodwin |
| 5. Fire and Safety Committee | Councilwoman Goodwin
Councilman Wheatley |
| 6. Library Committee | Councilwoman Magnarelli Terrien |
| 7. Development and Codes Review Committee | Supervisor Mahar
Councilman Wheatley |
| 8. Ethics Committee | Supervisor Mahar
Thomas Andino
Benedicte Doran |
| 9. Fire Sprinkler Review Board | Councilwoman Fedrizzi
Richard Nemier
Mark Francis |
| 10. Environmental Task Force | Chair - Councilwoman Goodwin
Councilwoman Magnarelli Terrien
Mary Ryan |

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MOTION that it shall be the policy of the Town of Onondaga that all Town vehicles be used for official business only and that all Town vehicles shall be designated with the official Town logo.

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MOTION that the Highway Superintendent be authorized to spend monies for repairs and equipment to a maximum of \$5,000.00 without prior Town Board approval.

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MOTION that the Board authorizes Natalie Williams-Dardaris, to serve as the Town Historian for the Year 2026 and that she be compensated with the Year 2026 salary.