

**Town of Schroepfel**  
**Town Board Meeting**  
**June 13<sup>th</sup> 2023**

**Present:** Town Board Members JoAnn Nazarian, Zachary Gelling, Lewis Hoyt, Nicklaus Hoyt, and Town Clerk Darlene Owens. Absent Cary Redhead

At 6:00 p.m. Owens called the meeting to order with the Pledge Allegiance.

N. Hoyt said that the Town Supervisor or Deputy Supervisor was not available tonight and that he would like to make a **Motion** to waving the 15 minutes wait time.

N. Hoyt said with that he would like to make a **Motion** to appoint JoAnn Nazarian pro tem as Chairperson for the meeting seconded by Nazarian. Gelling, L. Hoyt, N. Hoyt. Abstain Nazarian. Absent Redhead

**SEQR Motion:**

Gelling made a **Motion** that all actions taken tonight are excluded, exempt or Type II actions for the purpose of the State Environmental Quality Review Law unless otherwise stated, seconded by N. Hoyt. All ayes: Gelling, L. Hoyt, N. Hoyt and Nazarian. Absent Redhead

**Budget Modification: Highway – Culvert in Park**

(Attached to minutes)

**JoAnn Nazarian: OCWA Lease Agreement Bankrupt Road**

Nazarian said we have an Onondaga County Water Authority lease agreement for the Bankrupt Road Water District. It is an agreement between the Onondaga County Water Authority and the Town of Schroepfel for Bankrupt Road it is basically stating the Town owns the District and we are leasing the water from Onondaga County Water Authority. Nazarian said there signatures were required on the copy to send them on to Onondaga County Water Authority and the Town Attorney and retained at the Town.

**July 25<sup>th</sup> Meeting**

Nazarian said that the Town Clerk and the Deputy will both be out of the office. The office will be closed from July 24<sup>th</sup> to July 31<sup>st</sup> and the Town Board Meeting because we don't have Clerk or Deputy Clerk at the meeting it will have to be cancelled. Nazarian made the **Motion** to cancel the July 25<sup>th</sup> 2023 town board meeting seconded by L. Hoyt. All ayes: Gelling, L. Hoyt, N. Hoyt and Nazarian. Absent Redhead

**Paychecks**

Nazarian we recently had confusion with our paycheck that are delivered to the Town so we are going to put a procedure in place so it doesn't happen again. Nazarian read (To all employee's, Paychecks are to be delivered to the Town Clerk or her Deputy and stored in the vault until collected by the Town Comptroller or the Comptroller's Clerk. In the event that the Town Clerk or Deputy is not available and paychecks are delivered to another town employee or elected official, that employee or elected official will bring the paychecks to the Court Clerk. The Court Clerk will lock the paychecks in the Town Clerk's vault and notify the Comptroller or the Comptroller's Clerk that paychecks have been received and are locked in the Town Clerk's vault. Gelling made the **Motion** to adopt that policy seconded by L. Hoyt. All ayes: Gelling, L. Hoyt, N. Hoyt and Nazarian. Absent Redhead

**Comptroller Clerk Computer**

Nazarian the Comptroller has recently requested a new laptop and docking station for their office and their pc recently crashed so they are looking for something they work at the town and then at home also and they do have secure log in. While this is under our procurement policy and doesn't need the approval of the board they just wanted to know if we had any question. Nazarian made the **Motion** to purchase the laptop and docking station not to exceed \$1200.00 seconded by Gelling. All ayes: Gelling, L. Hoyt, N. Hoyt and Nazarian. Absent Redhead

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**Gravel Bed Log Bids**

Nazarian said the Highway Superintendent would like to put out bid 3 acres in the Kline Road Gravel bed to be cleared and they must have insurance. N. Hoyt said it is marked off right. Nazarian said yes. Nazarian made the **Motion** to place the ad to remove 3 acres on the Kline Road gravel bed and with August 1<sup>st</sup> 2023 deadline seconded by Gelling. All ayes: Gelling, L. Hoyt, N. Hoyt and Nazarian. Absent Redhead

**Conformation of Sewer wastewater Collection Feasibility Grant**

Nazarian said this is an update several months ago Town of Schroepfel received a grant to do a sewer feasibility study we had to submit several forms of documentation for the grant so we would receive the funds. Nazarian said that all those items have been sent in and we had to do a resolution, a budget, we had to secure a contract and letters went out and came back from engineers and it was decided that we would go with C & S to do that study and we are all set to do that study with should be completed by the end of the year.

**B & G Ford Pickup Truck & Highway 4 door Crew Cab**

Nazarian said the Town Board during last year's budget approved one for Highway and one for B&G. The board members discussed the interest rate on Real Lease and M&T bank on what would be better. N. Hoyt said that the 1<sup>st</sup> payment would not be due until 2024 Gelling made the **Motion** to accept the 4 year annual payments of 29,510.00 each in the arrears for the interest rate 6.41% by ROC leasing and that would be for the B&G truck and Highway truck. N Hoyt said for the equipment total of \$101,300.00 total. Nazarian seconded the motion. All ayes: Gelling, L. Hoyt, N. Hoyt and Nazarian. Absent Redhead N. Hoyt said just for the record it is a \$1.00 buyout at the end of that.

**Quote for Town Park- ARP**

Nazarian said during Co-vid the Town received ARP funds and the Town Board designated a certain amount of funds to go to our town park. Nazarian said we have drainage issues in the park so we are proposing for our B&G to do some of the drainage work this years and hopefully to resolve some of the water problems going on. Nazarian said back in May she sent in a proposal and meet with B&G and the Highway Superintendent and sent an e-mail with a proposed scope of work to get that started. Nazarian said this will come out of the ARP funds. Gelling made the **Motion** to accept the Highway's proposed quote of \$5,064.20 for the scope of work that will be done seconded Nazarian. All ayes: Gelling, L. Hoyt, N. Hoyt and Nazarian. Absent Redhead

**CFA Park Grant**

Nazarian said continuing on with the park C2Ae sent over a quote today to submit a grant application to resurface and regrade the asphalt walking path construct an outdoor pavilion for public use, construct new bathrooms connected to the new outdoor pavilion, renovate existing lower bathrooms, construct modifications to convey sewage to municipal sewer and re-surface exiting parking lot and increase its size. Nazarian said they would submit the grant application to the CFA grant window which is now open and the deadline is July 28<sup>th</sup> 2023. There was discussion on this and decided to speak to Yerdon of C2AE before a decision was made.

**Ainslee Sewer District**

Nazarian asked the board members if they had a chance to look at the e-mails from the Village of Phoenix for a request for parts for Ainslee Sewer District that the Village has a contract do the maintenance on Ainslee Sewer District. He sent over a request for certain items. N. Hoyt said he was in favor of the complete list he is asking for. Nazarian made the **Motion** for the Village of Phoenix to order the parts they are asking for I the amount of \$3,652.11 for the Ainslee Sewer District seconded Gelling. All ayes: Gelling, L. Hoyt, N. Hoyt and Nazarian. Absent Redhead

**Ainslee Generator Service Agreement**

Discussing on the Service agreement from DM Shaver Inc. for Ainslee Sewer District. Nazarian said she would talk to Highway Department again.

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**Zone Change 264 – Cianfarano**

Nazarian said early this year a gentleman over on State Route 264 submitted an application for a zone change he wanted to go from residential to commercial since that time the Town has fulfilled their responsibility as far as they declared lead agency we notified the surrounding municipality and the County completed SEQR 1 and II and determined it was a type 1 SEQR we held the Public Hearing we received form 239 from the County that it their opinion that it should be approved. Nazarian said we submitted to the DEC and it has been over 60 days and they have not responded and we notified all the neighbors within 800 feet of the property and to come in for the Public Hearing and voice their concerns. Nazarian said our Attorney has advised for public record some of the surrounding issues whether it is our opinion to approve or not to approve. L. Hoyt said he was only one vote but should be approved. N. Hoyt said it's directly across and adjacent from Industrial and other commercial and it near the state 481 corridor and directly behind it a County Route. L. Hoyt said it not a spot zone. Nazarian made the **Motion** to approve the State Route 264 zone change application for Sean Cianfarano seconded by Gelling. All ayes: Gelling, L. Hoyt, N. Hoyt and Nazarian. Absent Redhead

**County Route 10 & 12**

Nazarian has been requested that we explore the County Route 10 & 12 water district in 2015 the district failed by 1 vote. The first thing the Town needs to do is define the District.

**Zachary Gelling: DEC Permit – Industrial Park**

At 6:46 Gelling made a **Motion** to adjourn the meeting seconded by L. Hoyt. All Ayes: Gelling, L. Hoyt, N. Hoyt and Nazarian. Absent Redhead.

Respectfully submitted,

Darlene M. Owens  
Town Clerk