A regular meeting of the Lysander Town Board was held at 7:00 p.m. on June 10, 2013 at 8220 Loop Road, Baldwinsville, New York.

MEMBERS PRESENT:	John A. Salisbury, Supervisor Melinda Shimer, Councilor Andrew O. Reeves, Councilor Russ W. Johnson, Councilor Arthur C. Levy, Councilor
MEMBERS ABSENT:	None
OTHERS ATTENDING:	Anthony Rivizzigno, Town Attorney; Ann Smiley, Park and Recreation Director; David Rahrle, Town Comptroller; Gene Dinsmore, Highway Superintendent; Al Yager, Town Engineer; Frank Costanzo, member of the ZBA; Hugh Kimball, Member of the Planning Board; Lisa Dell, Town Clerk and several residents.

APPROVAL OF MINUTES
MAY 20, 2013

RES. # 123/2013 Motion by Shimer, Second by Johnson

RESOLVED that the minutes from the Regular Town Board Meeting of May 20, 2013 be approved

VOTE:

Supervisor Salisbury	Aye	Councilor Shimer	Aye	Councilor Levy	Aye
Councilor Reeves	Aye	Councilor Johnson	Aye		

All Ayes, Motion Carried and Adopted

TOWN BOARD COMMENTS

None

SUPERVISOR COMMENTS

Supervisor Salisbury reported that a new area code will be added and overlayed over the existing one in the Baldwinsville area.

DEPARTMENT HEAD REPORTS

None

REPORTS

PRESENTATION OF ACCOUNTANTS' REPORT

David Moynihan, Testone, Marshall, and Disdenza, CPAs *presented a report on an audit of the Town's processes in regards to handling financial transactions. The report is attached and also on file in the Town Clerk's Office for public review.*

PRESENTATION OF ICE RINK REPORT

Chris Geatrakas, Davis Mechanical Inc., presented a verbal report to the Board (a written report will be furnished and on file in Town Clerk's office) and made the following comments regarding a walk through inspection of the Lysander Ice Rink refrigeration system on June 10, 2013:

- The areas previously noted as requiring proper cleanup have improved since our initial visit.
- Old oil containers and refrigerant cylinders have been removed from the refrigeration room
- The areas of the dehumidifiers have been cleaned of debris
- The snow melt coil 'pit" has been pumped out and it is reported that perhaps 4500 lbs. of sludge and old ice paint has been removed from the pit awaiting proper removal and disposal.
- The snow melt coil has been exposed for inspection and service
- The refrigeration room has been swept clean

- Some of the noted wall and roof penetrations have been sealed. awaiting roofer to complete roof penetrations
- General appearance is improved

Yet to be completed and/or noted today:

- A proper leak detection system with vent line sensor and room sensors not installed
- Alarm strobes and horns not installed
- Doors not labeled to announce the presence of R-22 in the refrigeration room
- Exit signs not posted inside the refrigeration room
- Remote sump needs to be cleaned
- Condenser water tower needs to be cleaned as previously noted
- The Purple Rink refrigeration pump leaks at shaft seal
- There is a 1/4" steel refrigerant line leaking R-22 on the refrigeration system
- The #3 compressor shaft seal leaks slightly
- The #2 compressor remains inoperable
- Carbon monoxide detectors have been removed from the rink for re calibration leaving no detection should CO be present
- There are no CO2 and NOxx detectors in the building
- Maintenance logs are not up to date
- Out dated relief valves need to be replaced
- A 4" drain vent line is broken in the rink area just below the roof deck as well as 2 vent lines from toilet areas. need to be repaired
- There are three #8 wires out of conduit with wire nuts dangling in the mechanical room. need to be placed in conduit for safety

Councilor Reeves commented that there are three compressors and the original recommendation is fixing the leak on one and replacing another. They are not going to replace one and will only use one compressor that is working at this time and said this is a management decision to use only one compressor as it is not the Town's decision because there is no contract between the Town and the GBIA.

Mr. Geatrakas recommended that the compressor be replaced. The approximate cost is $30,000 to rebuild it in the field or replace it with a reconditioned or remanufactured one.

Councilor Johnson asked how long since the Town contracted with the YMCA in 2002 could all of these deficiencies could have occurred.

Mr. Geatrakas explained that the compressor can fail overnight but it probably wore out. The sludge in the sewer can accumulate over many years if one does not do good housekeeping. Normally the snow melt coil is pumped out two or three times a year.

CITIZENS' COMMENTS ON AGENDA ITEMS

LYSANDER ICE RINK

Hugh Kimball, Dexter Parkway, addressed the Board and asked them to explain the joint funds that are between the Town and the YMCA.

Kevin Rode, Ashington Drive, addressed the Board and asked if the Town is liable if someone gets hurts for not having leak detection in the mechanical room.

Supervisor Salisbury replied that the YMCA does hold insurance that indemnifies the Town.

Attorney Rivizzigno added that any personal injury action always the owner of the property and with insurance involved the insurance company would take over in defense of the Town.

Mr. Rode said if everything was working when the YMCA took over the ice rink, they should be held accountable to keep it working because ultimately they may not buy it, but the Town may sell it, and that will affect the price.

Mr. Rode also asked that if the paving that needs to be done in the ice rink parking lot have to do with where trash hauler trucks were parked in the past. **Supervisor Salisbury** said no.

NEW BUSINESS

ADVERTISE PUBLIC HEARING
PROPOSED REPEAL OF LOCAL LAW 8 OF 2008
TRANSFER OF DEVELOPMENT RIGHTS PROGRAM

RES. #124/2013 Motion by Shimer, Second by Reeves

RESOLVED to set a Public Hearing to be held on June 24, 2013 at 7pm to allow public comments on the repeal of Local Law No. 8 of 2008 entitled "A Local Law Establishing a Transfer of Development Program to Preserve Agricultural Lands and Open Space in Areas of Agricultural Residential AR-40 Zoning District in the Town of Lysander, New York".

VOTE:

Supervisor Salisbury	Aye	Councilor Shimer	Aye	Councilor Levy	Aye
Councilor Reeves	Aye	Councilor Johnson	Aye		

All Ayes, Motion Carried and Adopted

APPROVAL OF PURCHASE
NEW HVAC USER INTERFACE
ENERGY MANAGEMENT SYSTEM

RES. #125/2013 Motion by Johnson, Second by Shimer

RESOLVED to authorize the Town Supervisor to accept the quote from Carrier Corporation to purchase a new HVAC User Interface for the Energy Management System to replace the original outdated, non-functional, and irreplaceable monitoring system, for a total cost of $5,192. When installed it will allow the town to better manage climate controls with respect to individual areas of the building resulting in lower heating and cooling costs.

VOTE:

Supervisor Salisbury	Aye	Councilor Shimer	Aye	Councilor Levy	Aye
Councilor Reeves	Aye	Councilor Johnson	Aye		

All Ayes, Motion Carried and Adopted

ASSESSOR'S OFFICE
APPROVAL TO HIRE PART TIME DATA COLLECTOR

RES. #126/2013 Motion by Johnson, Second by Reeves

RESOLVED that the Town Assessor, Theresa Golden, be authorized to hire a part-time data collector to work 3 days per week, a maximum of 20 hours per week, at the pay rate of $14.55 per hour, for the months from July through December. This position is in the 2013 town budget and became vacant recently when the individual in the position resigned.

VOTE:

Supervisor Salisbury	Aye	Councilor Shimer	Aye	Councilor Levy	Aye
Councilor Reeves	Aye	Councilor Johnson	Aye		

All Ayes, Motion Carried and Adopted

PARKS AND RECREATION
APPOINTMENTS
2013 LYSANDER DAY CAMP PROGRAM

RES. #127/2013 Motion by Levy, Second by Shimer

RESOLVED to appoint the following list of persons for the 2013 Lysander Day Camp Program for the Parks and Recreation Department:

Bailey Goldthwait Extended Counselor $7.50
Morgan Hartley Extended Counselor $7.50
Zachary Renihan Extended Counselor $7.50
Chelsey Pitcher Counselor $7.50
James "Jamie" Guanciale Counselor $7.50

Ryan Sparks Music Counselor $7.50

VOTE:

Supervisor Salisbury	Aye	Councilor Shimer	Aye	Councilor Levy	Aye
Councilor Reeves	Aye	Councilor Johnson	Aye		

All Ayes, Motion Carried and Adopted

APPROVAL OF OCWA PERMITS
FIRE HYDRANTS
RADISSON WATER SUPPLY DISTRICT

RES. #128/2013 Motion by Reeves, Second by Levy

RESOLVED to approve the Onondaga County Water Authority (OCWA) permit for the installation of two (2) fire hydrants in the existing Radisson Water Supply District. The location of the hydrants will be as follows: (See attached)

1. Hydrant #13676-located on Autumn Ridge Path, 300ft. north of Deep Glade Road.
2. Hydrant #13677-located on Autumn Ridge Path, 750ft. north of Deep Glade Road.

VOTE:

Supervisor Salisbury	Aye	Councilor Shimer	Aye	Councilor Levy	Aye
Councilor Reeves	Aye	Councilor Johnson	Aye		

All Ayes, Motion Carried and Adopted

LYSANDER ICE RINK
APPROVAL TO SPEND FUNDS
REPAIR BLACK TOP AND SLOT DRAIN

RES. #129/2013 Motion by Levy, Second by Reeves

RESOLVED to approve the use of joint funds by the YMCA in the amount of $3,315 for the repair of Black Top and Slot Drain in the Ice Rink Parking Lot. The funds will be drawn from the YMCA/Town of Lysander joint account to pay for this repair.

VOTE:

Supervisor Salisbury	Aye	Councilor Shimer	Aye	Councilor Levy	Aye
Councilor Reeves	Aye	Councilor Johnson	Aye		

All Ayes, Motion Carried and Adopted

Supervisor Salisbury explained that both contracts call for an account like this to pay for repairs. The one the Town has with the YMCA has approximately $37,000 in it over the last ten years. The YMCA was required to set up this account. There is supposed to be an account between the Greater Baldwinsville Ice Arena and the Town as well for repairs and there is nothing in that account. The money to pay for paving will be coming from the $37,000.

David Rahrle, Town Comptroller, explained that the YMCA needs Town Board approval to spend this money.

Councilor Reeves added that the Town has the contract with the YMCA and the YMCA should be responsible for the compressor that is not working and this money can be used to replace the compressor.

Attorney Rivizzigno said that funds may be restricted by the contract, the fund was set up for a specific purpose and one would have to look at the contract to determine what that was.

APPROVAL TO DESIGNATE
TOWN CLERK AS RECEIVER OF NOTICE OF CLAIMS
SERVED UPON SECRETARY OF STATE

RES. #130/2013 Motion by Shimer, Second by Reeves

WHEREAS, General Municipal Law, §53 requires towns to file a certificate with the Secretary of State designating the Secretary of State as an agent for service of a notice of claim; and

WHEREAS, General Municipal Law, §53 requires the certificate to include the applicable time limit for filing the notice of claim and the name, post office address and electronic mail address, if available, of an officer, person, for the transmittal of notices of claim served upon the Secretary as the town's agent; and

WHEREAS, pursuant to General Municipal Law, § 50-e(1)(a), the applicable time limit for the filing of a notice of claim upon a town is 90 days after the claim arises, or in the case of a wrongful death action, 90 days from the appointment of a representative of the decedent's estate; Now therefore Be It

RESOLVED, that the Town Board of the Town of Lysander, County of Onondaga, designates Lisa Dell, in her capacity as Town Clerk, to receive notices of claims served upon the Secretary of State by mail at 8220 Loop Road, Baldwinsville, New York 13027 and email at townclerk@townoflysander.org .

BE IT FURTHER RESOLVED, that the Town Board hereby directs the Town Clerk to file the required certificate with Secretary of State informing him or her of the town's designation and applicable time limitation for filing a notice of claim with the Town on or before July 14, 2013.

VOTE:

Supervisor Salisbury	Aye	Councilor Shimer	Aye	Councilor Levy	Aye
Councilor Reeves	Aye	Councilor Johnson	Aye		

All Ayes, Motion Carried and Adopted

UPPER DEXTER PARKWAY DRAINAGE IMPROVEMENT PROJECT
APPROVAL TO ADVERTISE FOR BIDS

RES. #131/2013 Motion by Levy, Second by Reeves

RESOLVED that Town Engineer be authorized to advertise for bids for the Upper Dexter Parkway Drainage Improvement Project. Bids will be opened on July 11, 2013 at 11:00 A.M. at the Lysander Town Office Conference Room.

VOTE:

Supervisor Salisbury	Aye	Councilor Shimer	Aye	Councilor Levy	Aye
Councilor Reeves	Aye	Councilor Johnson	Aye		

All Ayes, Motion Carried and Adopted

Engineer Yager reported that the bids are for drainage improvements only and that the Highway Department will do the paving.

HIGHWAY DEPARTMENT
APPROVAL TO FILL EXCAVATION SITE
8261 BYRON ROAD

RES. #132/2013 Motion by Levy, Second by Johnson

RESOLVED to authorize the Town Highway department to fill the excavation at 8261Byron Road, adjacent to the home foundation there to help prevent the possible collapse of the structure contingent upon approval of the Town Attorney.

VOTE:

Supervisor Salisbury	Aye	Councilor Shimer	Aye	Councilor Levy	Aye
Councilor Reeves	Aye	Councilor Johnson	Aye		

All Ayes, Motion Carried and Adopted

It should be noted that a motion was made by Councilor Levy, Second by Councilor Johnson to amend the original resolution below:

RESOLVED to authorize the Town Highway department to fill the excavation at 8261Byron Road, adjacent to the home foundation there to help prevent the possible collapse of the structure.

APPROVAL TO ADVERTISE
PUBLIC HEARING
PROPOSED LOCAL LAW NO. 3 OF 2013

RES. #133/2013 Motion by Reeves, Second by Shimer

RESOLVED to set a Public Hearing to be held on June 24, 2013 at 7pm to hear persons for or against proposed Local Law No. 3 of 2013which would establish Chapter 100 of the Town code entitled, "Property Maintenance" for the Town of Lysander, New York.

VOTE:

Supervisor Salisbury	Aye	Councilor Shimer	Aye	Councilor Levy	Aye
Councilor Reeves	Aye	Councilor Johnson	No		

Four Ayes, Motion Carried and Adopted

RECOGNITION OF CITIZENS

PROPOSED PROPERTY MAINTENANCE LAW

David Rahrle, Dunderry Heights, addressed the Board and asked if the proposed property maintenance law covers more than just vacant land and **Attorney Rivizzigno** said yes.

CHASE CEMETERY

Norm Ashbarry, Hidden Lake Drive, addressed the Board and asked if asked if the Board has had a chance to discuss who will be mowing Chase Cemetery.

A discussion ensued among the Board, Highway Superintendent Dinsmore and Comptroller Rahrle making the following points:

- Highway Department mows the other cemeteries located in the Town but not Chase.
- Because of a previous grievance, a non-union employee was hired to mow Chase in the past.
- The pros and cons (cost of labor/benefits, equipment, etc.) were looked at to whether have the Highway Department, a non-union employee or a private contractor mow Chase Cemetery. It was determined it was more cost efficient to hire a private contractor.
- Bids were put out for this year and the Town did not accept the initial returned bids. The Town rebidded the contract and are waiting for responses.

HOLLY HILL DEVELOPMENT
TRAFFIC CONCERNS

Dave Wattam, Dunderry Heights, addressed the Board and expressed his concern about speeding vehicles on Dunderry Heights and vehicles not stopping at the stop light at the intersection of Dunderry Heights with Killoe Road.

Supervisor Salisbury advised that he would contact the Onondaga County Sheriff's Department to have patrols enforce the speed limit and stop sign.

UNSAFE STRUCTURE

John Baumgartner, 7739 Clara's Camp Trail, addressed the Board and expressed his concern about the Town filling in the excavation site at 8261 Byron Road as there could be liability incurred by the Town.

Supervisor Salisbury explained that this was a deliberate trench created by the homeowner and it is a safety and health issue that needs to be addressed.

TOWN CEMETERIES

Catherine Thompson, Patchett Road, addressed the Board, stated she is a frequent visitor of the local cemeteries and wanted to express her appreciation to the Board for the wonderful job the Town is doing keeping cemeteries mowed.

ADJOURNMENT

At 2030 hours Councilor Levy made a motion to adjourn the meeting, second by Councilor Shimer. Motion carried.

This is a true and complete recording
of the action taken at this meeting.

Lisa Dell
Town Clerk

Town of Lysander, New York

Accounting Processes Report

December 31, 2012

TESTONE
MARSHALL
DISCENZA
CPAS

HELPING OUR CLIENTS' VISIONS ADD UP

INDEPENDENT ACCOUNTANT'S CONSULTING REPORT FOR ACCOUNTING PROCESSES

To the Members of the Board
Town of Lysander, New York

We are pleased to present the Town of Lysander, New York Accounting Processes Report as of December 31, 2012. We have performed the consulting procedures outlined in this report solely to assist Town of Lysander, New York (the Town) in identifying control deficiencies and providing enhancements to the existing internal controls.

The purpose of our engagement was to perform an assessment of your accounting process and to provide ideas to enhance the internal controls and suggest cost effective best practice solutions.

In performing our engagement, we relied on the accuracy and reliability of information provided by Town personnel. We have not audited, examined, or reviewed the information, and express no assurance on it.

This report is intended solely for the information and use of the Town of Lysander, New York and its oversight body and is not intended to be and should not be used by anyone other than those specified parties.

We appreciate the opportunity to work with the Town of Lysander, New York and would like to thank the administration and their staff for their assistance and cooperation during this process.

Testone, Marshall & Discenza, LLP

June 10, 2013
Syracuse, New York

General

- The Town should develop the following written policies:

  1) Whistleblower
  2) Annual risk assessment
  3) Cell phone usage
  4) Information technology usage

Information Technology

- The Town should develop a written disaster recovery plan.

Payroll

- The Town Supervisor's secretary enters the payroll. The Comptroller reviews the payroll and checks the rate of pay against the Board approved schedule. Once approved, the secretary prints the checks and sends the direct deposit. Checks can be signed by Town Supervisor or the Deputy Supervisor. Currently, the secretary position is open, and her duties are being performed by the Comptroller. The processes of entering and reviewing the payroll should be separated. With the absence of a secretary, another individual should be designated to enter or review the payroll.

Cash Receipts

- Cash reconciliations for the operating, trust and agency and capital accounts should be reviewed for accuracy and completion on a timely basis by someone other than the preparer. The review should include tests of mechanical accuracy and tracing of items on the reconciliation to the relevant source documents.

- In regards to the water billing, the same individual enters the information from the meter books, prepares the bills and mails the bills. An individual should be designated to review the bills against the meter books prior to mailing.

- The Comptroller reviews the supporting documentation for money owed to the Town provided by the departments on a monthly basis. He also reviews the procedures of the various departments and prepares a bank reconciliation of their bank accounts on an annual basis to mitigate the lack of segregation of duties in the departments. Taking this into consideration, we also recommend that internal control procedures be evaluated to further separate incompatible duties such as making deposits, posting receipts and reconciling bank statements. Such separation will strengthen internal controls and mitigate the opportunity for errors or fraud.

- The Deputy Tax Collector and clerks in that department take in large amounts of cash to settle the real estate tax bills. The department could benefit by the acquisition of a cash counting machine to improve efficiency and accuracy.

- The Town receives ACH payments for sales tax, CHIPs, State aid, franchise fees, snow plowing and mortgage tax. With the exception of State aid, the Town is not notified when to expect payments. For efficiency purposes, the Town should request that the bank fax or e-mail when an ACH is received.

Cash Disbursements

- We noted that the Town was using an automatic check signing feature. Once brought to the Town's attention, it was turned off so that the same individual cannot enter vouchers, print checks and sign them. Approval from the Town Supervisor is necessary to restore this feature. The feature should not be used again since it weakens the internal controls over cash disbursements.

- Currently, there is no limit on wire transfers. To protect the Town's assets, a limit should be established.

- One individual makes wire transfers, records the transfer and prepares the bank reconciliation. A second individual should be alerted and confirm with the bank that the wire transfer is appropriate before the funds are released to strengthen internal controls.

- Internal procedures should be evaluated and revised to identify a dollar threshold requiring more than one signature on disbursements in order to strengthen internal controls.

Reporting Process

- Although the Comptroller demonstrates a strong knowledge of accounting, prepares reconciliations for all balance sheet accounts on a monthly basis, closes the books on a timely basis and sends monthly reports to the Town Board, he is only one individual who prepares and posts all journal entries. To mitigate the risk of this, the Town should consider bringing in an outside organization to periodically review the fiscal transactions of the Town.

- We recommend that the Town establish procedures for performance and documentation of the journal entry process. Such procedures should be specific enough to allow for another individual to perform the functions of the position.

TOWN OF LYSANDER, NEW YORK

MAY 1, 2004 – DECEMBER 31, 2006

TESTONE
MARSHALL
DISCENZA
CPAS

HELPING OUR CLIENTS' VISIONS ADD UP

INDEPENDENT ACCOUNTANT'S COMPILATION REPORT

:o the Town Board
:own of Lysander, New York

Ve have compiled the accompanying schedule of costs associated with the acquisition of town hall facility at ;220 Loop Road Baldwinsville, New York (the "schedule") of Town of Lysander, New York for the project erm May 1, 2004 through December 31, 2006. We have not audited or reviewed the accompanying schedule ınd, accordingly, do not express an opinion or provide any assurance about whether the schedule is in ıccordance with accounting principles generally accepted in the United States of America.

The Town's management is responsible for the preparation and fair presentation of the schedule in ıccordance with accounting principles generally accepted in the United States of America and for designing, mplementing, and maintaining internal control relevant to the preparation and fair presentation of the chedule.

Dur responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting ınd Review Services issued by the American Institute of Certified Public Accountants. The objective of a :ompilation is to assist management in presenting financial information without undertaking to obtain or ›rovide any assurance that there are no material modifications that should be made to the schedule.

Testone, Marshall & Discenza, LLP

une 10, 2013
Syracuse, New York

TOWN OF LYSANDER, NEW YORK
SCHEDULE OF COSTS ASSOCIATED WITH ACQUISITION OF TOWN HALL FACILITY AT 8220 LOOP ROAD BALDWINSVILLE, NEW YORK
FOR THE PROJECT TERM MAY 1, 2004 THROUGH DECEMBER 31, 2006

PURCHASE AND IMPROVEMENT COSTS:		
Purchase of new building	$	942,542
General construction		298,458
Mechanical construction		248,000
Plumbing construction		17,880
Electrical construction		39,510
Sidewalk construction		27,800
Sitework		115,676
Consulting and engineering		174,017
Miscellaneous		111,010
Total purchase and improvement costs		1,974,893
LESS PROCEEDS FROM SALE OF OLD BUILDING		(450,000)
NET PURCAHSE AND IMPROVEMENT COSTS	$	1,524,893

See Independent Accountant's Compilation Report