

**MINUTES of the REGULAR MEETING  
SALINA TOWN BOARD  
Monday, February 25, 2019**

The Town Board of the Town of Salina held a regular meeting on Monday, February 25, 2019 at 6:30 p.m. at the Town Hall, 201 School Road, Liverpool, New York with the following members present:

Colleen Gunnip	Supervisor
Nicholas Paro	Councilor
V. James Magnarelli	Councilor
Gerald Ciciarelli	Councilor
Robert D. Ventre	Town Attorney
Doug Wickman	Town Engineer
Michael J. Del Vecchio Jr.	Absent

Justice Carey performed the swearing in of First Ward Councilor Nicholas R. Paro.

**ADOPTED S.E.Q.R. RESOLUTION**

A motion was made by Colleen Gunnip to adopt an S.E.Q.R. resolution declaring all actions taken by the Town Board to be Type II actions under the New York State Environmental Quality Review Act, unless otherwise designated by the Town Attorney. The motion was seconded by V. James Magnarelli and was put to a roll call vote which resulted as follows: Nicholas Paro: Yes, V. James Magnarelli: Yes, Gerald Ciciarelli: Yes, Colleen Gunnip: Yes.

**RESIDENTS WISHING TO SPEAK – TOWN BOARD COMMENTS**

Mr. Magnarelli spoke of the meeting with Congressman Katko in regards to I 81. He said on behalf of the Board a statement was made to keep the I 81 pass thorough in some form.

Mr. Ciciarelli announced his Third Ward Community Meeting to be held Tuesday, February 26, 2019 at 6:30 pm at the Salina Civic Center.

Ms. Gunnip congratulated Nick Paro on his appointment to the position of First Ward Councilor and offered her assistance if needed.

**COMPTROLLER'S REPORT**

None

**APPROVE MINUTES**

A motion was made by Colleen A. Gunnip to table the approval the minutes of the February 11, 2019 regular Town Board Meeting and the February 16, 2019 Special Town Board Meeting. The motion was seconded by V. James Magnarelli and was put to a roll call vote which resulted as follows: Nicholas Paro: Yes, V. James Magnarelli: Yes, Gerald Ciciarelli: Yes, Colleen Gunnip: Yes.

**TOWN ATTORNEY’S REPORT**

None

**TOWN ENGINEER’S REPORT**

Mr. Wickman stated in keeping with the intention of becoming a clean energy community, he has given the board a benchmarking resolution that would need to be considered.

**APPROVE BENCHMARKING RESOLUTION**

A motion was made by Colleen Gunnip to adopt a Benchmarking Resolution. The motion was second by V. James Magnarelli and was put to a roll call vote which resulted as follows: Nicholas Paro: Yes, V. James Magnarelli: Yes, Gerald Ciciarelli: Yes, Colleen Gunnip: Yes.

**IN THE MATTER**

**OF**

**TOWN of SALINA ESTABLISHING ENERGY  
BENCHMARKING REQUIREMENTS FOR  
CERTAIN MUNICIPAL BUILDINGS**

**RESOLUTION**

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The **TOWN BOARD OF THE Town of Salina**, in the County of Onondaga, State of New York, met in regular session at the Municipal Building, located at 201 School Rd, in the Town of Salina, County of Onondaga, State of New York, on the 25<sup>th</sup> of February, 2019 at 6:30 pm.

The meeting was called to order by Supervisor Colleen Gunnip, and the following were present, namely:

- V. James Magnarelli, Councilor
- Jerry Ciciarelli, Councilor
- Nick Paro, Councilor

Also Present: Robert Ventre, Town Attorney  
Jeannie Ventre, Town Clerk  
Douglas Wickman, P.E., Staff Engineer

Absent: Michael Del Vecchio, Councilor

The following resolutions were moved, seconded and adopted:

**WHEREAS**, buildings are the single largest user of energy in the State of New York; the poorest performing buildings typically use several times the energy of the highest performing buildings—for the exact same building use; and

**WHEREAS**, collecting, reporting, and sharing building energy data on a regular basis allows municipal officials and the public to understand the energy performance of municipal buildings relative to similar buildings nationwide, and equipped with this information the Town of Salina is able to make smarter, more cost-effective operational and capital investment decisions, reward efficiency, and drive widespread, continuous improvement; and

**WHEREAS**, the Town of Salina, Town Board desires to use Building Energy Benchmarking, a process of measuring a building’s energy use, tracking that use over time, and comparing performance to similar buildings, to promote the public health, safety, and welfare by making available good, actionable information on municipal building energy use to help identify opportunities to cut costs and reduce pollution in the Town of Salina and

**WHEREAS**, as such the Town of Salina Town Board desires to establish procedure or guideline for Town of Salina staff to conduct such Building Energy Benchmarking; and

**NOW THEREFORE, IT IS HEREBY RESOLVED AND DETERMINED**, that the following specific policies and procedures are hereby adopted and imposed as active and affirmative financial internal control procedures of the Town of Salina;

## **BUILDING ENERGY BENCHMARKING POLICY/PROCEDURES**

### **§1. DEFINITIONS**

(A) “Benchmarking Information” shall mean information generated by Portfolio Manager, as herein defined including descriptive information about the physical building and its operational characteristics.

(B) “Building Energy Benchmarking” shall mean the process of measuring a building’s Energy use, tracking that use over time, and comparing performance to similar buildings.

(C) “Commissioner” shall mean the head of the Department.

. (4) “Covered Municipal Building” shall mean a building or facility that is owned or occupied by the Town of Salina that is 1,000 square feet or larger in size.

. (5) “Department” shall mean the Town of Salina, Town Clerk’s Office.

. (6) “Energy” shall mean electricity, natural gas, steam, hot or chilled water, fuel oil, or other product for use in a building, or renewable on-site electricity generation, for purposes of providing heating, cooling, lighting, water heating, or for powering or fueling other end-uses in the building and related facilities, as reflected in Utility bills or other documentation of actual Energy use.

. (7) “Energy Performance Score” shall mean the numeric rating generated by Portfolio Manager that compares the Energy usage of the building to that of similar buildings.

. (8) “Energy Use Intensity (EUI)” shall mean the kBtUs (1,000 British Thermal Units) used per square foot of gross floor area.

. (9) “Gross Floor Area” shall mean the total number of enclosed square feet measured between the exterior surfaces of the fixed walls within any structure used or intended for supporting or sheltering any use or occupancy.

. (11) “Portfolio Manager” shall mean ENERGY STAR Portfolio Manager, the internet-based tool developed and maintained by the United States Environmental Protection Agency to track and assess the relative Energy performance of buildings nationwide, or successor.

. (12) “Utility” shall mean an entity that distributes and sells Energy to Covered Municipal Buildings.

. (13) “Weather Normalized Site EUI” shall mean the amount of Energy that would have been used by a property under 30-year average temperatures, accounting for the difference between average temperatures and yearly fluctuations.

. **§2. APPLICABILITY**

. (1) This policy is applicable to all Covered Municipal Buildings as defined in Section 1 of this policy.

. (2) The Commissioner may exempt a particular Covered Municipal Building from the benchmarking requirement if the Commissioner determines that it has characteristics that make benchmarking impractical.

. **§3. BENCHMARKING REQUIRED FOR COVERED MUNICIPAL BUILDINGS**

. (1) No later than May 1 every year, the Commissioner or his or her designee from the Department shall enter into Portfolio Manager the total Energy consumed by each Covered Municipal Building, along with all other descriptive information required by Portfolio Manager for the previous calendar year.

. (2) For new Covered Municipal Buildings that have not accumulated 12 months of Energy use data by the first applicable date following occupancy for inputting Energy use into Portfolio Manager, the Commissioner or his or her designee from the Department shall begin inputting data in the following year.

. **§4. DISCLOSURE AND PUBLICATION OF BENCHMARKING INFORMATION**

. (1) The Department shall make available to the public on the internet Benchmarking Information for the previous calendar year:

. (a) no later than September 1 each year for Covered Municipal Buildings; and

. (2) The Department shall make available to the public on the internet and update at least annually, the following Benchmarking Information:

. (a) Summary statistics on Energy consumption for Covered Municipal Buildings derived from aggregation of Benchmarking Information; and

. (b) For each Covered Municipal Building individually:

. (i) The status of compliance with the requirements of this Policy; and

. (ii) The building address, primary use type, and gross floor area; and

. (iii) Annual summary statistics, including site EUI, Weather Normalized Source EUI, annual GHG emissions, and an Energy Performance Score where available; and

. (iv) A comparison of the annual summary statistics (as required by Section 4(2)(b)(iii) of this Policy) across calendar years for all years since annual reporting under this Policy has been required for said building.

. **§5. MAINTENANCE OF RECORDS**

. The Department shall maintain records as necessary for carrying out the purposes of this Policy, including but not limited to Energy bills and other documents received from tenants and/or Utilities. Such records shall be preserved by the Department for a period of three (3) years.

. **§6. ENFORCEMENT AND ADMINISTRATION**

. (1) The Commissioner or his or her designee from the Department shall be the Chief Enforcement Officer of this Policy.

. (2) The Chief Enforcement Officer of this Policy may promulgate regulations necessary for the administration of the requirements of this Policy.

(3) Within thirty days after each anniversary date of the effective date of this Policy, the Chief Enforcement Officer shall submit a report to the Town Supervisor including but not limited to summary statistics on Energy consumption for Covered Municipal Buildings derived from aggregation of Benchmarking Information, a list of all Covered Municipal Buildings identifying each Covered Municipal Building that the Commissioner determined to be exempt from the benchmarking requirement and the reason for the exemption, and the status of compliance with the requirements of this Policy.

**FURTHER RESOLVED**, the Town of Salina Town Board, in regular session duly convened, does hereby authorize and direct the Supervisor or Clerk of the Town of Salina to execute such other and additional documents as may be required for to perfect the resolutions herein;

The adoption of the foregoing Resolution was moved by Colleen Gunnip, seconded by V, James Magnarelli, and duly put to vote, which resulted as follows

Colleen Gunnip, Supervisor	Yes
V. James Magnarelli, Councilor	Yes
Michael Del Vecchio, Councilor	Absent
Jerry Ciciarelli, Councilor	Yes
Nick Paro, Councilor	Yes

**THIS RESOLUTION WAS ADOPTED.**

**I, Jeannie Ventre**, Town Clerk of the Town of Salina, **DO HEREBY CERTIFY** that the preceding Resolution was duly adopted by the Town Board of the Town of Salina at a regular meeting of the Board duly called and held on the 25th day of February, 2019; that said Resolution was entered in the minutes of said meeting; that I have compared the foregoing copy with the original thereof now on file in my office; and that the same is a true and correct transcript of said Resolution and of the whole thereof.

**I FURTHER CERTIFY** that all members of said Board had due Notice of said meeting.

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed  
The seal of the Town of Salina, this \_\_\_\_\_ day of \_\_\_\_\_.

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**Jeannie Ventre**  
**Town Clerk of the Town of Salina**  
**Onondaga County, New York**

Mr. Wickman informed the board that he has met with Mr. Vona the builder of the apartment complex at 611 Old Liverpool to inform him he will need to sign an offset agreement with the Town. Mr. Wickman said the agreement will need to be reviewed by legal and engineering and the Supervisor will be authorized to sign the final agreement.

### **APPROVE OFFSET AGREEMENT – 611 OLD LIVERPOOL ROAD**

A motion was made by Colleen Gunnip to approve the offset agreement with 611 Old Liverpool Road and to authorize the Supervisor to execute the agreement subject to legal and engineering. The motion was seconded by V. James Magnarelli and was put to a roll call vote which resulted as follows: Nicholas Paro: Yes, V. James Magnarelli: Yes, Gerald Ciciarelli: Yes, Colleen Gunnip: Yes.

### **PLANNING DEPARTMENT REPORT**

None

Ms. Gunnip said discussion during a work session came up with new ideas for the update of the 5 year plan. Road drainage, sanitary sewer projects and a potential baseball field at Sehr Park were all ideas discussed.

### **SCHEDULE PUBLIC HEARING- COMMUNITY DEVELOPMENT GRANT- 5 YEAR PLAN UPDATE**

A motion was made by V. James Magnarelli to schedule a Public Hearing on March 11, 2019 at 6:33 p.m. to consider comment on the proposed application for the 2019 Community Development Grant and update of the 5 year plan. The motion was seconded by Gerald Ciciarelli and was put to a roll call vote which resulted as follows: Nicholas Paro: Yes, V. James Magnarelli: Yes, Gerald Ciciarelli: Yes, Colleen Gunnip.

### **APPROVE SEASONAL APPOINTMENTS- PARKS DEPARTMENT**

A motion was made by V. James Magnarelli to adopt a resolution approving seasonal appointments as submitted by the Parks Department. The motion was seconded by Gerald Ciciarelli and was put to a roll call vote which resulted as follows: Nicholas Paro: Yes, V. James Magnarelli: Yes, Gerald Ciciarelli: Yes, Colleen Gunnip: Yes.

#### Maintenance Appointments 2019

Matthew Leary  
7082 N. Manlius Rd  
Kirkville, NY 13082

Parks Laborer  
\$ 18.52 hourly  
March 4 – Dec. 31

Daniel Rush  
814 Matty Avenue  
Mattydale, NY 13211

Laborer I  
\$13.91 hourly  
March 4 – Dec. 31

### **AMENDED AGENDA**

A motion was made by Colleen Gunnip and seconded by V. James Magnarelli to waive Town Board policy to add the following items as supplements to this meeting's agenda. The motion was carried unanimously.

11. Consider approval of charges for property clean-ups at:  
Tax Map # 055.-09-19.0     2014 Brookfield Rd.  
Tax Map #090.-04-06.0     99 Sunflower Dr.
12. Consider the creation of a Custodian I position and to canvass the list to fill with a part-time employee.
13. Consider a decision on a Zone Change for 110 Luther Ave.

### **AUTHORIZED ISSUANCE OF CLEAN-UP ORDERS**

A motion was made by V. James Magnarelli to adopt a resolution declaring that as to clean-up orders issued to a parcel at 2014 Brookfield Rd. (Tax Map #055.-09-19.0); 99 Sunflower Dr. (Tax Map #090.-04-06.0) pursuant to provisions of Chapter 180 of the Salina Town Code, the requirements of § 180-5, 180-6 and as such may apply, §180-5B have been complied with and satisfied, and authorizing the costs incurred by the Town in performance of the work, including any quantifiable internal administrative costs to be paid for out of the general Town funds appropriated by the Town Board for such purpose with reimbursement made to the Town for the cost of the work performed or services rendered by direction of the Town Board, and for penalties assessed under §180-6B hereof by assessment and levy upon the lots or parcels of land wherein such work was performed or such services rendered with the expenses so assessed to constitute a lien and charge on the real property on which they are levied until paid or otherwise satisfied or discharged which costs and expenses to be collected in the same manner and at the same time as other Town charges. The motion was seconded by Gerald Ciciarelli and was put to a roll call vote which resulted as follows: Nicholas Paro: Yes, V. James Magnarelli: Yes, Gerald Ciciarelli: Yes, Colleen Gunnip: Yes.

### **APPROVE CREATION OF CUSTODIAN I POSITION**

A motion was made by Colleen Gunnip to adopt a resolution approving the creation of a Custodian I position and to canvass the Civil Service list to fill it with a part-time employee. The motion was seconded by V. James Magnarelli and was put to a roll call vote which resulted as follows: Nicholas Paro: Yes, V. James Magnarelli: Yes, Gerald Ciciarelli: Yes, Colleen Gunnip: Yes.



The Town received the referral for a zone change at 110 Luther Ave. back from county planning. There were two comments; one being the EAF submitted should be resubmitted on the new SEQRA forms. The second comment dealt with the applicant contacting the County regarding any changes in traffic. Mr. Ventre said the applicant has resubmitted the EAF on the new form.

### **APPROVE ZONE CHANGE- 110 LUTHER AVE**

A motion was made by Colleen Gunnip to adopt a resolution approving a Zone Change on five parcels located at 110 Luther Ave. from O-2 Office and Light Industrial Park District to C-3 Planned Commercial District. The motion was seconded by V. James Magnarelli and was put to a roll call vote which resulted as follows: Nicholas Paro: Yes, V. James Magnarelli: Yes, Gerald Ciciarelli: Yes, Colleen Gunnip: Yes.

### **RESOLUTION APPROVING ZONE CHANGE**

**WHEREAS, Box Capital LLC as Purchaser under Contract and Syracuse Label Co. Inc. as Owner** have submitted a Petition to the Town Board of the Town of Salina for amendment of the Salina Zoning Ordinance and Zoning Map changing the Zoning District of various parcels of land owned by one of them at 110 Luther Ave, being Tax Map Parcels 085.-12-05, 085.-12-08, 085.-12-09, 085.-12-09, 085-12-06.1, 085.-12-04.1 all of which are more particularly described hereafter, from 0-2 Office and Light Industrial Park District to C-3 Planned Commercial District; and

**WHEREAS,** the Town Board did, by Resolution, schedule a Public Hearing to be held on January 28, 2019, which Public Hearing was held, and adjourned to February 25, 2019, at which time it was closed; and the Board made a finding that such action was an unlisted action under SEQRA, which action will not have a significant effect upon the environment and,

**WHEREAS,** the Onondaga County Planning Board reviewed this matter pursuant to General Municipal Law Sections 239 "l", "m" and "n" and in its Resolution of February 20,

2019 determined that the proposed actions would have no significant adverse inter-community or countywide implications and offered various comments which were ultimately considered by the Town Board; and

**WHEREAS**, at the Town Board Meeting of February 25, 2019, the Town Engineer and Town Attorney reviewed in detail the information contained in the full (long form) Environmental Assessment Form submitted by Petitioners, explaining each and every question and proposed answer in a discussion with the Board Members relative to such Environmental Assessment; and

**WHEREAS**, upon completion of the review by the Board as aforementioned, a Resolution was passed by the Town Board as lead agency declaring the proposed action to be an Unlisted Action under Article Eight of the New York Environmental Conservation Act, which action would not have a significant effect upon the environment; and

**WHEREAS**, the Town Board having heard all who chose to be heard in favor of and/or in opposition to the request for the proposed amendment of the Zoning Ordinance and Zoning Map, determined that the requested amendment of Zone Changes and amendment of the Zoning Map of the Town of Salina as requested by the Applicants in their Petition be granted, in that among other reasons, it complies with the comprehensive plan of the Town as evolved, and allows commercial uses which are, in the pertinent area, an acceptable use.

**NOW, THEREFORE, BE IT HEREBY RESOLVED,**

(1) That the Zoning Ordinance and Zoning Map of the Town of Salina be and they hereby are amended to change the zoning districts of the premises hereinafter described as follows:

110 Luther Ave. (Tax Map No. 085.-12-05) from O-2 Office and Light Industrial Park District to C-3 Planned Commercial District

110 Luther Ave. (Tax Map No.085.-12-08) from O-2 Office and Light Industrial Park District to C-3 Planned Commercial District

110 Luther Ave. (Tax Map No. 085-12-09) from O-2 Office and Light Industrial Park District to C-3 Planned Commercial District

110 Luther Ave. (Tax Map No.085.-12-06.1) from O-2 Office and Light Industrial District to C-3 Planned Commercial District

110 Luther Ave. (Tax Map No.085.-12-04.1) from C-2 Highway Commercial District to C-3 Planned Commercial District

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(2) That the Town Supervisor is directed and authorized to cause the official Zoning Map of the Town of Salina to be amended to reflect the change of Zoning Districts herein above approved.

The parcels which are the subject of this Resolution amending the Zoning Ordinance and Zoning Map are more particularly described in the listed deeds as follows:

Tax Map No. 085-12-05, 085.-12-08, 085-12-09 in deed from Patricia Towne recorded in the Onondaga County Clerk's office in Book 3375, page 67&c on 8/4/1987.

Tax Map No. 085-12-06.1 in deed from John N. Prince Jr. recorded in the Onondaga County Clerk's Office in Book 3871, page 325 &c on 7/30/1992.

Tax Map No. 085-12-12.04.1 in deed from Elaine Sharpe recorded in Onondaga County Clerk's Office in Book 3972 at page 48 & c on 12/31/1994.

-12-06.1 in deed from John N. Prince

**LOCAL LAW # 1-2019 ZONE CHANGE 110 OLD LIVERPOOL RD**

A motion was made by Colleen Gunnip to adopt a resolution approving Local Law #1-2019 changing the zone on five parcels located at 110 Luther Ave. from O-2 Office and Light

Industrial Park District to C-3 Planned Commercial District. The motion was seconded by V. James Magnarelli and was put to a roll call vote which resulted as follows: Nicholas Paro: Yes, V. James Magnarelli: Yes, Gerald Ciciarelli: Yes, Colleen Gunnip: Yes.

Town of Salina, New York

Local Law No. 1 of the year 2019

A Local Law entitled: Change of Zoning District of Premises at 110 Luther Ave

BE IT ENACTED BY THE Town Board of the Town of Salina as follows:

Section 1. The Zoning District of the following premises located at 110 Luther Ave are hereby changed from O-2 Office and Light Industrial Park District to C-3 Planned Commercial District:

Tax Parcel-085.-12-05

Tax Parcel-085.-12-08

Tax Parcel-085.-12-12

Tax Parcel-085.-12-06.1

Tax Parcel-085.-12-04.1

§ 3. The Zoning Map of the Town of Salina is hereby amended to reflect the change of Zoning Districts as authorized above.

§4. This Local Law shall take effect upon the filing thereof with the Secretary of State of the State of New York.

**CERTIFICATION BY TOWN CLERK OF FINAL  
ADOPTION BY LOCAL LEGISLATIVE BODY**

I hereby certify that the Local Law annexed hereto, designated as Local Law No. 1 of the year 2019 of the Town of Salina, was duly passed by the Town Board of the Town of Salina on February 25, 2019 in accordance with the applicable provisions of the law.

I further certify that I have compared the preceding Local Law with the original on file in this office and that the same is a correct transcript therefrom and of the whole of such original Local Law, and was finally adopted in the manner indicated herein above.

Dated: February 26, 2019

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Jeannie P. Ventre  
Town Clerk

**ADJOURNMENT**

A motion was made by Colleen Gunnip to adjourn. The motion was seconded by V. James Magnarelli and was carried unanimously. The meeting adjourned at 6:40 p.m.

Respectfully submitted

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Jeannie P. Ventre, Town Clerk