

The Village Board of the Village of Sylvan Beach held their Regular Board meeting on Monday, December 1, 2025 at 6:30 pm. The meeting was attended with board members present and the public was provided with a link to attend via zoom videoconference.

Mayor Richard Sullivan presided over the meeting with the following in attendance:

**ROLL CALL:**

Mayor Richard Sullivan	Present
Trustee Mark Daily	Present
Trustee Mark Ferriter	Present
Trustee Sue Mackay	Present
Trustee Thaddeus Lawrence	Present

Village Board Meeting was called to order with the “Pledge of Allegiance”.

**OTHERS IN ATTENDANCE:**

-Michael Sayles, Village Administrator      -Joe Rowlands, NOCCOG  
-Pat Goodenow, SVBRA  
-Beth Scholl, Village Clerk Treasurer

**APPROVAL OF MINUTES:**

Motion made by Trustee Daily and seconded by Trustee Lawrence to approve the minutes of the regular meeting of November 17, 2025 as reported by the Village Clerk Treasurer.

Carried as follows:

Trustee Daily	Aye	Trustee Ferriter	Aye
Trustee Mackay	Aye	Trustee Lawrence	Aye

**APPROVAL & AUDIT OF BILLS:**

General Fund	\$ 3,902.59
Park Fund	\$ 0.00
Resort District	\$ 4,005.71
Water District	\$ 0.00
EOLWPAP	\$ 8,800.36
EOL Facilities Project	\$ 0.00
DPW Project	\$ 12,945.00
Welcome Center Project	\$ 0.00
SBSD	\$ 0.00
<b>Total</b>	<b>\$ 29,653.66</b>

Motion was made by Trustee Ferriter and seconded by Trustee Mackay to approve payment of all bills from November 18, 2025 through December 2, 2025 in the amount of **\$29,653.66** as presented and reviewed by the Village Board of Trustees.

Carried as follows:

Trustee Daily	Aye	Trustee Ferriter	Aye
Trustee Mackay	Aye	Trustee Lawrence	Aye

## REPORTS:

### **Village Clerk Treasurer –**

- Planning Board Members have received training credits as follows: Chairman Robert Cheesman – 2.5 hours, Tony Camardo – 2.5 hours, Diane Knapp-Brody – 2.5 hours and Fred Wickham – 3.5 hours

### **Michael Sayles, Village Administrator**

- Michael reported he has secured 2 trucks for the lease program and locked in rebates and rates with Friendly Auto in Rome, NY. They are Dodge Rams, a 1500 and 2500. He should have the 3 trucks secured by the end of the week for DPW.
- Michael reported that the Christmas decorations are up and he will be changing the lights on the bandstand.
- Michael informed the board that the fountain has been wrapped for the winter.
- Michael reported that he has drafted a fund balance policy. It is currently in review with our auditors, D’Arcangelo, and once they provide feedback, he will forward it to the Village Attorney for his review and then he will present it to the board for their review.
- Michael commended the Village Clerk for monitoring the cash flow with the EOL Project, making sure funding is secure before payment.
- Mayor Sullivan asked for an update regarding the new “.gov” domain. The Village Clerk responded that she is currently working on the website with IT, the domain is live and should be up and running by the new year.

### **Pat Goodenow – SVBRA**

- Pat had nothing to report at this time.

### **Mark Daily – Codes Enforcement Officer**

- Updated the board with a recap of activity for the month of November. He indicated there was less activity this month as he was in training.
- Mark reported that he did complete all required training and passed all of the six modules.

- Mark presented the board with a talking point – he recently has encountered two properties that had been issued building permits, but had not yet received their certificate of occupancy. These two particular properties had people residing in the buildings without a certificate of occupancy. At this time, he would like to take the opportunity to address this issue by updating the building permit application by adding a statement to inform the applicant that residing in the residence without a certificate of occupancy will result in a fine. He would like the boards approval as well as the fine added to the Village Fee Schedule.

Motion was made by Trustee Ferriter and seconded by Trustee Lawrence to approve the addition of a statement to inform an applicant of a fine of \$500.00 imposed if they reside in a residence without a certificate of occupancy on the building permit applications, and the fine of \$500.00 added to the Village fee schedule.

Carried as follows:

Trustee Daily	Abstain	Trustee Ferriter	Aye
Trustee Mackay	Aye	Trustee Lawrence	Aye

**Joe Rowlands – NOCCOG**

- Joe informed the board on upcoming webinars, meetings and training sessions along with announcements for December.

**COMMUNICATIONS:**

**PUBLIC:**

**ANNOUNCEMENTS:**

**RESOLUTIONS:**

**OLD BUSINESS:**

**NEW BUSINESS:**

- **Village Administrator, Michael Sayles – Campground Inspection Fee Increase per Unit** – Michael would like to request the board’s consideration to increase the Campground Inspection Fee per unit from \$5.00 to \$10.00 per unit and additional structures (i.e. offices, meeting rooms, pavilions, gazebos etc.)

Motion was made by Trustee Ferriter and seconded by Trustee Lawrence to approve the campground inspection fee increase from \$5.00 to \$10.00 per unit and additional structures.

Carried as follows:

Trustee Daily	Abstain	Trustee Ferriter	Aye
Trustee Mackay	Aye	Trustee Lawrence	Aye

**EXECUTIVE SESSION:**

Motion was made by Trustee Ferriter and seconded by Trustee Mackay to enter into executive session to discuss personnel matters. Mayor Sullivan asked the Village Clerk Treasurer to attend the executive session. Trustee Daily and Village Administrator, Michael Sayles were asked to not attend the executive session by Mayor Sullivan.

Carried as follows:

Trustee Daily	Aye	Trustee Ferriter	Aye
Trustee Mackay	Aye	Trustee Lawrence	Aye

Motion was made by Trustee Mackay and seconded by Trustee Lawrence to exit the executive session and re-enter the regular board meeting.

Carried as follows:

Trustee Daily	Aye	Trustee Ferriter	Aye
Trustee Mackay	Aye	Trustee Lawrence	Aye

The Village Board discussed a transition plan that was presented by the Village Administrator. The transition plan laid out the transition of the Codes Enforcement Officer into the Village Administrator Position, the hiring of a new part-time Codes Enforcement Officer and the retirement of the Village Administrator. The duration of the transition will begin immediately through April of 2027. The transition plan includes compensated changes throughout the timeframe of the transition.

Motion was made by Trustee Lawrence and seconded by Trustee Ferriter to agree to the general terms of the transition plan as put forth throughout the remainder of the mayor's term for the Codes Enforcement Officer and Village Administrator positions. Compensation adjustments will be reviewed on a continuous basis.

Carried as follows:

Trustee Daily	Abstain	Trustee Ferriter	Aye
Trustee Mackay	Aye	Trustee Lawrence	Aye

**ADJOURNMENT:**

Motion was made by Trustee Daily and seconded by Trustee Mackay to adjourn the Village Board meeting at 8:25pm.

Carried as follows:

Trustee Daily	Aye	Trustee Ferriter	Aye
Trustee Mackay	Aye	Trustee Lawrence	Aye

Respectfully submitted by,

Beth Scholl  
Village Clerk Treasurer