

AGENDA

Village of Sylvan Beach
Annual Meeting
April 6, 2026

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

Roll Call:

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

Others in Attendance:

Beth Scholl, Village Clerk Treasurer
Michael Sayles, Village Administrator

ANNUAL APPOINTMENTS BY MAYOR

<u>OFFICE</u>	<u>TERM</u>	<u>CURRENT</u>	<u>APPOINTMENT</u>	<u>NEW TERM</u>
Official Depository	1 yr	Adirondack Bank	Adirondack Bank	1 yr
Official Justice Depository	1 yr	Adirondack Bank	Adirondack Bank	1 yr
Official Newspaper	1 yr	Rome Sentinel	Rome Sentinel	1 yr
Law Enforcement	1 yr	Oneida County Sheriff	Oneida County Sheriff	1 yr
Law Enforcement	1 yr	NYS Troopers	NYS Troopers	1 yr
Village Attorney	1 yr	Long Law	Long Law	1 yr
Deputy Clerk-Treasurer	1 yr	Krystal Harmon-Burton	Krystal Harmon-Burton	1 yr
Village Court Clerk	1 yr	Kimberley Coon	Kimberley Coon	1 yr
Associate Justice	1 yr	Terry Coady	Terry Coady	1 yr
Village Administrator	1 yr	Michael Sayles	Michael Sayles	1 yr
Village Historian	1 yr	Jean Tabarinni	Jean Tabarinni	1 yr
Registrar of Vital Statistics	1 yr	Elizabeth Scholl	Elizabeth Scholl	1 yr
Deputy Registrar of Vital Statistics	1 yr	Krystal Harmon-Burton	Krystal Harmon-Burton	1 yr
Codes Enforcement	1 yr	Mark Daily		1 yr
Planning Board – Chairman	5 yr	Robert Cheesman	Robert Cheesman	5 yr
Planning Board Member	5 yr	Diane Knapp-Brody	Diane Knapp-Brody	5 yr

PROJECT ASSIGNMENTS BY MAYOR

<u>OFFICE</u>	<u>TERM</u>	<u>CURRENT</u>	<u>APPOINTMENT</u>	<u>NEW TERM</u>
Deputy Mayor	1 yr	Thaddeus Lawrence	Thaddeus Lawrence	1 yr
Park Commissioner	1 yr	Richard Sullivan	Richard Sullivan	1 yr
Sewer District	1 yr	Mark Daily	Mark Ferriter	1 yr
Village Streets Commissioner	1 yr	Richard Sullivan	Richard Sullivan	1 yr
Aerial Spraying	1 yr	Richard Sullivan	Richard Sullivan	1 yr
Parks & Recreation	1 yr	Sue Mackay	Sue Mackay	1 yr
Insurance	1 yr	Sue Mackay	Sue Mackay	1 yr
Memorial Benches	1 yr	Thaddeus Lawrence	Thaddeus Lawrence	1 yr
Planning Board & ZBA Liaison	1 yr	Mark Ferriter	Mark Ferriter	1 yr
Sylvan Verona Beach Resort Association & Special Events	1 yr	Thaddeus Lawrence	Thaddeus Lawrence	1 yr
Canal	1 yr	Thaddeus Lawrence & Sue Mackay	Thaddeus Lawrence & Sue Mackay	1 yr
Short Term Rentals	1 yr	Thaddeus Lawrence & Mark Ferriter	Thaddeus Lawrence & Mark Ferriter	1 yr
Sylvan Beach Fire District & Sylvan Beach Volunteer Fire Department	1 yr	Mark Ferriter	Mark Ferriter	1 yr

BE IT RESOLVED by Trustee _____ and seconded by Trustee _____ to approve Mayor Richard Sullivan’s Annual Appointments and Project Assignments as indicated for April 2026-March 2027.

Carried as follows:

Trustee Daily
Trustee Mackay

Trustee Ferriter
Trustee Lawrence

MONTHLY MEETINGS

- Village Board – Held the 1st and 3rd Mondays of each month at 5:30pm
- Planning Board – Held the 2nd and 4th Mondays of each month at 5:00pm
- Meetings that fall on holidays will be rescheduled by the Village Board

BE IT RESOLVED by Trustee _____ and seconded by Trustee _____ to approve the schedule for the Village of Sylvan Beach Monthly Meetings.

Carried as follows:

Trustee Daily
Trustee Mackay

Trustee Ferriter
Trustee Lawrence

VILLAGE FEE SCHEDULE

PAID PARKING FEES – Paid Parking Runs: May 15 - September 30

- Sunset Parking Lot
- Carello's Corner Parking Lot
- 17th Ave. Parking Lot
- Spencer Ave. - Street Parking
- Canal St. - Street Parking
- Park Ave. - Street Parking
- Akehurst Ave. - Street Parking

\$2.00 Minimum for two hours

\$2.00 Per Hour after two hours

\$12.00 All Day Parking – Monday through Friday

\$15.00 All Day Parking – Saturday & Sunday

- Main St. – Street Parking

\$2.00 for two hours – Two Hours Limited – No options for more than two hours

- Parking Hours – 9:00am – 9:00pm
- Electric Vehicle Charging Stations - \$8.00 per hour (includes EV Charging & Parking)

PARKING PASSES

- RESIDENTS - 1 FREE PER RESIDENCE – PROOF OF RESIDENCY
- ALL PASSES PURCHASED IN PERSON - \$35.00
- ALL PASSES PURCHASED OVER THE PHONE AND TO MAIL TO BUYER - \$40.00

****ALL PARKING PERMITS EXPIRE EACH YEAR****

BUILDING PERMIT FEES

- NEW SINGLE FAMILY - \$350.00 - \$0.30 PER SQ FT OVER 1500 SQ FT
- NEW TWO FAMILY - \$500.00 - \$0.30 PER SQ FT OVER 1500 SQ FT
- TEMPORARY CERTIFICATE OF OCCUPANCY - \$275.00
- MOBILE HOME - \$175.00
- RESIDENTIAL ADDITION OR REMODEL - \$150.00 - \$0.30 PER SQ FT OVER 1500 SQ FT
- ALL OTHER BUILDING PERMITS - \$50.00
- FLOOD PLAIN DEVELOPMENT PERMIT - \$150.00

NEW MULTI – FAMILY

- 3 OR MORE UNITS - \$350.00 PER UNIT

COMMERCIAL

- NEW COMMERCIAL - \$600.00 UP TO 1000 SQ FT - ADD \$ 0.40 PER SQ. FT OVER
- ADDITIONS & REMODEL - \$400.00 UP TO 1000 SQ FT ADD \$0.40 PER SQ. FT OVER
- TEMPORARY CERTIFICAT OF OCCUPANCY - \$500.00
- SEWER PERMITS - \$100.00 / \$500 deposit for road cuts
- DEMOLITION PERMITS - \$100.00

MISCELANEOUS PERMITS

- ROOF - \$ 50.00
- GARAGE - \$150.00
- DECK - \$ 50.00
- SHED - \$50.00
- FENCE - \$50.00
- PORCH - \$150.00
- POOL - \$50.00
- DRIVEWAY - \$50.00
- SOLID FUEL OR GAS BURNING DEVICES OTHER THAN PRINCIPAL HEATING DEVICE - \$50.00
- SIGN PERMIT - \$50.00
- SOLAR PERMIT - \$50.00

PENALTY FOR BEGINNING A BUILDING PROJECT WITHOUT THE PROPER PERMITTING - \$100.00

PERMIT RENEWAL

PERMITS VALID FOR 6 MOS. AND MUST BE RENEWED PRIOR TO EXPIRATION DATE FOR AN ADDITIONAL 6 MOS. AT NO CHARGE. 2ND RENEWAL WILL BE CHARGED AT THE CURRENT FEE SCHEDULE.

ZONING

- VARIANCE - \$200.00
- EACH ADDITIONAL VARIANCE - \$100.00
- APPEAL OF PERMIT OR ZONING DECISION - \$200.00
- AMENDING OF THE APPLICATION - \$100.00
- SPECIAL USE PERMIT - \$100.00

VILLAGE CLERK FEES

- COPIES – VILLAGE INFORMATION - \$.50 PER PAGE
- COPIES – PERSONAL - \$.50 PER PAGE
- FAX – IN/OUT - \$3.00
- TAX SEARCHES - \$25.00
- MUNICIPAL SEARCH - \$100.00
- LAWN SALE PERMIT - \$25.00/3 DAYS
- DEOMOGRAPHIC – CENSUS STUDY - \$40.00
- LOCAL WATERFRONT REVITALIZATION PLAN (LWRP) or COMPREHENSIVE PLAN - \$40.00
- FOIL REQUESTS - \$.25 PER PAGE + POSTAGE + PREPARATION TIME

PROPERTY MAINTENANCE VIOLATION REMEDIATION

HIGH GRASS, BRUSH, JUNK OR GARBAGE ON PROPERTY AND/OR ANY OTHER
REMEDICATION OF VIOLATIONS AS DETERMINED BY THE VILLAGE ADMINISTRATOR
AND THE PLANNING BOARD

- MOBILIZATION FEE – FLAT FEE - \$200.00
- MAN HOURS PER EACH DPW EMPLOYEE REQUIRED FOR REMEDIATION - \$40.00/HOUR
- USE OF LAWNMOWER FOR REMEDIATION - \$25.00/HOUR
- USED OF SMALL ENGINE TOOLS (WEED EATER, BLOWER ETC) - \$25.00/HOUR
- PICKUP TRUCK - \$40.00/HOUR
- TRAILER - \$25.00/HOUR
- LOADER - \$100.00/HOUR
- DUMP TRUCK - \$100.00/HOUR
- TIRE DISPOSAL - \$10.00/TIRE
- JUNK RUBBISH DISPOSAL – FEE IS ACUTUAL DISPOSAL FEE + MILEAGE + TRAILER
- IMPOUND OF VEHICLES TO IMPOUND LOT - \$200.00
- STORAGE FEE - \$25.00/DAY
- PROPERTY OWNER LOCATION - \$75.00/HOUR
- PERSONAL SERVICE OF NOTICE – AS BILLED BY SERVICER
- ADMINISTRATION FEE – 15%

CAMPGROUND INSPECTION FEE

- \$10.00 PER UNIT OR CAMPSITE
- \$10.00 PER ACCESSORY BUILDING – AS DETERMINED BY THE CODES ENFORCEMENT OFFICER - (i.e. SHED, PAVILLION, OFFICE, BATHROOM, GAZEBO ETC.)

BE IT RESOLVED by Trustee _____ and seconded by Trustee _____ to
approve the schedule for the Village of Sylvan Beach Monthly Meetings.

Carried as follows:

Trustee Daily
Trustee Mackay

Trustee Ferriter
Trustee Lawrence

VILLAGE LAWN SALES

- One or Two Village-Wide Lawn Sale Dates

BE IT RESOLVED by Trustee _____ and seconded by Trustee _____ to approve the schedule for the Village of Sylvan Beach Lawn Sales.

Carried as follows:

Trustee Daily
Trustee Mackay

Trustee Ferriter
Trustee Lawrence

SYLVAN BEACH SUMMER CONCERTS

Wednesdays - 6:00 – 8:00 pm

- July 1, 2026 – Fort Drum 10th Mountain Division Band – “Celebrating America 250 Years”
- July 8, 2026 – Nate Gross Band
- July 15, 2026 – “Locals Going Local” – Hosted by Bernie Clarke
- July 22, 2026 – Jess Sheldon & The Stewards of Sol
- July 29, 2026 – Los Blancos
- August 5, 2026 – Dave Porter
- **SUNDAY AUGUST 9, 2026 – 2:00-4:00 pm – The Swing Docs**
- August 12, 2026 – Rose & Thorne – feat. Danny & Karen Holmes
- August 19, 2026 – “Locals Going Loco” – Hosted by Jamie Notar Thomas
- August 26, 2026 – RAIN DATE OPEN

BE IT RESOLVED by Trustee _____ and seconded by Trustee _____ to approve the schedule for the Village of Sylvan Beach Summer Concerts.

Carried as follows:

Trustee Daily
Trustee Mackay

Trustee Ferriter
Trustee Lawrence

PROCUREMENT POLICY

After review of the Procurement Policy for the Village of Sylvan Beach and East Oneida Lake Wastewater Treatment Plant, motion was made by Trustee _____ and seconded by Trustee _____ to approve the current procurement policy dated September 18, 2023.

Carried as follows:

Trustee Daily
Trustee Mackay

Trustee Ferriter
Trustee Lawrence

ADVANCE APPROVAL OF CLAIMS

WHEREAS the board of trustees has determined to authorize payment in advance of audit of claims for public utility services, postage, freight and express charges; and

WHEREAS all such claims must be presented at the next regular meeting for audit; and

WHEREAS the claimant and the officer incurring or approving the claim are jointly and severally liable for any amount the board of trustees disallows;

NOW THEREFORE BE IT RESOLVED:

By Trustee _____ and seconded by Trustee _____ that the board of trustees authorizes payment in advance of audit of claims for public utility services, postage, freight and express charges, and all such claims must be presented at the next regular meeting for audit and the claimant and the officer incurring or approving the claims are jointly and severally liable for any amount the board of trustees disallows. This resolution is effective immediately.

Carried as follows:

Trustee Daily
Trustee Mackay

Trustee Ferriter
Trustee Lawrence

MILEAGE ALLOWANCE

WHEREAS the board of trustees has determined to pay the federal standard mileage reimbursement rate as determined by the IRS as reimbursement to village officers and employees who use their personal vehicles while performing official village duties;

NOW THEREFORE BE IT RESOLVED:

By Trustee _____ and seconded by Trustee _____ that the board of trustees will approve reimbursement to such officers and employees performing official village duties at the federal standard mileage reimbursement rate as determined by the IRS. This resolution is effective immediately.

Carried as follows:

Trustee Daily
Trustee Mackay

Trustee Ferriter
Trustee Lawrence

ATTENDACE AT SCHOOLS, TRAININGS & CONFERENCES

WHEREAS there is to be held during the coming official year; training schools, sessions, conferences, meetings etc.; and

WHEREAS attendance by municipal officers and employees at one or more of these training schools, sessions, conferences, meetings etc. benefits the Village of Sylvan Beach;

NOW THEREFORE BE IT RESOLVED:

By Trustee _____ and seconded by Trustee _____ that the board of trustees approves attendance of municipal officers and employees to trainings schools, sessions, conferences, meetings, etc. as determined by the Village Administrator. This resolution is effective immediately.

Carried as follows:

Trustee Daily
Trustee Mackay

Trustee Ferriter
Trustee Lawrence

Adjournment:

Motion is made by Trustee _____ and seconded by Trustee _____ to adjourn the meeting at this time _____.

Carried as follows:

Trustee Daily
Trustee Mackay

Trustee Ferriter
Trustee Lawrence