



## Agenda for Organizational Meeting

### January 1, 2026 – 3:00 P.M.

Call to Order  
Pledge of Allegiance  
Roll Call

1. Oaths and official undertakings; Motion to approve blanket undertaking bond covering all Town employees as required by Section 25 of the Town Law; and it is further RESOLVED, that Town Justices are specifically covered under said Blanket Undertaking, as required by Public Officers Law Section 11(2).
2. Set 1<sup>st</sup> and 3<sup>rd</sup> Wednesdays of each month at 7:00 pm as the date and time of regular Town Board meetings. Set 1<sup>st</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Wednesdays of each month at 6:00 pm as Town Board work sessions as needed.
3. Appoint Attorneys for Town Board, Joint Zoning Board and Planning Board and Labor Attorney. Agreement with Costello, Cooney & Fearon is hereby approved for 2026 legal services as per budgeted amount.

Nadine Bell – Town Board Attorney, Joint Zoning Board and Planning Board Attorney and Christopher Militello - Attorney for Labor Matters.

4. Designate official newspaper of 2026 – *The Post Standard* as necessary.
5. Designate Solvay Bank, Baldwinsville/Solvay as the depository for all general and special accounts and authorize the Supervisor or Deputy Supervisor to make all deposits and withdrawals and sign checks on checking accounts.
6. Approve Solvay Bank, Baldwinsville, as the depository for the funds of the Town Clerk and Receiver of Taxes.
7. Approve M&T Bank, Baldwinsville, as the depository for the funds of the Justices.
8. Authorize the Town Clerk to make deposits in the Receiver of Taxes account.
9. Authorize the Parks & Recreation Dept. to make deposits in the General account at Solvay Bank.
10. Authorize the Town Clerk to make deposits in the General account at Solvay.

11. Establish petty cash funds as follows:

- a. Town Clerk, \$425.00 (\$125.00, plus \$100.00 in each of 3 cash boxes)
- b. Justices, \$200.00
- c. Codes, \$100.00
- d. Parks & Recreation, \$75.00
- e. Parks & Recreation Refunds, \$100.00
- f. Pool, \$150.00, seasonal
- g. Concessions, \$150.00, seasonal

12. Set mileage reimbursement rate at \$.70 cents for use of personal vehicles for official business.  
Further, the rate shall stay concurrent with IRS rate throughout the year.

13. Reaffirm Town's investment policy.

14. Direct that all fees for Codes Office applications, permits, inspections and Developer Fees be collected by the Code's office and turned over to the Town Clerk for deposit.

15. Approve Schedule of Fees for 2026 to be charged the Codes Office for various application, permits, filing fees, legal and engineering deposits and securities, and including all fees charged by the Town Clerk Office and Park for facility usage.

16. Town Clerk names Deputies – Diane Sposato, Anne Marie Doyle and Rosemary Johnson.

17. Supervisor names Steve McMahon as Town Historian and Lori Smith as Confidential Secretary to Supervisor.

18. Appointment by Supervisor of Jennifer Sullivan as Deputy Supervisor.

19. Appointment of Jason Hoy as Town Engineer with a term to expire on 12/31/2026.

20. Appointment of Christopher Ordway as Safety Officer.

21. Appointment of Charles Gambino as Fire Marshall

22. Appointment of Linda Pease as part-time Comptroller, with hours to not exceed 29 hours per week, term to expire 12/31/26.

23. Appoint James Bowes as Planning/Zoning Board of Appeals member term to begin 1/1/25 and end 12/31/32

24. Appoint Janet Rasbeck to Board of Assessment Review with term to end 9/30/30

25. Appoint Bill Bandera to Board of Assessment Review with term to end 9/30/29

26. Appointment of CNY SPCA as Dog Control Officer as per the Contract signed for 2026 and set fees as per those charged by the CNY SPCA.

27. Appointment of Daniel Quackenbush as Town representative to OCRRA Board with term to expire December 31, 2026.

28. Appointment of Jennifer Sullivan to represent the Town on the Canton Woods Board of Directors.

29. Appoint Harvey Sellers as Veterans Outreach Coordinator for Town of Van Buren with a one year term through 12/31/2026 at a pay of \$17.00/hr for up to 15 hours per week.

30. Approve payroll rates and dates for 2026 per budget for elected, nonaffiliated and appointed personnel and name individuals to those positions with bi-weekly salary bases on 26 payrolls for 2026 only:

Supervisor	\$50,264.00, annual	
Town Board	\$9145.00 each, annual	
Justice	\$42,004.00 each, annual	
Town Clerk/Receiver of Taxes	\$ 81262.00, annual	Lynn Precourt
Deputy Town Clerk	\$26.99/hr.	Diane Sposato
Deputy Town Clerk PT time	\$20.16/hr. (Max 100 hrs).	Anne Marie Doyle
Highway Superintendent	\$76,489.00, annual	David Blaisdell
Assessor	\$98482.00 annual	Theresa Golden
Deputy Supervisor	\$2,207.00 annual	Jennifer Sullivan
Board of Assessment Review	\$200.00 each, annual	listing attached
Joint Zoning/Planning Board Chair	\$1,133.00 annual	Mark Budosh
Joint Zoning/Planning Board Vice-Chair	\$669.50 annual	James Schazenbach
Joint Zoning/Planning Board Members	\$3,500.00, each, annual	listing attached
Historian	\$1,600.00, annual	Steven McMahon
PT Confidential Secretary to Supervisor	\$20.16/hour	Lori Smith
Comptroller	\$66,950.00 annual	Linda Pease
Court Security – Sheriff Deputies -	\$85.17 each for first two (2) hours, thereafter \$39.36 for every full or partial hour over two (2) hours.	
Buildings & Grounds seasonal staff:		
Summer employees (2)	\$15.50-18.00/hour for 15 wks @ 32.5 hours per week	
Dog Control Officer	\$26,000 annual contract	CNYSPCA
Town Engineer	\$121,261.00 annual	Jason Hoy
Director of Code Enforcement Officer	\$65,000.00 annual	Charles "Chaz" Gambino
Parks Director	\$38.58/hr.	Heidi Anders
Highway Mechanic	\$32.89/hr	Dennis Ritchie

31. Approve seasonal personnel job roster and rates for Parks & Recreation Department per attached sheets. Union and affiliated personnel payroll rates per respective agreements.

32. Board Committees:

Facilities: Jennifer Sullivan, Chairperson  
Michael Burke  
Roger Hand

Personnel & Administration: Charity Gustke, Chairperson

	Wendy Van Der Water Chris Sherwood
Public Safety:	Chris Sherwood, Chairperson Robert Grover Roger Hand
IT/Technology/ Communications:	Michael Burke, Chairperson Roger Hand
Planning, Zoning & Economic Development:	Robert Grover, Chairperson Wendy Van Der Water Charity Gustke
Canton Woods:	Jennifer Sullivan, Chairperson
Little League Park Committee:	Roger Hand
Ethics:	Lynn McCormick Precourt, Chairperson David Doyle Loren Michels
Insurance:	Lynn McCormick Precourt, Chairperson Wendy Van Der Water

33. Reaffirm Town Procurement Policy as revised in 2025.
34. Blanket approval for payment of budgeted professional memberships and dues, required trainings and conferences for professional, local, county and state associations for elected, appointed officials and department heads.
35. Set standard work day for retirement system purposes at seven (7) hours per day for IUOE members and non-represented hourly employees.
36. Set bill out rate for Town Engineer for 2026 at \$125.00 per hour.

Adjourn to Regular Town Board meeting, January 7, 2026, at 7 pm



# SCHEDULE OF FEES

## Park Fees:

<u>PAVILIONS</u>	<u>2026 Resident Fees</u>	<u>2026 Non-Res. Fees</u>
Pavilion A	\$30.00	\$45.00
Pavilion B	\$150.00	\$170.00
Pavilion C & D	\$125.00	\$145.00
Pavilions E, F & G	\$30.00	\$45.00
Lodge(4/16-9/30)	\$170.00	\$190.00
Lodge (10/1-4/15)	\$195.00	\$215.00

## POOL

	<u>Resident</u>	<u>Non-Resident</u>
Ages 6-59 (every day)	\$3.00	\$5.00
Ages 5 & under (every day)	\$3.00	\$5.00
Ages 60+ (every day)	\$3.00	\$5.00

\* After 5:00p.m., \$1.00 off per patron entering the pool

\*Subject to change, daily and season passes

## Season Passes

Resident Family of 4	\$185.00
Each Additional Dependent	\$45.00
Non-Resident Family of 4	\$200.00
Each Additional Dependent	\$50.00
Resident Individual	\$70.00
Non-Resident Individual	\$95.00
Senior Citizens	\$40.00

**We will offer a \$10.00 discount to anyone that purchases a family pass before May 31st.**

## COMBO PACK

Allow ticket books to be pre-purchased at \$1.00 off/swimmer with a pavilion rental (Refunds will not be issued for unused tickets)

**PROGRAM FEES:** All of the Parks and Recreation Department's programs are run on a self-sustaining basis, but making a profit is also factored in. The fees are all listed in the program brochures.

**TOWN OF VAN BUREN PARKS AND RECREATION DEPARTMENT  
WAGES FOR 2026 SEASONAL EMPLOYEES**

The following are our budgeted wages for our 2026 seasonal employees.

Wages are based on employee job responsibilities, whether the employee is in a supervisory position over other staff, and whether certifications are needed for employment (i.e., lifeguards need certifications to work, whereas recreation staff do not, and Water Safety Instructors (WSI's) need additional certification than "regular" lifeguards). Also, wages increase each year to try to entice employees back.

**SUMMER ASSISTANT**

1 returning employee                            \$18.50/hr.

**PARK ATTENDANT WAGES**

1 Returning employee	\$18.75/hr.
1 Returning employee	\$18.25/hr
1 Returning employee	\$17.50/hr

**CONCESSION STAND EMPLOYEES**

2 Returning Employee                            \$16.50/hr.

**POOL STAFF WAGES**

2 Supervising Lifeguards	\$21.70/hr.
1 Assistant Head Guard	\$20.75/hr.
1 Returning Lifeguard (Lifeguard Manager)	\$21.65/hr.
2 WSI Lifeguards	\$20.75/hr.
1 Returning Lifeguard	\$20.00/hr
6 Returning Lifeguards	\$19.75/hr
1 Returning Lifeguards	\$19.25/hr.
2 Returning Cashiers	\$16.75/hr.

**Parks & Recreation Staff Wages, 2026**  
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**PLAYGROUND COORDINATOR**

Returning staff member                    \$20.75/hr.

**RECREATION LEADERS & AIDES**

3 Returning Rec. Leaders:

1 returning leader	\$18.50/hr.
1 returning leader	\$18.25/hr.
1 returning leader	\$17.50/hr.

1 Returning Rec. Aide                    \$17.00/hr.

2 Returning Rec. Aides                    \$16.75/hr.

2 Returning Rec. Aides                    \$16.50/hr.

8 Returning Rec. Aides                    \$16.25/hr.

**Town of Van Buren**  
**Codes & Zoning Fees**  
**Legal/Engineering Fees**  
 (All fees paid are non-refundable unless noted otherwise)  
**ALL FEES ARE DUE BEFORE PERMIT IS ISSUED**



*Adopted by Town Board on*

<b>Residential Structures:</b>	
Includes: Renovations, Additions, Garages, Pole Barns, Solid Fuel, Appliances, Decks, Foundations, Slabs, Generators, Chimneys, EV Units	
• Applications Fee includes first \$1,000 value	\$100.00
• \$8.00 for every \$1,000 thereafter	\$8.00 per \$1,000
<b>Commercial Structures:</b>	
• Application Fee plus first \$1,000 value	\$200.00
• \$8.00 for every \$1,000 thereafter	\$8.00 per \$1,000
<b>Sheds:</b>	
• Sheds 144 ft <sup>2</sup> or less	No fee
• Sheds > 144 ft <sup>2</sup> : Application fee includes first \$1,000 value	\$75.00
Plus \$2.00 for every \$1,000 for cost of Shed	+\$2.00 per \$1,000
<b>Fence:</b>	
• Residential	\$100.00
• Commercial	\$200.00
<b>Pools:</b>	
• In-ground swimming pool, spa, hot tub with a fence or without	\$300.00
• Above ground swimming pool with or without a fence	\$100.00
<b>Signs:</b>	
• Plus \$3.00 per ft <sup>2</sup>	+\$3.00 per ft <sup>2</sup>
<b>Solar PV System:</b>	
\$150.00	
<b>Food Vending Truck Permits:</b>	
\$100.00	
<b>Demolition Permit:</b>	
\$100.00	
<b>Building Permit Issued after Construction Commences:</b>	
Fee is TRIPLED	
<b>Flood Plain Development Permit:</b>	
\$200.00	
<b>Roof Permit (Non-structural):</b>	
\$50.00	
<b>Storage Units (Temporary for max of 6 months):</b>	
• No more than 2 units per parcel	\$100.00/trailer

<b>Operating Permits:</b>	
• Industrial/Business Use	\$200.00
• Outdoor Firework Display	\$500.00
• Public Events	\$100.00
• Special Events Permit	\$100.00
<b>Zoning and Planning Fees</b>	
<b>Zoning Information Letter:</b>	
• Residential Property	\$50.00
• Commercial Property	\$100.00
<b>Variance:</b>	
• Residential Variance (Use and Area)	\$150.00
• Commercial Variance	\$300.00
<b>Special Use Permits:</b>	
• Residential	\$200.00
• Commercial	\$750.00
<b>Site Plan/Project Plan Review:</b>	
• Residential	\$250.00
• Business/Commercial/Manufacturing/Industrial Use	\$1,500.00
<b>Utility SWPP Review:</b>	
\$250.00	
<b>Subdivisions:</b>	
• 2 lots	\$150.00/lot
• 3 – 30 lots	\$300.00/lot
• 31 – 60 lots	\$350.00/lot
• 60+ lots	\$400.00/lot
<b>Zone Change Request:</b>	
\$300.00	
<b>Zone Change:</b>	
• Planned Unit Development (PUD) Residential:	
• Under 30 lots	\$400.00/lot
• 31 – 60 lots	\$350.00/lot
• 60+ lots	\$300.00/lot
<b>Planned Office/Commercial/Industrial (POD/PCD/InP):</b>	
• Per Acre	\$1,000.00
<b>Apartment or Townhouse:</b>	
\$300.00/unit	
<b>Park Fees (in lieu of public use)</b>	
• Minor Subdivision (3 lots or less)	\$150.00/lot
• Major Subdivision (4+ lots)	\$350.00/lot

• Apartments	\$250.00/unit
<b>Solar Development Permit:</b>	
• One acre or less	\$1,650.00
• Two or more acres	+\$150.00/acre
<b>Communication Towers (New):</b>	
Communication Towers per Antenna Co-Location:	\$500.00
<b>MS4 Development Permit (per acre):</b>	
• One acre or less	\$1,650.00
• Two or more acres	\$150.00/acre
Security Bonds: <i>Determined by Engineer</i>	TBD
<b>Fire Inspections:</b>	
• <b>Residential Multi-Occupancy Inspections: (includes inspection and one re-inspection)</b>	
Common Areas, Storage and Utility Rooms	
▪ 1 – 3 Buildings:	\$50.00
▪ 4 – 6 Buildings:	\$75.00
▪ 7 or more Buildings:	\$25.00/each
• <b>Commercial Inspections: (includes inspection and one re-inspection)</b>	
▪ Buildings up to 2500 Sq. Ft.	\$50.00
▪ 2501 Sq. Ft. to 5000 Sq. Ft.	\$75.00
▪ 5001 Sq. Ft. to 7500 Sq. Ft.	\$100.00
▪ 7501 Sq. Ft. to 10,000 Sq. Ft.	\$150.00
▪ 10,001 Sq. Ft. or more	\$350.00
Burn Permit: (Expires after 3 months)	\$25.00
<b>Legal/Engineer Fees:</b>	
Legal Fees:	As per agreement with Town Attorney
Engineer Fees:	\$125.00/hour If consultant is required, rate is billed directly to applicant by consultant