

**INCORPORATED VILLAGE OF MUTTONTOWN
MEETING OF THE BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
November 14, 2018
Minutes**

Call to Order

The meeting of the Incorporated Village of Muttontown was called to order by Mayor Dr. James Liguori, at Village Hall, located at One Raz Tafuro Way, Muttontown, New York, at 7:07 p.m.

Present

Mayor Dr. James M. Liguori
Deputy Mayor Sudha Prasad
Trustee Susan Dasilva
Trustee Chris Economou
Trustee Brian Fagen (Arrived at 9:55 p.m.)
Trustee Jeanine Todaro
Trustee Mohinder Singh

Pledge of Allegiance

The Pledge to the Flag of the United States of America was recited by the Board, Village personnel, residents and the general public.

Department Reports

Trustee Economou gave a report on the Muttontown Police Department. Commissioner Farrell of the Muttontown Police Department gave a report on Police activity for the month of October 2018. Trustee Dasilva gave a report on the Building Department. Deputy Mayor Prasad gave a technology report. Mayor Liguori asked Acting Clerk Joe Russo to give a treasurer's report for the month ending October 2018. Acting Clerk Russo discussed the bank reconciliation data from village statements ending September 30, 2018 through statement end date October 31, 2018.

ADVISORY BOARDS

Trustee Todaro gave an update on the Neighborhood Outreach Committee.

Deputy Mayor Prasad gave an update on the Community Events Advisory Committee.

NEW BUSINESS

Resolution 18-37 – A motion was made by Trustee Economou, seconded by Trustee Dasilva and carried to waive the reading of the prior meetings minutes.

Resolution 18-38 – A motion was made by Trustee Dasilva, seconded by Trustee Todaro and carried to approve the prior meeting's minutes.

Resolution 18-39 – A motion was made by Deputy Mayor Prasad, seconded by Trustee Economou and carried to approve the warrants as presented.

Resolution 18-40 – A motion was made by Trustee Dasilva and seconded by Deputy Mayor Prasad to appoint Leslie O’Neil as Secretary to the SARB for one year with a term expiring July 1, 2019

Resolution 18-41 – A motion was made by Deputy Mayor Prasad and seconded by Trustee Singh and carried to appoint Elisabetta Coschignano to the Zoning Board for a three year term expiring July 2021.

Resolution 18-42 – A motion was made by Deputy Mayor Prasad, seconded by Trustee Todaro and carried to approve the website development and design proposal submitted by PMG in their proposal dated September 7, 2018.

Resolution 18-43 – A motion was made by Trustee Dasilva, seconded by Trustee Economou and carried to accept the revised building department fee schedule as presented.

Public Input

Julie Albernas of 21 Geralind Drive, Chuck Peck of 10 Serenite Lane, Vinny Scalli of 36 The Hollows, and Bob Spence Attorney for resident Mrs. Nabavi addressed the Board during public input.

Motion to Adjourn

At 7:43 p.m. Trustee Economou made a motion, seconded by Deputy Mayor Prasad and carried to enter into executive session to discuss the Village of Muttontown Collective Bargaining Agreement.

Resolution 18-44 – A motion was made by Trustee Fagan, seconded by Deputy Mayor Prasad and carried to approve the emergency purchase of a highway vehicle.

Resolution 18-45 – A motion was made by Trustee Fagan, seconded by Deputy Mayor Prasad and carried with Trustee Economou abstaining to approve the purchase of a vehicle for use by the Highway Superintendent, not to exceed \$35,000.

There being no further business, at 10:55 p.m. a motion as made by Trustee Economou, seconded by Trustee Singh and carried to adjourn the public meeting.

Submitted By: _____ **Joe Russo** _____

Minutes Approved on: _____ **12/12/18** _____

Resolution No: _____ **18-47** _____

**INCORPORATED VILLAGE OF MUTTONTOWN
MEETING OF THE BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
November 14, 2018
Executive Session Minutes**

Present

Mayor Dr. James M. Liguori
Deputy Mayor Sudha Prasad
Trustee Chris Economou
Trustee Brian Fagen (arrived at 9:55 p.m.)
Trustee Susan Dasilva
Trustee Mohinder Singh
Trustee Jeanine Todaro

At 8:05 p.m. a motion as made by Deputy Mayor Prasad, seconded by Trustee Economou and carried to open executive session.

A discussion with counsel was had concerning the Village of Muttontown Collective Bargaining Agreement.

Trustee Fagan arrived at 9:55 p.m.

At 10:51 p.m. a motion as made by Trustee Economou, seconded by Deputy Mayor Prasad and carried to close executive session and reopen the public meeting.

Submitted By: _____ Joe Russo _____

Minutes Approved on: ___12/12/18_____

Resolution No: ___18-48_____

§ 67-3. Building Department.

A. Building permit fee

(1) Due on the filing of an application of a building permit for all construction, except as noted in Subsection A (3) below, a permit application fees shall be estimated as indicated below or at a rate of 1.5% of the estimated cost of construction, whichever is greater.

(2) Costs of construction.

a) The estimated standard construction costs for the following construction shall be:

[1] Single-family dwelling: \$3.75 per square foot of the total floor area
(excluding unfinished areas below grade.)

[2] Addition to a single-family dwelling: \$3.00 per square foot of the total floor area.

[3] Interior Alterations (including basements): \$1.00 per square foot of the total floor area.

[4] Accessory building: \$3.00 per square foot of the total floor area.

[5] Decks:

a) Deck less than 18" above grade: \$.50 per square foot with a minimum fee of \$250; whichever is greater.

b) Raised Deck greater than 18" above grade: \$.75 per square foot with a minimum fee of \$500; whichever is greater.

[6] Masonry Patio/Steps/Walkways \$.50 per square foot, with a minimum fee of \$500; whichever is greater.

[7] Retaining Walls and Piers (Other than Entry Piers): \$1.50 per face square foot (FSF) with a minimum free of \$250; whichever is greater.

[8] Commercial construction: \$4.50 per square foot of the total floor area with a minimum fee of \$500; whichever is greater.

b) All other costs of construction shall be determined by the Building Inspector and approved by the Board of Trustees or Building Commissioner:

(3) Due on the filing of an application for a building permit for the following construction, the permit fee shall be:

(a) Swimming pool:	\$1,500.00
(b) Tennis court, Putting Green, or sports court of any kind:	\$1,500.00
(c) Storage shed (Greater than 100 square feet):	\$250.00
Sheds greater than 200 SF shall be considered an accessory structure and will require a foundation.	
(d) Spa, hot tub:	\$500.00
(e) Oil & Propane Installation:	\$500.00
(f) BBQ Kiosk:	\$500.00
(g) Elevator:	\$300.00
(h) Fireplace (Gas & Masonry):	\$75.00 (Each)
(i) Septic System:	\$500.00
(j) Demolition of principal dwelling:	\$2,000.00
(k) Demolition of accessory structure:	\$1,000.00
(l) Generator Installation:	\$575.00
(m) Fence:	\$275.00
(n) Driveway	As Per Schedule Below
**For the replacement of an existing impervious driveway	
1. Driveway under 2,500SF:	\$350.00
2. Driveway greater than 2,500SF:	\$750.00
**For sealing or resurfacing over and without removing an existing impervious driveway, no permit shall be required.	
3. Drywells:	\$75.00 (Each)
4. Piers	
a. Piers with wing walls	\$500.00 (Pair)
b. Piers (No Wing Walls)	\$100.00
c. Piers Right of Way Agreement:	\$100.00
d. Gates (Any Size):	\$100.00
(o) Plumbing as defined by NYS Building Code	
1. New Dwelling:	\$500.00
2. Additions & Alterations:	\$275.00
3. Oil to Gas Conversion:	\$300.00

4. Radiant Heating:	\$50.00 (per Room)
5. Underground Propane Tank:	\$275.00
a. Each additional Tank:	\$100.00
6. Above Ground Propane Tank:	\$275.00
a. Each additional Tank:	\$50.00
7. Above ground Oil Tank:	\$175.00
a. Each additional Tank:	\$50.00
8. Underground Oil Tank:	\$275.00
a. Each additional Tank:	\$50.00
9. Abandon Oil Tank:	\$275.00
a. Each additional Tank:	\$50.00
10. Pool Heater:	\$275.00
(p) HVAC as defined in NYS Building Code	
1. New Dwelling:	\$500.00
2. Additions & Alterations:	\$275 Minimum
(q) Basement Alterations	
1. Bilko Entry Door:	\$250.00
2. Entry/Masonry:	\$350.00
3. Window Egress Wells:	\$100.00 (Each)
(r) Unified Solar Permit:	\$500.00
(s) Tree Removal Permit	
1. Application Fee:	\$100.00
2. Per Tree (Dead, Diseased or Alive):	\$25.00
3. New Single-Family Dwelling Tree Removal Permit:	\$750.00 Escrow
(t) Excavation and Grading Permit	
1. Less than 5,000 cubic yards:	\$750.00
2. 5,000 cubic yards to 7,500 cubic yards:	\$1,500.00
3. Over 7,500 cubic yards:	\$2,000.00
(u) Sign Permit	
1. Permanent:	\$500.00
2. Temporary:	\$100.00 (per month)
(v) Street Opening (Deposit Minimums)	

1. Improved surface:	\$1,500.00
2. Unimproved surface:	\$1,000.00
3. Bond for street opening: (Minimum)	\$50,000.00 Minimum

B. Additional fees. In addition to the permit fee, the following fees are due on the filing of an application for a building permit

(1) Road Maintenance fee (where applicable)

(a) Swimming Pools, Sport Courts of any kind:	\$1,500
(b) Cost of Construction Under \$10,000:	NO FEE
(c) Cost of Construction Over \$10,000 but less than \$50,000:	\$500
(d) Cost of Construction \$50,000 or Greater:	\$2,000
(e) NSFD (NSFD are new homes and additions \geq 50% of space)	\$5,000
(f) Upon renewal of a building permits requiring a road maintenance fees, there shall be payable, an additional road maintenance fee in the amount of $\frac{1}{2}$ of the fee paid in connection with the originally issued building permit.	
(g) Applicants shall be granted a credit against road maintenance fees, to a maximum of 75% of such fees, for payments made to an established road association or homeowners association for the purpose road maintenance associated with the application; provided that such payments are evidenced by a canceled check or other proof acceptable to the Board of Trustees or Building Commissioner.	

(2) Certificate of Occupancy:	\$100.00
(a) Duplicate certified copy of CO/CC:	\$50.00
(3) Architectural Review Board filing fee:	\$500.00 Initial
(a) Fee for Subsequent Applications Filed Together:	\$50.00 (Each)
(b) Additional Appearance, Missed Appearance	\$200.00
(4) Site plan review	
(a) New Single-family dwelling:	\$1,250.00
(b) All other construction subject to site plan review:	\$750.00
(c) Resubmission of a site plan which contains modifications or revisions to be reviewed by the Village Engineer will be deemed a new submission and a new filing fee will be charged of:	\$750.00

C. Miscellaneous:

- (1) The fees and charges set forth in this section are not refundable, even if the applicant abandons or reduces the scope of the project.
- (2) Any fee that is based upon an estimate of cost shall be recalculated, at the option of the Village, at the time of the issuance of a building permit. In the event that the revised estimate exceeds the original estimate, the applicant shall pay the additional funds required prior to the issuance of the building permit, certificate of completion, or certificate of occupancy. In determining the actual cost of construction, the Building Inspector may base such determination upon his or her own experience, judgment, and available data, and shall not be bound to the cost of construction stated by the applicant.
- (3) A building permit for a single-family dwelling will expire 18 months from the date of issuance. For all other construction, a building permit will expire 12 months from the date of issuance. A building permit may be extended as follows:
 - (a) 1st year extension – 25%
 - (b) 2nd year extension – 50%
 - (c) 3rd year extension – 100%
 - (d) After the 3rd year extension - No further renewals of a building permit will be granted, unless authorized by the Board of Trustees or Building Commissioner.
- (4) Fees for duplication of Building Department records including surveys shall be the actual cost of reproduction, with a minimum charge of \$25.
- (5) The reinspection fee of \$100 shall be applicable in cases where the Building Inspector has been requested to perform an inspection, and upon inspection, finds that the construction is sufficiently incomplete to require another inspection.
- (6) All fees set forth in shall be “doubled” in the event that the construction, installation, demolition or other activity, or item or work [hereinafter, within this Subsection A & B, all together referred to as "work"], requiring a permit has been commenced, but not substantially completed, prior to the filing of a completed application for a permit.

- (7) All fees set forth in shall be “tripled” in the event that the construction, installation, demolition, or other activity, or item or work [hereinafter, within this Subsection A & B, all together referred to as "work"], requiring a permit has been substantially completed prior to the filing of a completed application for a permit.
- (8) Whenever an applicant proposes construction that is not based upon a prescriptive design set forth in either the New York State Building Code, the manufacturer of the material proposed to be used, or another source acceptable to the Building Inspector, at the option of the Building Inspector, such design shall be referred to the Consulting Engineers for the Village for their review and comments, and the applicant shall reimburse the Village for the cost of such review. A deposit in the amount of \$3,000 (ESCROW) shall be paid in advance by the applicant toward such reimbursement, and additional deposits, depending upon the scope of such engineering review, shall be paid as directed by the Building Inspector.

2) § 67-8. Refunds; waivers; assessment of unpaid fees.

3) Refund of fees. No filing fees, deposits or charges required by §§ 67-3, 67-4, 67- 5, 67-6 and 67-7 shall be returned or refunded, except as follows:

- (1) If the construction of a building is discontinued or abandoned, the Commissioner of the Department of Buildings may authorize a refund of up to 50% of the building permit fee and all of the certificate of occupancy fee to the extent that the Village's actual charges of review and inspection have not been incurred as certified to the Board of Trustees by the Building Inspector.