

**VILLAGE BOARD MEETING MINUTES
HISTORIC FIRST REGULAR MEETING AT 26 FENNELL STREET**

July 11, 2013
7:30 P.M.

PRESENT: Mayor Hubbard, Trustees Angelillo, Jones, Lanning and Sennett, Director of Municipal Operations (DMO) Lotkowitz, Police Chief Perkins, SVFD Chief Sell, Village Historian Batlle

Others: Carrie Chantler Skaneateles JOURNAL
Cheryl Seligman Skaneateles PRESS
Bob Eggleston* 1391 E. Genesee Street

Minutes – Resolution #2013-107: On the motion of Trustee Angelillo, seconded by Trustee Jones, it was resolved and unanimously carried (5-0 in favor) to approve the Minutes of the Regular Meeting of June 27, 2013 as presented.

Correspondence & Announcements – Mayor Hubbard reviewed the following:

- Note from Jean Bailer on behalf of the St. James Thrift Shop thanking the Village for the wonderful job they did installing the bench and pad outside the shop in the Masonic Temple.
- Cornell Local Roads Program letter of June 14, 2013 advising that effective September 30, 2014 the College of Agriculture and Life Sciences at Cornell has decided to terminate the Local Technical Assistance Program. DMO Lotkowitz said that although the program is fully funded, the Dean says it doesn't fit into the mission of the college. Trustee Jones noted that the letter is trying to rally support and a letter of support might be helpful. Mayor Hubbard asked DMO Lotkowitz to scribe something to send.

Police Department – Chief Perkins confirmed that the Board received the monthly report for June, 2013 that recorded the following: 268 Calls for Service, 1 Felony, 6 Misdemeanors, 32 V&T tickets (total), 40 Courtesy V&T's, 6 Truck Tickets, 123 Parking Tickets, 290 Courtesy Cards, 4 MV Accidents, 1 Personal Injury, 9 Property Damage, 2 Larcenies, 37 Assist Fire/SAVES, 11 Alarm Calls, 810 Property Checks, and 6 Car Lockouts. Chief Perkins reported that the decals on the used car have been removed and the car is now on Auctions International; the buyer pays the auction fee. Chief Perkins recognized that the graduation day power outage was previously discussed at the June 27 meeting, but reviewed the Police Department's procedure for outages, specifically regarding the traffic lights.

Director of Municipal Operations – Relative to the voltage regulator that shorted and took out a reclosure in the sub-station on graduation day, DMO Lotkowitz reported that the Light/Water Department has been doing substation maintenance; they borrowed (from the Village of Greene) and replaced the recloser and regulator. Our recloser is being rebuilt and we are looking into purchasing new equipment. They also repaired a water leak and installed services. The DPW worked on the new base for the Chamber's directional sign on the corner of Fennell and Jordan Streets, in addition to mowing, street sweeping, and helping out at the new Village Hall. In response to DMO Lotkowitz asking for a volunteer to attend the Climate Action Plan Committee meeting on Thursday, July 18, 1:30 p.m. at the new Village Hall, Trustee Lanning said he'd be able to attend. Relative to the Department of Health letter received this week DMO Lotkowitz said that was actually in response to a letter he submitted six months ago. Within the next few days or so we should get a response from D.O.H. relative to the water system. DMO Lotkowitz said he'd like to hire two students as seasonal employees to work on the 120 or so fire hydrants that need to be wire brushed and spray painted. Eventually, he'd like to see the caps color coded according to flows; Trustee Jones recognized that the caps could be done later on. She said we'd want diligent workers – DPW Laborer Dave Shorts son, Matt, has been filling in at the Cemetery and may be interested in continuing employment for the remainder of the summer. **Resolution #2013-108:** On the motion of Trustee Angelillo, seconded by Trustee Sennett, it was resolved and unanimously carried (4-0 in favor with Trustee Lanning abstaining from the vote) to authorize hiring two seasonal employees to paint hydrants at the hourly rate of \$10.00.

Codes Enforcement – Mayor Hubbard read Codes Enforcement Officer D’Amico’s report for June 14-July 11, 2013 that indicated the following: 3 Building Permits (YTD 30), 2 Certificates of Occupancy (YTD 5), 1 Temporary Certificate of Occupancy (YTD 1), 1 Sign Permit (YTD 5), 19 Total Inspections performed during the period, breakdown as follows: 1 Footing, 1 Insulation, 3 Pre-C of O walk through, 3 Framing, 1 Silt Fence, 10 Misc. site visits. CEO D’Amico wrote, “A temporary certificate of occupancy has been issued for the new Village Offices (only), as you can see there is still work to be completed elsewhere in and around the building, and further C of Os will be issued as work is completed. Following up on last month’s report, the Code Enforcement Officer would like to remind residents that if someone places a yard sign on their property without their consent they may remove and dispose of the sign – no need to call the Codes Office!”

Skaneateles Volunteer Fire Department – Chief Sell read the SVFD Fire Log for June, 2013 as follows: 12 Fire, 5 Rescue, 0 Water Rescue, 10 EMS (assist SAVES), 7 Mutual Aid, 37 Total Calls for June; 121.07 Personnel Hours for June, 11.141 Personnel Average for June, 174 Total Calls for 2013, 5420.11 Total Personnel Hours for 2013, 13.41 Personnel Average for 2013; 3 Total Drills for June, 33 Personnel Average for June (drills), 210 Personnel Hours for June (drills), 633.82 Personnel Hours for 2013, 331.07 Total Personnel Hours spent on calls and drills only for June, 6,053.93 Total Personnel Hours spent on calls and drills only for 2013. Chief Sell said calls were up a bit in June, the department lost a half dozen fire fighters in the last month due to moving, jobs, etc., and the department needs to sell more High Stakes raffle tickets as they are not even half way with sales.

WWTP – Trustee Angelillo gave the WWTP report for the month of June noting that it was a rainy month with almost 7.5” of precipitation, the ORF filled twice but did not overflow, the plant met suspended solids and B.O.D. removals, and there were no violations.

Village Historian – Village Historian Jorge Batlle said we are in a historic moment again – this is the first meeting of the Village Board at this location and the first change of use for this building in 50 years.

Cemetery – Trustee Sennett said she is pleased to report that Barb Spain completed a data base of burials from 1796–2012 and the file is now on our website. Anyone, from anywhere can go to the website and look up burials. Maps will be the next step. Trustee Sennett said this is a big leap – a new level of customer service. In response to Trustee Angelillo, Trustee Sennett said vacant lots are not included in the file as it is a list of burials. Mayor Hubbard noted that the Cemetery Board meetings are the third Thursday of each month at 9:00 a.m. at Village Hall.

Old Business

Status of NYS LGE Grant – DMO Lotkowitz said we will move forward once we get D.O.H. approval. Another Monday morning meeting is scheduled for July 22 and he will get the specs to Atty. Byrne for review. Next month we will be formalizing financing for the UV Disinfection Project bond. Trustee Angelillo suggested sending a letter to the Town of Skaneateles asking for receipts. Mayor Hubbard recalled that they cannot include in-kind costs, but said that that is a good suggestion and we should get the Town to update us on expenses. DMO Lotkowitz reiterated that we are waiting for County Health’s determination relative to changing the way we currently disinfect.

*Bob Eggleston arrived.

Status of new Village Hall Project – Mayor Hubbard said that in response to his request, DMO Lotkowitz prepared a spreadsheet of New Village Hall project costs to date (as of 6/30/13) that reports the following:

<u>Contract</u>	<u>Contract Amt.</u>	<u>Change Order Amt.</u>	<u>% Change</u>
General Construction	\$ 722,000	\$12,075	1.67%
Electrical	\$ 143,200	\$20,902	14.60%
Plumbing	\$ 101,625	\$ 3,788	3.73%
HVAC/Solar	\$ 301,600	\$ 0	0.00%
Geothermal	\$ 29,480	\$ 279	0.95%
	\$1,297,905	\$37,044	2.85%

Mayor Hubbard said he thinks the report speaks well for where we are with the project. DMO Lotkowitz said the contractors are working on the punch list items now and the Police Department side of the facility should be ready for them to move in two to three weeks. Mayor Hubbard confirmed that the Wednesday weekly meetings at 7:30 a.m. will continue.

Status of NYSERDA Grant – DMO Lotkowitz recalled reporting at the last meeting that he and Clerk to the Boards Dundon tallied the deliverables. We need to submit the expenses and can focus on doing that.

Status of Fence for Entrance to Creekwalk – Mayor Hubbard said that since discussing a split rail fence for the entrance to the Creekwalk at the meeting of June 27, 2013, a resident emailed expressing concern and recommended a heavier stockade fence. Trustee Jones said that DMO Lotkowitz, Chief Perkins and Sgt. Stevens know more about this. Trustee Lanning said he did not get the email and wants this item deferred. Village Historian Battle reported that there is a large boat on a trailer parked there now. Chief Perkins said he wants to further discuss this.

Status of Fire Siren – Mayor Hubbard acknowledged receipt of a letter from SFD Chief Sell late this afternoon regarding the operation times, condition of operation, etc.

New Business

Authorize Williamson Law Book's TaxGlance Lookup – Clerk/Treasurer Couch explained that Williamson Law Books TaxGlance Program may ease the workload of the office as property owners, lawyers, banks, etc. will have the ability to look up current tax information including land assessment and market value, exemptions, rates, taxable values, etc. on the Village website. The one-time cost for adding TaxGlance to our current program is \$250 and an annual support fee of \$120 will be added to our current Tax Software support. **Resolution #2013-109:** On the motion of Trustee Jones, seconded by Trustee Lanning, it was resolved and unanimously carried (5-0 in favor) to authorize Williamson Law Book Company's online TaxGlance Lookup companion service for their Tax Collection Software Program for a one-year trial period.

Davey's Forest Project Request for Recycling Bins – Trustee Lanning explained that he is involved in a Conservation project was started two years ago when a friend passed away. He wrote requesting permission to place two recycling bins in the lakeside parks on a trial basis. The bins, which are available in blue, green, or gray, would be purchased, placed, and serviced by The Davey's Forest Project and would not require any attention or cost by the Village or its workforce. Trustee Lanning said they'd be routinely emptied and the materials placed in them recycled. Trustee Sennett said that while she supports re-cycling, she'd want to think about aesthetics and a re-cycling plan – she'd rather have a plan and proposal. Trustee Lanning said the bins would be similar to the one located at the pier. Trustee Angelillo said his concern is relative to the how the union would react and thinks they might balk, so he'd need to talk to Atty. Leonard. DMO Lotkowitz noted that we don't pick up recyclables now – Laborer Withey takes them to the landfill without separating. He added that he'd be in favor of seeing something and we need to start looking at and seeing what other communities do. Trustee Jones said single-stream recycling is done by the town at the transfer station. She suggested deferring this topic for two weeks to provide time for Trustee Angelillo to talk to Atty. Leonard. Trustee Sennett asked if Trustee Lanning could

provide a photo of a bin and how it would be labeled. Trustee Lanning said he can, but noted that it predominately will look like the one at the pier. Trustee Sennett reiterated that she is concerned about aesthetics. In response to Trustee Angelillo asking if we have enough containers if we give up one to recyclables, DMO Lotkowitz said he will look at what we have. Trustee Jones said this is a worthy goal and should be included on the July 27 agenda.

Award Bid for SFD Trucks – Chief Sell reported that the SFD received four bids on the publicly advertised 2005 Ford F250 pick-up trucks. **Resolution #2013-110:** On the motion of Trustee Lanning, seconded by Trustee Sennett, it was resolved and unanimously carried (5-0 in favor) to accept the bids from Elmer Richards and Sons, LLC - \$3,550.00 for the 2005 Ford F250 with 47,000 miles and \$4,050 for the 2005 Ford F250 with 35,000 miles, as recommended by SFD Chief Sell.

Five minute recess prior to approval of bills at 8:25 p.m.

Bills and Adjustments - Resolution #2013-111: On the motion of Trustee Jones, seconded by Trustee Sennett, it was resolved and unanimously carried (5-0 in favor) that bills from Abstract #3 be audited and paid as follows:

General Fund	Vouchers # 104-139	Checks #15097-15132	\$73,054.91
Sewer Fund	Vouchers # 30-39	Checks # 4425- 4434	\$ 4,690.20
Electric Fund	Vouchers # 38- 47	Checks # 5049- 5058	\$20,369.04
Water Fund	Vouchers # 20- 24	Checks # 3560- 3564	\$ 3,145.76

In discussing the bills, Trustee Sennett asked that the abstracts be scanned to the Board prior to the meetings as they provide a concise listing that is easy to review.

Executive Session – Resolution #2013-112: On the motion of Trustee Angelillo, seconded by Trustee Jones, it was resolved and unanimously carried (5-0 in favor) to enter into an Executive Session at 8:33 p.m. to discuss a personnel matter. **Resolution #2013-113:** On the motion of Trustee Angelillo, seconded by Trustee Lanning, it was resolved and unanimously carried (5-0 in favor) to move out of Executive Session at 9:00 p.m.

Adjournment - Resolution #2013-114: On the motion of Trustee Sennett, seconded by Trustee Angelillo, it was resolved and unanimously carried (5 -0 in favor) to adjourn the historic first regular meeting at 26 Fennell Street at 9:00 p.m.


Patty Couch, Village Clerk/Treasurer