

## VILLAGE BOARD MEETING MINUTES

JULY 25, 2013

7:30 P.M.

**PRESENT:** Mayor Hubbard, Trustees Angelillo, Jones, Lanning and Sennett, Village Attorney Byrne, \*Codes Enforcement Officer (CEO) D'Amico, \*Police Chief Perkins

**Others:** Carrie Chantler Skaneateles JOURNAL  
Joe Genco Skaneateles PRESS  
Bob Eggleston\* Architect for Finger Lakes Luxury Homes  
Cori Knupp on behalf of developer Dr. Elstein

**Moment of Silence** – After the Pledge of Allegiance, Mayor Hubbard asked attendees to remain standing for a moment of silence recognizing the passing of Police Officer Dave Wawro's wife Janet last Thursday, July 18, 2013.

**Critical Impact Hearing – Finger Lakes Luxury Homes, Inc./Rick Moscarito** – Bob Eggleston introduced himself as architect for Finger Lakes Luxury Homes, Inc./Rick Moscarito who previously received approval (early this year) for the renovation, remodel and addition onto the building at 46 East Genesee Street. Initially, there were to be 3 dwelling units, a large retail space and a 3 car garage. Since that time, Mr. Moscarito adjusted the plan to 571 SF retail and 2 dwelling units; the amendment was approved by the Planning Board, ZBA, and HLPC (conceptually). The Planning Board did not feel additional SEQRA review is necessary as there is not significant change proposed in the revised application. Mr. Eggleston advised that the stairs and elevator shifted from the west side to the east side of the building – a change that Eloise Luchsinger likes better as she “won't see bobbing heads off her second floor deck going up the stairs”. Julie Sharpe wrote that she has no objections. Relative to water usage, 605 gallons per day (gpd) is the design load – they increased 300+ gpd. \*CEO D'Amico and Cori Knupp arrived. Mr. Eggleston said responses to the Critical Impact criteria are in the May 28, 2013 narrative, but he can read through them if the Board desires. He clarified the changes from the previous plan – the front is identical to what was proposed, the back is basically similar in that you have 3 different planes that everything occurs. Nothing sticks out in front of the adjacent buildings; the major difference is the basement and first floors are being pulled out 8 feet. Also, what was to be an open porch is now enclosed. Mr. Eggleston reviewed the parking stating that they are required by code to have 3.5 parking spaces, but actually have 4. Atty. Byrne concluded that from what was previously granted, these are relatively minor changes. Mayor Hubbard opened the public hearing to the floor. Receiving no comments for or against, he asked the Trustees if they had any questions. Trustee Lanning noted that his questions relative to parking and plumbing were addressed. **Resolution #2013-115:** On the motion of Trustee Jones, seconded by Trustee Lanning, it was resolved and unanimously carried (5-0 in favor) to amend the prior Critical Impact approval to extend the modifications. Trustee Jones said she works some early mornings for Vermont Green Mountain and knows that the owner, Kay Dinardo is very concerned that the construction at 46 East Genesee Street is going to impact her business. Trustee Jones asked Mr. Eggleston to be cognizant of the neighbors' concerns and limit bagging meters and construction impact. CEO D'Amico said he talked to a contractor today who is concerned about impacting neighbors. \*Mr. Eggleston agreed to keep this mind, thanked the Board, and left the meeting.

**Minutes – Resolution #2013-116:** On the motion of Trustee Jones, seconded by Trustee Sennett, it was resolved and carried (5-0 in favor) to approve the Minutes of the Regular Meeting of July 11, 2013 as presented.

**Correspondence & Announcements** - Mayor Hubbard reviewed the following:

- PSC Notice of Public Statement Hearings on Option for making additional central office codes available in the 315 area code region in Syracuse, August 7 at the Hughes State Office Building, 333 East Washington Street
- Copy of letter to the Town of Skaneateles from Bob and Shari Ross on behalf of the organizing committee for the Skaneateles Methodist Church Antiques Show regarding the Austin Pavilion

- Onondaga County Industrial Development Agency Notification of their intent to amend its Uniform Tax Exemption Policy (UTEF)
- NYCOM Utility Savings Audit (USA) program email regarding the addition of Municipal GRT Audits to the program
- HomeServe letter informing that they will be mailing a solicitation for their Water Service Line Coverage to residents of Skaneateles starting in July. Trustee Jones noted that this is not associated with the Village in any way. Trustee Lanning clarified that it is for private insurance for water lines from a house to the street line.
- \*Police Chief Perkins arrived.
- West Lake Conservators LTD. proposals for repair/restoration of the Town & Village printed map. Mayor Hubbard noted that West Lake Conservators LTD examined and evaluated the S.H. French, Phil. 1856 Town & Village of Skaneateles printed map and originally proposed restoration at a cost of \$3,000 or so. Since that time, they submitted proposals for two different options. Option Two – reframing with original components, cleaning frame & original non-UV blocking glass for \$391.05. Option Three – reframing – cleaning original frame and installing UV filtering plexi for \$562.55. Mayor Hubbard said he'd like to defer this to Village Historian Jorge Batlle. Trustee Jones agreed adding that she likes to preserve the old. **Resolution #2013-117:** On the motion of Trustee Jones, seconded by Trustee Lanning, it was resolved and unanimously carried (5-0 in favor) to authorize up to \$562.55 for the restoration of the printed map depending on Historian Batlle's recommendation after his review of Option Two and Three. *(Note: Village Historian Batlle reviewed the options and phoned Monday, July 29 recommending Option Three because of the UV protection and less weight of the restored wall hanging.)*
- Glens Falls National Bank LOSAP Statement of Value and Activity for June, 2013
- Open House for the New Village Hall Saturday, October 5, 2013
- Sue Spalding suggestion to remove "Official Parking" sign from the spot on Genesee Street in front of the Library and substituting a meter now that the Village Office has moved. **Resolution #2013-118:** On the motion of Trustee Jones, seconded by Trustee Sennett, it was resolved and unanimously carried (5-0 in favor) to authorize removing the "Official Parking" sign in front of the Skaneateles Library on East Genesee Street and installing a parking meter.
- Jim Higbee suggestions: trash can at entrance to Byrne Dairy off of Jordan Street; no parking from here to corner on west side of Austin Street at State Street. Trustee Lanning pointed out that Austin Street runs west and east, so there is confusion as to where Mr. Higbee is suggesting a sign. Chief Perkins referred to the Vehicle and Traffic laws that preclude parking within so many feet of an intersection. Admitting that he has not reviewed this suggestion, Chief Perkins said he will look into it. Relative to the suggestion about a garbage can, Trustee Jones recognized that the area is a hangout for youth, but that the Village can't tell Byrne Dairy to put a garbage can out. Atty. Byrne suggested that Mr. Higbee write Mark Byrne. Clerk/Treasurer Couch agreed to follow-up with Mr. Higbee tomorrow.

**Director of Municipal Operations** – In DMO Lotkowitz' absence, Trustee Angelillo reported that the DPW has been busy with mowing, cemetery burials, and stripping the crosswalks and parking lot. Light/Water has been painting the fire hydrants, repairing street lights, and started the Tallcot Lane waterline.

### **Old Business**

**Status of NYS LGE Grant** – Mayor Hubbard reported that we have tentative Bond information. Atty. Byrne noted that we don't need a bond resolution as the Board previously authorized borrowing \$800,000.00 for the UV Disinfection Project. Therefore, authority already exists to retire the B.A.N. and bond for \$600,000. Relative to the 50/50 sharing of the debt with the Town of Skaneateles and in response to Mayor Hubbard, Trustee Angelillo said there has been informal discussion with Town Supervisor Roney. Documentation supporting the 50/50 split was provided to Supervisor Roney last

Thursday (July 18) prior to the Town Board Meeting, but no action has yet been taken by the Town. Trustee Angelillo said the financial discussion has been very informal. Mayor Hubbard said we should get a formal agreement in place; Atty. Byrne agreed that the next step is a formal Inter-municipal Agreement (IMA) reflecting the Town's participation in debt payments. He suggested sharing the documentation with the entire Town Board and regular follow-up as there is a lot to be done between now and October 1 – we need to get this resolved. Trustee Lanning asked if the change of Town Attorney will impact the process. Atty. Byrne said he is not sure, but it could. Mayor Hubbard said the Town's next meeting is August 1, so suggested that we ask for resolution then regarding the 50/50 split. Subsequently, the Village Board can take action at its August 8 meeting and get the IMA to the Town. Atty. Byrne clarified that the water history documentation breaks down to 50/50 water usage, so we asking them to pay half of the debt. This item is to be on the August 8 agenda. **Resolution #2013-119:** On the motion of Trustee Angelillo, seconded by Trustee Lanning, it was resolved and unanimously carried (5-0 in favor) to re-affirm engagement of Trespasz & Marquardt, LLP as bond counsel on the UV Disinfection Project Bond Financing. In discussing the resolution, Atty. Byrne noted that Bill Marquardt provided a fee schedule in 2011 that is reasonable; Trustee Jones complimented the firms work.

**Status of new Village Hall Project** – Mayor Hubbard said weekly meetings are still being held as the contractors continue to work through the punch list. The front entrance that has a “ton of details” is progressing and the Police Department section of the building is nearing completion; the Police could move in two to three weeks from now. Chief Perkins said they aren't in any big hurry.

**Status of NYSERDA Grant** – Mayor Hubbard noted that DMO Lotkowitz, Clerk to the Boards Dundon, and Clerk/Treasurer Couch met this morning. Clerk/Treasurer Couch reported that they identified and gathered documentation relative to Tasks 1, 3 and 4 to submit to NYSERDA along with invoices for each of the tasks. We should be ready to submit the information early next week.

**Status of fence for entrance to Creekwalk** – Mayor Hubbard recalled that at the meeting of July 11 there was some question as to the type of fence as a resident suggested a more substantial fence than the tentative post and rail. Chief Perkins said he has not had a chance to talk to DMO Lotkowitz. Trustee Lanning said he did some research, talked to Charles Mantella, and still favors a split rail fence. He said, in his opinion, putting up a more substantial fence would be like putting up a wall and the neighbor on the other side doesn't want any fence. We can delineate the entrance without being too intrusive. Chief Perkins said big fences, such as stockade fences, don't make for good neighbors and invite graffiti. There isn't any hurry and we don't want to set a precedent. Trustee Jones suggested letting Chief Perkins and DMO Lotkowitz decide on the type of fence and to keep this item on the agenda.

**Status of Fire Siren** – Mayor Hubbard read aloud Skaneateles Fire Chief Eric Sell's letter of July 11, 2013, noting that the Board received it late in the day prior to the July 11 Village Board Meeting so merely acknowledged receipt at that meeting.

(Insert Fire Chief Sell's Letter)

Mayor Hubbard asked for discussion, but there was none.

**Status of Davey's Forest Project Request for Recycling Bins** – Mayor Hubbard said the letter written by Jim Lanning was tabled at the July 11 meeting. Trustee Angelillo reported that he did follow-up with Atty. Colin Leonard asking him if the union could file a grievance if someone else were to pick-up trash that the DPW currently picks-up. Atty. Leonard answered that they could. Trustee Angelillo said he doesn't know if the union would grieve or not; Trustee Jones noted that grievances cost money. Mayor Hubbard asked for discussion, but there was none.

**Update on the Tour de Trees** – Trustee Sennett read aloud Tree Advisory Board Chair Ann Neibert's email as follows: *The Buehler tree was planted Monday by Fernando, the plague was attached by the*

*DPW and the family will do their gathering on July 6<sup>th</sup>. The Tour de Trees tree has also been planted and Brian Skinner is sending more details on that event soon. I think he expects village officials to be there for their ceremony which I think will be in the two o'clock range on Monday July 29<sup>th</sup>. They will have some of their Arborist members here as well as a station set up for riders passing through the village. His tour event planners will be arranging all of their activities with a short tribute to the newly planted tree. I will let you know more as I am informed. Thanks to the village for all of their cooperation in regards to these special tree events that will enhance the beauty of our village.*

### New Business

**Consider Authorizing Engaging CPA Jason Lesch as a Financial Advisor** – Trustee Angelillo stated that the Village Board met in Executive Session on July 11 to discuss staffing and the need for back-up for the Treasurer. This past March, when the Treasurer experienced a medical situation, it became apparent that we'd be short on meeting our financial obligations if the Treasurer were out for an extended time. Grossman St. Amour's Roger Beer and Chris Alger referred us to Auburn, NY CPA Jason Lesch who submitted a proposal of \$2,500 to perform an initial analysis of our financial procedures. Trustee Lanning asked if we sought out anyone else. Trustee Angelillo said yes, Roger Beer and Chris Alger. In response to Trustee Lanning asking if this was publically advertised, Trustee Angelillo said only by asking Mr. Beer – it was not publically advertised. Trustee Angelillo said he wants a recommendation from Mr. Lesch on an assistant treasurer. Trustee Jones said it makes sense to her and she trusts Mr. Beer's recommendation. **Resolution #2013-120:** On the motion of Trustee Angelillo, seconded by Trustee Sennett, it was resolved and carried (4-1 with Trustee Lanning voting against stating that he'd be more comfortable had it been advertised) to authorize engaging Jason Lesch to perform an analysis of the Village's financial procedures for a fee of \$2,500.

**Slater Request for local memorial for David Slater** – Mayor Hubbard recognized that these types of requests often come when there is a lot of emotion. Trustee Jones said the timing of Sharon Slater's request to do a local memorial to her husband David (who recently passed away) may fit in nicely with the landscaping work here at the new Village Hall. Mrs. Slater is interested in a bench/tree/garden combination possibly, and would be happy to do this on Fennell Street, but she doesn't know Mrs. Slater's intention of gift size. Trustee Sennett suggested that Trustee Jones continue to talk to Mrs. Slater. Mayor Hubbard said the contract starts at the front of the new Village Hall and will eventually have a walkway with trees and benches likely. Trustee Sennett said she has also been looking at locations around the Village for benches. Mayor Hubbard said he thinks it would be a good idea to get some benches ordered as it takes some time to get them. **Resolution #2013-121:** On the motion of Trustee Jones, seconded by Trustee Lanning, it was resolved and unanimously carried (5-0 in favor) to order four (4) benches from Victor Stanley. Trustee Jones recognized that while she can't offer Mrs. Slater specifics at this time, she can pass on that discussion was favorable.

**SVFD Annual Field Days** – **Resolution #2013-122:** On the motion of Trustee Jones, seconded by Trustee Sennett, it was resolved and unanimously carried (5-0 in favor) to approve the Skaneateles Volunteer Fire Department's request to hold its annual Field Days on Saturday, August 31 and Sunday, September 1, parade on Sunday, September 1 at 4:00 p.m., and fireworks display on Sunday, September 1 at 10:00 p.m. Atty. Byrne reminded the Fire Department that we will need Certificates of Insurance. Trustee Jones said that the theme of this year's parade is community service and the Ecumenical Food Pantry will be the beneficiary of food donations.

**Grossman St. Amour** – Trustee Jones commented that it would be foolish not to hire Grossman St. Amour as they have been done engaged by the Village for numerous years, do good work and are knowledgeable about our finances. **Resolution #2013-123:** On the motion of Trustee Angelillo, seconded by Trustee Jones, it was resolved and unanimously carried (5-0 in favor) to authorize Mayor Hubbard's execution of Grossman St. Amour's letters regarding 1) preparation of the Municipal Electrical Utilities

Annual Report for the year ended May 31, 2013 and 2) assisting in evaluating the internal controls and assisting with preparation of the Annual Update Document (AUD).

**Standpipe Work** – Mayor Hubbard explained that the tank painting is part of the original UV Disinfection Project grant. The specifications prepared by DMO Lotkowitz have been reviewed by Atty. Byrne and the bid is ready to be let. He added that it is a credit to DMO Lotkowitz who prepared the specifications as part of his normal work. Atty. Byrne added that DMO Lotkowitz saved the Village a significant amount of money by doing the specs himself and they are well done. Trustee Angelillo said he also reviewed the specs – they are excellent. **Resolution #2013-124:** On the motion of Trustee Angelillo, seconded by Trustee Jones, it was resolved and unanimously carried (5-0 in favor) to authorize publication of Notice of Bid for Standpipe Work with a pre-bid walk thru on August 6 at 10:00 a.m., bid opening on Tuesday, August 20 at 2:00 p.m., and a bid award on August 22, 2013 at the Regular Village Board Meeting.

**Trespasz & Marquardt** – This item was addressed under Status of NYS LGE Grant.

**Parkside Section IV Inspection Services** – Mayor Hubbard noted that GHD (f.k.a. Stearns & Wheler) has been the engineer for planning and zoning in the Village for years. We have had considerable dialogue with them recently in response to Dr. Elstein’s request to change engineers for section IV. Atty. Byrne clarified that it’s been a sensitive topic as GHD has been the Village’s engineering firm for a long time. However, the developer who pays the cost of the inspection services complained vehemently about the cost, so we asked GHD for a description of work and an estimate. GHD estimated \$28,300 – that represents a cost of \$1,572 per lot (18 lots), unless the actual cost is greater. Understandably, the early phase work was greater because of all sorts of problems. We like to think that we won’t have those types of issues in Phase IV. Atty. Byrne said we need an engineer and they presented an estimate that is reasonable. Cori Knupp said Dr. Elstein paid \$78,000 to date for Section III and invoices were not well detailed. She asked what is to keep this in line - Dr. Elstein feels like his check book is open and has found it difficult to communicate with GHD. Mayor Hubbard responded that the Village has tried to bring this to a more palatable cost. It is difficult for the Village to go to someone else as GHD has been the Village’s engineer for years. Ms. Knupp asked what procedures are in place to satisfy the Village and the developer. Mayor Hubbard reiterated that it is difficult for the Village to waiver from our engineer, but the message has been sent. Atty. Byrne added that the Village took the complaint seriously and communicated with GHD asking them to keep that in mind and thinks their proposal recognizes the concern. The developer’s schedule is important, as is communications between DMO Lotkowitz and the contractors. Atty. Byrne said the invoices weren’t detailed and we want to do whatever possible to keep the cost down. Mayor Hubbard encouraged Ms. Knupp to make the Village Board aware if they aren’t satisfied with future billings, service, etc. Particular focus is on the underground utilities and DMO Lotkowitz can also be consulted – the “Village wants to help you”. **Resolution #2013-125:** On the motion of Trustee Sennett, seconded by Trustee Jones, it was resolved and unanimously carried (5-0 in favor) to authorize GHD to perform inspection services per their proposal of July 24, 2013 relative to Parkside Section IV. In discussing the resolution, it was noted that GHD’s proposal was just recently received by the Village and a copy will be provided to Dr. Elstein.

*Five Minute recess prior to Approval of Bills 8:55PM*

**Bills and Adjustments - Resolution #2013-126:** On the motion of Trustee Sennett, seconded by Trustee Jones, it was resolved and unanimously carried (5-0 in favor) that bills from Abstract #4 be audited and paid as follows:

General Fund	Vouchers # 140-203	Checks #15134-15195	\$100,925.91
Sewer Fund	Vouchers # 40-52	Checks #4435-4447	\$ 7,065.94
Electric Fund	Vouchers # 48-62	Checks #5059-5073	\$ 87,362.59
Water Fund	Vouchers # 25-32	Checks #3565-3572	\$ 7,650.00

**Executive Session – Resolution #2013-127:** On the motion of Trustee Jones, seconded by Trustee Angelillo, it was resolved and unanimously carried (5-0 in favor) to enter into an Executive Session at 9:02 p.m. to discuss a Personnel Matter relative to the Police Chief Position, and Engagement of Professional. **Resolution #2013-128:** On the motion of Trustee Angelillo, seconded by Trustee Lanning, it was resolved and unanimously carried (5-0 in favor) to end the Executive Session and adjourn the meeting at 9:20 p.m.

  
Patty Couch, Village Clerk/Treasurer

Organized In 1833

# Skaneateles Fire Department

July 11, 2013

Dear Mayor Hubbard and Trustees:

On behalf of the Skaneateles Volunteer Fire department, I write to ask that the fire siren that was removed from the old fire house on Fennell street during the renovation process be re-installed with the following conditions:

- 1) Between the hours of 8 am and 8pm, the siren will sound for all fire calls. Six rings for fire calls and one for EMS calls.
- 2) Between the hours of 8pm and 8am, the siren will only sound for structure fires or at the specific instruction of one of the three chiefs and for six cycles only.
- 3) The "old" siren will be re-installed and mounted on a pole behind the new village office.

As chief, I believe that this plan will satisfy the need for a second method of alerting our volunteers while being sensitive to the concerns of residents. We realize that the siren benefits the entire community while those residents who live or work nearby bear a disproportionate share of the negative impact.

Thank You,



Eric Sell  
Fire Chief  
Skaneateles Fire Department