

**VILLAGE BOARD MEETING MINUTES
DECEMBER 12, 2013
7:30 P.M.**

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

ABSENT: Trustee Sennett

Others: Carrie Chantler Skaneateles JOURNAL
Joe Genco Skaneateles PRESS

Sgt. Stevens – Police Chief Perkins reported that Sgt. Stevens had surgery today and is doing well.

Minutes – **Resolution #2013-195:** On the motion of Trustee Jones, seconded by Trustee Lanning, it was resolved and unanimously carried (4-0 in favor) to approve the minutes of the Regular Meeting of November 26, 2013 as presented.

Correspondence & Announcements - Mayor Hubbard reviewed the following:

- NYS Unified Court System District Executive Michael Klein's letter recommending that the room specified in the Skaneateles Police Department be approved for the questioning of children in custody. Chief Perkins clarified that it is a recommendation to approve; one minor revision is needed (window in the door of the interview room will be covered with a non-transparent coating).
- Skaneateles Area Chamber of Commerce Foundation, Inc. letter thanking the Village for supporting the 20th annual Dickens Christmas. Mayor Hubbard commented on the Chamber's very nice Holiday Party last night at the Sherwood Inn.
- Onondaga County Mayors Association Holiday Party Wed., Dec. 18, 2013, 6 p.m. at the Fayetteville Senior Center, RSVP by December 16. Mayor Hubbard said he will not be able to attend, but anyone else who wants to attend should let Clerk/Treasurer Couch know so that she can RSVP.
- Certified copy of Resolution No. 181 entitled, "Mortgage Tax Apportionment", adopted by the Onondaga County Legislature on Dec. 3, 2013 – Village of Skaneateles apportionment of \$27,163.18
- Letter from R. Curtis Coville expressing interest in the Trustee vacancy. Mayor Hubbard said that after further consideration, he has decided not to appoint anyone to the vacant Trustee position. The Board will function with four members for the three months prior to the Special Election on March 18, 2014. Mayor Hubbard said he concluded that leaving the position vacant will allow fair and equal treatment to any and all candidates.
- Checklist for Special Village Election March 18, 2014 – Mayor Hubbard said copies are available for the press and anyone else interested in running in the Special Election.
- Invitation to the Onon. Co. Water Authority Annual Holiday Open House on Friday, Dec. 13, 2013
- NY Solar Smart Workshop schedule
- APWireless company email and attachments offering to purchase the Village's antenna leases
- NYS Public Service Commission notice relative to 315 area codes – slowing demand has extended the exhaust date for such codes to the 3rd qtr. of 2016
- Receipt of Treasurer's Reports for November, 2013. Mayor Hubbard asked the Trustees to pay particular attention to the reports for November as it is the half-way point in the current budget.
- Receipt of Glens Falls National Bank LOSAP Account Summary for November, 2013. Mayor Hubbard commented that GFNB continues to do a good job.
- Receipt of letter from J&B Installations – Mayor Hubbard said the letter was forwarded to the General Contractor and we are awaiting a response.
- Onondaga Co. Planning Federation save the date for the 26th Annual Planning Symposium March 13, 2014
- Email from Dorothea Hughes commending Allan Abbott and his crew. Trustee Jones said she had an opportunity at last night's party to talk to Dorothea Hughes (Director of the Skaneateles YMCA) who said how delighted she was with the job that Electric Department Line Leader Abbott and his crew did in

ensuring that the Skaneateles YMCA and Community Center were back and running on schedule. Trustee Jones complimented DMO Lotkowitz on allowing Line Leader Abbott to shine on the project; that is a sign of a good boss. DMO Lotkowitz said it was a great project for them. Mayor Hubbard said he heard that the project switching the Community Center's power from National Grid to Village Electric went very well.

Police Department - Chief Perkins verified that the Board received the monthly statistical data for November that reported the following: 176 Calls for Service; 6 Misdemeanors; 32 V&T Tickets (total); 14 Courtesy V&T's; 3 Truck Tickets; 71 Parking Tickets; 131 Courtesy Cards; 4 MV Accidents; 0 Pers. Injury, 8 Prop. Damages; 3 Larcenies; 25 Assist Fire/SAVES; 7 Alarm Calls; 1260 Property Checks; and 3 Car Lockouts. Chief Perkins said November is typically a relatively slow month until Dickens starts; we are now busy with parking and traffic enforcement. In response to Trustee Jones, Chief Perkins said the statewide DWI program gets amped up at Thanksgiving and one of our Police Officers went to all the local bars to talk with management/staff to remind them to be diligent not to serve patrons who appear to have already had too much to drink or to over-serve alcohol.

Director of Municipal Operations – DMO Lotkowitz reported that the DPW completed pickup of leaves - even with the interruption of a couple of snow storms, they got it done. The Electric Department completed switching the Community Center over from National Grid to Village Electric.

Codes Enforcement - Mayor Hubbard read CEO D'Amico's report covering the period from November 15 – December 12, 2013 as follows: 6 Building Permits Issued (60 YTD); 23 Total Inspections performed during the period, breakdown as follows: 1 Footing, 1 Insulation, 3 Fire Safety, 1 Framing, and 15 Misc. site visits. CEO D'Amico also wrote, "With winter fully here it is important to remember that if your building has an exit door, even if it is seldom used or only for emergencies, it must be kept clear of snow and ice at all times. The Code Enforcement Officer has noticed a few exit doors around town that have not been shoveled out, and in some cases had snow pushed up against them from the outside from snowplows. When observed, the Codes Officer has spoken with owners and managers about the dangerous situation it creates. An emergency is not the time to find out you can't get out of the building – please keep all exits clear and usable, no matter what time of year it is!" Mayor Hubbard commented that this is a good reminder.

WWTP – Trustee Angelillo gave the WWTP report for the month of November noting that the monthly inflow average was just slightly above the 12-month rolling average, there was 4½" of precipitation, the plant met B.O.D. and suspended solids removal, and there were no violations. DMO Lotkowitz verified for Trustee Angelillo that work was done on the RBC's shaft bearings. Mayor Hubbard said it is an impressive report as always – we are lucky to have Water and WWTP Operator Psenicnik and Seasonal Laborer Merriman.

Skaneateles Fire Department – SVFD Chief Sell gave the monthly report for November, 2013 as follows: 12 Fire; 4 Rescue; 0 Water Rescue; 12 EMS (assist SAVES); 10 Mutual Aid; 38 Total calls for November; 303.41 Personnel Hours; 13.42 Personnel Average; 341 Total Calls for 2013; 6579.75 Total Personnel Hours for 2013; 13.37 Personnel Average for 2013. Drills for November consisted of 3 Total drills; 22 Personnel Average for November; 164 Personnel Hours for November; 467.41 Total personnel hours spent on calls and drills only for November; 8,335.92 Total personnel hours spent on calls and drills only for 2013. Chief Sell distributed a copy of Jerome Fire Equipment Co., Inc.'s quote explaining that he budgeted for ten sets, but needs two extra sets as the Fire Department has some new members. He said he wanted to bring it to the Board's attention because of the additional sets plus the unit price is about five dollars more per set. **Resolution #2013-196:** On the motion of Trustee Jones, seconded by Trustee Lanning, it was resolved and unanimously carried (4-0 in favor) to approve the purchase of 12 coats and pants and 15 bail out systems from Jerome Fire Equipment Co., Inc. as per their quote of November 20, 2013.

OLD BUSINESS

Status of NYS LGE Grant Final Reimbursement Request – Mayor Hubbard recalled that the final reimbursement request was submitted. DMO Lotkowitz reported that he received a proposal for inspection services (sonic inspection measuring metal thickness of tank shell); the lift cost is not included. Mayor Hubbard noted that the coating would be determined after the inspection. DMO Lotkowitz confirmed that any draining of the tank would be coordinated with the Fire Department. Mayor Hubbard recognized that we received approval from the Department of Health (DOH) relative to the reservoirs and dry hydrant plan. DMO Lotkowitz clarified that they approved the disconnection – not the dry hydrant. In response to Atty. Byrne asking if the DOH addressed Phase 1 work, DMO Lotkowitz said no, they need to get more information. Chief Sell said neighboring communities have been successful in securing grant money for water improvements. Mayor Hubbard said we met with Mackenzie Hughes Monday afternoon and they were optimistic that the Village of Skaneateles can also be successful.

Status of new Village Hall Project – Mayor Hubbard acknowledged receipt of a letter from David Colegrove of 22 Fennell Street on behalf of the other residents and property owner, Ron Patulski. Mr. Colegrove said they'd like to see the fence removed – “at least enough of the fence to allow one or two additional egress points from their parking area. He said the logical priority would be at the north end of the fence, perhaps removing 10-20 feet of fence, and perhaps a second egress in the proximate mid-point of the fence.” Atty. Byrne said he hasn't had time to address an easement, but we now have an understanding with the property owner. The dumpster was removed, the residents of 22 Fennell Street can now exit, and the owner has already been cooperative. In response to Trustee Jones, Atty. Byrne said the work could be done prior to the easement. He gave Mr. Colegrove credit for working with the owner and us. Trustee Lanning said he thought the dumpster was going to be moved; Atty. Byrne said it was removed and is a significant improvement. DMO Lotkowitz noted that we have a transformer in the area – bollards may be needed at some point in time.

Status of NYSERDA Grant – DMO Lotkowitz said he submitted a fairly sizeable reimbursement request for the solar PV. He said some of the money will be held for about a year, but we can get the bulk reimbursed.

Status of Additional Bench Locations – Trustee Jones said Sharon Slater is interested in locating a bench at Legg Hall closest to the park, but wants to know the specific location. Jorge Battle said he did not get into the specifics when he identified additional areas for benches. Trustee Jones said she will check with Association President Judy Varney and let Clerk/Treasurer Couch know when and to whom she should send the letter seeking written approval for placement of a bench(s).

Status of Creek Walk Maintenance Plan – There was no report on this topic, but it will remain on the agenda.

Status of Municipal Lease Purchase of a new Loader – DMO Lotkowitz reported that he called to make sure all is in order. Delivery is anticipated in mid-February; 5 Star Equipment will coordinate with First Niagara Leasing.

Status of 2014 Fire Contract – Mayor Hubbard noted that the 2014 Fire Contract was fully executed and distributed to all parties.

NEW BUSINESS

Lakeshore Baseball Request for Funding – Mayor Hubbard said there have been discussions and emails. Atty. Byrne said there is compatibility with the request and the bequest - financial support from

the Schneider Trust fund is an appropriate use of those funds. He added that he would write a letter on the formalities, as he did for the Cameron Kenan Playground project. Before making a formal commitment on funding support, the Village would like some specific information such as a final narrative of the proposed improvements to be constructed, full name of the business organization that will take on the responsibility for constructing and completing the improvements, the contractors name, cost of the improvements, etc., as well as making sure they are aware of drainage concerns in that area. Trustee Angelillo said the field is in bad shape. In response to DMO Lotkowitz asking about a grading plan, Atty. Byrne said he doesn't know the specifics, but thinks some ground will be moved. Atty. Byrne said asking for a more detailed plan can be included in the letter. In response to Trustee Lanning, Atty. Byrne confirmed that we can use the principal and interest from the Schneider Trust. Trustee Angelillo said he wants to find out what PARCS is going to do. Trustee Jones said \$10,000 is a lot of money; Trustee Angelillo said he would support it if all questions are satisfactorily answered. DMO Lotkowitz asked why wouldn't drainage be done properly if \$30,000 is going to be invested. It was noted that the Planning Board gave site plan and SEQR approval. Trustee Jones recalled previous drainage work; Atty. Byrne said drainage was done when the school's tennis courts were installed, but it wasn't a lot. He asked DMO Lotkowitz to review it. Trustee Jones said she wants to know more about the project before investing \$10,000. Mayor Hubbard commented that perhaps we'd be able to install some drainage tile in the area of the Sims Field in the winter if we only have a little snow. Trustee Jones commented that other than at 6:30 in the morning when she walks the dog, there is always someone using the playground. The Board decided to table this item for further discussion at the December 30, 2013 Village Board Meeting.

Authorize Publication of Notice of Public Hearing – Local Law #1 of 2014 – Resolution #2013-197: On the motion of Trustee Jones, seconded by Trustee Angelillo, it was resolved and unanimously carried (4-0 in favor) to authorize publication of a Notice of Public Hearing at the Regular Meeting of January 9, 2014, 7:30 p.m. at the Village Office to consider proposed Local Law No. 1 of 2014 – Revision to Code Section 225-22 (“Home Occupations”).

Trason Skaneateles Request – Mayor Hubbard noted that the Planning Board reviewed Dr. Elstein's request to reduce the total Letter of Credit amount and recommended that the Village Board accept the reduced amount. **Resolution #2013-198:** On the motion of Trustee Jones, seconded by Trustee Angelillo, it was resolved and unanimously carried (4-0 in favor) to release the HSBC Letter of Credit for \$151,700.00. Atty. Byrne said he will send a letter to Dr. Elstein and asked Clerk/Treasurer Couch to provide him with the original Letter of Credit which he will return.

Onondaga County Community Development – Resolution #2013-199: On the motion of Trustee Angelillo, seconded by Trustee Jones, it was resolved and unanimously carried (4-0 in favor) to authorize Mayor Hubbard to execute the letter of support for the Onondaga County Community Development's NYS Affordable Housing Corp. Grant Applications.

Bartlett Tree – DMO Lotkowitz reported that Bartlett Tree Service has identified two trees in the park for removal – the pine tree next to the small new one across the street from the Sherwood and the tree on the corner. The Tree Committee has been asked to review Bartlett's recommendation that includes removal of some other trees as well. Mayor Hubbard asked that a presentation be made on the screen at the meeting of December 30 so that everyone knows exactly which trees are slated to be removed.

Accreditation – Chief Perkins said he recommends withdrawing from the accreditation program and re-evaluating it in a year because it is time consuming, costly, there is no insurance break, and the officers are not opposed. Chief Perkins said it is easy to get back in and other agencies are looking at withdrawing too. All the new rules and regulations, operating procedures and policies that we implemented when we first got into accreditation will remain. Trustee Jones said she was the Police Department liaison at the time of the first accreditation and it was with great pride to see accreditation attained. It served a useful purpose, was very beneficial and we should remember all the good that it did for the Police Department. She questioned if the paperwork might be reduced and streamlined to a less

burdensome level if enough departments drop out. Chief Perkins said accreditation takes about 5-6 hours per week and it would cost about \$10,000 to hire someone to do the work. The Board concurred that consideration of accreditation ought to be flagged to review in a year.

IMA Substance Abuse Testing Agreement – Atty. Byrne said Federal Law requires the Village to have a policy and random testing of certain employees (CDL holders). Industrial Medical Association (IMA) has served us well for years and there is no cost increase for 2014. He said Clerk/Treasurer Couch completed the roster, and he drafted the same agreement that's been in place - this is just a renewal of a program that's been working well for fifteen plus years. **Resolution #2013-200:** On the motion of Trustee Jones, seconded by Trustee Angelillo, it was resolved and unanimously carried (4-0 in favor) to authorize Mayor Hubbard to execute the IMA Substance Abuse Testing Agreement for 2014.

Five Minute recess at 8:23 p.m. prior to Approval of Bills- Abstract #13

Approval of Bills – **Resolution #2013-201:** On the motion of Trustee Angelillo, seconded by Trustee Jones, it was resolved and unanimously carried (4-0 in favor) that bills from Abstract #13 be audited and paid as follows:

General Fund	Vouchers #563-609	Checks #15550-15596	\$48,655.23
Sewer Fund	Vouchers #149-163	Checks # 4545- 4559	\$ 9,205.60
Electric Fund	Vouchers #169-185	Checks # 5179- 5195	\$19,462.53
Water Fund	Vouchers #105-112	Checks # 3645- 3652	\$ 6,985.73

Executive Session – **Resolution #2013-202:** On the motion of Mayor Hubbard, seconded by Trustee Jones, it was resolved and unanimously carried (4-0 in favor) to enter into Executive Session at 8:44 p.m. to discuss Labor Negotiations. **Resolution #2013-203:** On the motion of Trustee Angelillo, seconded by Trustee Jones, it was resolved and unanimously carried (4-0 in favor) to move out of Executive Session and adjourn the meeting at 8:55 p.m.


Patty Couch, Village Clerk/Treasurer