

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

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

Others:	Carrie Chantler	Skaneateles JOURNAL
	Joe Genco	Skaneateles PRESS
	Jason Lesch	CNY Business Advisors LLC
	Sue Byrne	3415 East Lake Road
	Connie Brace	QPK
	Scilla Gadjo*	Lakeshore Baseball

Minutes – Resolution #2013-204: On the motion of Trustee Jones, seconded by Trustee Angelillo, it was resolved and unanimously carried (4-0 in favor with Trustee Sennett abstaining from the vote as she was not present at the meeting) to approve the minutes of the Regular Meeting of December 12, 2013 as presented.

Correspondence & Announcements - Mayor Hubbard reviewed the following:

- Police Chief Perkins announced that Officer Bill Marventano will be scheduling Work Place Violence Training for late January, 2014. Mayor Hubbard commented that the training will be a cooperative effort with Town of Skaneateles employees.
- Syracuse Metropolitan Transportation Council letter relative to statewide funding solicitation.
- Thank you note from Assistant Minority Leader Gary Finch for food donations collected for the local food pantries.
- Onondaga County Health Department 2013 Public Water Supply Inspection – DMO Lotkowitz said there were no faults with the system.
- Onondaga County Dept. of Finance 2014 Application for financial assistance under the Village Infrastructure Improvement Program – DMO Lotkowitz said he is all set with the application.
- Solvay Bank letter regarding the Skaneateles Fire Dept. Service Awards Program – Mayor Hubbard asked if there is any discussion among the Board. Trustee Jones said in her opinion, we can't do better than what Glens Falls National Bank (GFNB) has done. Jorge Battle commented that as a recipient and can testify that GFNB has been very prompt with payments. Atty. Byrne concluded that those who receive the benefit are satisfied. Jorge asked what Solvay Bank can offer that GFNB doesn't. Mayor Hubbard said local business and contacts. Trustee Angelillo said he thinks we should meet with Solvay Bank V.P. & Retail Bank Manager Bill Murphy as a courtesy and offered to contact him to schedule a date and time. Trustee Angelillo will advise the Board once the meeting is arranged.

Director of Municipal Operations – DMO Lotkowitz reported that the DPW and Light/Water has been busy with snow removal, picking up and putting back benches, and regular maintenance between the holidays. The next project is removing the fence between the new Village Hall and the apartments at 22 Fennell Street. Atty. Byrne said that although a formal easement is not yet in place, his comfort level is pretty good. Dave Colegrove worked hard with the property owner who has been cooperative. Trustee Sennett commented that it looks so much better with the dumpster removed.

Village Historian – Village Historian Jorge Batlle submitted the following that he said is too lengthy to read aloud:

Report of the Village Historian's Office 2013

Before the move to the new Village Hall, I was tasked with sorting out the vast accumulation of material stored at 46 East Genesee Street. Using the State's Records Retention Guide of that which needed to be kept was retained and boxed. The remainder was reviewed and went into 3 categories: items for the Transfer Station, items that must be shredded, and items of historic interest. Of the last

category, I created a file of letterheads and bill heads of business no longer around. Also, other items of historic value were set aside for the Historian's office files.

One of the most important finds was information on Village firefighter George Dove's line-of-duty death. With the help of Assistant Fire Chief Dan Evans, a vast amount of paperwork and verification was assembled, completed and accepted to place Mr. Dove's name on the Fallen Fire Fighters' memorials in Syracuse (for Onondaga County) the National Fire Academy in Emmetsburg, Maryland. A small group of Skaneateles fire fighters also attended the ceremony in Albany where Mr. Dove's name was inscribed on the State's Fallen Fire Fighter Memorial wall. Locally, the Skaneateles Fire Department placed a bronze plaque on their Memorial Wall with Mr. Dove's name and date of service.

Every June, the school sends their 4th grade students to the Creamery as part of their local history studies. The Town Historian and I gave a walking tour and talk to over 120 students over a five day period.

As a new Historian, this was my first time attending the annual 3-day State conference of public historians. It was held in Liverpool at the Holiday Inn. Interesting to hear what other public historians are doing. I also attended a regional meeting of public historians in Auburn. As a courtesy, I attended the dedication of a cemetery with Revolutionary War soldiers interred there-in. This was a project of the Elbridge Historians.

Skaneateles Town and Village Historians are members of the Skaneateles Historical Society Board of Directors. I have attended all of their monthly meetings and am ready to contribute when asked or needed.

Demolitions are of concern. With the help of the Town and Village Code Enforcement personnel, both the Town and Village Historians were made aware of pending demolitions. Those structures were fully photographed and filed both in photos and electronically for future reference.

The Creamery gave the Village an unused display case. It was cleaned up and painted and now resides in the lobby of the new Village Hall. A display of the history of "Village Owned Fire Stations" is currently featured. The topics of this display case will change periodically.

There are numerous requests that come to the Historians via email. They range from family genealogy, former property owners, past uses of buildings and properties. Also, identification and history of items that people discover in relative's attics or even on-line. Requests come in from coast to coast and sometime from overseas.

I did research on one of the oldest residences in the Village in the hopes of getting funding for an historic roadside marker. Documenting a structure that was built around 1802 was a challenge, remembering that the Town and Village of Skaneateles did not even exist then. This area was part of the Town of Marcellus.

The Town and Village Historians assisted the interior designers for the new Krebs. They wanted historical scenes that they can use on a "history wall" in the new restaurant. This necessitated face-to-face meetings and electronic transmissions of photos to their offices in Tennessee.

Provided the Village Board meeting with the occasional "Historic Moment" stories ranging from a history of the former Village Office Building to sidewalk snow plowing.

Jorge Battle, Village Historian 2013

Village Historian Battle said that he left a photo on Mayor Hubbard's desk of the old Police Station that shows vertical siding on the building that at one time was a cabbage barn. Trustee Lanning complimented Historian Battle on doing a great job with the display cabinet.

OLD BUSINESS

Status of NYS LGE Grant Final Reimbursement Request – Mayor Hubbard noted that the final reimbursement was submitted; there is further water tank work being discussed.

Status of new Village Hall Project – Mayor Hubbard announced that the next meeting is Wednesday, January 8, 2014 at 7:30 a.m.

Status of NYSERDA Grant – Mayor Hubbard recalled that an application for the PV solar has been submitted; DMO Lotkowitz said there is not yet a date for the audit.

Lakeshore Baseball Request for Funding – Mayor Hubbard said a letter was received today from Rob Gadjo in response to Atty. Byrne's letter of December 13, 2013. Relative to Mayor Hubbard noting that the Village's dollars are last for the funding, Atty. Byrne clarified that's the way it's been done in the past – make sure all required funds are in place before committing ours. Mayor Hubbard noted that a lot of funding still needs to be garnered, especially from the engraved brick fundraiser. The school (the third recipient of the Duke Schneider funds) has not been broached yet. Atty. Byrne commented that it might help them get the remaining fundraising complete if the Village committed to provide financial support. He recalled that there was concern about drainage and DMO Lotkowitz and Mr. Gadjo were going to get together. Trustee Lanning asked if the school will be using this improved field. Atty. Byrne said he is not sure; Trustee Angelillo said the school uses the north field for girls' softball and wouldn't use the Sims field. Trustee Angelillo said he is in favor of contributing funds at the appropriate time and knows that a presentation has already been made to the school. DMO Lotkowitz said we didn't address drainage at the Sims field during the tennis court project. Trustee Angelillo asked if the wet areas could be tiled; DMO Lotkowitz answered affirmatively. Mayor Hubbard said the Beardsley Design Associates' plan is at the recreation center and asked DMO Lotkowitz to look at it. Trustee Angelillo said the field should be looked at during a rain event. This item should remain on the agenda. Atty. Byrne said Mr. Gadjo has done a lot of work. Trustee Angelillo said it is a good project and he'd be in favor of funding it. Atty. Byrne said the Village could pledge funds from the Schneider Trust when other funds are secured; he is comfortable with the plans to date. **Resolution #2013-205:** On the motion of Trustee Angelillo, seconded by Trustee Jones, it was resolved and unanimously carried (5-0 in favor) to support the Sims Field refurbishment with a \$10,000 pledge from the bequest received from the Estate of the late David G. ("Duke") Schneider. It was additionally resolved that the funds will be contributed after all required funds have been secured and to be paid upon the satisfactory completion of the work. As a condition to its approval for the work to be performed in the park and its commitment of funds, it was further resolved that the sponsor agrees to indemnify the Village against all costs associated with the Sims field refurbishment.

Tree Removals Recommended by Bartlett Tree Service – DMO Lotkowitz used the overhead screen to show exactly which two trees in Shotwell Park are being recommended for removal by Bartlett Tree Service. The Austrian Pine is not a great looking specimen and another tree has already been planted to replace it. The other tree, a Sugar Maple at the corner of West Lake Street and West Genesee Street, is not in good shape. There is not much left to the tree – it is dying and decaying and should be replaced with another. Trustee Jones said it is her inclination to do whatever we can to save trees and that's been done, so she would support DMO Lotkowitz' recommendation. Trustee Angelillo asked when the trees would be taken down. DMO Lotkowitz said next week the trees will be taken down and the DPW will remove the wood; grinding the stumps will be in the spring (sooner if possible). Trustee Angelillo asked if we have any Ash trees which are subject to Ash Borer. DMO Lotkowitz said about 14 (Village owned) according to the tree inventory done last summer. Trustee Sennett noted that is only about one percent of all the species. Trustee Lanning asked about the tree on Austin Street at the Schoeneck property. DMO Lotkowitz said it will be taken down. Mayor Hubbard noted that one of the trees in the area of the Sugar Maple that will be taken down, has the light that illuminates the flag in Shotwell Park. Trustee Lanning commented that trees are beautiful until they rot and die. Trustee Jones said the new tree planted by the bike group near the gazebo needs some protection. DMO Lotkowitz said he will look at it. **Resolution #2013-206:** On the motion of Trustee Jones, seconded by Trustee Sennett, it was resolved and unanimously carried (5-0 in favor) to grant permission to remove the two trees in Shotwell Park. In response to Trustee Lanning, DMO Lotkowitz said it costs approximately \$2,000. Mayor Hubbard thanked DMO Lotkowitz for making the presentation that clarifies exactly which trees are slated for removal.

NEW BUSINESS

Consider QPK Proposal for Skaneateles Village Hall Parking Lot Reconstruction – QPK Architect Connie Brace reviewed phase 3 & 4 of the concept site plan for the new Village Hall parking lot reconstruction that were modified since last reviewed to include some revisions including a one-way exit from behind the Post Office and from the property line in front of the apartments. To date, only the portion directly in front of the new Village Hall has been developed, and this concept plan is the conclusion for development of the remaining property. The Village DPW could possibly do some of the work in conjunction with bidding the work. Ms. Brace noted the pedestrian pathway up to the building from the street and the improved pedestrian access. Other than that, there is not too much different from the concept reviewed previously. In response to Mayor Hubbard, DMO Lotkowitz said the cost of this project could be included for reimbursement from the County Infrastructure Improvement program. Trustee Jones said she loves the idea and it has her full support. In response to DMO Lotkowitz, Ms. Brace said the pervious pavement is left in. *Mrs. Gadjo arrived. Mayor Hubbard said he asked Ms. Brace to present this tonight so that all would be apprised of the latest. Relative to new parking lot lighting, Mayor Hubbard said QPK would select the fixtures and our Light Department would install the conduit, etc. DMO Lotkowitz said he asked former Trustee Alan Dolmatch for the boring test results from years ago when a joint municipal office was being considered. Trustee Lanning asked if there is room for Police car presence in the front of the building. Chief Perkins said yes, the way this drawing shows it is fine. Trustee Lanning asked if the telephone pole street side in front of the building would stay. Mayor Hubbard said for the time being. Atty. Byrne recalled previous consideration of removing the pole and said it would be a huge undertaking financially. Curbing was somewhat discussed with Ms. Brace acknowledging that curbs would be a point of discussion once the grades are determined. In response to Trustee Jones, Ms. Brace said native plants would be planted whenever possible.

*Mrs. Gadjo apologized for arriving late; Mayor Hubbard advised her of the action taken earlier in the Meeting relative to the ball fields. She thanked the Board and left the meeting.

Accept Adam D'Amico's Resignation – The Board acknowledged Adam D'Amico's resignation as Codes Enforcement Officer (CEO) and wished him well in his new position with the State. Former CEO Batlle noted that Mr. D'Amico is the second longest serving CEO.

Appoint John Crompt – Trustee Jones prefaced her motion by pointing out that we are very fortunate to have John Crompt whose experience on the ZBA and Village Board as Trustee will serve the Village well. She said there is nothing to gain by waiting to make the appointment. Atty. Byrne noted that the appointment will be contingent upon his successful completion of all the required courses, some that he has already taken. Mr. Batlle said NYS Building and Codes (NYSBAC) offers the classes. Trustee Sennett said as far as Civil Service is concerned, the part-time position will be probationary or provisional. She added that we are indeed very fortunate to have John – the timing worked well.

Resolution #2013-207: On the motion of Trustee Jones, seconded by Trustee Sennett, it was resolved and unanimously carried (5-0 in favor) to appoint John Crompt as part-time Codes Enforcement Officer at \$16.83 per hour. In discussing the resolution, Atty. Byrne said there are some implications with the appointment. The State Comptroller issued an Opinion that a CEO cannot also be a ZBA member, so John will have to step down from the ZBA. Mayor Hubbard noted that there is time to advertise the vacancy as the ZBA doesn't meet again until January 28 and we also have some applications from previous vacancies. Trustee Lanning said it is important to get input from ZBA Chair Craig Phinney. Trustee Sennett said we can expect a letter of resignation from John and can apprise Craig tomorrow – we will defer to him.

Appoint Doug Sutherland – Mayor Hubbard confirmed that Doug Sutherland's acceptance was received in an email; Trustee Jones said we'd be crazy not to appoint Doug; Trustee Sennett said having someone from the Planning Board makes so much sense. **Resolution #2013-208:** On the motion of Trustee Sennett, seconded by Trustee Jones, it was resolved and unanimously carried (5-0 in favor) to appoint Doug Sutherland to the Joint Comprehensive Plan Review Committee.

Mackenzie Hughes – Mayor Hubbard said this engagement is relative to Mackenzie Hughes providing grant and low-cost loan writing services. The first step in the process is to get the Village's name on the intended use plan. Trustee Jones said it is a good move to make. Trustee Sennett said the Village's chances for success would also be enhanced with getting the Mottville Fire Department on board along with the Town of Skaneateles. **Resolution #2013-209:** On the motion of Trustee Jones, seconded by Trustee Sennett, it was resolved and unanimously carried (5-0 in favor) to authorize Mayor Hubbard's execution of the Mackenzie Hughes Letter of Engagement-Grants/Loans at a fee of \$1,500.

Authorize Overtime – Trustee Sennett explained that at the last Cemetery Board Meeting, Account Clerk 1 Shappell made a presentation about what needs to be done at the end of the year with the Lake View Cemetery records and estimated that it would take her 8 hours. She would not do the work during regular office hours so that she could spread the cemetery books out and work without interruptions. Trustee Jones noted that the hours wouldn't necessarily have to be put in all at once. **Resolution #2013-210:** On the motion of Trustee Jones, seconded by Trustee Sennett, it was resolved and unanimously carried (5-0 in favor) to authorize 8 hours of overtime for Account Clerk 1 Shappell. In discussing the resolution, Clerk/Treasurer Couch commented that we are fortunate to have Account Clerk 1 Shappell who knows a great deal about the cemetery and is willing to put in the extra work to keep the records up to date.

Accept Mary Sennett's Resignation as Trustee – Atty. Byrne noted that like Adam D'Amico, it is not about accepting Trustee Sennett's resignation, but rather acknowledging it because it is going to happen either way. Trustee Angelillo thanked Trustee Sennett for serving as a Trustee. He said she has been a fantastic trustee, a pleasure to work with, and she brought a level of professionalism to the Board.

Old Fire Station Bays – Trustee Angelillo said he'd like to backtrack to QPK's design. He said he wasn't really prepared to bring this up, but wants to mention that he was approached by someone in town about the availability of the old fire station bays. He said perhaps we should have that portion of the building appraised. Atty. Byrne said typically an appraisal would be done if you are selling, but not usually with a lease. Mayor Hubbard said we'd have to convince ourselves that the old Police Station could be renovated and we'd have to declare the bays surplus property. Village Historian Batlle asked about the land if that portion of the building were sold. Atty. Byrne said if the building and land were sold, it would require a subdivision. There'd be a number of considerations such as the solar panels on the roof. He said he initially thought a sale would be problematic and challenging, but if a party is interested further consideration could be given. He advised the Board to make very sure that for the foreseeable future the building has no value to the Village. Be comfortable that it is surplus. A number of options are available. Trustee Lanning said he'd be concerned that all the drainage and plumbing are under the building. Mayor Hubbard said selling the building would have to be done the same as 46 East Genesee Street. Atty. Byrne agreed that if there was a sale, that a competitive bid arrangement would be a good way. Trustee Jones commented that she always thinks of a lease, not a sale. Trustee Sennett said she thinks the conversation is pre-mature. Mayor Hubbard said the back building has potential. Chief Perkins agreed noting that it could be used for storage and additional meeting room. It functions and meets our needs now, but could do better. Bob Eggleston and Dave Lee have both said the building is structurally sound. Mayor Hubbard said he will talk about the back building at the January 8 meeting. Village Historian Batlle asked about the status of the fire siren. DMO Lotkowitz said it is installed and wired and the company has been called to do the programming.

Five Minute recess at 8:33 p.m. prior to Approval of Bills- Abstract #14

Approval of Bills – **Resolution #2013-211:** On the motion of Trustee Sennett, seconded by Trustee Lanning, it was resolved and unanimously carried (5-0 in favor) that bills from Abstract #14 be audited and paid as follows:

General Fund	Vouchers #610-663	Checks #15597-15650	\$30,686.89
Sewer Fund	Vouchers #164-172	Checks #4560-4568	\$ 1,764.09
Electric Fund	Vouchers #186-198	Checks #5196-5208	\$84,728.77
Water Fund	Vouchers #113-117	Checks #3653-3657	\$10,196.23

In discussing the bills, and in answer to Trustee Lanning, DMO Lotkowitz said the Electric Department payment to Leo's Body Shop is for the fire siren and for a broken bucket. Mayor Hubbard directed Clerk/Treasurer Couch to review the Leo's bills and re-cost the fire siren to the Fire Department.

Executive Session – Resolution #2013-212: On the motion of Trustee Jones, seconded by Trustee Angelillo, it was resolved and unanimously carried (5-0 in favor) to enter into Executive Session at 8:48 p.m. to discuss Village Office personnel. **Resolution #2013-213:** On the motion of Trustee Sennett, seconded by Trustee Lanning, it was resolved and unanimously carried (5-0 in favor) to move out of Executive Session.

Police Sergeant – Chief Perkins informed the Board that with Sgt. Stevens out on sick leave, we has talked with Onondaga County Personnel Department Personnel Technician II Jennifer Wells who advised that the Village would need to create a part-time Sergeant position and reinstate Keith Gates.

Adjournment – Resolution #2013-214: On the motion of Trustee Angelillo, seconded by Trustee Lanning, it was resolved and unanimously carried (5-0 in favor) to adjourn the meeting at 9:33 p.m.


 Patty Couch, Village Clerk/Treasurer