

## VILLAGE BOARD MEETING MINUTES

MAY 29, 2014

7:30 P.M.

**PRESENT:** Mayor Hubbard, Trustees Angelillo, Jones, Lanning, and Stokes-Cawley, Police Chief Perkins\*, Director of Municipal Operations Lotkowitz, Village Attorney Byrne, Village Historian Batlle

**Others:** Thomas Maguire  
Jason Gabak  
Kristin Hunt\*  
Skaneateles JOURNAL  
Skaneateles PRESS  
Chamber Tourism Committee Co-chair

**Minutes – Resolution #2014-98:** On the motion of Trustee Jones, seconded by Trustee Stokes-Cawley, it was resolved and unanimously carried (5-0 in favor) to approve the minutes of the Regular Meeting of May 8, 2014 as presented.

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

- Skaneateles Chamber Tourism Committee Co-chair Kristin Hunt – The Skaneateles Happy Video production on Friday, June 6, 2014. Skaneateles Chamber Tourism Committee Co-chair Kristin Hunt explained that the Skaneateles Happy Video is being done in conjunction with first Friday on June 6 to draw attention to the First Friday event that takes place from May to December and to use the video as promotional material for Skaneateles. We are incorporating all aspects of the community – the Chamber, Fire Department, Police, schools, YMCA, shops, etc. Mrs. Hunt said we are working with all our important offices to make sure we get some filming done with them and really would like to have the village office in the video. After some discussion about various schedules, it was agreed that available Board members will be at the Village Office at 10:00 a.m. on Friday, June 6. \*Mrs. Hunt thanked the Board and left the meeting.
- Mayor Hubbard showed the plaque that we received at a nice ceremony that John Przepiora emceed. The Skaneateles Village Hall project was presented with GreeningUSA “Sustaining Our Communities” award in the category of “Sustainable Energy Use and Generation” at their annual meeting on Thursday, May 15, 2014. Mayor Hubbard commented that the Village faired very well and it was a nice recognition.
- Reschedule the Dedication of the Steve Krause Creek Walk to Saturday, June 28, 2014 at 10:00 a.m. Trustee Jones confirmed that we will gather at the entrance to the Creek Walk. \*Chief Perkins arrived.
- NYCOM Executive Director Peter Baynes’ email relative to Crude Oil Transport Safety Standards – Mayor Hubbard said there has been a lot of discussion about this lately.
- NYS Public Entities Safety Group 497 Letter to participants announcing a 20% dividend for the 7/1/12-7/1/13 policy year. Mayor Hubbard said the Board was copied on the actual checks that were received.
- TAG Mechanical Systems nomination for “Village Hall-Village of Skaneateles” was selected to receive a 2014 A Time to Build Spotlight Award under the Best Green Project category.
- Email from NYSDOT’s Larry Hasard relative to Pathways through History signing in the Village. Recognizing that these signs are up already, Mayor Hubbard asked DMO Lotkowitz to follow-up on the No Parking Here to Corner sign at East Lake Street and US Rte. 20 that the DOT will be placing. The car that is oftentimes parked there makes for a potentially dangerous situation.
- Letter relative to Onon. Co. Health Dept.’s Creating Healthy Place to Live, Work and Play in Onondaga County Initiative.
- Receipt of Treasurer’s Reports for April, 2014
- Receipt of Glens Falls National Bank Length of Service Statement of Value and Activity for April, 2014
- Onon. Co. Community Development Division May 9, 2014 Letter regarding Cooperation Agreement Automatic Renewal.
- Letter from Colonial Voluntary Benefits Counselor Ron Bildstein
- Skaneateles Sister Village Walkathon to benefit the continuation of health care in South Sudan – Sunday, June 22, 2014 starting at noon at the old ice rink. Registrations and Donations can be made on-line at the John Dau Foundation website; fee for Dinosaur BBQ lunch/walk \$15/person. Trustee Jones encouraged our involvement as the sister Village.

**Director of Municipal Operations** – DMO Lotkowitz reported that the DPW did a nice job with the parks for Memorial Day and have been busy with brush pick-up. The Light/Water Department attended to water leaks and assisted with brush pick-up. DMO Lotkowitz said he attended NYMPA's Semi-Annual Meeting at which it was reported that the purchase power cost is going down almost a penny per kWh (from 5.2¢ to 4.4¢). This is the first decrease and will be an immediate savings.

**Village Historian** – Village Historian Batlle reported that he changed the display in the Village Hall lobby to the short line railroad. He and Town Historian Batlle are preparing to take on a week of 4<sup>th</sup> grade classes at the Creamery – they will have to work around the problem with the floor. Historian Batlle read aloud a Historic Moment as follows:

*In the late 1960s there is a story about a Village Police officer and his adventure one early winter morning. The local Justice received a phone call about 4 in the morning to come down and do an arraignment of a person charged with public intoxication. The Judge told the officer that is not how it is done as the defendant must first understand the charge. The officer knew the procedure, but this was a very special situation. So special that the on-duty dispatcher, located in the same building as the jail, did not know of it. The Judge went down to the jail and after questioning the police officer found out what the real problem was. The officer asked the Judge never to tell of this to the on-coming day duty officer. The Judge agreed.*

*The officer said that on that windy and snowy morning he had unlocked the door to the jail room and proceeded to lock the drunk up in his cell. While doing this, the outside door blew shut with the officer's keys still in the outside lock. There was no way for the officer to get to them. The on-duty Dispatcher located in the opposite end of the building could not hear the officer pounding on the cement block walls.*

*The officer stood up on the wall mounted radiator and opened the small vent section of the barred and wire glass window to shout out. He then took out his service pistol and fired into the air until his gun was empty. With every other short fired, the drunk rolled over on his cot and stated "G-D dumb cop"! Another person taking a short cut, staggering through the snow on his way home from a popular bar, came into view of the officer.*

*He finally got the attention of the second drunk, and after considerable prodding and return questioning by the second drunk, he unlocked the outer door. The whole embarrassing event lasted about 2 hours. The Judge made an immediate determination that the prisoner was not guilty and arranged for him to get out of town. He then asked the whereabouts of this second man, and the officer said the last thing he knew of him, he was laughing in a snow bank. This event took place in what is now the Mayor's office. Note – this officer was dismissed from the Village Police Department in 1969 for failure to pass the required Civil Service agility test.*

**Police Department** – Chief Perkins reported that they have been working on the meters – six of them were drilled out and reconditioned drawers were put in. The meters will last for another one to two years at the most, so we need to take another look at what we want to do. The meters are self-sustaining and pay for themselves, but have been a struggle to maintain. With such a harsh winter, road salt caked like a paste and really took a toll on the meters. Trustee Lanning asked how many meters are not working. Chief Perkins said they are all working. There is a yellow flag that indicates a jam and the meters are looked at daily. The meters need work though and it is not easy work. Chief Perkins also reported that the department is working with the State Police, EMS, school, Fire Department, and various surrounding agencies on active shooter training as preparedness is the best defense. He said we are coming into the busy season with incidents late at night. One Officer wants to do bicycle patrol in the evening and that is a good prevention tool. Trustee Lanning asked if we own a bike. Chief Perkins said no, but he has bicycles and wouldn't suggest purchasing one until we see how it is received. Trustee Jones said she'd like to compliment the Officer working this morning for trapping a possum and releasing it in the country. Chief Perkins said the Memorial Day Parade went very well.

**Village Hall Project** – DMO Lotkowitz said the final punch list was issued on May 14 and we are waiting to close out. Trustee Lanning said he noticed that a panel is pulling off the curve out front.

**Status of NYSERDA Grant** – DMO Lotkowitz said he didn't have anything to report - he submitted the information and the ball is in their court.

**Status of Additional Bench Locations** – Mayor Hubbard said a map will be prepared of the bench locations.

**Status of Creek Walk Maintenance Plan** – Mayor Hubbard said we have been receiving calls about the appearance of the Creek Walk. Clerk/Treasurer Couch advised that CEO Crompton was in prior to the meeting and reported that it looks immensely better. Trustee Jones said she is glad to hear that, but we still need a Creek Walk Maintenance plan so that we are not just reacting to calls.

**Status of Proposal Regarding Work on the Sims Field** – DMO Lotkowitz said the Village, Town and school will start the drainage work the week of June 9<sup>th</sup>.

**Status of East Street Waterline Replacement Project** – Relative to the waterline project, DMO Lotkowitz reported that: the project is complete for this year; it was tested, the valves are open and it is operating. Atty. Byrne recalled that new flow testing was discussed. Mayor Hubbard said SVFD President Dick Perkins is going to work with Town Engineer Doug Wickman on that. In response to Mayor Hubbard, DMO Lotkowitz confirmed that he asked GHD to update the model. Atty. Byrne noted that we will want to eventually report to the Health Department – data and modeling is an important follow-up to the work that's been done.

**Time Warner Franchise Agreement** – Atty. Byrne said there is no action, no word and we may not hear for a while. The Village and Time Warner are both on record.

**Status of Sprint Maintenance** – Atty. Byrne said DMO Lotkowitz gave us an assessment of the work specifically relating to the preferred path for the fiber optics and the footprint. We are waiting to hear from Sprint as the ball is in their court.

#### NEW BUSINESS

**EBS-RMSCO Summary Plan Description and Plan Document – Resolution #2014-99**: On the motion of Trustee Jones, seconded by Trustee Lanning, it was resolved and unanimously carried (5-0 in favor) to authorize EBS-RMSCO, Inc. to prepare an updated Summary Plan Description and Plan Document for our Section 125 Cafeteria Plan. In discussing the resolution, Clerk/Treasurer Couch said this relates to our Health Reimbursement Account (HRA) and Flexible Spending Account (FSA).

**EBS-RMSCO Updated Business Associate Agreement – Resolution #2014-100**: 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 EBS-RMSCO, Inc.'s Updated Business Associate Agreement – Omnibus Final Rule and the Amendment to Service Agreement – Affordable Care Act Legislation. In discussing the resolution, Atty. Byrne said we don't have much choice – we have to be in compliance and this is beyond his expertise. Trustee Lanning advised that in 2017 or 2018, the school will be tasked with a surcharge if the health plan that is offered is a "Cadillac" plan and that may trickle down to municipalities.

**Christy Lemp Request** – Trustee Jones stated that she talked to Christy Lemp and Paula Cohen and can report that there will not be any sales in the park and thinks we'd be foolish to deny the request. Trustee Lanning said it is phenomenal that we have such an art gallery in the Village. **Resolution #2014-101**: On the motion of Trustee Jones, seconded by Trustee Lanning, it was resolved and unanimously carried (5-0 in favor) to approve Christy Lemp's request for the John D. Barrow Gallery to use the Village park if needed for artists to set up and paint during their outdoor painting event on Saturday, June 21, 2014.

**Austin Park Trees** – Mayor Hubbard said we received an email from Town Supervisor Sennett who reported that they had a meeting about the parks in general. Trees were discussed and there was some confusion about who is responsible for what. Atty. Byrne said the park lease is silent on this subject. If it is not designated to the Town in the lease, the Village is obligated. Supervisor Sennett recalled from when she was a Trustee, that a tree in Austin Park along Austin Street was struck by lightning and it was discussed that DMO Lotkowitz would take care of it. Trustee Lanning commented that that tree that was taken down last year was an emergency situation. Trustee Jones said aesthetically the row of flowering crab trees along State Street need some attention. DMO Lotkowitz said that Bartlett Tree Service looked at the park and sent a proposal for \$10,635.00 and it details what they would do. He added that he thinks the Board would want to move forward with that proposal. Trustee Jones said she will talk to Supervisor Sennett. In response to Trustee Lanning, Atty. Byrne said we are more than half way into the 40-year lease. Atty. Byrne suggested that we let the Town know that the trees are the Village's responsibility, but maintenance and replacement will depend on funds.

**Fixed Price Transmission Congestion Contract** – DMO Lotkowitz advised that the Municipal Board and NYMPA approved of renewing the TCCs. **Resolution #2014-102:** On the motion of Trustee Angelillo, seconded by Trustee Stokes-Cawley, it was resolved and carried (4-0 in favor with Trustee Lanning abstaining) to authorize renewing the historic fixed price Transmission Congestion Contract (TCCs) with NYISO as recommended by the Municipal Board at their Meeting of April 23, 2014.

**Watering Person** – Clerk/Treasurer Couch said the Village and Skaneateles Garden Club currently each pay the watering person \$300, so the Garden Club's recommended \$100 increase would cost each an additional \$50. **Resolution #2014-103:** On the motion Trustee Jones, seconded by Trustee Lanning, it was resolved and unanimously carried (5-0 in favor) to authorize a \$100 increase for the watering person to be split with the Skaneateles Garden Club.

**NY Demand Response** – DMO Lotkowitz said he looked at two proposals relative to demand response (DR). Constellation Energy works with municipalities and has the resources and experience to help us reduce the time, effort, and risk associated with participating in DR programs. DMO Lotkowitz said the Village has two major generators that have the capability of being on-call; one at the Water Treatment Plant and one at the Wastewater Treatment Plant. He explained that if NYISO calls, we turn on the generator - there is not a penalty if we can't do it. In response to Trustee Lanning, DMO Lotkowitz said there is not enough load on the generator here. Mayor Hubbard asked if the produced power goes into the grid. DMO Lotkowitz said no, not into the grid. It reduces load and we recoup money based on the level of our participation and amount of load we curtail. In response to Trustee Stokes-Cawley, DMO Lotkowitz said an example would be on a real hot summer day, NYISO might call in a demand response. In response to Trustee Angelillo, DMO Lotkowitz said the generators are diesel fueled. **Resolution #2014-104:** On the motion of Trustee Lanning, seconded by Trustee Angelillo, it was resolved and unanimously carried (5-0 in favor) to authorize contracting with Constellation Energy as detailed in their New York Demand Response Quote of January 29, 2014 as recommended by Municipal Board Advisor Ed Dienst and DMO Lotkowitz.

**Electrical Preventive Maintenance** – Mayor Hubbard noted that High Voltage Maintenance & Technical Services (HMT) Inc. has performed preventative maintenance for us in the past and their proposal is on a time and material basis. DMO Lotkowitz said we have the work done every two years. **Resolution #2014-105:** On the motion of Trustee Jones, seconded by Trustee Lanning, it was resolved and unanimously carried (5-0 in favor) to accept HMT Inc.'s May 28, 2014 proposal to perform electrical preventive maintenance and testing on a Time and Material basis for \$11,900.00 as recommended by the Municipal Board.

**TAP Grant Program** – DMO Lotkowitz said he needs Village Board endorsement to submit an application on June 11<sup>th</sup> for the work to be done on Fennell Street per the Transportation Alternatives

Program (TAP) grant guide. In response to Mayor Hubbard, DMO Lotkowitz said he will make sure to include the Fennell Street intersection and Fennell Street work. He said it would be an 80% grant up to a minimum of \$250,000 and the Village would match 20%. Mayor Hubbard said it is a great opportunity and he appreciates DMO Lotkowitz getting the application in timely for the Village. **Resolution #2014-106:** On the motion of Trustee Lanning, seconded by Trustee Stokes-Cawley, it was resolved and unanimously carried (5-0 in favor) to endorse submitting an application on June 11, 2014 for work to be done on Fennell Street per the TAP grant program.

**DMO Lotkowitz' Resignation** – DMO Lotkowitz read aloud the following letter addressed to the Board of Trustees: I just wanted to thank you, who are my colleagues and my friends, for your support and your trust in me to lead the Village Operations for the past 5 years. We have accomplished some great things:

1. We renovated West Lake Street installing new water, sewer and rebuilding the road.
2. Installed and have successfully operated one of the State's 1<sup>st</sup> UV systems.
3. Added Variable Speed Drives to the pump station to save energy and solve a cavitation problem, with grant monies.
4. Replaced the RBCs at the Wastewater Plant to renew the system.
5. Created one of the two approved CMOMs in the State of NY for the Wastewater Plant (Capacity Management Operating and Maintenance Plans).
6. Developed, with the help of a substantial grant, NY's first NZEB, the new Village Office that we are now in.
7. Changed our disinfection technique to allow the water system to utilize the dedicated main as a new main feed into the center of the Village's business district to improve fire flow.
8. And most recently installed and upgraded the water main on East Street to improve the fire flow and system reliability in the east part of the Village.

I am leaving the Village to pursue a unique opportunity that I have worked for over the course of my career – the Director of Physical Plant for Upstate Medical University.

Finally, I would like to thank my colleagues in the Village Departments (Office, Water, Electric, DPW, Cemetery, WWTP, Fire Department and Police Department) who have helped me keep the Village operating, safe, and one of the most beautiful places on this earth for our residents and visitors.

Again, I appreciate your support and I hope I have left the Village in a better place than when I took over 5 years ago. Respectfully, Bob Lotkowitz, P.E., Director of Municipal Operations. PS: You know where I live...

Trustee Jones commented that that is an impressive list of accomplishments. Trustee Angelillo said he was part of the team that "married" the DPW, Light & Water departments and Bob certainly raised the level of professionalism. When we hired Bob we couldn't have predicted how good he was going to be – without doubt we made the right choice in hiring him. Trustee Angelillo thanked Bob saying it has been a pleasure to work with him. Atty. Byrne said he will miss Bob terribly – his technical capacity and the unique set of skills that he brought to the Village is a huge loss to the Village. Atty. Byrne said he is sorry to see Bob go. Mayor Hubbard said he is very proud of all Bob's accomplishments and he is going to miss him. Trustee Jones said she knows Bob will do good work in his new position. Trustee Angelillo said we need to advertise for the position – Municipal Board Chair Peter Moffa and Advisor Ed Dienst are going to help in the search for Bob's replacement. **Resolution #2014-107:** On the motion of Trustee Lanning, seconded by Trustee Angelillo, it was resolved and unanimously authorized to publish an employment advertisement for the Director of Municipal Operations position.

**Approval of Bills** – **Resolution #2014-108:** On the motion of Trustee Lanning, seconded by Trustee Angelillo, it was resolved and unanimously carried (5-0 in favor) that bills from Abstract #24 be audited and paid as follows:

General Fund	Vouchers #1090-1148	Checks #16078-16186	\$141,531.84
Sewer Fund	Vouchers #265-278	Checks #4661-4674	\$ 19,061.53
Electric Fund	Vouchers #312-325	Checks #5322-5335	\$ 91,521.60
Water Fund	Vouchers #191-196	Checks #3728-3733	\$328,095.45

**Adjournment** – **Resolution #2014-109**: On the motion of Trustee Stokes-Cawley, seconded by Trustee Jones, it was resolved and unanimously carried (5-0 in favor) to adjourn the meeting at 8:41 p.m.

  
Patty Couch  
Village Clerk/Treasurer