

VILLAGE BOARD MEETING MINUTES
OCTOBER 9, 2014
7:30 P.M.

PRESENT: Mayor Hubbard, Trustees Angelillo, Jones, Lanning, and Stokes-Cawley, SVFD Asst. Chief Squires, SVFD President Perkins, Codes Enforcement Officer Crompt, Village Historian Batlle, Deputy Clerk/Treasurer Cerimeli*

Others:	Jonathan Monfiletto	Skaneateles JOURNAL
	Jason Gabak	Skaneateles PRESS
	Abigail Byrne	Skaneateles School Student
	Andrew Ramsgard	181 East Street
	Dave Colegrove*	22 Fennell Street

Minutes – **Resolution #2014-183:** 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 September 24, 2014 as presented.

Correspondence & Announcements – Mayor Hubbard reviewed the following:

- Note from Ros Schwartz regarding the Sherwood Inn's Fall Fest. Mayor Hubbard said he did not receive any complaints about the Fall Fest. Trustee Lanning recognized complaints about the Seafood Fest and therefore concern about planning for the Fall Fest.
- Onondaga County Traffic Safety letter and nomination form for recommending individuals or agencies for the Deitz, Coburn, Mulroy and Pirro awards. Mayor Hubbard said he received a suggestion from Town Supervisor Sennett and agrees that Crossing Guards Jim Brown and Clint Woodford are worthy of recognition. Trustee Jones said she thinks that would be great. The Board concurred to submit their names for consideration of one of the awards, whichever one of the four is deemed to be the most relevant. Trustee Jones suggested that Clerk/Treasurer Couch pass this on to Police Clerk Jacobs for submission.
- Verbal request from Holy Trinity Pre-School's Michelle Moshia to change the No Parking sign in front of the church from 7-12 to 7-3 p.m. In response to Mayor Hubbard, CEO Crompt said the sign is in front of the church just off the curb. Mayor Hubbard noted that this would require a local law, but before scheduling a public hearing we will wait for a formal request and seek out Chief Perkins' endorsement. Mayor Hubbard recalled that this particular sign was previously reviewed; Dick Perkins said Chief Perkins said it is difficult to enforce. Clerk/Treasurer Couch will copy Chief Perkins upon receipt of a formal request. *Dave Colegrove arrived.
- Randall Arendt Meeting Monday, October 27, 2014 at the Waterman School auditorium, 6:30 p.m. – 8:00 p.m., ½ hr. of questions after; work session Tuesday, October 28, 8-9:00 a.m. at Village Hall
- Receipt of Treasurer's Reports for September, 2014 – Mayor Hubbard said we are doing well at the 1/3 of the year mark.
- Receipt of Checklist for the March 18, 2015 Village Election – Clerk/Treasurer Couch confirmed for Trustee Lanning that inasmuch as St. Patrick's Day falls on the third Tuesday of March, the usual day for village elections, the 2015 Village Election will be on Wednesday, March 18. The election's political calendar continues to be computed from the third Tuesday of March. She further advised that the Village Board MUST adopt a resolution providing that the election will be held on March 18 – that item will be on the October 23, 2014 Village Board Agenda.
- County of Onondaga Office of Economic Development Letter of October 3, 2014. Mayor Hubbard noted that Clerk to the Boards Dundon offered to meet with the Office of Economic Development along with CEO Crompt. He also suggested that Clerk/Treasurer Couch forward this to Chamber Director Tara Lynn.
- NYCOM's Property Tax Freeze Workshops – Monday, October 20 Village of Brownville (10-noon); City of Cortland 3-5:00 p.m. – RSVP by Thursday, October 16. Clerk/Treasurer Couch said she is hopeful that some of the Village Board members will attend one of the workshops.

- Onondaga County Association of Mayors Meeting – Wed., Oct. 16, 6 p.m. at the Liverpool Village Hall with Speaker John Katko. Mayor Hubbard said he will attend.
- NYCOM's Public Works Training School Oct. 20-22, 2014, Holiday Inn, Saratoga Springs
- * Other Matters That Have Come Before the Board since Posting the Agenda***
- Letter from Mr. and Mrs. Michael Cool in appreciation for the professionalism and kindness shown to them on Sept. 17 by Police Officer Pitman.
- Skaneateles Lake Watershed Fall Updates
- Cornell University Cooperative Extension Invitation to 2014 annual Meeting on Wed., October 29, 2014, 6:30-8:30 p.m. at the Martha Eddy Room, NYS Fairgrounds. Registration required by 10/20 – 315-424-9486 or www.extendonondaga.org
- NYCOM's Planning and Zoning Webinar Wednesday Series (1st 3 Wednesdays of November and 1st Wednesday of December. Registration required.

Police Department – Mayor Hubbard said Chief Perkins was not able to attend this evening's meeting, but the Police monthly report for September was emailed and recorded activity as follows: 208 Calls for Service; 5 Misdemeanor; 3 Violations, 1 DWI; 36 V&T tickets (total); 31 Courtesy V&T's; 4 Truck Tickets; 162 Parking Tickets; 290 Courtesy Cards; 7 MV Accidents; 3 Personal Injury; 14 Property Damage; 3 Larcenies; 0 Burglary/Robbery; 33 Assist Fire/SAVES; 4 Alarm Calls; 720 Property Checks; and 1 Car Lockout.

DPW Operations – Dick Perkins reported that the DPW, in addition to brush pick-up, is working on patching bad spots in the streets and has one more street to do, they plan to proceed with the work on East Lake Street and Goodspeed Place, the work on West Lake Street commences tomorrow morning, and East Street has been completed, seeded, and is turning green. In response to Mayor Hubbard recalling that he heard trees mentioned, Mr. Perkins said some complaints were received so he and Line Leader Abbott looked at them. He added that he will also have Bartlett Tree Service review the trees' condition and will notify Trustee Jones so that she can keep the Tree Committee, which she is liaison to, in the loop.

Codes Enforcement – Codes Enforcement Officer (CEO) Crompt said there are no changes to the report he submitted that recorded the following: 4 Fire Inspections; 2 Building Permits; 2 Certificate of Occupancies (C of O); 0 Sign Permit; 4 Final Inspections; 1 Framing Inspections; 2 Insulation Inspections; 0 Notices of Violation; 2 Footer Inspection, 1 Home Occupation Permit, and 2 Demo Permits.

WWTP – No report.

Skaneateles Volunteer Fire Department – SVFD Asst. Chief Evans read the report for the month of September, 2014 as follows: Calls: 11 Fire; 4 Rescue; 1 Water Rescue; 14 EMS (Assist SAVES); 3 Mutual Aid; 33 Total Calls for September; 265.8 Personnel Hours; 9.6 Personnel Average; 282 Total calls for 2014 (+10 calls from 2013); 2060.7 Total Personnel Hours for 2014; and 11.9 Personnel Average for 2014. Drills for September were reported as follows: 6 Total drills; 13 Personnel Average; and 171 Personnel Hours. Total personnel hours spend on calls & drills for the month: 436.8; Total personnel hours spent on calls & drills only for 2014: 3661.1. (This does not count the hours spent on committee meetings, state trainings, paperwork, monthly meetings and general fire department maintenance.) Upcoming trainings: 10/13 Pumps; 10/20 Pre-plan Anyela's Vineyard; 10/27 Squad night – PPE, SCBA & harness inspection. Meetings for October: Fire Prevention Open House 10/10 at 19:00; Truck – TBA; Trustees/Board of Directors 10/30 at 19:00; Officers 10/30 at 19:30. Other business:

- This week members of the SFD have been conducting fire prevention education activities at Waterman Elementary School, State Street Intermediate School, local day care and pre-K centers within the Skaneateles Fire District.
- Water Rescue 2 has been relocated to Smith Boys Marina in Brewerton for engine repair and will be headed to Fast Forward Marina, also in Brewerton, for additional repairs.

- ISO Visit – still awaiting the initial report. Have requested another update, was advised via email that the report has been sent to ISO for its initial review.
- New tanker's Spartan chassis has arrived at the 4Guys manufacturing facility this week. Truck committee members will be traveling to the facility for a pre-construction meeting. Asst. Chief Squires said that although there was an issue with a leak, all is still on target for January and the Fire Department is excited about the truck. In response to Trustee Jones, Asst. Chief Squires said certification to drive the truck will absolutely be needed.
- Big Water Training – Saturday, October 25 & Sunday, October 26 – 08:00 to 16:00 hours both days. Training will focus on establishing a water supply to fight a fire without relying solely on the municipal water system. There will be numerous fire departments participating in this training exercise. Expense of the training exercises is being split equally between Marcellus, Mottville & Skaneateles Fire Departments. Asst. Chief Squires said this is pro-active training that they are looking forward to.
- High band FCC license renewal – the fire department's high band radio license needs to be renewed by November 2014. Former Dispatch Supervisor Barron was contacted to discuss the renewal process and to locate the SFD's licenses and the security information to complete the online renewal application. After speaking with Dispatcher Barron, he advised that the licenses were posted in the dispatch office at Station #1 and the required security information was included. Chief Evans was unable to locate the licenses within the dispatch center and as the investigation into the licenses continued, Chief Evans was advised that the licenses were removed from the office when the dispatch center closed. Chief Evans contacted Skaneateles Police Chief Perkins via email and inquired about the location of the SFD's licenses and he is not aware of their location. Any assistance in locating the fire department's radio licenses would be greatly appreciated. In response to Mayor Hubbard asking if the generating licensee could locate copies Asst. Chief Squires said no, all frequencies that were purchased came with certificates of authenticity. Chief Evans will work with Chief Perkins further.

Trustee Jones said that as the liaison for the SVFD Big Ticket purchase, she was notified that if a ticket for next year is purchased by December 1 it will be eligible for the early December drawing. She encouraged the other Board members to bring their checkbooks to the next meeting. Asst. Chief Squires said the SVFD appreciates their support.

Status of new Village Hall Project – Mayor Hubbard said we received a letter from QPK that Atty. Byrne responded to.

Status of NYSERDA Grant – Mayor Hubbard said we have a better understanding of what we need to do.

Status of Creek Walk Maintenance Plan – Dick Perkins reported that we installed a French drain to disburse water to the creek and the trip hazard is gone. Peter Moffa is aware of the work and liked the idea of a French drain.

Status of East Street Repairs – This item is complete and can be removed from the agenda.

Status of Village's Cable TV Franchise Agreement with Time Warner – Mayor Hubbard said that Atty. Byrne knew he'd be out-of-town for this meeting, so previously advised that there is nothing new to report.

NEW BUSINESS

Consider Re-scheduling the second meeting in November (10/27/14) and December (12/25/14) –

Given that the second meeting in November falls on Thanksgiving, the Board re-scheduled it for Monday, November 24, 2014; with the second meeting in December falling on Christmas, the Board re-scheduled it for Monday, December 22, 2014.

Consider curfew on Halloween – Trustee Jones said that since Chief Perkins does not recommend setting a curfew on Halloween, she asks the newspapers to get the word out as a request that parents set a reasonable hour for their children to be off the streets. Trustee Lanning said Halloween is different than it used to be and the Haunted Hallways offer a safe venue for Halloween.

Management Salary Evaluations – Mayor Hubbard said there has been considerable discussion about this topic and he appreciates all the input from the Trustees. He prepared a statement that he read aloud as follows:

*With the loss of our Assistant Wastewater Treatment Plant Operator and the consideration of a replacement, it has become apparent that an adjustment in our management pay scale is necessary. It is important that salary be commensurate with responsibility and in line with what the Village is paying others. Additionally, it is important to recognize changes associated with staff reductions. **Resolution #2014-184: I make a motion that we increase the base salary of our two current management positions – Wastewater Treatment Plant Operator and the Village Clerk-Treasurer to \$70,000/year.***

Trustee Lanning said both positions have taken on additional responsibilities. Trustee Angelillo noted that when the first Director of Municipal Operations (DMO) was hired it was a combination of two positions. The DMO position paid more than one position, but less than two. Former Village Clerk/Treasurer Sheehan had Patty as her first-hand Deputy, but Clerk/Treasurer Couch has not had a true Deputy as a temporary employee was here for well over a year. Zlatko's position is a Civil Service classification, but he is a Department Head. Trustee Angelillo said he is in favor of adjusting the two salaries. Trustee Stokes-Cawley said she thinks the titles and job descriptions should be brought into line to accurately reflect the positions' responsibilities. Trustee Jones recognized that these are both salary positions so neither are paid overtime. Trustee Angelillo made a second to the motion after which Mayor Hubbard asked for further discussion. Trustee Lanning expressed concern about Zlatko working by himself. Mayor Hubbard said he views it as a dire situation and is trying to fill the position. He again thanked the Board for all their efforts on this matter and called for a vote. The resolution was unanimously carried (5-0 in favor). Mayor Hubbard said we will follow-up on the job descriptions.

NYMPA Semi-Annual Meeting – Mayor Hubbard said we may want to ask Line Leader Abbott if he'd like to attend so we would need wording appropriate to either his attending or designating a proxy.

Resolution #2014-185: On the motion of Trustee Jones, seconded by Trustee Stokes-Cawley, it was resolved and unanimously carried (5-0 in favor) to designate Line Leader Allan A. Abbott as the accredited delegate of the Village of Skaneateles at the Semi-Annual Meeting on October 21, 2014 if he is able to attend. It was further resolved to designate the NYMPA Board of Directors as the accredited delegate of the Village of Skaneateles at the Semi-Annual Meeting on October 21, 2014 should Line Leader Abbott not attend the October 21, 2014 meeting.

Presentation on Utility Billing Payments from Website Portal – *Deputy Clerk/Treasurer Cerimeli arrived to give a presentation on the overhead screen relative to paying electric/water/sewer bills online. She walked attendees through setting up an account at <https://villageofskaneateles.epayub.com> and the three different ways to pay online. She advised that we are still working on some of the verbiage, such as changing "none" to "bill amount". Deputy Clerk/Treasurer Cerimeli noted that last Friday, when Clerk/Treasurer Couch was manning the office on her own, there were about 75 walk-in customers paying their utility bills. While she doesn't expect everyone to utilize the online paying option, she said she does

think it will greatly reduce the number paying in person and by mail, thus saving time as well as postage for those who opt for their bills to be emailed. Questions that were raised after Deputy Clerk/Treasurer Cerimeli's presentation included Trustee Lanning asking about liability if someone hacks the site (he asked for Atty. Byrne's input); Trustee Angelillo inquiring about balances of fixed amount payments; how often do passwords need to be changed; if there is an "alarm" to alert customers to the monthly payment deadline; and Mayor Hubbard asking if the insurance company needs to be notified. Mayor Hubbard said he suspects that Bluefin Payment Solutions would be responsible for any fault in the program such as a breach of security. Asst. Chief Squires said that each person with a personal computer needs to have security measures and he imagines that the software has a real good firewall. Deputy Clerk/Treasurer Cerimeli said she has been paying her own utility bill online and recommends a slow start to discover any kinks before offering it to all utility customers. Therefore, she'd like to see a number of the Trustees each choose an online payment option to pay this month's bill. Trustee Jones offered to do a credit card/debit card payment and Trustee Stokes-Cawley indicated that she'd do payment from her checking account. Trustee Angelillo suggested providing customers with frequently asked questions and answers when this payment option is launched. The Board thanked Deputy Clerk/Treasurer Cerimeli for the informative presentation.

Approval of Bills – In response to Trustee Lanning asking about unmetered lights, Trustee Angelillo said billing is based on wattage. Relative to the payment to F.J. Estlinbaum Barge & Crane, Asst. Chief Squires said that insurance recovery is expected, but he'd like to get this paid in a timely fashion as their expedient service in recovering the sunken SFD vessel was greatly appreciated. In response to Trustee Lanning asking about the payments to QPK, Mayor Hubbard said the site master plan was approved and goes back to an original contract amendment with a not-to-exceed amount; the other is for FFE assistance. Relative to office furnishings, Mayor Hubbard noted that Dave Lee delivered the picture frames. Also in response to Trustee Lanning, Mayor Hubbard said voucher #444 for Barrett Paving Materials, Inc. relates to the East Street improvement work. Trustee Lanning asked about the Aqua Logics Systems, Inc. bill. Mayor Hubbard said they are an instrumentation company and provide field technical services. In pulling and reviewing the voucher, Mayor Hubbard noted that Line Leader Abbott requested their service as the SCADA system wasn't operating. Relative to the charge for sewage treatment sludge that Trustee Lanning asked about, Dick Perkins said we do most of our own trucking and get billed from Auburn for tipping fees. Trustee Jones recognized that it is a monthly charge. **Resolution #2014-186:** On the motion of Trustee Lanning, seconded by Trustee Angelillo, it was resolved and unanimously carried (5-0 in favor) that bills from Abstract #9 be audited and paid as follows:

General Fund	Vouchers #421-473	Checks #16606-16656	\$126,493.10
Sewer Fund	Vouchers #101-115	Checks #4777-4791	\$ 9,414.94
Electric Fund	Vouchers #108-121	Checks #5439-5452	\$ 47,112.61
Water Fund	Vouchers #48-55	Checks #3780-3787	\$ 3,594.19

Adjournment – **Resolution #2014-187:** 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 8:47 p.m.


 Patty Couch
 Village Clerk/Treasurer

