

VILLAGE BOARD MEETING MINUTES
NOVEMBER 13, 2014
7:30 P.M.

PRESENT: Mayor Hubbard, Trustees Angelillo, Jones, Lanning, and Stokes-Cawley, Police Chief Perkins, SVFD Asst. Chief Squires, SVFD President Perkins, Village Atty. Byrne

Others:	Jonathan Monfiletto	Skaneateles JOURNAL
	Jason Gabak	Skaneateles PRESS
	Andy Ramsgard	181 East Genesee Street
	Bob Eggleston	1391 East Genesee Street
	Shannon Harty	2480 Roman Ave., Marcellus, NY
	Ed Dienst*	Municipal Board Advisor

Public Hearing – Local Law #4 of 2014 – Mayor Hubbard explained that Local Law #4 of 2014 would change the parking hours at the Holy Trinity Lutheran Church to be more in keeping with their Nursery School hours. Trustee Lanning asked if the schools hours were extended. Trustee Jones advised that an afternoon session was added. Atty. Byrne noted that the dimensions will be the same, as well as the restrictions – the change is in hours only. Trustee Jones commented that she'd want the same safety precautions if she had a child in the afternoon school session. Mayor Hubbard opened the Public Hearing to the floor for comments at 7:33 p.m. With no comments for or against the local law, **Resolution #2014-197:** On the motion of Trustee Jones, seconded by Trustee Angelillo, it was resolved and unanimously carried (5-0 in favor) to close the Public Hearing at 7:34 p.m. **Resolution #2014-198:** On the motion of Trustee Jones, seconded by Trustee Stokes-Cawley, it was resolved and unanimously carried (5-0 in favor) to adopt Local Law #4 of 2014 to amend Chapter 212 (“Vehicles and Traffic”).

Minutes – Resolution #2014-199: On the motion of Trustee Stokes-Cawley, seconded by Trustee Lanning, it was resolved and carried (3-0 in favor with Trustees Angelillo and Jones abstaining as they were not present at the meeting) to approve the minutes of the Regular Meeting of October 23, 2014 as presented.

Correspondence & Announcements – Mayor Hubbard reviewed the following:

- Receipt of Clerk to the Boards Dundon’s notes from the Special Joint Meeting with Randall Arendt. Mayor Hubbard commented that he understands that the meeting was a success.
- Receipt of DEC Oct. 25 letter requesting that we prepare & submit a “Notifier Application” and “Notifier Agreement” by Dec. 1.
- Copy of Jim Moore’s letter to Town of Skaneateles Planning Board regarding Victory Sports Medicine – Medical and Sports Complex
- Onondaga County Mayors Association meeting Wed., Nov. 19, 2014 at the Liverpool Village Hall, 6:00 p.m., \$16/person. Mayor Hubbard indicated that he will attend.
- Onondaga County Legislature Notice of Amending 2014 County Budget to release contingency funds for distribution of \$30,000 to the Village of Skaneateles. Mayor Hubbard explained that this is related to future drainage work on East Lake Street.
- NYS Public Service Letter requesting assistance with their outreach and education effort of available publications related to the upcoming winter season
- Haylor, Freyer & Coon letter announcing that Shannon Velasquez has joined the company and will be working in their Public Entity Division
- Receipt of Treasurer’s Reports for October 31, 2014. Mayor Hubbard said finances seem to be good shape.
- Receipt of Independent Energy Efficiency Program (IEEP) \$60,000 reimbursement check for energy conservation measures in the Village Hall renovation project.
- Notice that OCRRA’s Municipal Solid Waste (MSW) “tip fees” will increase from \$79 per ton to \$84 per ton beginning Jan. 1, 2015. Mayor Hubbard commented that he doesn’t believe this affects the Village.
- Receipt of ISO cover letter and Public Protection Classification Summary Report

- National Grid letter asking for cooperation in addressing a recent Public Service Commission (PSC) directive.

- Notice of CNY Fairhousing Conference “The Changing Face of Opportunity” on Wed., Nov. 19 at the Crowne Plaza Hotel, Syracuse, 8:00 a.m. Anyone interested in attending should contact Clerk/Treasurer Couch as a RSVP is required.

- Letter from the U.S. Dept. of Homeland Security U.S. Secret Service thanking Chief Perkins for partnering with them to protect V.P. Biden during his visit to Skaneateles on Oct. 10, 2014. Mayor Hubbard said it is always good to see letters of accommodation.

- Letter from Skaneateles Community Center Chair Bill Marquardt requesting consideration of support for capital construction at the Skaneateles Community Center through the Duke Schneider Memorial Foundation. Mayor Hubbard said there will be more about this as plans develop.

*** Other Matters That Have Come Before the Board since Posting the Agenda***

- Letter from Morwood Oaks Management Associates, LLC – Increasing Revenues without Increasing Taxes. Atty. Byrne said this firm preforms audits for municipalities that have cable TV franchises and receive franchise fees or gross receipts tax payments– they will audit the gross receipts. It is a no lose proposition as they only get paid if they recover revenue. Clerk to the Boards Dundon looked into the company and offered to be the point person. Trustee Jones agreed with Mayor Hubbard that they wouldn’t be in favor of this if there was too much interruption to the staff. Atty. Byrne said this company looks at the revenue that is reported to the Village. There is no cost to the Village; Clerk to the Boards Dundon advised that the recovery-splitting basis may be negotiable. Mayor Hubbard said we can endorse Clerk to the Boards Dundon contacting Morwood Oaks Management Associates; Trustee Jones said that makes sense.

Police Department – Chief Perkins said that the Police monthly report for October was emailed and recorded activity as follows: 183 Calls for Service; 9 Misdemeanor; 1 Violation, 0 DWI; 41 V&T tickets (total); 29 Courtesy V&T’s; 5 Truck Tickets; 111 Parking Tickets; 216 Courtesy Cards; 2 MV Accidents; 1 Personal Injury; 4 Property Damage; 0 Larcenies; 0 Burglary/Robbery; 28 Assist Fire/SAVES; 6 Alarm Calls; 744 Property Checks; and 1 Car Lockouts. Chief Perkins said the department is moving forward with training relative to acts of violence with the schools; the “active shooter” table top exercises went well. The Police Department has been training for years, but now involves the Fire Department and EMS. There will be follow-up as well as lockdown and lockout drills. Chief Perkins commented that the new SCS Superintendent, Ken Slentz, is very big on safety. Relative to the pay stations, Chief Perkins reported that they are incurring weekly expense for maintenance and probably won’t break even. He attended a parking conference in Ellenville, NY that was very informative. He suggested scheduling an Operations Meeting to go over the proposals for new pay stations. We plan to pull some meters in the winter to have them serviced; meters on the east side bring in very little revenue, so it is a good time to do maintenance. Jim Brown, a Village Crossing Guard, is learning more about the meters so that he can work on them. In response to Trustee Jones, Chief Perkins said new digital meters would actually be more accurate and the equipment would last longer than the mechanical equipment that is harder to get parts for. Each pay station machine costs between \$11,000 and \$13,000, but that is actually probably less costly than the units we currently have. The new machines offer the new credit card technology which has been reported to increase revenue. Chief Perkins said we can work on the process in January, February, and March when parking at the pay stations in the Municipal Parking Lot is free.

DPW – Dick Perkins reported that the snow equipment is ready and the DPW will return to leaf pick-up tomorrow. In response to Mayor Hubbard, he confirmed that the paving is done, as well as the road cut on Fennell Street.

Codes Enforcement – Mayor Hubbard acknowledged receipt of Codes Enforcement Officer (CEO) Crompt’s report that recorded as follows: 1 Fire Inspections (all annual inspections are completed for the year 2014); 3 Building Permits; 3 Certificates of Occupancy (C of O); 0 Sign Permit; 3 Final Inspections;

0 Framing Inspections; 2 Insulation Inspections; 0 Notices of Violation; 1 Footer Inspection, and 3 FOIL requests; and 16 Building Inspections at 21 Fennell Street and 46 East Genesee Street.

WWTP – Trustee Angelillo gave the WWTP report for the month of October, 2014 noting that not much rain fell; the 12-month rolling average was about 20% less than the monthly flow average, BOD and Suspended Solids removal of 98%, minor repairs to the facility, and no violations. In response to Trustee Lanning, Atty. Byrne said since construction of the ORF there have been no violations. Trustee Angelillo commented that he has been reading the report for 7½ years and has not read a violation.

Skaneateles Volunteer Fire Department – SVFD Asst. Chief Squires read the report for the month of October, 2014 as follows: Calls: 18 Fire; 1 Rescue; 1 Water Rescue; 6 EMS (Assist SAVES); 4 Mutual Aid; 30 Total Calls for October; 163.5 Personnel Hours; 11.1 Personnel Average; 312 Total calls for 2014 (zero difference between calls from the previous year); 2224.2 Total Personnel Hours for 2014; and 11.5 Personnel Average for 2014. Drills for October were reported as follows: 2 Total drills; 25.5 Personnel Average; and 102 Personnel Hours. Total personnel hours spend on calls & drills for the month: 265.5 ; Total personnel hours spent on calls & drills only for 2014: 3,926.6. (This does not count the hours spent on committee meetings, state trainings, paperwork, monthly meetings and general fire department maintenance.) Asst. Chief Squires reported upcoming trainings as follows: November 10 – Meter training – Multi-gas, CO, C1 – Jerome Fire Equipment; November 17 – Driver training – universal hand signals – Perkins; November 24 – Commercial Pre-plans (Town of Skaneateles) – Evans & Hall. Meetings for November: Truck – Nov. 4 at 19:30; Trustees/Board of Directors – Nov. 25 at 19:00 and Officers at 19:30. Asst. Chief Squires complimented SCS Superintendent Slentz and said he is doing a great job. There was a situation at the State Street School today, the building was evacuated and he was there. Asst. Chief Squires reviewed other business as follows:

- Local level “active shooter” table top exercise involving local and county emergency services (ems, fire and police) was held on Wednesday, November 5 at 19:00 at the SCS District Office. 1st Assistant Chief Squires, 2nd Assistant Chief Buehler, Past Chief Sell and Lt. Jorge Batlle represented the SFD as active participants in the exercise. While FF/EMT D’Amico, Lt. Hall and Chief Evans acted as evaluators.
- Water Rescue 2 – Engine repairs have been completed by Smith Boys Marina in Brewerton. Fast Forward Marina will complete the additional repairs once the title issues have been resolved. The registration has been received; title will be delivered in 4 to 6 weeks. WR2 was previously exempt from NYSDMV registration, now will receive registration numbers for the side of the vessel.
- New tanker’s Spartan chassis has arrived at the 4Guys manufacturing facility and construction of the body has begun. Truck committee members will be traveling to the facility for a pre-paint meeting in late November or early December.
- Big Water Training Recap & Summary
 - Saturday October 25th & Sunday October 26th – 08:00 to 16:00 hours both days.
 - Training focused on establishing a water supply to fight a fire without relying solely on the municipal water system.
 - Over a dozen fire departments participating in this training exercise
 - Expense of training exercise is being split equally between Marcellus, Mottville & Skaneateles Fire Departments. Amber Fire Department purchased lunch for both days of the event.
 - i. 58 individuals attending the 16 hour weekend training exercise.
 - ii. Discussed ISO 2 hour water fill evolution – no back-ups at fill sites, maintained 750 gpm for 100 minutes, 20 minutes at 1,000 gpm.
 - iii. Utilized 4 port-a-ponds, went down to 3 ponds and improved the flow rate.
 - iv. Utilized 10 tankers to transport water. Mottville RP was a reserve tank during the evolution.
 - v. Looking at conducting a large scale tanker drill next year.

- vi. Various appliances were utilized and recommendations will be made in regards to the purchase of appliances for the new tanker.
- vii. 1st Assistant Chief Squires won the 2,100 gallon parallel port-a-pond and donated it to the Skaneateles Fire Department.
- High band FCC license renewal has been successfully completed.
- ISO Visit – Have received the results of this past summer’s ISO survey:
 - State: NEW YORK UPSTATE
 - FPA: Skaneateles includes Skaneateles FPD
 - County: NEW YORK UPSTATE (ONONDAGA)
 - Survey Date: July 25, 2014
 - Classification Information:
 - Alarm Points: 8.05/10
 - Fire Points: 30.73/50
 - Water Points: 20.44/40
 - CRR Points: 4.12/5.5
 - Divergence: -2.07
 - Total: 61.27 (1.27 points from being reduced to a PPC of 05/5&)
 - Survey PPC: 04/4Y
- 1st Asst. Chief Squires said Chief Evans asked when the SFD is going to receive a copy of the improvement statements from the ISO report that were provided to Mayor Hubbard. It was noted that the ISO letter indicated that the cover letter and improvements statements were provided to Chief Evans under separate cover.
- The Chief and Officers will review the report, along with the improvement statements, to develop recommendations on ways to improve the Skaneateles Fire Department’s ISO rating prior to the effective date of February 1, 2015.
- A more detailed breakdown of the Public Protection Classification Summary Report will be provided at an upcoming Village Board Meeting.

Mayor Hubbard said it is important to note that we stayed with the 4 ISO rating so everyone’s insurance will stay the same. Trustee Lanning said that he spoke with the person who did the audit – they were extremely impressed with the SFD’s record keeping. Trustee Jones reminded the Board about the Big Money Ticket early holiday drawing. Anyone who wants to participate should get their money to Trustee Jones prior to December 1.

Status of new Village Hall Project – Mayor Hubbard noted that work continues on the heating and venting inventory.

Status of NYSERDA Grant – Mayor Hubbard advised that we are still in the process of gathering data.

Status of Creek Walk Maintenance Plan – Mayor Hubbard said this item can be removed from the agenda until spring.

Status of Village’s Cable TV Franchise Agreement with Time Warner – Atty. Byrne said there has been no word from Time Warner. In response to Trustee Lanning, Atty. Byrne said the Village has no urgency – the Village is 100% served, the Town is not. We have no issues and we can’t push Time Warner.

Status of Follow-up on Job Descriptions – There was no follow-up at this time.

NEW BUSINESS

Authorize Village Office closing Friday, Dec. 26, 2014 instead of Wednesday, Dec. 24, 2014 – Clerk/Treasurer Couch explained that typically the office would be closed on Christmas Eve and this year that falls on a Wednesday. Given that it is close to the end of the month and a short week, Account Clerk

Shappell would have to work Monday, Tuesday, and Wednesday. Therefore, Clerk/Treasurer Couch suggested closing the day after Christmas instead of the day before. The office would be closed Thursday, December 25 and Friday, December 26, 2014. The Board concurred that makes sense as long as it is posted on the Village's website – Clerk/Treasurer Couch confirmed that it will be.

2015 Health Insurance – Resolution #2014-200: On the motion of Trustee Jones, seconded by Trustee Stokes-Cawley, it was resolved and unanimously carried (5-0 in favor) to authorize the Excellus SimplyBlue+ Platinum 2 health insurance plan for 2014.

Sewer Flows at 833 W. Genesee Street – Mayor Hubbard said the Board is in receipt of the request from Bob Eggleston, architect for Tammy Moore who owns commercial property at 833 W. Genesee Street, in the Town of Skaneateles. The package was very thorough and the Board finds no concern with the estimated water & sewer usage. Mr. Eggleston explained that there are two businesses at the location – Dr. LaDuca and Ms. Moore's hair salon. Ms. Moore is amending her Special Permit for a personal service use at 833 W. Genesee Street by adding a barbershop to 469 SF of the basement of her building. The current hair salon has 6 hair cutting stations, which includes hair washing and 2 pedicure stations with 4 employees at any given time. The added barbershop will have 2 stations with no hair washing. Two employees will add a design load of 30 gallons per day. The actual usage will likely be less. A 30 gal/day increase is a 21% increase over the existing use. Atty. Byrne said it is important to recognize that consent of the Village Board is sought because the property is located in a Town Sewer District (TSD#2, Ext. 1) and a contract requires that change of use in sewer flows must first be approved by the Village Board. Atty. Byrne said he agrees with Mr. Eggleston's conservative calculation and that such flows will not have a material, adverse impact on the Village's collection system or treatment plant. Trustee Lanning noted that this is an expansion of personal services of an existing business – it is not new construction. On the motion of Trustee Lanning, seconded by Trustee Angelillo, it was resolved and unanimously carried (5-0 in favor) to approved the following:

**RESOLUTION #2014-201
OF THE
BOARD OF TRUSTEES
OF THE
VILLAGE OF SKANEATELES**

Subject: Application for Change of Use
 833 West Genesee Street
 Town of Skaneateles
 Town Sanitary Sewer District 2, Extension 1

WHEREAS, the Village is in receipt of a request submitted on behalf of Ms. Tammy Moore, (the "Applicant") owner of premises located at 833 West Genesee Street, in the Town of Skaneateles; and

WHEREAS, the Applicant has requested that the Village consent to the proposed change of use of a portion of her property, to convert approximately 469 square feet in the lower level of a two story commercial structure from storage use to a barbershop; and

WHEREAS, the Village's consent to such change of use is required under the terms of a certain Sanitary Sewer Agreement (the "Sewer Contract") between the Village and Town of Skaneateles, dated September 18, 1998; and

WHEREAS, by said Sewer Contract established conditions intended to limit flows from the District to the Village's Sanitary Sewer Treatment Plant, by reason of the limited treatment capacity of the plant and its history of overflow problems; and

WHEREAS, the said Sewer Contract requires the Village’s consent prior to the Town granting permission for any change of use of a structure in the District; and

WHEREAS, the said Sewer Contract requires that any property owner in the District who seeks approval from the Town for a change of use must demonstrate to the Village that the requested change of use “...will not likely result in an increase in average daily sewer flows, as measured by metered water use for the three years prior to the date of application...”; and

WHEREAS, the Applicant has submitted a calculation of estimated water and sewer usage for the proposed change of use, demonstrating that its water and sewer usage would be at a rate of approximately 30 gallons per day during business hours; and

WHEREAS, the Trustees have determined that the proposed change of use is not likely to have a material adverse effect on the Village’s sanitary sewer treatment plant.

NOW THEREFORE, it is,

RESOLVED, that the Village Trustees consent to the requested change of use of the subject structure located at 833 West Genesee Street in the Town of Skaneateles.

Dated: November 13, 2014

Motion made by Trustee: Lanning

Seconded by Trustee: Angelillo

Voting in Favor: Mayor Hubbard, Trustees Angelillo, Jones, Lanning and Stokes-Cawley

Voting in Opposition: _____

Patty Couch

Patty Couch, Clerk/Treasurer

2015 Fire Service Agreement – Mayor Hubbard noted that the agreement is the same format as in previous years and nothing much has changed as the values are very similar. **Resolution #2014-202:** On the motion of Trustee Angelillo, seconded by Trustee Jones, it was resolved and unanimously carried (5-0 in favor) to authorize Mayor Hubbard to execute the 2015 Fire Service Contract. In discussing the resolution, Atty. Byrne noted that the Town Public Hearing is scheduled for November 20, 2014 and the SVFD has already approved the agreement, so President Perkins will sign the agreement after the Town Public Hearing.

2015 Village Election – **Resolution #2014-203:** On the motion of Trustee Angelillo, seconded by Trustee Stokes-Cawley, it was resolved and unanimously carried (5-0 in favor) to authorize publication of Notice of Offices to be filled in a Village Election March 18, 2015.

Approval of Bills – Trustee Lanning asked about General Fund Voucher #527. Mayor Hubbard said the Village purchased six new trash cans for the downtown area. Dick Perkins said the DPW plans to put three or four extra cans out for the Dickens event. Mayor Hubbard said the cans are not cheap, but look nice and stand up well. Trustee Jones complimented whoever first bought this particular trash can; Mayor Hubbard said he believes that was former DPW Superintendent John Abbott so that was approximately 20 years ago or so. In response to Trustee Lanning asking about Sewer Voucher 125, Mayor Hubbard said we purchased a new circular chart recorder. Trustee Lanning asked if sludge going to Auburn is the only option. Atty. Byrne said we have a contract with them. There are not a lot of options and Metro is more expensive. Auburn is the cheapest and closest. Dick Perkins confirmed that we haul ourselves unless on the rare occasion our truck breaks and we have to hire Brillo. **Resolution #2014-204:** On the motion of Trustee Lanning, seconded by Trustee Stokes-Cawley, it was resolved and unanimously carried (5-0 in favor) that bills from Abstract #11 be audited and paid as follows:

General Fund	Vouchers #475-533	Checks #16704-16762	\$96,621.49
Sewer Fund	Vouchers #121-133	Checks #4798-4810	\$13,683.32

Electric Fund	Vouchers #136-148	Checks #5468-5480	\$22,970.75
Water Fund	Vouchers #62--68	Checks #3794-3800	\$ 2,196.62

Executive Session – *Municipal Board Advisor Ed Dienst arrived as invited to attend the Executive Session as a DMO Search Committee member. **Resolution #2014-205:** On the motion of Trustee Jones, seconded by Trustee Stokes-Cawley, it was resolved and unanimously carried (5-0 in favor) to move into Executive Session at 8:28 p.m. to interview a potential candidate for Director of Municipal Operations (DMO). **Resolution #2014-206:** On the motion of Trustee Jones, seconded by Trustee Stokes-Cawley, it was resolved and unanimously carried (5-0 in favor) to move out of Executive Session at 9:07 p.m.

Director of Municipal Operations – Mayor Hubbard extended thanks and appreciation to Ed Dienst for all his expertise and help as an Advisor on the Municipal Board and as a member of the DMO Search Committee. Mr. Dienst actively participated in all the interviews and is a valuable resource. Mr. Dienst said he thinks Shannon Harty will be an excellent addition to the Village as she is smart, has years of experience with wastewater treatment plants and other municipal operations, and has the ability to catch on to electric matters within a relatively short period of time even though she does not have a great deal of experience with electric operation. He noted that none of the candidates had much, if any electrical experience. Mr. Dienst said he recommends that the Village hire Ms. Harty. Mayor Hubbard noted that Clerk/Treasurer Couch drafted an introduction document relative to the Director of Municipal Operations position that has been reviewed by the Village Board. **Resolution #2014-206:** On the motion of Trustee Angelillo, seconded by Trustee Jones, it was resolved and unanimously carried (5-0 in favor) to extend an offer of employment as the Director of Municipal Operations to Shannon L. Harty in accordance with the document reviewed by the Board.

Dick Perkins – Mayor Hubbard said that Dick Perkins has become very valuable to the Village while overseeing the East Street repair project and since then helping with other DPW matters. Mr. Perkins has agreed to a \$20,000 part-time position and budget wise we are in good shape. Trustee Jones commented that it will be DMO Harty's choice for the length of that arrangement. During this discussion, Trustee Angelillo and Ms. Harty returned to the meeting confirming that Shannon accepted the employment offer. The Board clapped in appreciation and welcomed her to the Village.

Adjournment – **Resolution #2014-207:** On the motion of Trustee Jones, seconded by Trustee Stokes-Cawley, it was resolved and unanimously carried (5-0 in favor) to adjourn the meeting at 9:20 p.m.


Patty Couch
Village Clerk/Treasurer