

**VILLAGE BOARD MEETING MINUTES  
DECEMBER 11, 2014  
7:30 P.M.**

**PRESENT:** Mayor Hubbard, Trustees Jones, Lanning, and Stokes-Cawley, DMO Harty, Police Chief Perkins, SVFD Chief Evans\*, Codes Enforcement Officer (CEO) Crompt, Village Atty. Byrne

**ABSENT:** Trustee Angelillo

**Others:** Jonathan Monfiletto                      Skaneateles JOURNAL  
Jason Gabak                                        Skaneateles PRESS  
Andy Ramsgard                                  181 East Genesee Street

**Welcome New Director of Municipal Operations** – Mayor Hubbard said he is pleased and proud to introduce Shannon Harty who commenced employment with the Village as Director of Municipal Operations. He said he is sure she will be a great asset to the Village.

**Public Hearing – Local Law #5 of 2014** – Atty. Byrne distributed extra copies of Local Law #5 of 2014 to the Trustees and the press. Trustee Jones said she reviewed it and it is well done. With no further comments from the Board, the Public Hearing was opened to the floor and Mayor Hubbard referenced the Notice of Public Hearing published in the Skaneateles Journal. With no comments from the floor, **Resolution #2014-221:** On the motion of Trustee Jones, seconded by Trustee Lanning, it was resolved and unanimously carried (4-0 in favor) to close the Public Hearing at 7:32 p.m. Trustee Lanning said the person in the position is doing the work of 1½ people and it is time that the title reflect the actual work she is doing. **Resolution #2014-222:** On the motion of Trustee Stokes-Cawley, seconded by Trustee Jones, it was resolved and unanimously carried (4-0 in favor) to adopt Local Law #5 of 2014 to Amend Chapter 32 of the Code of the Village of Skaneateles to create the office of Village Administrator/Clerk-Treasurer. \* SVFD Chief Evans arrived.

Trustee Lanning noted that the Agenda initially included a request from the Chamber, but that item was taken off. Mayor Hubbard said an email was sent explaining why the item was removed from the agenda. In the interest of a timely resolution, an email poll was taken and the majority of the Village Board wanted to exhaust all other options before allowing the use of the Village Hall public restrooms during non-business hours. Mayor Hubbard advised that he subsequently met with Chamber of Commerce Executive Director Tara Lynn, DMO Harty, Town Supervisor Sennett and Dick Perkins and discussed short and long term solutions for the public restrooms at the Masonic Temple. Blue Bowl Sanitation will deliver three port-a-johns (one female, one male, and one handicapped accessible) tomorrow and pick them up the day after Christmas. The cost is a very reasonable \$250 for the two weeks, including the delivery and removal. The units will be placed near the Masonic Temple restrooms to use in addition to the public restrooms or to be available in the event the public restrooms are out of service. Mayor Hubbard noted that Dick Perkins will, if he hasn't already, remove the toilet seat protector covers as they get flushed and plug the non-commercial toilets. Trustee Jones said she thinks it is a good solution. Mayor Hubbard said he didn't think it would be fair to the Chamber to not have a solution until tonight, plus Tara was not available to attend tonight's meeting. Trustee Jones noted that a long-term solution is also being worked on and at some point commercial toilets will be installed. Mayor Hubbard confirmed that the Masonic Temple public restrooms will be open this weekend.

**Minutes** – **Resolution #2014-223:** On the motion of Trustee Jones, seconded by Trustee Stokes-Cawley, it was resolved and carried (3-0 in favor with Trustee Lanning abstaining as he was not present at the meeting) to approve the minutes of the Regular Meeting of November 24, 2014 as presented.

**Correspondence & Announcements** – Mayor Hubbard reviewed the following:

- Receipt of Treasurer's Reports for November, 2014
- The Draft Comprehensive Plan is on the Village website in the Publications section

- QPK's "Design Development" package in connection with the proposed redevelopment of the area in front of Village Hall. Trustee Stokes-Cawley asked about the next step. Mayor Hubbard said QPK perfected the plan consistent with their most recent rendering which was reviewed and approved by the Trustees and Planning Board earlier this year. There is much more detail and is up to the 80% stage of design development. Atty. Byrne said we don't need to approve the plan until after concerns are discussed. Subsequently, construction plans and specs will need to be done and a decision made as when and how much of the work we want done. Atty. Byrne noted that some of the decisions depend on the Town's determination relative to co-locating in the former truck bay portion of this building. Trustee Lanning therefore recognized this as on-going. SVFD Chief Evans said the fire department has concerns with getting a ladder truck in and out with parking in front of the building. Mayor Hubbard asked DMO Harty to plan on presenting this on the overhead screen in January; DMO Harty asked the Village Board to collect their thoughts and comments beforehand.

- Receipt of Onondaga County Health Department's letter relative to the 2014 Public Water Supply Inspection

- Receipt of Attorney General Schneiderman's letter regarding "puppy mill" legislation

- Copy of Supervisor Sennett's letter to CNY Regional Planning & Development Board Energy Program Manager Chris Carrick – list of potential facilities for solar system development for initial site screening. Mayor Hubbard said Supervisor Sennett's letter was very much in keeping with the Village's letter.

- National Grid's Important Natural Gas Safety Information

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

- Onondaga County Division of Management & Budget Email with the 2015 application for Village Infrastructure Improvement Program (VIIP) funds attached; due by January 1, 2015

- Skaneateles Library Design Workshop and Brainstorming Session on Wednesday, Dec. 17, 2014, 6:30-8:30 p.m. at the Library

- Onondaga County Division of Management & Budget Email relative to the NYS Property Tax Freeze Credit Program

Trustee Lanning asked to go back to the letter regarding "puppy mill" legislation. Atty. Byrne said after reviewing the letter from Attorney General Schneiderman, he emailed the Village Board explaining that he doesn't think there is a need for the Village Trustees to adopt a local law regulating so-called "puppy mills". There are existing state laws and regulations that govern those activities. While municipalities have the ability to restrict further, the Village doesn't need to and there is nothing we could do that would enhance state law.

Trustee Lanning also brought up the Lions Club fun run/walk on New Year's Day (\$30/per person) that he has seen advertised. Thinking that this event did not come before the board, Trustee Lanning suggested that John Maurillo contact Chief Perkins after which a vote by email could be taken. Atty. Byrne advised that it is his feeling that it is not wise to formally approve such an event because it is then perceived that the Village is a promoter/sponsor. Thus, liability could become an issue. The Police Chief and head of the event should meet as the Chief does a great job. Trustee Lanning said he will refer Mr. Maurillo to Chief Perkins. *(Note: Thinking that this sounded familiar, Clerk/Treasurer Couch researched Village Board Minutes the next day and confirmed that Lions Club member Tom Bersani brought this request before the Board at their regular meeting of September 11, 2014. By a unanimous 5-0 vote, the Village Board granted permission to the Skaneateles Lions Club to sponsor a "Resolution Run" on January 1, 2015.)*

**Police Department** – Mayor Hubbard acknowledged receipt of the Police monthly report for November that was emailed and recorded activity as follows: 198 Calls for Service; 2 Felonies; 9 Misdemeanor; 0 Violation, 1 DWI; 45V&T tickets (total); 31 Courtesy V&T's; 4 Truck Tickets; 173 Parking Tickets; 303 Courtesy Cards; 3 MV Accidents; 0 Personal Injury; 5 Property Damage; 6 Larcenies; 0 Burglary/Robbery; 28 Assist Fire/SAVES; 10 Alarm Calls; 1080 Property Checks; and 2 Car Lockouts.

**DPW** – DMO Harty said that since starting this past Monday she has been spending time meeting and

talking with the employees to see how everything operates, so she doesn't yet have a report. She added that she has however already realized that the Village has a lot of services provided by a lot of great people.

**Codes Enforcement** – Mayor Hubbard acknowledged receipt of Codes Enforcement Officer (CEO) Cromp's report that recorded as follows: 2 Fire Inspections (all annual inspections are completed for the year 2014); 1 Building Permits; 1 Certificate of Occupancy (C of O); 0 Sign Permit; 1 Final Inspection; 0 Framing Inspections; 1 Foundation Inspection; 1 Deck Inspection; 0 Insulation Inspections; 2 Notices of Violation; 2 Footer Inspection, 1 Home Occupation Permit, and 8 Building Inspections at 21 Fennell Street and 46 East Genesee Street.

**WWTP** – Mayor Hubbard explained that Trustee Angelillo has been giving the monthly report, but DMO Harty will do so in the future. He said the report typically notes precipitation, any noteworthy events, good removal of B.O.D. and suspended solids, as well as the fact that we met permit and had no violations. DMO Harty confirmed that she met Zlatko and thinks he does a great job.

**Skaneateles Volunteer Fire Department** – SVFD Chief Evans read the report for the month of November, 2014 as follows: Calls: 15 Fire; 6 Rescue; 1 Water Rescue; 4 EMS (Assist SAVES); 3 Mutual Aid; 29 Total Calls for November; 190.4 Personnel Hours; 13.3 Personnel Average; 341 Total calls for 2014 (zero difference between calls from the previous year); 2414.6 Total Personnel Hours for 2014; and 12.4 Personnel Average for 2014. Drills for November were reported as follows: 3 Total drills; 23.3 Personnel Average; and 140 Personnel Hours. Total personnel hours spent on calls & drills for the month: 330.4; Total personnel hours spent on calls & drills only for 2014: 4,257.0. (This does not count the hours spent on committee meetings, state trainings, paperwork, monthly meetings and general fire department maintenance.) Upcoming trainings: 12/15 – Village Pre-Plans & Box Alarms; 12/22 – Squad Night; 12/29 – TBD. Meetings for December: Onondaga County Fire Police – 12/10 – 19:00; Labor Day – TBD; Truck – 12/9 @ 19:30; Trustees/Board of Directors – 12/30 @ 19:00; Officers – 12/30 @ 19:30.  
Other Business:

- As of December 1, 2014, 419 tickets have been sold for the Big Money Drawing. Ticket #118 was drawn for the \$500.00 Holiday Give Away. At this time last year, only 250 tickets were sold.
- Active firematic members are receiving their annual physical examination to maintain their firefighting status.
- There has been a minor change in the Skaneateles Fire Department's response plans related to automobile lockouts. The only time the SFD will respond to an automobile lockout is if there is a life or safety hazard to the individual locked inside the vehicle, for example an infant. The SFD will no longer respond to requests for assistance related to keys locked inside the vehicle or leaving a vehicle running and locking the doors, this will require a police or AAA response.
- Water Rescue 2 – Engine repairs have been completed by Smith Boys Marina in Brewerton. Fast Forward Marina has begun additional repairs. WR 2's title arrived last week and a copy was forwarded to Liberty Mutual to finalize payment. President Perkins will be checking on the progress of the repairs.
- New apparatus update – 4 members of the truck committee will travel to 4Guys Fire Apparatus in Meyersdale, Pennsylvania on December 21<sup>st</sup> and 22<sup>nd</sup> to conduct a pre-paint inspection of the new engine/tanker. Construction is on time and delivery is expected in January.
- Hydrant markers – at this point in time, the hydrants within the Village still have not had the reflective markers placed on them for the winter months. Some hydrants have already become obscured from view with this week's storm. Parking in front of a hydrant has become a problem, especially in the downtown district. Trustee Lanning said hash marks should be painted; Chief Evans said that won't stop people from parking.

Trustee Jones said that only she and Mayor Hubbard are currently "owners" of a Big Money ticket – anyone else is welcome to get in on the fundraiser.

**Status of new Village Hall Project** – Mayor Hubbard said there isn't anything new to report.

**Status of NYSERDA Grant** – Mayor Hubbard said there isn't anything new to report on this topic either. Eventually DMO Harty will report on this item as well as the status of the new Village Hall project.

**Status of HLPC Skaneateles Historic District Design Standards and Guidelines** – CEO Crompt reported that he talked with HLPC Chair Chad Rogers who said signs will be added into the standard. Atty. Byrne commented that the document is very well done and will be a tremendous help to residents and applicants. Clerk/Treasurer Couch confirmed that the design standards and guidelines are on the Village's website. This item can be removed from the agenda.

**Status of Additional Lake View Cemetery Board Member** – Mayor Hubbard recognized a letter of interest from Curt Coville, but suggested leaving this on the agenda to see if any others are received. Trustee Lanning said it has been mentioned to the St. James Episcopal Church congregation.

**Status of Village's Cable TV Franchise Agreement with Time Warner** – Atty. Byrne said he has not heard from Time Warner.

**Status of Nominating Crossing Guards Jim Brown and Clinton Woodford for the Onondaga County Traffic Safety Advisory Board Traffic Safety Recognition** – Mayor Hubbard reported that congratulations are in order to Crossing Guards Jim Brown and Clint Woodford for being recognized by the Onondaga County Traffic Safety Advisory Board. They are invited to a Recognition Ceremony on January 14, 2015, 11:30 a.m. at Justin's Tuscan Grill. Inasmuch as RSVP's are due by January 8, 2015, Mayor Hubbard suggested including this item on another agenda as a reminder. Trustee Jones thanked Police Clerk Jacobs for her efforts in submitting the nominations. SVFD Chief Evans gave kudos to Crossing Guard Woodford who had his shovel with him today to clear the snow so kids could get across the street.

**Status of Bartlett Tree Expert Tree and Shrub Care Proposal** – Mayor Hubbard said Bartlett Tree Expert's Tree and Shrub Care Proposal was reviewed with the Tree Committee and is an on-going budget item. Clerk-Treasurer Couch added that property owners with trees to be removed were formally notified.

#### NEW BUSINESS

**Authorize Renewal with IMA** – Atty. Byrne said he reviewed Industrial Medical Associates' (IMA) new fee schedule and prepared the renewal agreement with IMA for the drug and alcohol testing services which are mandated by federal law. The testing protocol for employees has been in place since 1996 and IMA provides random testing. There have been no problems with IMA and their rate structure increased only modestly. In response to Trustee Lanning, Atty. Byrne said CDL holders are required to be tested – DPW employees and Linemen. Clerk-Treasurer Couch fills out the roster of employees and we renew annually. **Resolution 2014-224:** On the motion of Trustee Jones, seconded by Trustee Stokes-Cawley, it was resolved and unanimously carried (4-0 in favor) to authorize Mayor Hubbard to execute the renewal of "Substance-Free Workplace Testing Agreement" with Industrial Medical Associates, P.C.

**Publish Two Critical Impact Public Hearings – Resolution #2014-225:** On the motion of Trustee Jones, seconded by Trustee Stokes-Cawley, it was resolved and unanimously carried (4-0 in favor) to Authorize publication of two Critical Impact Public Hearings for 1) Richard Charles Multi-Family at 37 Jordan Street; and 2) Becky Barker 2-family change of use at 40 Jordan Street; both on Thursday, January 8, 2015 at 7:30 p.m. and 7:40 p.m. respectively.

**Proposed Release and Indemnification Agreement** – Mayor Hubbard said the Trustees are in receipt of

Atty. Byrne's detailed email relative to the "Proposed Release and Indemnification Agreement with Bank of America/U.S. Trust Company regarding the Austin Park Charitable Trust". He advised that Austin Park Charitable Trust's Trustees Bill and Lew Allyn decided to replace Bank of America/U.S. Trust Company which serves as a Trustee with Northern Trust Company. **Resolution #2014-226:** On the motion of Trustee Jones, seconded by Trustee Stokes-Cawley, it was resolved and unanimously carried (4-0 in favor) to approve the change and authorize Mayor Hubbard to sign the form of Release and Indemnification.

**Declare Surplus Property – Resolution #2014-227:** On the motion of Trustee Jones, seconded by Trustee Lanning, it was resolved and unanimously carried (4-0 in favor) to declare the Apple 15.4" MacBook Pro and accessories (USB SuperDrive and 85W MagSafe 2 Power Adapter) as surplus equipment. In discussing the resolution, Mayor Hubbard noted that the equipment is fairly new, so we should be able to get a reasonable price for it. DMO Harty thanked the Board and said she will proceed with the best way to sell the equipment.

**Approval of Bills** – In reviewing the bills, it was clarified that General Fund voucher 574 is payment to the Electric Fund for Village Hall electric; Electric Fund voucher 165 is the monthly Payment in Lieu of Taxes (PILOT) and that the revenue to the General Fund offsets its A5182.44 Unmetered Street Lights expense; and the MEUA membership dues are paid in two installments. **Resolution #2014- 228:** On the motion of Trustee Lanning, 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 #573-626	Checks #16802-16852	\$117,072.62
Sewer Fund	Vouchers #139-155	Checks #4816-4830	\$ 9,643.06
Electric Fund	Vouchers #162-181	Checks #5495-5513	\$ 25,135.36
Water Fund	Vouchers #73-79	Checks #3806-3812	\$ 3,483.30

**Next Meeting** – Mayor Hubbard reminded everyone that the next meeting is Monday, December 22, 2014.

**Adjournment – Resolution #2014-229:** On the motion of Trustee Jones, seconded by Trustee Lanning, it was resolved and unanimously carried (4-0 in favor) to adjourn the meeting at 8:21p.m.

  
Patty Couch  
Village Clerk/Treasurer