

**VILLAGE BOARD MEETING MINUTES**  
**NOVEMBER 12, 2015**  
**7:30 P.M.**

**PRESENT:** Mayor Hubbard, Trustees Angelillo, Dove, Lanning, and Stokes-Cawley, Lieutenant Coon, Codes Enforcement Officer (CEO) Crompt, \*Village Historian Battle, Village Attorney Byrne

**Others:** Jonathan Monfiletto Skaneateles JOURNAL  
Jason Gabak Skaneateles PRESS

**Minutes – Resolution #2015-224:** On the motion of Trustee Stokes-Cawley, seconded by Trustee Dove, it was resolved and unanimously carried (4-0 in favor with Trustee Angelillo abstaining as he was not present at the meeting) to approve the Minutes of the Regular Meeting of October 22, 2015, as presented.

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

- Numerous letters regarding Short-term Rentals
- Save The Date – Skaneateles Community Center Dedication Ceremony of the New Ice Rink and Gymnasium – Sunday, December 13, 2015, 4-6:00 p.m.
- NYS Parks, Recreation and Historic Preservation letter advising that the State Review Board has recommended to the Commissioner of Parks, Recreation and Historic Preservation that the Norman Orlando & Norman Joseph Shepard Houses at 28 W. Genesee Street and 6 Hannum Street be listed on the NYS Register of Historic Places and nominated to the National Register of Historic Places
- Letter from Town Supervisor Sennett in response to the Village's offer of the truck bays for relocation of Town Hall. While the Town appreciates the generosity of the offer, they regrettably declined siting that the space is not large enough for what they need.
- Letter from Mayor Hubbard to Town Supervisor Sennett relative to Town of Sennett, Cayuga County, Peters Request for Water Extension
- Syracuse Metropolitan Transportation Council letter informing of a statewide funding solicitation that will be used to support safety specific projects that direct safety funds where they are most needed.

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

- Receipt of Treasurer's Report for October 31, 2015
- Receipt of Glens Falls National Bank LOSAP Summary for October 2015
- Mayor Hubbard advised that at their Operations Meeting earlier this evening, the Village Board scheduled a Public Hearing on Local Law #4 of 2015, Zoning Code Amendments, at 7:00 p.m. on Tuesday, December 1, 2015 at the Fire Station. In response to Trustee Lanning asking if the HLPC has been advised of the proposed zoning changes, Atty. Byrne said he will do so tomorrow.

**Police Department** – Police Lt. Coon confirmed that the Police monthly report for October was emailed and recorded activity as follows: 263 Calls for Service; 0 Felonies; 1 Misdemeanor; 0 Violations; 1 DWI's; 17 V&T Tickets (total); 18 Courtesy V&T's; 172 Parking Tickets; 269 Courtesy Cards; 6 MV Accidents; 6 Personal Injury; 3 Property Damage; 3 Larcenies; 2 Burglary/Robbery; 12 Assist Fire/SAVES; 13 Alarm Calls; 930 Property Checks; and 5 Car Lockouts. Lt. Coon said June and July, currently blank on the Police Report, will be completed when time allows. In response to Trustee Lanning, Lt. Coon said he is the only one over on part-time hours; Office Emmi won't work in November and December.

**Director of Municipal Operations (DMO)** – Mayor Hubbard said DMO Harty is out-of-town for training, but submitted her report as follows:

**DPW -**

- Busy with leaf pickup and prepping equipment for plowing
- Upcoming projects:
  - o Christmas Tree installation on pier and gazebo
  - o Two sewer lateral repairs on East Lake Road and Street
- **REMINDER: Fall Brush pickup is over - Leaf pickup only at this time.**

Water-

- Month of October 2015:
  - Produced a total of 14.11 Million Gallons of Water = average of 470,600 gallons per day
  - Exceeded raw water turbidity on 10/28 through 10/29. Notices will be going on next week.
  - All 3 microbial samples in distribution system came back negative

Sewer

- Month of October 2015:
  - Treated a total of 13.788 Million Gallons of Water = 0.425 MGD
  - Total Precipitation = 3.58 inches
  - Discharge to ORF = 400,000 gallons
  - Discharge from ORF to outfall = 0 gallons
  - Sludge Disposal = 58,709 gallons of sludge sent to Auburn WWTP
  - Wastewater from Mid-Lake = 0 gallons
  - Maintenance:
    - 10/5 - Paint East Plant Wall
    - 10/7 - Alarm Services called at 1:35 am for power outage. Checked plant - power okay
    - 10/15-10/16 - Replaced Rotostrainer No. 2 screen cylinder, bearings, and dr. blade
    - 10/15 - Changed pura fix media on one set air filter on influent room for odor control
    - 10/20 - Changed oil in Clarifier No. 1 gear reducer
    - 10/21 - Changed oil in grit chain reducer
    - 10/23 - Changed oil in motor on rotostrainer No. 1
    - 10/27 - Changed high pressure hose to rotostrainer cleaning system.

Electric

- Installed utility poles on Fennell Street for new feeder
- Working on underground conduits and distribution for:
  - Village Hall site - pulling conduits for new primary.
  - Village Landing Apartments - transferred service on 11/7/15 and removed old transformer.
  - New transformer/service for 11 Fennell
- Landis & Gyr Gridstream System
  - SLH completed Command Center Training
  - All equipment is onsite, will be installing communication equipment 11/16-11/20 and installing test meters. L+G field support staff will be onsite to ensure successful configuration and operation.
  - Meter deployment to begin 11/22.
  - Working with CUSI for billing integration
- New LED Christmas lights are in and will be installed before Thanksgiving.

Village Hall Project

- Concrete work is all complete. Finishing up brick pavers this week.
- Landscaping plantings are 80% complete, need to do restoration of disturbed areas for sewer lateral and installation of turf.
- Will be paving next week, which marks substantial completion. Will prepare punch list at the end of the week.

Mayor Hubbard recognized that DMO Harty also sent a memo relative to the Village Hall Site Improvements Project Recommendation for Contract Change Orders and asked Atty. Byrne to report on it. Atty. Byrne said DMO Harty's summary covered it well, noting that as part of the Village Hall Site Improvement project, we identified underground utilities that were in need of repair and replacement. As work progressed, more issues were found. The sewer lateral was televised and a significant "belly" (a low spot) was identified in the lateral that allowed solids and debris to settle out and block sewage flow. There was an additional unidentified blockage down near Fennell Street that turned out to be a large hole in the lateral with a rock protruding into the pipe. Atty. Byrne said the contractor located the Village's 2" water service at a depth of 18" below grade. Because of the shallow depth and the soldered pipe joints, the service was leaking significant quantities of water in several locations. The service was replaced with a new 2" copper water service with compression fittings at a proper depth of 4-5 feet below grade to protect the pipe from freezing in the winter. Relative to storm sewer repair and catch basin replacement,

the existing corrugated metal storm sewers on the property had rusted out and were in poor structural condition. The catch basin "structure" was not an actual structure and was inadequate for the vehicular traffic that the parking lot experiences. The two 12" storm sewers were replaced with corrugated plastic pipe and a new catch basin was installed that is properly rated for the anticipated vehicle loads. Also, a section of the 24" clay tile storm sewer at Fennell Street had collapsed and had been causing settling for years, so that section was replaced with a new 24" plastic pipe to eliminate future settling. EZ Paving also assisted in trench excavation and backfill for the electric duct bank. Atty. Byrne said none of these discoveries were a surprise as they were 70 years old. It made sense to get the work done promptly and properly and the charges for the work are appropriate. Atty. Byrne said DMO Harty identified the funds to charge for the work. Trustee Angelillo asked if these charges impact the initial amount approved for the project. Atty. Byrne said this work is outside the contract; Mayor Hubbard said the change orders will be paid from the budget. **Resolution #2015-225:** On the motion of Trustee Angelillo, seconded by Trustee Stokes-Cawley, it was resolved and unanimously carried (5-0 in favor) to approve Change Order No. 1 through No. 4 and pay for the work from the accounts identified by DMO Harty.

**Codes Enforcement** – CEO Crompt provided his report that recorded the following:

14 Building Permits; 1 Certificate of Occupancy; 0 Demolition Permit; 8 Footer Inspections; 3 Framing Inspections; 2 Insulation Inspections; 4 Final Inspections; 1 Foundation Inspection; 2 Certificates of Completion and 0 Fire Inspections; YMCA rink is coming on line very shortly, by the end of this weekend, with a temporary C of O. CEO Crompt said he, Fire Chief Evans, and Skaneateles YMCA Facilities/Rink Director Matt Major are working out the details.

**Skaneateles Volunteer Fire Department** – Chief Evans' highlighted the following from his Chief's Report for October 2015:

39 Total Alarms; 4 Structure Fires; 7 EMS; 1 Rescue; 8 MVA; 2 Extrication; 6 Hazardous Condition; 1 Service Call; 11 False Alarms; 11 Mutual Aid Given; 16 Mutual Aid Received; and 11.72 Avg. Personnel. Mayor Hubbard noted 11 false alarms and said he didn't recall that being reported before. Chief Evans said false alarms are included on his new Chief's Report and they are a fire alarm without a fire. For example, the YMCA has had five false alarms because when the Zamboni starts exhaust from the top of the machine sets off the alarm. Atty. Byrne said false alarms are a terrible waste of volunteer man-hours. CEO Crompt confirmed that it is an issue with the Zamboni. He added another example such as at Creekside where renovations are taking place – contractors set dust off that triggers the alarms. Atty. Byrne said a false alarm shouldn't happen more than once; Mayor Hubbard said we can't have this with volunteers. Atty. Byrne said there ought to be fines for repeat false alarms. Mayor Hubbard asked CEO Crompt to report further on false alarms at the November 24 meeting. Chief Evans continued his report noting the following:

**Upcoming Trainings:** 11/9, 11/16, 11/23 and 11/30 – OREO at 19:00. Driver training will be offered on Mondays beginning at 19:30; attached training Report (10/1-10/31/15)

**Meetings for October:** Budget/Finance – TBD; Officers – 12/3 at 19:30; Truck – TBD; Trustees/Board of Directors – 12/3 at 19:00

**Other Business:**

- The membership approved the sale of the surplus Spill Response trailer to a local contractor for \$1,234.56. With the sale completed, the new Special Operations trailer will be completely outfitted and placed in service shortly.
- Water Rescue 1 (SeaDoo personal watercraft) was returned to Ingles Marina Thursday, October 22. Water Rescue 2 was removed from the water on Tuesday of this week. A special thank you to the Skaneateles Country Club for the continued use of the dock space.
- Tickets are now on sale for the High Stakes Money Drawing. Thus far, 165 tickets have been sold and tickets are available from any firefighter or online at [www.skaneatelessvfd.com](http://www.skaneatelessvfd.com). Purchase a ticket now for inclusion in the \$500 Early Bird Drawing" on December 7, 2015. \$100 monthly drawings will begin May 2, 2016. Mark your calendars now for the 4<sup>th</sup> Annual Casino Night and High Stakes Money Drawing scheduled for Saturday, September 26, 2016 at the Austin Park Pavilion.

**Status of NYSERDA Grant** – Mayor Hubbard said we can now make a formal final application.

**Status of Masonic Temple and Gazebo Restrooms** – No report with DMO Harty not in attendance. Trustee Lanning asked about a closing date for the gazebo restrooms. Mayor Hubbard said they are probably already closed. Trustee Dove confirmed that Chamber of Commerce Executive Director Lynn is arranging for port-a-potties for Dickens. Trustee Dove said there is a lot of stuff in the bays. Mayor Hubbard said the contractors should be gone before they need to get in there.

**2016 Health Insurance – Resolution #2015-226:** On the motion of Trustee Stokes-Cawley, seconded by Trustee Lanning, it was resolved and unanimously carried (5-0 in favor) to approve the Excellus SimplyBlue+Platinum 2 Health Insurance Plan for 2016. In discussing the resolution, Clerk-Treasurer Couch said our Brown & Brown Broker Amber Gifford did her due diligence looking at Excellus health insurance plans and others. While 11.9% is a substantial increase, Ms. Gifford said it is not as much as some other groups are experiencing. Mayor Hubbard said he learned from others in the Mayors Association that this year's 2% tax cap is going to be at 1.45% and yet we see increases in health insurance at 11.9%. Trustee Lanning said we can use last year's tax cap also – if you don't use the previous year's tax cap you can carry it over to the next year. Clerk-Treasurer Couch will look into this.

**2016 Fire Contract Renewal** – For Trustee Dove who is relatively new to the Village Board, Atty. Byrne explained that this is the renewal agreement for the annual Fire Service Contract, effective January 1. Each year Clerk/Treasurer Couch provides the Town with the Fire Department expenses of the Village's last fiscal year and the computation of costs. During 2016, the Town will pay the Village the sum of \$269,821.38, with the first installment (\$134,910.69), representing one-half of the Town's annual cost for fire protection services, due on or before February 15, 2016. Of that sum, the Village pays the Fire Department Corporation \$94,437.48 for replacement equipment. The second installment (\$134,910.69) is payable to the Village on or before May 15, 2016. Atty. Byrne said we've been using this formal contract for 24 years and have a good process in place now. The agreement must be approved and signed by the Village, the Town, and Skaneateles Fire Department, Inc. In response to Mayor Hubbard, SVFD Chief Evans confirmed that he will attend the Town's November 19, 2015 Public Hearing on the Fire Service Contract. **Resolution #2015-227:** On the motion of Trustee Dove, seconded by Trustee Stokes-Cawley, it was resolved and unanimously carried (5-0 in favor) to authorize Mayor Hubbard's execution of the 2016 Fire Service Contract subsequent to the Town's execution of the same.

**Schedule CIP Public Hearing** – Architect Bob Eggleston said the Hood Critical Impact Permit (CIP) is ready to go also, and if possible he'd appreciate the Village Board scheduling the public hearing sooner rather than later. Relative to the Falcone CIP, Mr. Eggleston said the proposed site modifications have been reviewed by the Planning Board which wants Fire Department review as it pertains to the Fire Lane on the east side of the building. The purpose of the project is to eliminate the dangerous parking situation in front of the building, where cars need to back into Route 20 and across an 89 foot stretch of unprotected sidewalk. Two additional parking spaces will be access from the west driveway on the property. Three new on-street parking spaces will be created along the limited access front of the building with just two driveway cuts defined at each end. The tenants of the building are concerned about losing quick turnover parking and there will be further discussion on that after the Critical Impact. The work won't be done immediately, so we can work on DOT approval. Trustee Dove asked Lt. Coon to report on the number of accidents at 18 W. Genesee Street at the CIP Public Hearing. Mr. Eggleston recognized that the Onondaga County Planning Board reviewed the referral for a site plan and gave comments, not requirements. Trustee Angelillo noted that parking considerations will come back to the Village. \*Village Historian Batlle arrived. Mr. Eggleston said there is no on-site parking required, but it is in the best interest of the tenants to have some. We will have 15 parking spaces and 3 on the street. Instead of the 3 parallel parking spaces proposed on the east side of the building in the 25 ft. space between 18 West Genesee Street and Packwood building, Atty. Byrne suggested an option of two short-term parking spots in front of the City's gate house if and when the other spaces prove to be inadequate. SVFD Chief Evans said he is not in favor of parking in the fire lane. The 9 foot reduction in width would

be insufficient for the operation of the fire department apparatus. Additionally, during the winter months the icicle build up along the eastern roof line of 18 W. Genesee Street would present a significant safety hazard to those individuals parking along the fire lane. Chief Evans said after further review, he will submit a formal recommendation. **Resolution #2015-228:** On the motion of Trustee Dove, seconded by Trustee Lanning, it was resolved and unanimously carried (5-0 in favor) to authorize publication of Notice of Critical Impact Public Hearings for Basin Associates LLC / Falcone, 18 West Genesee Street on Tuesday, November 24, 2015, 7:30 p.m. and at 8:00 p.m. for Robert Hood, 11 Fennell Street, subject to the Planning Board's conditions being satisfied prior to the hearing.

**Pay Stations** – Trustee Stokes-Cawley advised that Clerk to the Boards Dundon is talking with the Village of Sylvan Beach about purchasing our pay stations for parts. He also asked Ber-National if there is any other potential buyer and learned that there isn't. Atty. Byrne suggested waiting for a specific offer before declaring the pay stations surplus property.

**Parking Trust Fund** – Mayor Hubbard said time did not allow for discussion of this topic at the Operations Meeting earlier this evening. He explained that there has been discussion to broaden the use of the parking lot trust funds instead of using tax payer money for certain things not palatable to tax payers. The idea is to open a brand new trust fund which would allow for broader uses. In response to Mayor Hubbard, Trustee Dove said the Parking/Downtown Committee (now referred to as the Downtown Committee) thinks it is a very good idea to be able to use the parking trust fund monies for hospitality items such as parking, bathrooms, trash receptacles, holiday decorations, etc.; things that benefit visitors and also residents. They agree that it would be great to tell our residents that we are not using taxpayer dollars on these things, but rather monies obtained from our visitors. Trustee Dove said top priority is adequate parking and maintenance, and restrooms that work all the time. Atty. Byrne reviewed the committee's priority list and advised that one idea (fund the General Fund with a 15% contribution annually from the Parking and Hospitality Trust Fund) should not be done and one (holiday decorations fund) is a too far reach of the existing parking fund, but could be from a hospitality fund. Mayor Hubbard said this can be discussed at our meeting of November 24 giving everyone a chance to review the committee's list. Atty. Byrne said he needs a Board consensus of where they want to go with this. The Parking Trust Fund is for discreet funds for the creation of new parking - he suggested not straying too far from that. Initially parking maintenance wasn't included and he'd be comfortable revising the funds' purpose to maintain existing parking and creating new. A hospitality trust fund could be created for the other ideas. Atty. Byrne recognized that noting but revenue from the pay stations go into the Parking Trust Fund and asked what would source a hospitality fund. He confirmed that we could stop funding to the existing trust fund. Mayor Hubbard agreed that it is better to keep separate funds and noted that there are a lot of details to work out. He said signage and signs in the parking lot would be appropriate from the Parking Trust Fund. Chief Evans said he'd like to get rid of the negative connotation of the word hospitality (partying, drinking, etc). Atty. Byrne clarified that we can leave the Parking Trust Fund as is and create a second fund for items such as restrooms, trash receptacles, etc., naming the fund appropriately for its intended purpose. We need to avoid using any monies from the existing trust fund for anything other than parking. Trustee Angelillo said perhaps the "guest services fund" could borrow from the General Fund initially and pay it back as funds come in. Mayor Hubbard asked Clerk/Treasurer Couch to confirm the length of time we'd have to pay back the General Fund. This item will be included on the November 24, 2015 Agenda.

**Public Comment** – There was no public comment.

**Village Historian** – Village Historian Battle read aloud his Historic Moment as follows:

*October 13, 1943 2:30 p.m. during a severe wind storm, a barn just north of New Hope, owned by Clint Woodard caught fire as a result of sparks thrown by a thrashing machine. The dust ignited into a fireball that engulfed the barn. Within about 10 minutes a barn just north of the first, also owned by Mr. Woodard, caught fire. About 20 minutes after the initial barn caught fire, a third barn owned by Charles Badman was also ignited by the flying embers landing on the wooden shingles commonly used at that time. Assistance was called from Skaneateles, Homer, Groton, Moravia and Locke fire departments.*

*The house across the street also caught fire, but was saved by the Moravia Fire Department. Shortly thereafter the house and barn owned by Ray Badman was saved by the Skaneateles Fire Department. A privy at Mr. Badman's home was afire, when firefighters tipped the little building over, only to discover it was occupied by Glenn Badman, the only light moment of the day.*

*Back then, as even now today, the lack of water hampered firefighting. Burt Hunt put in a call to Skaneateles for water, contacting Mrs. Melissa Willis the chief telephone operator. She contacted Harold Stock and Frank Hares, who brought 3 tank trucks of water to the scene. Others from Skaneateles, including Presbyterian's Reverent John Dobson, came to the scene to help. When they weren't busy carrying water, they were putting out the countless embers that were dropping in the grass and on houses.*

*The following day, embers from these fires were found across the lake on lawns of homes in Borodino.*

Village Historian Battle said the State of NY received the application for Lake View Cemetery and while it will take some time to process, they have it.

**Approval of Bills – Resolution #2015-229:** On the motion of Trustee Dove, seconded by Trustee Angelillo, it was resolved and unanimously carried (5-0 in favor) that bills from Abstract #11 be audited and paid as follows:

General Fund	Vouchers #1706-1768	Checks #17970-18032	\$150,500.73
Sewer Fund	Vouchers #384-394	Checks #5060-5070	\$ 9,914.50
Electric Fund	Vouchers #469-486	Checks #5837-5854	\$ 18,846.01
Water Fund	Vouchers #235-241	Checks #3968-3974	\$ 4,817.02

In discussing the bills, Lt. Coon confirmed for Trustee Lanning that the \$17,999.00 payment to Delacy Ford is for a new Chief's car (a 2014 Ford Taurus) and that the Expedition is being sold.

**Adjournment – Resolution #2015-210:** 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 8:37p.m.

  
Patty Couch, Vil. Admin./Clerk-Treasurer