

ANNUAL MEETING, VILLAGE BOARD OF TRUSTEES

MONDAY, APRIL 4, 2016

7:30 p.m.

Present: Mayor Marty Hubbard, Trustees Marc Angelillo, Sue Dove, and Carol Stokes-Cawley, Village Attorney Jordan Pavlus, Special Counsel Rick Galbato, Special Counsel Brody Smith

Absent: Trustee Gregg Eriksen

Annual Appointments - The following is a list of appointments and other matters to come before the Annual Meeting of the Village Board of Trustees. Under Section 4-400, Par. 1-C of the Village Law, the Mayor of the Village shall make all appointments of non-elected officials subject to the approval of the Village Board, including the Mayor. Mayor Hubbard noted that letters were sent to the appointees who signed that they'd be willing to serve; he read through the list of appointments.

Terms of Office as Stated:

<u>MUNICIPAL BOARD:</u>	3-Year Terms To	
Dana Hall, Dep. Chair	" " 2019	1) <u>Dana Hall</u>
Walter Blackler	" " 2017	(Term to 2019)
Mary Ellen McQuaid*	" " 2017	
Peter Moffa, Chair	" " 2018	
Gregg Palmer*	" " 2018	
Ed Dienst	Advisor	

* Initial appointment 11/24/15 w/o term; to be appointed with term at Village Board Meeting of 4/14/16

<u>PLANNING BOARD:</u>	5-Year Terms To	
Brian Carvalho	" " 2021	1) <u>Brian Carvalho</u>
Bruce Kenan, Chair	" " 2017	(Term to 2021)
William Eberhardt	" " 2018	
Douglas Sutherland, Dep. Chair	" " 2019	
Stephen Hartnett	" " 2020	

<u>BOARD OF APPEALS:</u>	5-Year Terms To	
Maureen Wopperer	" " 2021	1) <u>Maureen Wopperer</u>
Craig Phinney, Chair	" " 2017	(Term to 2021)
David Badami	" " 2018	
Curt Coville	" " 2019	
Mike Balestra, Dep. Chair	" " 2020	

<u>CEMETERY BOARD:</u>	3-Year Terms To	
Susan G. Murphy**	" " 2018	
Roben Shappell *	" " 2018	1) <u>Roben Shappell</u>
Robert Gray III, Pres.	" " 2019	(Term to 2018)
Gary Trenti	" " 2017	2) <u>Robert GrayIII</u>
Mary Marshall**	" " 2017	(Term to 2019)

* to fill Pat Blackler's term; ** To be appointed with term at Village Board Meeting of 4/14/16

The Village of Skaneateles Housing Authority was created by an act of the New York State Legislature under Section 543-1 of the Public Housing Law of New York, with 5-year terms as follows:

<u>HOUSING AUTHORITY:</u>	5-Year Terms	
Debbie Hubbard	" " 2021	1) <u>Debbie Hubbard</u>
Anne Buehler	" " 2017	(Term to 2021)
Francis E. Sheehan, Chair	" " 2018	
Bernie Van Derveer, Dep. Chair	" " 2019	

VILLAGE BOARD OF TRUSTEES, ANNUAL MEETING, APRIL 4, 2016

The Following are All for One-Year Terms of Office:

HISTORICAL LANDMARKS PRESERVATION COMMISSION:

Lisa Riordan
Katharine Dyson, Dep. Chair
Ted Kinder
Chad Rogers, Chair
Dave Birchenough

TREE ADVISORY BOARD:

Ann Neibert, Chair
Nancy Easter
Richard Westover, Dep. Chair
Sue Jones

Mayor Hubbard read aloud the individuals appointed to various positions as follows:

VILLAGE ADMIN./CLERK-TREASURER

Patricia A. Couch Term to 2017

Patricia A. Couch

DEPUTY CLERK/TREASURER

Kierstin Dufford

DEPUTY MAYOR

Trustee Marc Angelillo

DIRECTOR OF MUNICIPAL OPERATIONS

Shannon Harty

WATER & WASTEWATER TREATMENT
PLANT OPERATOR

Zlatko Psenicknik

CLERK TO THE BOARDS

Dennis Dundon

CODES ENFORCEMENT OFFICER
DEPUTY CODES ENFORCEMENT OFFICERS

John Crompt
See discussion below

VILLAGE ATTORNEY

Jordan R. Pavlus

SPECIAL COUNSEL

Riccardo T. Galbato
Brody Smith

VILLAGE HISTORIAN

Jorge Battle

VILLAGE ENGINEER

GHD, Inc. (f.k.a. Stearns &
Wheler

OFFICIAL NEWSPAPER

Skaneateles JOURNAL

OFFICIAL DEPOSITORIES - Key Bank, Manufacturers & Traders Trust Company,
MBIA/CLASS

INVESTMENT POLICY - As adopted August 14, 1989 (amended February 10, 1992 to include participation in the MBIA Municipal Investors Service Corporation, known as CLASS and amended November 22, 1999 to include BSB [which became Partners Trust and is now M&T]. The CLASS Agreement was Amended and Restated April 5, 1999. The amendment as of April 23, 2012 to the Cooperative Liquid Asset Securities System

VILLAGE BOARD OF TRUSTEES, ANNUAL MEETING, APRIL 4, 2016

Municipal Cooperation Agreement amends so that it shall now be by and between the Village of Potsdam and the Participants thereto. In addition, definitional changes were made of "Investment Advisor", "Lead Participant", and "Services Agreement".

SERVICE AWARD PROGRAM INVESTMENT POLICY - As adopted April 7, 1997, and amended December 13, 1999, and October 27, 2008

PROCUREMENT POLICY - As adopted December 23, 1991, and amended May 27, 2008.

CAPITAL ASSETS - Capital assets (vehicles, equipment, furniture, tools, etc.) for purposes of identifying "fixed assets" shall remain at \$3,000 per item.

BOARD MEETINGS:

2nd and 4th Thursday, 7:30 p.m., Village Office
Operational Meeting (as needed)

Trustee Liaison Assignments:

<u>FIRE</u>	<u>POLICE</u>	<u>MUN. OPS.</u>	<u>ZBA/PLANNING/HLPC</u>	<u>CEMETERY</u>
Dove	Angelillo	Stokes-Cawley	Eriksen	Dove

Joint Comprehensive Plan Committee – Trustee Carol Stokes-Cawley and Planning Board Member Doug Sutherland. Mayor Hubbard recognized the efforts of these two committee members.

Mileage - Mileage will be reimbursed at the current IRS-approved rate.

Training & Conference Attendance - Pursuant to Section 77-b of the General Municipal Law, it is determined by the Board of Trustees that attendance by certain municipal officials and employees at meetings, conferences, and schools during the coming official year will benefit the Village, and such attendance is hereby authorized subject to the following requirement.

In light of the current fiscal constraints of the Village, any requests for reimbursement of travel-related expenses must be approved in advance by the Trustees.

Approve Appointments - Resolution #2016-52: On the motion of Mayor Hubbard, seconded by Trustee Angelillo, it was resolved and unanimously carried (4-0 in favor) to approve the appointments as recommended by the Mayor.

Deputy Codes Enforcement Officer – Trustee Dove brought up the need to re-appoint Deputy Zoning Officers Pat Carroll and Beth O’Sullivan. Atty. Galbato referenced the Minutes of the January 6, 2016 Operations Meeting and read aloud Resolution #2016-2 as follows: "To appoint Pat Carroll and Beth O’Sullivan as Deputy Zoning Inspectors (DZIs) at an hourly rate of \$16.83 and a limit of 1,040 hours per year until March 31, 2016 at which time the appointment will be re-visited". Atty. Galbato said, in his opinion, the DZIs are very organized and saving Atty. Smith and his team time. In response to Trustee Angelillo, Atty. Smith said the DZIs are mostly behind the scene doing on-line research and agreed that they are doing a good job. Clerk-Treasurer Couch recalled receiving a letter from Onondaga County Civil Service in response to submitting a New Position Duties Statement. Personnel Officer Taffey Popka advised that the job duties fall under the title of Deputy Codes Enforcement Officer. **Resolution #2016-53:** On the motion of Trustee Angelillo, seconded by Trustee Stokes-Cawley, it was resolved and unanimously carried (4-0 in favor) to appoint Pat Carroll and Beth O’Sullivan as Deputy Codes Enforcement Officers at \$16.83 per hour with a limit of 1,040 hours combined.

VILLAGE BOARD OF TRUSTEES, ANNUAL MEETING, APRIL 4, 2016

Discussion of Meeting Procedures – Mayor Hubbard read aloud the Village Meeting Procedures that will become a part of the Annual Meeting Minutes as a quick reference.

Meetings – Village Board meetings are held on the second and fourth Thursday of each month beginning at 7:30 p.m. The Mayor or Trustees can schedule “Operational Meetings” as needed. To satisfy having a quorum, kindly notify the Administrator/Clerk-Treasurer if your absence is planned and/or necessary. Other boards with regularly scheduled public meetings are as follows:

Municipal Board	4 th Wednesday at 6:00 p.m.	Chair Peter Moffa
Planning Board	1 st Thursday at 7:30 p.m.	Chair Bruce Kenan
Zoning Board of Appeals	4 th Tuesday at 7:30 p.m.	Chair Craig Phinney
Historical Landmarks (HLPC)	3 rd Wednesday at 7:30 p.m.	Chair Chad Rogers
Cemetery Board	3 rd Tuesday at 9:00 a.m.	Chair Bob Gray
Tree Committee	Do not meet monthly	Chair Ann Neibert

All meetings are open to the public and are held at the Village Office unless otherwise announced. Should a meeting need to be re-scheduled, advance notice is required to provide adequate notice to the public. All meetings are listed on the posted calendars at Village Hall and on the Village’s website. All meetings have agendas posted on the Village’s website www.villageofskaneateles.com. Sample website calendar is attached.

Annual Meeting – Held the first Monday in the month of April. Appointments made by the Mayor are confirmed by the Trustees.

Agendas – the Administrator/Clerk-Treasurer drafts the agenda that includes recent correspondence/announcements/requests, as well as old and new business. After review and input from the Mayor and Village Atty., she aims to distribute the agenda by the close of business on the Monday preceding the meeting. Department Heads or Trustees notify the Administrator/Clerk-Treasurer if there is an item they’d like included on the agenda.

Abstracts – Abstracts of all bills vouchered for each meeting are emailed in advance of the meeting for review by the Board of Trustees. Specific vouchers can be pulled for closer examination either prior to the meeting or at the meeting. Department Heads sign vouchers pertinent to their operation.

Mail – Mail distributed by email or copied and put in mail boxes here at the Village Office.

Sexual Harassment Policy – The Village of Skaneateles takes seriously and is committed to enforcing its Sexual Harassment Policy.

Correspondence and Announcements – Trustee Stokes-Cawley announced that there will be an introduction to the New Community Solar Program on Wednesday, April 6, 7:00 p.m. at the Fire Station. All are welcome to attend to hear Chris Carrick of CNYRPDB present information and answer questions at an open public forum.

Short-term rentals – Special Counsel Brody Smith gave an update on short-term rental enforcement to date. The “zoning group” will meet on Thursday, April 7 at 5:00 p.m.

Austin Park Land Transfer – Special Counsel Brody Smith said he is the attorney for the Town of Skaneateles and knows that the Village and Town seem to be on the same page relative to transferring Austin Park to the Town of Skaneateles. Atty. Smith said we are seeking a blessing from the NYS Legislature because, although it will remain a park, the land will be transferred from one municipality to another and it is unclear whether such a transfer is subject to the public trust doctrine. Town Supervisor Lanning has already talked to Senator DeFrancisco and you are being asked this evening to consider adopting a resolution requesting that the NYS Legislature enact a Parkland Alienation Bill. Atty. Smith made points as follows: the resolution includes the Town’s desire to lease to a not-for-profit; a public hearing is not needed; April 15 has relevance as Senators have unlimited bills to set forth prior to that; legislation would allow transfer of all of Austin Park; the building will still be available for the Labor Day Field Days, the Antique Show, etc. because the Skaneateles Nursery School won’t be in session during the summer; there is no problem with liquor licensing; and there could be restrictive covenants. Mayor

VILLAGE BOARD OF TRUSTEES, ANNUAL MEETING, APRIL 4, 2016

Hubbard said this needs to be looked at long-term. All of Austin Park was given through donations and if it is all given to the Town, costs of insurance, improvements, and maintenance will be borne by all Town taxpayers, not just Village taxpayers. He said it is the fairest way – the Town won't do repairs if they do not own it and we need to look out for the Village taxpayers now and into the future. **Resolution #2016-54:** On the motion of Trustee Stokes-Cawley, seconded by Trustee Dove, it was resolved and unanimously carried (4-0 in favor) to adopt the resolution as follows.

**RESOLUTION REQUESTING THAT THE NEW YORK STATE LEGISLATURE ENACT A
PARKLAND ALIENATION BILL**

April 4, 2016

WHEREAS, in the 1920s, Clarence M. Austin gifted property located at 1 E. Austin Street and commonly known as Austin Park (“Austin Park”) to the Village of Skaneateles (the “Village”), such property to be held “as a public park for the use and good of the people”; and
WHEREAS, since 1980, Austin Park has been leased to the Town of Skaneateles (the “Town”), who has maintained responsibility for all municipal recreation programs thereon; and
WHEREAS, Austin Park is currently improved by a vacant, +/-2,032 square foot structure, commonly known as the Austin Pavilion (“Austin Pavilion”); and
WHEREAS, the Austin Pavilion was previously an ice skating locker room, however, the ice skating rink has been removed and the Austin Pavilion is in need of renovation so that it can be put to a new public use; and
WHEREAS, the Village desires to transfer Austin Park to the Town of Skaneateles (the “Town”) to avoid the need to maintain duplicative insurance policies; to facilitate the improvement of the Austin Pavilion; and to ensure continued maintenance of the park grounds; and
WHEREAS, the Village and the Town believe it would be in the best interest of the public to allow a portion on the Austin Pavilion to be leased to a not-for-profit entity from September through June; and
WHEREAS, the Village and the Town contemplate that any such lease would allow continued public access to the Austin Pavilion, including use throughout the summer months for various community functions; and

NOW THEREFORE IT IS HEREBY:

RESOLVED, this Board requests the New York State Legislature adopt legislation authorizing the transfer of Austin Park from the Village to the Town and authorizing the lease of the Austin Pavilion to a not-for-profit entity so long as that tenant does not interfere with the public use of the park during the summer months; and

RESOLVED, that the Village Mayor or his duly appointed representative is hereby empowered to execute any such agreements, documents, or papers as may be necessary to implement the intent and purpose of this Resolution; and

RESOLVED, that the Village Attorney or his duly appointed representative is hereby empowered to assist in the drafting of documents, draft any required notices, and perform any other legal services necessary to implement the intent and purpose of this Resolution; and

RESOLVED, that the Village Clerk is hereby directed to send a copy of this Resolution and all supporting documentation to the New York State Senate and Assembly home rule office, Senator John DeFrancisco’s office, and Assemblyman Gary Finch’s office; and

RESOLVED, that the Board directs the Village Clerk to maintain a copy of this resolution in the Office of the Village Clerk in files that are readily accessible to the public and made available upon request, subject only to the limitations established by the Freedom of Information Law.

The adoption of the foregoing Resolution was moved by Trustee Stokes-Cawley, seconded by Trustee Dove, and duly put to vote, which resulted as follows:

Mayor Martin L. Hubbard	Voting Aye
Trustee Marc Angelillo	Voting Aye
Trustee Gregg Eriksen	Absent
Trustee Sue Dove	Voting Aye
Trustee Carol Stokes-Cawley	Voting Aye

The resolution was thereupon declared duly adopted.

Dated: April 4, 2016

VILLAGE BOARD OF TRUSTEES, ANNUAL MEETING, APRIL 4, 2016

Mayor's Statement – Mayor Hubbard read aloud his statement as follows:

Congratulations on your appointment, Jordan.

Unfortunately, I must issue some words of caution:

Politics in the Village is growing more divisive and next year's election cycle has already begun.

The vested interests of illegal hotels and short term rentals are unwilling to accept defeat.

Illegal operators believe that taking over the Village Board is the best way to accomplish their profits.

They have money to buy influence and put their financial gains ahead of the Village's best interest.

They will manipulate the facts and attempt to discredit our work which may subject you to undue criticism.

Adjournment – **Resolution #2016-55:** On the motion of Trustee Angelillo, seconded by Trustee Dove, it was resolved and unanimously carried (4-0 in favor) to adjourn the meeting at 8:45 p.m.



Patty Couch
Village Admin./Clerk-Treas.