

VILLAGE BOARD MEETING MINUTES

JUNE 8, 2017

7:30 P.M.

PRESENT: Mayor Hubbard, Trustees Dove, Eriksen, Sennett and Stokes-Cawley, DMO Harty, Police Chief Coon, SVFD Asst. Chief Buehler, CEO Cromp, Village Attorney Pavlus

Others: Jason Gabak Skaneateles PRESS
Joellyn Tuttle 76 W. Elizabeth Street
Bob Eggleston* 1391 E. Genesee Street

Minutes –Resolution #2017-117: On the motion of Trustee Eriksen, seconded by Trustee Stokes-Cawley, it was resolved and unanimously carried (5-0 in favor) to approve the Minutes of the Regular Meeting of May 25, 2017, as presented.

Correspondence & Announcements – Mayor Hubbard noted the following:

-Receipt of T-Mobile Lease Renewal Notice effective 1/1/18.

*Bob Eggleston arrived

-Receipt of Resistance Report from Alan Dolmatch

-Village Office Summer Hours – Close at 1 p.m. on Fridays from July 7 through Friday, September 1, 2017

-Receipt of Treasurer’s Reports for May 31, 2017

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

-Email from Old Stone Mill resident Jerry Sweet regarding trespassing at the City of Syracuse’s dam property south of Old Stone Mill. Mayor Hubbard asked if this is a City of Syracuse issue for signage. DMO Harty said she met with the City’s Rich Abbott and Mike Lynn who run the gatehouse. Signage was discussed and if someone witnesses something they should call the police. DMO Harty said she suggested that they look at fencing. Relative to the photograph of two teens walking on the wall at the outlet dam, Mayor Hubbard said it was a very deliberate act to get over, around the fence. The other instance, three boys on the dock, is tough to control and there is not much we can do. Chief Coon said the Police were there last Halloween, but he is not aware of these more recent instances. DMO Harty confirmed that the entire complaint from Mr. Sweet was forwarded to the City. Trustee Sennett asked if there ought to be written communication to Mr. Sweet. It was decided that there will be a further report at the June 22 meeting after Chief Coon reviews the complaint.

-Letter from Mayor Hubbard to the Town Board relative to the joint water system. Trustee Dove reported that according to Town Highway Superintendent Al Wellington, there is a Public Hearing scheduled for July 10, 2017 at 6:30 p.m.

-Onondaga County Mayors Association Meeting Wed., June 21 Liverpool Village Hall–County-Wide Shared Services Initiative

-Resignation letter from part-time Police Clerk Mary Ellen Botsford

-Mayor Hubbard said a very nice email was received from Town Clerk Aaron thanking DMO Harty for the speed bumps in the driveway next to Town Hall. Clerk Aaron wrote, “That should make such a huge difference in slowing down the traffic coming through and make the area safer for those walking out of the back entrance of Town Hall and at Johnnie Angels. I very much appreciate that you took care of this.”

Police Department – Mayor Hubbard noted that the Board is in receipt of the Police monthly report for May that recorded activity as follows: Calls for Service; 194 **Incident Types: Criminal:** 4 Larceny; 0 Identity Theft; 0 Forgery; 1 Burglary; 0 Robbery; 1 Criminal Mischief; 2 Domestic; 2 Harassment; 0 Sex Offence; **Non-Criminal:** 1 Vehicle Lockout; 854 Property Check; 24 Ambulance Calls; 0 Fire Calls; 4 Alarm; 5 Recovered/Found Property; **Traffic:** 53 Total Traffic Stops; 25 Traffic Tickets Issued; 137 Total Parking Tickets; 188 Courtesy Cards; **Motor Vehicle Accidents:** 5 Property Damage; 1 Personal Injury; **Arrests:** 0 Felonies; 2 Misdemeanors; 0 Violations; 1 DWI. Chief Coon further reported that the Police Department has a Facebook page up and running – it contains a lot of old photographs.

Director of Municipal Operations (DMO) – DMO Harty said she has been rather busy so is handing out her report that recorded the following:

DPW

- Completed Spring Clean-up – Brush pickup is over until the Fall
- Currently Daily Activities now include:
 - Mowing parks, creek walk trail, Village facilities and cemetery
 - Cleaning storm sewers & street sweeping
- Current and Upcoming projects/activities:
 - Have completed 85% of the on-street meter up-grade. Housing, poles and decorative sleeves have been replaced, working through final details with IPS for meter head installation and commissioning.
 - Pavement striping of on-street parking, crosswalks, and municipal parking lot.
 - West Lake Street Storm sewer work with Town
 - Gayle Road sewer work

Electric

- Working on Fennell Street substation, utility pole replacement throughout Village, and planning for rebuild of Day Lane
- ~3 hr power outage on Friday June 2 on south end of State Street due to transformer failure. Village of Solvay assisted Allan in the repair.
- Attended NYMPA Annual Meeting – NYMPA Purchase Power rate will drop from \$0.042/kwh to \$0.037/kwh for May to October 2017.

Water

- Month of April
 - Produced a total of 13.25 Million Gallons of Water = 427,000 gallons per day
 - No raw water turbidity exceedances
 - All 3 microbial samples in distribution system came back negative
- Water Main Replacement Project
 - Have all survey data back now so GHD working on water main layout and engineering details
- Have updated proposal for Sensus AMR upgrade. Met with the Town to discuss issuing a purchase order and next steps to implement the project. Will need to work through contract details with both Town and Village attorneys. Cost will be split 50/50 per original agreement with Town.

Sewer

- See attached Operator's Report from Brad
- Lakelawn Sanitary sewer construction has begun (new Town Sewer district to replace existing sewers to Country Club and other town properties).

Parkside

- Tobin will be on site in the next few weeks working on punch list items.

Sidewalk Project

- Working through final contract details with Ballard – have bonds and insurance.
- Had pre-construction meeting May 31st. Will be starting ADA curb drops at Packwood and Fennell.
- Surveyor completing mapping of hazardous areas and list of property owners. Notices will go out next week.
- Working through coordination/permitting details with DOT for work on West Genesee Street at Kane Ave.
- Have received responses from some property owners on West Elizabeth. Will be contacting those that have not yet responded.

City of Syracuse Infrastructure Projects for 2017

- Attended Construction Meeting on 6/8 at City Gatehouse
- Repairs to Gatehouse (main building next to Sherwood Inn) have already started and should take about a month.

- Will be starting repairs to Boathouse (next to Bluewater Grill) on or about June 19th. Work includes removal and replacement of concrete sidewalk around building and repointing/grouting brickwork around the structure. Contractor would like to stage 20 yd. dumpster either on street or Village Boat Ramp for about a week. Advised contractor that work/staging in West Genesee Street will need to be coordinated with NYS DOT. Approval would be required from Village to stage equipment, dumpster, or other materials on Village property. In response to Trustee Sennett asking about the high lake level, DMO Harty said water is being let out, so the June 19th date for the work to commence is probably realistic. Relative to the dumpster, Mayor Hubbard said we don't need a dumpster on the street or pier and the contractor needs to get rid of debris on a daily basis. In response to Mayor Hubbard, DMO Harty said the work will be mostly concrete and pointing, not a major roof tear off. DMO Harty said she will draft a letter and review it with Atty. Pavlus. The Board concurred that they don't want staging of equipment overnight, no dumpster, and no work on weekends.
- Fall 2017 – Replacing chemical feed lines to both intakes. Work will include the removal and replacement of manholes and access hatches in Clift Park. DMO Harty said she will advise that the work should be after Labor Day. She commented that there will be a lot going on in the parks this summer.

In response to Mayor Hubbard, DMO Harty confirmed that the Municipal Board is interested in advertising for another Municipal Board member. Mayor Hubbard said that Municipal Board Commissioner Palmer is not able to make many of the meetings because of his work schedule, but he wants to remain on the board to make as many of the meetings as possible. Therefore, membership would go from 5 to 6 – the Municipal Board can have as many as 7. In response to Trustee Eriksen asking if there'd be a problem with voting with an even number of members, Trustee Stokes-Cawley, liaison to the Municipal Board, said there are rarely 5 members present. DMO Harty added that Commissioner Palmer is a huge resource. **Resolution #2017-118:** On the motion of Mayor Hubbard, seconded by Trustee Stokes-Cawley, it was resolved and unanimously carried (5-0 in favor) to authorize advertising for a Municipal Board Member.

Relative to the City of Syracuse work, in response to Trustee Dove, DMO Harty said she will send a memo to Chamber of Commerce Executive Director Tara Lynn advising of the work.

Codes Enforcement – CEO Crompt provided the Board with copies of his report that records activity as follows: 1 Sign Permit; 1 Building Permits; 0 Certificates of Occupancy; 1 Demolition Permit; 1 Footer Inspections; 0 Framing Inspections; 2 Insulation Inspections; 6 Final Inspection; 0 Foundation Permits; 0 Temp. Cert. of Occupancy; 2 Fire Inspections, 5 Certificates of Compliance, 3 Complaints and Investigations. CEO Crompt said residents are busy constructing and renovating. In the office, the back log is being worked through, as well as working on getting some work space for Deputy Zoning Inspector Beth O'Sullivan so that she can work more efficiently. CEO Crompt said that will allow him more time out in the field. Trustee Dove complimented CEO Crompt on the newly developed check list, adding that it is a good step forward. She asked about the requirement for a property survey no older than 2 years. CEO Crompt explained that the Planning Board wanted more up to date surveys so that more accurate information is available to make decisions on. With fences, we don't worry about the age of the survey so much as the lot lines don't tend to change. Surveys no older than 2 years are required for additions, pools, decks, etc. CEO Crompt said the Planning Board was adamant on surveys no older than 2 years.

Skaneateles Volunteer Fire Department – Mayor Hubbard acknowledged receipt of SVFD Chief Evans' report for May 2017 that Asst. Chief Buehler read aloud as follows:

Calls for the month of February: 27 Total Alarms; 2 Structure Fire; 0 Vehicle Fires; 0 Vegetation Fire; 7 EMS; 1 Rescue; 3 Motor Vehicle Accidents; 0 Extrication; 0 Hazardous Condition; 1 Service Call; 5 Good Intent Call; 5 False Alarms; 3 Cancelled Enroute; 0 Other; 8 Mutual Aid Given; 7 Mutual Aid Received; 11.15 Avg. Personnel; 1.42 Avg. Enroute time; 5.42 Avg. On-scene Time; 2 Meetings; 6 Drills; 0 Training; 5 Miscellaneous.

Upcoming Trainings: 6/10 & 6/11 – Big Water – 08:00-16:00; 6/12 – Small Tools – 19:30; 6/19 – Live Fire Spafford – 19:00 & Pumping – 19:30; 6/26 – SCUBA – 19:00 & Tanker Ops – 19:00 – E12 & E21 both to Marcellus for drill

Meetings for the month: Labor Day – 6/20/17 @ 19:00; Officers – 6/29/17 at 19:30; Truck Committee – 6/14/17 at 19:30; Trustees/Board of Directors – 7/6/17 at 19:00

Other business:

- New York State Chiefs' Association Show – Turning Stone Casino, Verona, NY – Wednesday June 14th – Saturday June 17th. Approximately a dozen firefighters have requested tickets and will be traveling to the show with no expense incurred by the SFD
- As of Monday June 5th, three probationary firefighters have successfully completed their one year probationary period and are now full-fledge members of the department: Firefighter Jeff Herrick, Firefighter Mike Paddock and Firefighter Dustin Palen. The department also welcomed two new members, Probationary Firefighter Chris Caza and Probationary Firefighter Markus Lockhart, who was formally a RAM.
- Labor Day plans are being finalized. There has been a schedule change for this year, the Grand Parade will be held on Sunday September 3rd beginning at 2:00 p.m. instead of 4:00 p.m.
- Tickets are available for the High Stakes Money Drawing. Thus far, 450 tickets have been sold and tickets are available from any firefighter or online at www.skaneatelesvfd.com. \$100 monthly drawings began June 5, 2017 and the following numbers were drawn: 380, 491 & 510. Mark your calendars now for the 5th Annual Casino Night and High Stakes Money Drawing scheduled for Saturday, September 23, 2017 at Skaneateles Station #1.

Old Business

Continuation of Public Hearing for Mirbeau Zone Change – Atty. Pavlus said the continuation of the Public Hearing for the Mirbeau Zone Change needs to be after the next Planning Board Meeting, so should be pushed to the Village Board Meeting of July 13. **Resolution #2017-119:** On the motion of Trustee Sennett, seconded by Trustee Eriksen, it was resolved and unanimously carried (5-0 in favor) to schedule the continuation of the Public Hearing for Mirbeau Zone Change for Thursday, July 13, 2017, 7:30 p.m. at Village Hall.

Status of NYSERDA Grant – DMO Harty said there are no updates.

Status of Renewal of Franchise Agreements – Mayor Hubbard said Clerk to the Boards Dundon provided an update and is on top of the discussions.

Status of New Seawall Grant / Clift Park Improvements – DMO Harty reported that information has been submitted and we are working with QPK on concept plans on what improvements will be. Ballard will meet with QPK's Dave Harding relative to the sidewalk/brick work at the site. In response to Trustee Stokes-Cawley, DMO Harty said we can seek reimbursement once the work commences.

Status of Dry Hydrant Project – DMO Harty said she was contacted by the Town advising that there will be one soil boring in Clift Park. She said the work needs to happen by June 22, prior to High School Graduation.

New Business

Utility Account #20490 – Clerk/Treasurer Couch said the bottom line is that the estate has no money remaining to pay creditors. **Resolution #2017-120:** On the motion of Trustee Dove, seconded by Trustee Sennett, it was resolved and unanimously carried (5-0 in favor) to authorize writing off \$44.04 on Utility

Account #20490 as there are no assets for distribution to the Pamela Marie Watson Estate's creditors and heirs.

Public Comment – Relative to the Public Hearing on the Mirbeau Zone Change, Bob Eggleston said they are waiting for a response from GHD. Given that the Planning Board and ZBA have differing positions, the owner of the property, Gary Dower, hoped that the two boards could meet together instead of the “ping pong” dialogue. Trustee Stokes-Cawley said she plans to attend the June 28 ZBA Meeting along with liaison Trustee Eriksen. Trustee Dove asked if we could ask the Planning Board to attend the ZBA Meeting to talk all together. Mr. Eggleston said we could have two Planning Board Members attend. Mayor Hubbard said we can encourage Planning Board Members to attend the ZBA Meeting. Trustee Eriksen said the GHD report should be here soon. He agreed to talk to ZBA Chairman Balestra.

Relative to W. Elizabeth Street sidewalks, Rev. Tuttle said she is here to get a few questions answered. She asked if the Village plans to extend sidewalks on the south side of West Elizabeth. Mayor Hubbard said we haven't decided on the north side yet. As DMO Harty reported, we received responses to some of our letters, but not all. Therefore, a tally of the responses has not yet been put together. We will try to resolve this by the next Village Board Meeting. Rev. Tuttle asked why the Village would only bill the northside property owners if there are no plans for walks on the southside. Mayor Hubbard said that is a good question and one that he expected. Rev. Tuttle noted that the Village will share the cost of the walk 50/50 and asked if liability and responsibility for the walk would also be shared. Atty. Pavlus said only the cost is shared and that doesn't effect liability. The walks would be plowed in the winter by the Village as is done throughout the Village. Mayor Hubbard said that no matter the cost sharing for sidewalk installation, responsibility and liability stays with the property owner. Rev. Tuttle asked when the payment for the new sidewalks would be expected and questioned if there can be a payment plan, say over 2 or 3 years. Mayor Hubbard said the Village does have experience with that and that is something the Board will have to consider. Mayor Hubbard said we hope to have some consensus in two weeks. In response to Mayor Hubbard, Rev. Tuttle said she will encourage others to attend the June 22 meeting.

Trustee Stokes-Cawley said she attended this afternoon's Tree Committee Meeting and learned that 26 new trees have been planted over the last couple of weeks; there is concern that the trees have not been watered enough. Even with all the rain, newly planted trees need 5-15 gallons of water each week. Trustee Stokes-Cawley said it is hoped that the press will get word out about maintenance of the newly-planted trees that each cost approximately \$479. Tree Board Commissioner Jones is drafting a letter to property owners and the editor asking for their support. DMO Harty said we have 25 gators that homeowners can use.

Regarding the Resistance Report provided by Alan Dolmatch, Trustee Stokes-Cawley said Governor Cuomo signed a bill that New York State is moving forward as if we are under the Paris Climate Agreement, so the Village is under that and doesn't need to take separate action. Trustee Sennett said she isn't happy that the US pulled out of the Paris Climate Agreement, but thinks that Skaneateles is a good model. We have a Climate Action Plan, LED lighting, a major sidewalk program to improve walkability, a net-zero municipal building, a vehicle charging station, etc. She said she thinks actions speak louder than words and is proud of our accomplishments. DMO Harty noted that there is also money available to replace old appliances and insulation – immediate returns on investments. Trustee Eriksen said another example of energy conservation/efficiency is the number of old vehicles that the Village is getting off the road.

Approval of Bills – Resolution #2017-121: On the motion of Trustee Sennett, seconded by Trustee Dove, it was resolved and unanimously carried (5-0 in favor) that bills from Abstract #25 be audited and paid as follows:

| | | | |
|---------------|---------------------|---------------------|-------------|
| General Fund | Vouchers #3622-3663 | Checks #19875-19915 | \$62,999.60 |
| Sewer Fund | Vouchers #827-833 | Checks #5502-5508 | \$12,135.90 |
| Electric Fund | Vouchers #948-953 | Checks #6312-6317 | \$ 2,805.30 |

| | | | |
|------------|-------------------|-------------------|-----------|
| Water Fund | Vouchers #499-502 | Checks #4231-4234 | \$ 587.95 |
|------------|-------------------|-------------------|-----------|

It was further resolved that bills from Abstract #1 be audited and paid as follows:

| | | | |
|---------------|---------------------|---------------------|--------------|
| General Fund | Vouchers #3623-3640 | Checks #19917-19934 | \$113,921.27 |
| Sewer Fund | Vouchers #826-830 | Checks #5509-5513 | \$ 9,838.15 |
| Electric Fund | Vouchers #944-950 | Checks #6318-6324 | \$ 12,263.63 |
| Water Fund | Vouchers #498 | Checks #4235 | \$ 2,759.72 |

Executive Session – **Resolution #2017-122:** On the motion of Trustee Eriksen, seconded by Trustee Stokes-Cawley, it was resolved and unanimously carried (5-0 in favor) to enter into an Executive Session at 8:24 p.m. for an Attorney/Client Discussion on Potential Litigation. **Resolution #2017-123:** On the motion of Trustee Sennett, seconded by Trustee Dove, it was resolved and unanimously carried (5-0 in favor) to move out of Executive Session at 9:21 p.m.

Adjournment – **Resolution #2017-124:** On the motion of Trustee Sennett seconded by Trustee Dove, it was resolved and unanimously carried (5-0 in favor) to adjourn the meeting at 9:21 p.m.


Patty Couch, Vil. Admin./Clerk-Treasurer

**Village of Skaneateles
Wastewater treatment operations
Submitted: 6/7/17
From: Brad Noftell
RE: May 2017 Monthly Report**

Our total flow coming into the plant for the month of May was 20.55MGD (Million Gallons Daily).

The average from that total for the month is 0.663MGD (663,000 gallons).

Our 12 month rolling average is 0.583MGD (583,000 gallons). **NOTE*our permit limit for the 12 month rolling average is 0.850 MGD. (850,000 Gallons)**

Total precipitation for the month of May was 5.35 inches.

Our CBOD5 (Carbonaceous Biochemical Oxygen Demand 5) removal for May was 93%. **NOTE*our permit limitations for BOD removal is no less than 85%.**

Our TSS (Total Suspended Solids) removal for May was 93%. **NOTE*our permit limitations for TSS is also no less than 85% removal.**

We hauled 72,410 gallons of sludge to Auburn WWTP with no incidents.

We treated 0 gallons from our overflow retention lagoon.

APRIL MAINTENANCE

May 1st – Scooped out floating sludge from lagoon from seasonal change over. Manually waste clarifiers.

May 2nd – Monthly sampling. Completed paperwork for annual grit agreement with Seneca Meadows.

May 3rd - Took annual sludge samples for waste transport permit. CDX webinar with Shannon

May 4th – Dewatered 18" from sludge tank. (5,400 gallons). Made a backup sludge level indicator for sludge truck. Ordered new motor for large sludge mixer. Old mixer is shot and cannot be repaired. Drained water out of compressors and cleaned drain pans.

May 8th- Changed out lightbulbs in chlorine room. Worked on taking coupling off of old sludge motor. Received backup RBC motor and added to stock. Added oil to bar screen.

May 9th- Monthly sampling. Manually wasted clarifiers. Cleaned and washed down mechanical bar screen. Cleaned all air filters for blowers. Changed air filters in 1,3, and 4 blowers. Added oil to air compressors.

May 10th- Greased grit elevator and rotostrainers. Cleaned inside of grit elevator. Dewatered 4,500 gallons from sludge tank.

May 11th- Picked up new sludge motor from Auburn Armature. Started install.

May 12th- Worked on install of sludge mixer motor.

May 15th- Fred from Jordan came by so I can give him the rundown of the plant for when I go on vacation. Greased blowers 1, 3 and 4.

May 17th thru 31st- Vacation