

VILLAGE BOARD MEETING MINUTES
AUGUST 10, 2017
7:30 P.M.

PRESENT: Mayor Hubbard, Trustees Dove, Eriksen, Sennett and Stokes-Cawley, DMO Harty, SVFD Assistant Chief Buehler, Municipal Board Chair Mary Ellen McQuaid, Village Attorney Pavlus

Others: Jason Gabak Skaneateles PRESS

Minutes –Resolution #2017-144: On the motion of Trustee Stokes-Cawley, seconded by Trustee Dove, it was resolved and unanimously carried (4-0 in favor with Mayor Hubbard abstaining as he was not present at the meeting) to approve the Minutes of the Regular Meeting of July 25, 2017, as presented.

Correspondence & Announcements – Mayor Hubbard noted the following:

- Receipt of copy of NYS DEC letter to City of Syracuse Water Department regarding the Skaneateles Lake Dam. DMO Harty said she met earlier with the City and learned that there are projects slated to address the deficiencies noted and more. In response to Mayor Hubbard, DMO Harty said she doesn't know whether or not the high water has impacted the projects as she hasn't had an update.
- Receipt of a very nice thank you letter from Skaneateles Library Trustee and Book Sale Committee Chair Paula Conan who wrote, "The Library is deeply appreciative of the opportunity you provided again this year, and grateful for the effort that you and all Village personnel make in order to contribute to the success of the Book Sale."
- Email exchange between Jeff Sosville of 10 Academy Street and DMO Harty relative to the Village's street sweeper and leaf blowers. DMO Harty said she has not heard anything back from her response.
- Receipt of email from CEO Crompton updating the Board on the progress that the Codes Office has made with the new filing system and plans for improving efficiency moving forward. CEO Crompton said he appreciates the Village Board bringing on Deputy Code Enforcement Officer Beth O'Sullivan – they work pretty good together and she is a big help.
- Receipt of GHD's letter summarizing their evaluation of the draft Map Plan & Report relative to the West Side Town Water District. Mayor Hubbard said GHD did a nice job of summarizing the draft plan.
- Receipt of email from Town of Skaneateles Constable Tom Adessa advising of numerous glowing compliments about the law enforcement presence at the State Boat Launch and how the Antique Classic Boat Show (ACBS) is run. Several people from out of state even stated, "We travel around the country to show our boat, and no one does it like Skaneateles does." Mr. Adessa said, "I think that shows what a terrific job the Village and Town does." Mayor Hubbard said the email compliments the Town's operation of the boat launch and the Village in general.

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

- Receipt of Treasurer's Reports for June 30, 2017
- Receipt of Town of Skaneateles August 8 letter in response to the GHD Engineering analysis of the Map Plan and Report that the Village copied to the Town. Trustee Eriksen noted that GHD's letter recognizes that "the Map Plan and Report does not provide estimates of water use by the proposed district extension". Trustee Eriksen said we need to know that as there are large lots of open land that could be developed – we need to know the potential for the number to serve. DMO Harty said that is a valid point. Some area is in the agricultural zone so couldn't be developed, but we need to know the current and future peak usage. Trustee Eriksen asked if anything is coordinated with the City of Syracuse. DMO Harty said no. Mayor Hubbard recognized that we'd need the answer to the first question and earmark current lands that could be developed. The City would want to know how much water we are talking about. Trustee Eriksen said he hopes the City gets involved at some point, and it would be appropriate in the near future. Mayor Hubbard recognized there are rights of the amount of water the Village can take from the intakes – there is a volume we are entitled to. DMO Harty talked about the average daily consumption and peak demand, confirming

that the Village can only draw so much. Mayor Hubbard and DMO Harty said we will get there. Trustee Dove said she attended the Town's Public Hearing on the water district extension and learned that there are two separate plans. There is a plan with no water tower and just the installation of water lines. Trustee Dove said she was asked to comment, but merely responded that the Village Board hasn't talked about it yet. Mayor Hubbard said the Village is making progress on its water main project. DMO Harty's email updated the Board that we have a copy of the 75% design drawings. Next week, DMO Harty will be meeting with Town Highway Superintendent Allan Wellington, Town Water's Joe Dwyer, and Village Line Leader Allan Abbott. Subsequently, she will meet with the Fire Department, and eventually we will get to the DOH and DOT. Anyone of those could change the plan. DMO Harty commented that she is excited to see the preliminary hydraulic modeling that shows significant improvement. Mayor Hubbard said we are moving along – good things take time.

Police Department – Mayor Hubbard noted that the Board is in receipt of the Police monthly report for July that recorded activity as follows: Calls for Service; 219 **Incident Types: Criminal:** 0 Larceny; 0 Identity Theft; 0 Forgery; 1 Burglary; 0 Robbery; 2 Criminal Mischief; 5 Domestic; 1 Harassment; 0 Sex Offence; **Non-Criminal:** 5 Vehicle Lockout; 635 Property Check; 19 Ambulance Calls; 1 Fire Calls; 5 Alarm; 8 Recovered/Found Property; **Traffic:** 67 Total Traffic Stops; 26 Traffic Tickets Issued; 147 Total Parking Tickets; 314 Courtesy Cards; **Motor Vehicle Accidents:** 10 Property Damage; 2 Personal Injury; **Arrests:** 0 Felonies; 4 Misdemeanors; 1 Violations; 0 DWI.

Director of Municipal Operations (DMO) – DMO Harty verified that the Village Board was emailed her report this afternoon. She added that with the focus on drainage because of the storms, other DPW work has been deferred. Her report is as follows:

DPW –

- Current and Upcoming projects / activities:
 - Repairing catch basins and storm sewers throughout Village following major storm events
 - Rebuilt drainage inlet in Austin Park (by State Street)
 - Assisted School with drainage repairs
 - Replaced sign throughout Clift/Shotwell Parks and Cemetery, received new boat launch sign this week
 - Completed pavement striping of on-street parking, crosswalks, and municipal parking lot. Just have red lines in Fire Department/Town Hall
 - Removal of debris and installation of new stone dust completed on Prentiss Drive Walking path.
 - West Lake Street Storm sewer work with Town
 - Gayle Road sewer work
 - Whitegate drainage – setting up meeting with HOA to review maintenance items in storm water basin

Electric –

- Utility Pole Replacement/Upgrades – 8 Gayle Road, 18 E. Genesee, 1 Onondaga
- Substation Maintenance
- Safety Training
- Replaced electric meters (3) and installed (1) new service
- BST onsite for Annual Report and Audit of Electric Fund

Water-

- Month of July
 - Produced a total of 15.6 Million Gallons of Water - averaging 504,700 gallons per day
 - No raw water turbidity exceedances
 - All 3 microbial samples in distribution system came back negative
- Water Main Replacement Project
 - Received and reviewed 75% design drawings, meeting with Town personnel to review

- Updated hydraulic water modeling & engineer's cost estimate almost complete
- Reviewed proposed Town Water District Expansion with GHD
- Sensus Upgrade - Town and Village attorneys reviewing contracts
- Alarm communication system upgraded on SCADA system
- Completed partial hydrant flushing throughout Village, will complete major dead end flushing 8/14 during nighttime
- Working with GHD for proposal for Cyber-Security Assessment

Sewer -

- See attached Operator's Report from Brad.

Parkside:

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

Sidewalk Project:

- DMO completed 50% on-street verification of limits to be replaced.
- Completing final DOT permitting for work on Kane Ave and East and West Genesee and State Streets.
- Draft wording prepared for resident notification

Mayor Hubbard noted that we were well within our 12-month rolling average – the ORF has handled all the rain. DMO Harty concurred, adding that we were within an inch or two during July. She said there has been an increase in sludge hauling to Auburn – we are keeping an eye on it and want to get it down. In response to Mayor Hubbard asking if we were notified about the cost increase, DMO Harty said it did go up. Trustee Sennett asked if we drain the ORF to clean it. DMO Harty said, yes, adding that we don't like to leave it for long. Trustee Dove thanked WWTP Operator Nofzell for the detailed report. In response to a question about Mr. Nofzell's work schedule, DMO Harty said we contract with Fred Dirisio from Jordan so Mr. Nofzell gets time off.

Codes Enforcement – CEO Crompt provided the Board with copies of his report that records activity as follows: 0 Sign Permit; 14 Building Permits; 0 Certificates of Occupancy; 0 Demolition Permit; 5 Footer Inspections; 7 Framing Inspections; 1 Insulation Inspections; 2 Final Inspection; 2 Foundation Inspections; 1 Pool Inspection; 0 Temp. Cert. of Occupancy; 3 Fire Inspection; 0 Certificates of Compliance; 3 Complaint Investigations for Code Violations; 0 Violation Letters. In response to Mayor Hubbard asking if he has anything to add, CEO Crompt distributed copies of Kathleen Zapata's application on behalf of the Skaneateles Nursery School for a sign that they want to put on the brick wall between the entrance door and classroom window. In terms of the code, Mayor Hubbard asked if it complies with size. CEO Crompt answered, "It is fine". Trustee Sennett commented that it is cute as can be, but asked if the materials and size conforms to code. CEO Crompt answered affirmatively. No Village Board action was necessary – CEO Crompt made the Board aware of the application as a courtesy since the Village still owns the building.

Skaneateles Volunteer Fire Department – Mayor Hubbard acknowledged receipt of the SVFD report for July 2017 that Chief Evans submitted as follows:

Calls for the month:

- 47 Total calls; 2 Structure Fires; 0 Vehicle Fires; 0 Vegetation Fires; 0 Acres Burned; 7 EMS; 2 Rescue; 4 MVA; 1 Extrication; 3 Hazardous Condition; 13 Service Call; 0 Good Intent Calls; 14 False Alarm; 2 Cancelled Enroute; 0 Other; 6 Mutual Aid Given; 17 Mutual Aid Received; 13.19 Average Personnel; 1.05 Average Enroute Time; 5.03 Average Onscene Time; 0 Firefighter Injuries; 0 Firefighter Deaths. 4 Meetings; 6 Drills; 0 Training; 4 Miscellaneous; 0 Stand-by.

Upcoming trainings:

- 8/14 – Auto Extrication – 19:00 with Code 4 representative
- 8/19 – EVOC – 8:00

- 8/21 – Divers – 19:00 & Pump Operators – 19:30
- 8/28 – Station Clean-up – 19:30

Meetings for the month:

- Labor Day – 8/17 @ 19:00
- Officers – 9/7 @ 19:30
- Trustees/Board of Directors – 9/7 @ 19:00

Other business:

- The Firehouse Sub Grant Awards ceremony is scheduled for August 24th @ 10:00 a.m. at the Camillus location, members will meet at Station #1 @ 8:30 a.m.
- Labor Day plans are finalized. This year's field days will be held on Saturday September 2nd and Sunday September 3rd, below is the schedule of events:

Saturday September 2nd:

- Car Show Registration – 8:00 a.m.
- Chicken BBQ – 12:00 p.m. until Sold Out
- Children's Fair – 12:00 p.m. – 3:00 p.m.
- Kids All You Can Ride – 1:00 p.m. – 4:00 p.m.
- Joey Belladonna's Chief Big Way – 3:00 p.m.
- Kids All You Can Ride – 7:00 p.m. – 10:00 p.m.
- Barrigar Brothers – 7:00 p.m.

Sunday September 3rd:

- Chicken BBQ – 12:00 p.m. until Sold Out
 - SFD Firefighter's 5K – 1:45 p.m.
 - Grand Parade – 2:00 p.m.
 - Small Town Shade – 3:00 p.m.
 - Firefighter 1 ½" Pushball – 4:00 p.m.
 - The Mere Mortals – 7:00 p.m.
 - Parade Prizes – 8:45 p.m.
 - Fireworks – 10:00 p.m.
- Annual Inspection – Sunday September 3rd @ TBD Station #1. Full dress uniform at memorial park in front of Station #1.
 - Tickets are available for the High Stakes Money Drawing. Thus far, 550 tickets have been sold (100 tickets fewer sold from this time last year) and tickets are available from any firefighter or online at www.skaneatelesvfd.com. The August \$100 monthly drawing winners were: 071, 347 & 614. The 5th Annual Casino Night and High Stakes Money Drawing is scheduled for Saturday September 23, 2017 at Skaneateles Station #1.

Assistant Chief Buehler said he did not have anything to add. Trustee Dove said the Fire Department is looking for volunteers to help out at the field days. The 3-hr. shifts are typically from 1:00 to 4:00; 4:00 to 7:00, and 7:00 to 10:00 on Saturday and Sunday in the ticket booth and volunteers only need to be able to make change. Help with the food is also needed. Trustee Dove said she wants to recognize Assistant Chief Buehler for his efforts pursuing grant funds.

Old Business

Status of NYSERDA Grant – Mayor Hubbard said the three Old Business items remain on the agenda as on-going work, with nothing to resolve at this time.

Status of Renewal of Franchise Agreements – Relative to the renewal of Charter Communications Cable TV Franchise Agreement, Atty. Pavlus said he and Clerk to the Boards Dundon will be meeting.

Status of New Seawall Grant / Clift Park Improvements – DMO Harty said the grant side is done, as is the surveying work. QPK is working on some options for the boat launch area.

Austin Park – Trustee Dove said she noted in the Town Board Minutes that the Attorney General approved the transfer of Austin Park to the Town of Skaneateles and asked about the status. Atty. Pavlus confirmed that there is verbal approval for the transfer and we now have to submit an Order for the judge to sign. Currently, Town of Skaneateles Attorney Brody Smith has the draft Order for review. While it won't happen immediately with the judge, once we have the Order we will set a public hearing. Atty. Pavlus said he will update the Board when we have the executed Order.

New Business

SVFD Field Days –Resolution #2017-145: On the motion of Trustee Dove, seconded by Trustee Sennett, it was resolved and unanimously carried (5-0 in favor) to authorize the SVFD 2017 Labor Day Field Days on Saturday, September 2nd and Sunday, September 3rd, and parade at 2:00 p.m. and the 5k at 1:50 p.m. on September 3rd.

Sidewalk Cost Apportionment – Mayor Hubbard said currently the cost of removal and replacement of sidewalks will be split 50/50 between the Village and private property owners. Given that we could and should have a public hearing, Clerk Couch wrote an excellent email outlining the options, explaining that setting a public hearing tonight for our next meeting of August 24 would be quick. Therefore, it was suggested to set the public hearing for August 31 and re-schedule the second meeting in August from the 24th to the 31st. Mayor Hubbard said the date of the public hearing is predicated on getting the notification letters, formal notice with a copy of the Legal Notice, out by Friday, August 18. DMO Harty assured the Board that the letters can be out by August 18. In response to Trustee Sennett, DMO Harty said the letter will include a copy of the Legal Notice announcing the Public Hearing. In response to Trustee Eriksen, Mayor Hubbard said the letters will go to the affected homeowners. Trustee Eriksen recognized that the Public Hearing might draw a good number of attendees so suggested having it at the Fire Station. Trustee Dove contacted Gordy Carlson who confirmed the Fire Station's availability. **Resolution #2017-146:** On the motion of Trustee Sennett, seconded by Trustee Eriksen, it was resolved and unanimously carried (5-0 in favor) to re-schedule the second meeting in August from the 24th to the 31st. **Resolution #2017-147:** On the motion of Trustee Sennett, seconded by Trustee Dove, it was resolved and unanimously carried (5-0 in favor) to authorize scheduling a Public Hearing on the sidewalk cost apportionment on Thursday, August 31, 2017, 7:30 PM at the Skaneateles Fire Station. Mayor Hubbard commented that Trustee Eriksen's suggestion to hold the meeting at the fire station is a good one.

Sustainable Skaneateles Request – Relative to Sustainable Skaneateles and partnering organizations proposing a "Skaneateles Lake Flash Paddle", Trustee Stokes-Cawley said the event is being organized to raise awareness about protecting our lake and the water quality. The event would be on Saturday, September 9 from 9-11:00 a.m. for anyone with a paddle or oar powered watercraft to participate in, at no charge. Trustee Stokes-Cawley said educational materials will be available in Clift Park from 9-noon that day and everything will be done by noon. Trustee Sennett commented that it sounds like fun and noted that tents will be set up in Clift Park similar to during the Antique Boat Show. Trustee Dove asked if there is a rough water date. Trustee Sennett said, no, it would be cancelled. **Resolution #2017-148:** On the motion of Trustee Stokes-Cawley, seconded by Trustee Sennett, it was resolved and unanimously carried (5-0 in

favor) to authorize the first annual “Skaneateles Lake Flash Paddle” on September 9, 2017 from 9-11:00 a.m.

Public Comment – Mayor Hubbard asked for public comment. With no one offering any comment, Mayor Hubbard recognized Municipal Board Chair Mary Ellen McQuaid’s presence. He said he appreciates her attending the meeting and all her work on the Municipal Board.

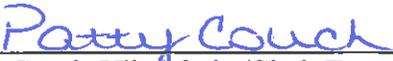
Approval of Bills – In reviewing the bills, Trustee Stokes-Cawley asked if the MEUA Conference is upcoming. DMO Harty confirmed that it is, adding that we pre-pay for the conference that will be in Saratoga Springs this year. Mayor Hubbard asked if the money we spend on LED lights comes out of IEEP. DMO Harty said the lights were purchased and are in inventory. The auditor clarified that reimbursement is requested when the lights go into the system. **Resolution #2017-149:** On the motion of Trustee Dove, seconded by Trustee Stokes-Cawley, it was resolved and unanimously carried (5-0 in favor) that bills from Abstract #5 be audited and paid as follows:

General Fund	Vouchers #3802-3860	Checks #20075-20132	\$49,932.61
Sewer Fund	Vouchers #868-881	Checks #5548-5561	\$ 9,650.71
Electric Fund	Vouchers #987-1004	Checks #6358-6375	\$37,678.56
Water Fund	Vouchers #524-530	Checks #4257-4263	\$ 7,311.27

FYE '17 Budget Journal Adjusting Entries – Resolution #2017-150: On the motion of Trustee Sennett, seconded by Trustee Eriksen, it was resolved and unanimously carried (5-0 in favor) to approve funds be appropriated or transferred between line items as required to close the financial records for the fiscal year ending May 31, 2017.

Relative to an audit exit interview with Cuddy & Ward, Mayor Hubbard said he’d like plenty of notice so that as many Trustees can attend as possible. When asked if the interview would be at a Village Board Meeting. Mayor Hubbard said it may be or at a separate meeting.

Adjournment – Resolution #2017-151: On the motion of Trustee Stokes-Cawley, seconded by Trustee Eriksen, it was resolved and unanimously carried (5-0 in favor) to adjourn the meeting at 8:14 p.m.


Patty Couch, Vil. Admin./Clerk-Treasurer