

VILLAGE BOARD MEETING MINUTES
SEPTEMBER 14, 2017
7:30 P.M.

PRESENT: Mayor Hubbard, Trustees Dove, Eriksen, Sennett and Stokes-Cawley, DMO Harty, Police Chief Coon, SVFD Chief Evans, Village Attorney Pavlus, Deputy Clerk/Treasurer Karlik, CTTB Dundon

Others: Jason Gabak Skaneateles PRESS

Minutes –Resolution #2017-161: On the motion of Trustee Stokes-Cawley, seconded by Trustee Sennett it was resolved and unanimously carried (5 -0 in favor) to approve the Minutes of the Regular Meeting of August 31, 2017, as presented.

Correspondence & Announcements – Mayor Hubbard noted the following:

- Receipt of Treasurer’s Reports for August 31, 2017
 - Receipt of Glens Falls National Bank LOSAP statement for August 2017
 - Receipt of email from Tara Lynn, Executive Director of Skaneateles Area Chamber of Commerce responding to letter from concerned Village resident
 - Receipt of letter from Dan McCall regarding letter from concerned Village resident
 - Receipt of American Police Hall of Fame Memorial Flag and letter from Police Clerk Laurie Kenyon. Chief Coon explained that Clerk Kenyon has become aware of situations in which officers are killed in the line on duty. She became aware of this flag in a magazine and ordered it. If an officer is killed in the line of duty in NYS, the memorial flag is flown below the American flag. Both Chief Coon and Mayor Hubbard acknowledged her actions on behalf of law enforcement – much appreciated and a nice gesture.
- * Other Matters That Have Come Before the Board since Posting the Agenda***
- Receipt of letter from Steve White regarding letter from concerned Village resident

Police Department – Police Chief Coon verified that the Board is in receipt of the Police monthly report for August that recorded activity as follows: 215 Calls for Service; **Incident Types: Criminal:** 4 Larceny; 1 Identity Theft; 0 Forgery; 0 Burglary; 0 Robbery; 1 Criminal Mischief; 0 Domestic; 1 Harassment; 1 Sex Offence; **Non-Criminal:** 5 Vehicle Lockout; 685 Property Check; 26 Ambulance Calls; 8 Fire Calls; 7 Alarm; 10 Recovered/Found Property; **Traffic:** 44 Total Traffic Stops; 17 Traffic Tickets Issued; 156 Total Parking Tickets; 323 Courtesy Cards; **Motor Vehicle Accidents:** 6 Property Damage; 0 Personal Injury; **Arrests:** 0 Felonies; 1 Misdemeanors; 0 Violations; 0 DWI.

Chief Coon also reported that letters have been sent to many individuals with a number of outstanding parking tickets, resulting in 41% making payment in full. There are more letters to be sent out.

Director of Municipal Operations (DMO) – DMO Harty noted that her report had been provided to the Village Board by email. She stated that there are a lot of big projects that are underway.

DPW – DPW is currently focused on tree trimming and preparations for snow removal

Electric – A substantial amount of equipment has been procured and ongoing conversations and coordination are underway with National Grid to prepare for installation of the new main line feed connection to the new electric substation

Water – Preparation work is continuing on the Water Main Replacement project. All operating levels were within limits during August.

Sewer - All operating levels were within limits during August.

Parkside: An onsite meeting was held with the developer’s representative and Tobin on September 8 to discuss the completion schedule for the final punch list items. Tobin is to begin work shortly.

Sidewalk Project: A pre-construction meeting was held with Ballard Construction on 9/12/2017. Work will commence on 9/18/17 in the following sequence – Curb drops at Packwood/Fennell; sidewalk replacement on State, Jordan and Fennell Streets; sidewalk/curbing repairs at Kane/Genesee; sidewalk replacements on Academy, Leitch, Genesee, Onondaga, Elizabeth and Austin Streets as well as Clift and Shotwell Parks.

Codes Enforcement – CEO Crompton previously provided the Board with copies of his report that records activity as follows: 0 Sign Permit; 18 Building Permits; 0 Certificates of Occupancy; 0 Demolition Permit; 5 Footer Inspections; 7 Framing Inspections; 0 Insulation Inspections; 1 Final Inspection; 1 Foundation Inspections; 0 Pool Inspection; 0 Temp. Cert. of Occupancy; 3 Fire Inspection; 1 Air Sealing Inspection; 0 Certificates of Compliance; 0 Complaint Investigations for Code Violations; 0 Violation Letters; 1 Stop Work Order; 2 Fire Drills; 2 B&B Annual Inspections; 6 Contractor/Applicant Meetings.

Skaneateles Volunteer Fire Department – Chief Evans read aloud his SVFD report for August 2017 as follows:

Calls for the month:

34 Total Calls; 3 Structure Fires; 0 Vehicle Fires; 0 Vegetation Fires; 0 Acres Burned; 9 EMS; 1 Rescue; 6 MVA; 0 Extrication; 1 Hazardous Condition; 0 Service Call; 2 Good Intent Calls; 11 False Alarm; 1 Cancelled Enroute; 0 Other; 5 Mutual Aid Given; 14 Mutual Aid Received; 11.85 Average Personnel; 1.83 Average Enroute Time; 4.54 Average Onscene Time; 0 Firefighter Injuries; 0 Firefighter Deaths. 3 Meetings; 7 Drills; 1 Training; 6 Miscellaneous; 0 Stand-by.

Upcoming trainings: City of Syracuse Water Tour 9/18 @ 1900; Skaneateles High School Tour 9/25 @ 1900; Hosting Fire Police course beginning 10/9; Hosting Bath Salts course on 11/8; Recognizing Clandestine Drug Lab Operations on 11/8.

Meetings for the month: Officers 9/28 @ 1930; Trustees/Board of Directors 9/28 @ 1900; Truck 9/27 @1930.

Other business:

- Fire Prevention Week October 8 – 14, 2017
- Tickets are still available for High Stakes Drawing, with 713 having been sold so far
- 5th Annual Casino Night and High Stakes drawing is Saturday 9/23 at Station 1.

Status of NYSERDA Grant – Mayor Hubbard said there were no new developments.

Status of Renewal of Franchise Agreements – Relative to the renewal of Charter Communications Cable TV Franchise Agreement, Atty. Pavlus noted that final suggested revisions have now been provided to Charter to be reviewed by their legal staff. No major issues are in contention; the parties are working on final wording. CTTB Dundon noted that the agreement provides a mechanism for an increase in Franchise Fees payable to the Village that will begin upon entering into a new franchise renewal with Verizon.

Status of New Seawall Grant / Clift Park Improvements – DMO Harty said that new drawings have just been received from QPK. She will show these to the Trustees at the next Village Board meeting. The grant is a reimbursement grant, meaning that the Village must expend the money on this project before receiving the grant monies. All necessary submissions for this grant have been made.

Status of Austin Park Transfer – Atty. Pavlus apprised the Board that the order has been finalized and has been forwarded to the Judge for signature; another necessary step accomplished.

New Business

Consider setting Public Hearing for criteria for site plan review as recommended by the Planning Board – Atty. Pavlus and CTTB Dundon explained that the Planning Board, in the course of conducting its many site plan reviews, has concluded that some additions to the criteria to be considered in these reviews is desirable. In addition to the current criteria, the Planning Board suggests that it should also consider (1) protection of environmentally sensitive areas, (2) protection of historic and/or architecturally significant structures and landscape features, and (3) compatibility of finishes and detailing with existing adjacent and nearby uses. The inclusion of these criteria will enable the Planning Board to conduct a holistic review in order to better ensure that reviewed plans enhance the character and desirability of the community. Questions by the Trustees were answered, including one from Trustee Dove seeking to establish that the suggested language would not mandate creation of additional historic districts without community oversight and Trustee input. She seemed satisfied that it would not. Trustee Eriksen observed that the current criteria are “pretty sparse” and that the additional changes will become increasingly important as there is less land to develop. After further discussion, **Resolution #2017-162:** On the motion of Trustee Sennett, seconded by Trustee Eriksen, it was resolved and unanimously carried (5 -0 in favor) to prepare Local Law #1 of 2017 to amend the criteria for site plan review in Section 225-30 of the Village code and to schedule a Public Hearing on that proposed Local Law on October 12, 2017 at 7:30 pm.

Consider setting Public Hearing to require site plan review prior to issuing a demolition permit as recommended by the Planning Board – Atty. Pavlus and CTTB Dundon explained that the Planning Board has concluded that some reflection on the circumstances of a proposed demolition would be beneficial to the Village, especially with regard to the expanded criteria for site plan review that are contemplated under draft Local Law #1. Without this change, there is no impediment to an owner who desires to demolish a structure regardless of its community significance. Questions from the Trustees were answered. After further discussion, **Resolution #2017-163:** On the motion of Trustee Eriksen, seconded by Trustee Stokes-Cawley, it was resolved and unanimously carried (5 -0 in favor) to prepare a Local Law #2 of 2017 to amend Section 225-29 of the Village code to require site plan review before issuance of a demolition permit and to schedule a Public Hearing on that proposed Local Law on October 12, 2017 at 8:00 pm.

Consider the addition of striping for on-street parking spaces and definition of no parking areas on East Genesee Street, similar to what was done on West Genesee Street in 2016 - Trustee Dove said that she had been approached by a Village resident regarding the difficulty of getting out of their driveway. The work done on West Genesee Street had improved a similar situation for those residents, and she asked if a similar result might be obtained here. Mayor Hubbard thought it is probably a good idea. DMO Harty suggested going as far as the Onondaga Street intersection. The Trustees were in agreement that this initiative should be pursued. DMO Harty noted that the DPW normally does striping projects in the spring.

Consider the request from the Creamery to allow the service of alcoholic beverages at the organization’s 25th anniversary event – The Trustees had previously asked that the Creamery provide evidence of insurance coverage. After investigation, the organization concluded that the insurance cost would be prohibitively high, and decided that the event would therefore be held without alcoholic beverages. That conclusion was communicated to Deputy Clerk/Treasurer Karlik by Sasha Farrell, Museum Director, on September 12, 2017.

Consider authorizing Mayor Hubbard to sign a sanitary sewer easement agreement and related filing documents for the Froelich property – Atty. Pavlus explained that the previous easement related to the sanitary sewer that crosses the Froelich property from south to north was not accurately drawn, and

as such the easement was not centered on the sewer. As part of their redevelopment of this parcel, the Froelichs replaced the line with a new line, and all agreed that an adjustment should be made to the descriptive language to accurately place the line and surrounding maintenance easement. Atty. Pavlus stated this was merely correcting the legal description language. In response to a question, DMO Harty said that she agreed with this action. After further discussion, **Resolution #2017-164**: On the motion of Trustee Dove, seconded by Trustee Eriksen, it was resolved and unanimously carried (5 -0 in favor) to authorize Mayor Hubbard to sign the easement agreement and related filing documents so that the easement may be recorded.

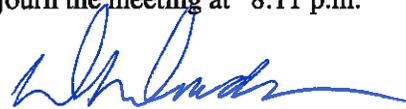
Public Comment — No one from the public desired to be heard.

West Elizabeth Street Sidewalk – The Trustees asked DMO Harty for a brief status report regarding the possible development of sidewalks along the north side of West Elizabeth Street, west of Orchard to the Village line. DMO Harty showed the Board a color coded map that recorded which property owners were in favor of sidewalk development and willing to share the cost, and which were not. At this point there are 3 holdouts; the westernmost parcel and two adjacent parcels toward the eastern end. Trustee Eriksen raised a concern that development of a noncontiguous sidewalk may place greater responsibility on the homeowners for snow removal, since the Village will not be able to service the new section with its sidewalk plow. Mayor Hubbard speculated that minds could change as the program enters the active work phase. The contractor will be working this fall and next spring. Trustee Dove asked what information could be given to those who are interested; the Board felt that the Village could share the map.

Approval of Bills – Trustee Dove asked whether the Board needed to vote on an arrangement with Dave Pirro Ford for which benefits extend for 8 years. Trustee Sennett felt that as long as the Trustees are comfortable with the arrangement, the Village should be good to go. **Resolution #2017-165**: On the motion of Trustee Dove, seconded by Trustee Sennett, it was resolved and unanimously carried (5-0 in favor) that bills from Abstract #7 be audited and paid as follows:

General Fund	Vouchers # 3906-3950	Checks # 20178-20222	\$ 37,328.58
Sewer Fund	Vouchers # 892-905	Checks # 5572-5585	\$ 89,467.57
Electric Fund	Vouchers # 1022-1032	Checks # 6393-6403	\$114,485.54
Water Fund	Vouchers # 530-546	Checks # 4271-4279	\$120,774.74

Adjournment – **Resolution #2017-166**: On the motion of Trustee Sennett, seconded by Trustee Eriksen, it was resolved and unanimously carried (5-0 in favor) to adjourn the meeting at 8:11 p.m.



 Dennis Dundon, Clerk to the Boards