

**VILLAGE BOARD MEETING MINUTES**  
**OCTOBER 12, 2017**  
**7:30 P.M.**

**PRESENT:** Mayor Hubbard, Trustees Dove\*, Eriksen, Sennett and Stokes-Cawley, DMO Harty, Police Chief Coon, SVFD Chief Evans, Deputy Codes Enforcement Officer O'Sullivan, Village Attorney Pavlus

<b>Others:</b>	Jason Gabak	Skaneateles PRESS
	Jim Greene	Dickens
	Brett Norsworthy	Dickens
	Paula Conan	Skaneateles Library
	Nickie Marquis*	Skaneateles Library
	Jean G. Vincent	Vincent McCabe, Inc.
	John N. Vincent	Vincent McCabe, Inc.
	Sandi Mulconry	Chamber of Commerce

**Re-schedule Public Hearings** – Mayor Hubbard explained that the Public Hearings need to be re-scheduled because we didn't meet the publication deadline. The Trustees have copies of the local laws and nothing else is changing. **Resolution #2017-174:** On the motion of Trustee Sennett, seconded by Trustee Eriksen, it was resolved and unanimously carried (5-0 in favor) to re-schedule the Public Hearings on Local Law #1 of 2017 and Local Law #2 of 2017 for October 26, 2017 at 7:30 PM and 8:00 PM, respectively.

**Minutes** – Trustee Sennett asked that attendees sign-in so that they can be recorded in the minutes. **Resolution #2017-175:** On the motion of Trustee Stokes-Cawley, seconded by Trustee Sennett, it was resolved and unanimously carried (4-0 in favor with Trustee Eriksen abstaining as he was not present at the meeting) to approve the Minutes of the Regular Meeting of September 28, 2017, as presented.

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

- Receipt of Treasurer's Reports for September 30, 2017
- Onondaga County Mayors Association Meeting Wednesday, October 18, 2017 at the Village Hall in Liverpool. Mayor Hubbard said he will be attending.
- Email from Town Clerk Aaron advising that the Town Board scheduled a public hearing for 7:00 p.m. on Monday, November 6, 2017 to consider extending the Consolidated Water District to Andrews & County Line Road
- Mayor Hubbard said he was unable to attend the Meeting of October 11 with Joel Russell relative to the Draft Revised Town Zoning, but several of the Trustees attended. He asked if anyone would like to report on the meeting. Trustee Eriksen said he, Trustees Sennett and Stokes-Cawley attended the hour-long meeting with Mr. Russell and Supervisor Lanning. Town Clerk Aaron also sat in on the meeting. Trustee Eriksen said we may have found some areas to come to an agreement. Trustee Sennett said that Mr. Russell did acknowledge that any changes to zoning can be made without modifying the comprehensive plan.
- Receipt of a very nice email from Val Jerabeck thanking Sgt. Wawro for help in properly installing an infant seat in her car.
- Email announcing 3<sup>rd</sup> Annual Local Government Innovation Conference on Tuesday, November 14, 2017 at the Empire State Plaza in Albany from 8:00 AM to 5:00 PM, hosted by the Department of State, Division of Local Government Services
- Receipt of letter from Village Historian Batlle to the Planning Board relative to Site Plan Review for Demolitions. Atty. Pavlus confirmed that Clerk to the Boards Dundon emailed Historian Batlle's letter to the Planning Board before their last meeting.

\* Nickie Marquis arrived

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

- NYCOM President Miccio's letter regarding NYCOM's upcoming Legislative Priorities Meeting on Monday, Nov. 13 at the Hilton Albany
- Receipt of information relative to 2017 ReLeaf Workshop "Proper Pruning and Chainsaw Techniques" Nov. 8, 2017 Pavilion Lodge, Ellison Park Road, Rochester, NY
- Email from Penflex regarding NYS Proposed Audit Change Notices. Trustee Dove, liaison to the Fire Department, said she asked SVFD Chief Evans and SVFD President Perkins to forward the email to all Service Award Program participants.
- Email from Chamber of Commerce regarding Citizen of the Year Awards Dinner honoring David Graham and Charles Major on Wed., Nov. 8, 6:00 p.m. at the Skaneateles Country Club
- Email from NYCOM Executive Director Peter Baynes – NYCOM's Guide to a Constitutional Convention. Mayor Hubbard and Trustee Sennett recognized that this will be an upcoming ballot question in November asking voters to decide whether New York will hold a constitutional convention.
- Email invitation from NYCOM – Planning and Zoning Webinar Series Nov. 9, 16 & 30, Dec. 7, 2017
- Skaneateles Lake Association letter regarding a Forum at noon on Wednesday, October 18, 2017 at the Auburn Hilton Garden. RSVP by October 14 to frotnunno@verizon.net or 315-558-3142. Trustee Stokes-Cawley said she plans to attend and RSVP'd. Trustee Eriksen said he cannot be there and talked to someone who said they are going to try and record the meeting as they are aware that it may be a difficult time for working folks.

**Police Department** – Police Chief Coon verified that the Board is in receipt of the Police monthly report for September that recorded activity as follows: 220 Calls for Service; **Incident Types: Criminal:** 2 Larceny; 0 Identity Theft; 0 Forgery; 0 Burglary; 0 Robbery; 1 Criminal Mischief; 1 Domestic; 2 Harassment; 0 Sex Offence; **Non-Criminal:** 3 Vehicle Lockout; 781 Property Check; 21 Ambulance Calls; 3 Fire Calls; 3 Alarm; 9 Recovered/Found Property; **Traffic:** 76 Total Traffic Stops; 29 Traffic Tickets Issued; 139 Total Parking Tickets; 241 Courtesy Cards; **Motor Vehicle Accidents:** 6 Property Damage; 3 Personal Injury; **Arrests:** 1 Felonies; 1 Misdemeanors; 0 Violations; 0 DWI.

Chief Coon confirmed that the Board received his Memorandum commending Sgt. David Wawro for an investigation he handled at the Mirbeau Inn. Chief Coon gave a brief overview of the grand larceny and wrote, "As a direct result of Sgt. Wawro acting quickly on the investigation he was able to recover the stolen necklace and make an arrest of the suspect. Sgt. Wawro demonstrated good investigative skills as well as good interview skills in obtaining a confession from the suspect. I would like to recognize Sgt. Wawro for his professional attitude and overall skills in bringing this case to a successful conclusion."

Chief Coon reported that he and SVFD Chief Evans received a request to close off Academy Street from State Street to Leitch Ave. from 5:30 p.m. to 8:30 p.m. on Halloween. They are in agreement that it is a good idea for the following reasons: not well lit, a lot of trick-or-treating children, and a narrow street that makes it difficult to get through when cars are parked on the side of the road. Chief Evans said he spoke with one of the residents who offered to put the DPW's saw horses out to barricade the road for the three hours and then remove them. Mayor Hubbard said it sounds like both departments are in sync that this is a good idea. **Resolution #2017-176:** On the motion of Trustee Stokes-Cawley, seconded by Trustee Dove, it was resolved and unanimously carried (5-0 in favor) to approve barricading Academy Street from State Street to Leitch Ave. from 5:30 to 8:30 p.m. on Halloween. Atty. Pavlus suggested formally notifying residents on that block so that they will know. Chief Evans said most know already, but that would be formal notification.

**Director of Municipal Operations (DMO)** – DMO Harty read aloud her report that was emailed to the Village Board this afternoon.

**DPW** –

- **FINAL DAY FOR BRUSH PICK-UP – OCTOBER 16<sup>th</sup>.** Will switch to leaf vacuum/leaf pick up only after that!
- **Completed Projects:**
  - Finished replacement of 200+ feet of Gayle Road Sewer
  - Replaced/repared sewer main cleanouts on East Lake Road
- **Current and Upcoming projects/activities:**
  - Sidewalk Tree Trimming
  - Catch Basin maintenance
  - Sewer Jetting and Root control for sewer mains
  - Whitegate drainage – setting up meeting with HOA to review maintenance items in storm water basin.

#### Electric –

- Substation Project – Installation of switch, meter, and riser poles and 6 and 5 inch conduits.
- Installation of new service for 17 Kane Ave and other meter replacements
- BST onsite for Annual Report and Audit of Electric Fund

#### Water-

- **Month of September**
  - Produced a total of 15.73 Million Gallons of Water – averaging 524,200 gallons per day
  - No raw water turbidity exceedances
  - All 3 microbial samples in distribution system came back negative
  - Completed Lead and Copper sampling
- **Water Main Replacement Project**
  - Met with Fire Department to discuss drawing comments
  - Working on next set of plans for DOT and DOH submission
- **Sensus Upgrade – Town and Village attorneys reviewing contracts**
- **Working with GHD for proposals for Blue Green Algae Engineering Report and Cyber-Security Assessment**
- **Developed web page for information on Blue Green Algae**

#### Sewer –

- See attached Operator's Report from Brad. DMO Harty noted that things are going well at the WWTP as Operator Nofzell made some changes in the amount of sludge.

#### Parkside:

- Still waiting for Tobin to complete final punch-list items.
- Work includes:
  - Installation of yard inlets (2) on Packwood to eliminate water ponding on sidewalks
  - Final clean up and repairs to outlet structure on drainage pond on Packwood
  - Clean out of remaining catch basins
  - Removal of dead tree near intersection of Sinclair/Orchard
  - Brush hog swale at end of Sinclair to confirm existing grade and scope of work to restore proper drainage in swale.

#### Sidewalk Project:

- Completed the following:
  - Installation of ADA curb drops and sidewalk extensions at Packwood/Fennell
  - Replacement of sidewalks on State Street (excluding areas of water main replacement) including ADA curb drop at Academy & State and entrance to Municipal Lot
  - Replacement of sidewalks on Fennell except area north of Austin Street
- Ongoing and Upcoming Work:
  - ADA curb drop rebuild at Jordan & Fennell
  - Replacement of curbing and concrete at municipal lot entrances by Key Bank and Byrne Dairy

- o Sidewalk replacement on Fennell starting this week
- o Sidewalk replacement on Leitch will be starting in approximately 1-2 weeks

Trustee Sennett asked what happens if brush and leaves are co-mingled. DMO Harty said we will have to skip over the pile and send notice of why we didn't pick up the pile. At the start of brush pick-up, we sent out bright yellow notices and the DPW has already seen more compliance.

Mayor Hubbard said DMO Harty's efforts on the sidewalk project have been outstanding. We are a long way from done, but the new sidewalks are a very marked improvement with ADA compliance, walkability, and safety – all a tribute to DMO Harty. The project is a big endeavor and we are most impressed with and appreciative of her efforts. The audience applauded DMO Harty. In response to Trustee Dove, DMO Harty confirmed that the property owners on Leitch Avenue who have slate, still want slate.

**Codes Enforcement** – Mayor Hubbard said CEO Crompton provided the Board with copies of his report that records activity as follows: 0 Sign Permit; 11 Building Permits; 1 Certificate of Occupancy; 0 Demolition Permit; 7 Footer Inspections; 6 Framing Inspections; 4 Insulation Inspections; 3 Final Inspections; 1 Foundation Inspection; 1 Air Seal Inspection; 0 Temp. Cert. of Occupancy; 2 Fire Inspections; 2 Fire Calls; 1 Certificate of Compliance; 3 Complaint Investigations; 2 Bed/Breakfast Inspections; 4 Meetings with Contractors/Applicants; 1 Fire Code Violation.

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

**Calls for the month:**

- 29 Total calls; 3 Structure Fires; 0 Vehicle Fires; 1 Vegetation Fires; 0 Acres Burned; 5 EMS; 2 Rescue; 2 MVA; 0 Extrication; 3 Hazardous Condition; 2 Service Call; 1 Good Intent Calls; 9 False Alarm; 1 Cancelled Enroute; 0 Other; 8 Mutual Aid Given; 11 Mutual Aid Received; 10.79 Average Personnel; 1.29 Average Enroute Time; 4.14 Average Onscene Time; 0 Firefighter Injuries; 0 Firefighter Deaths. 7 Meetings; 3 Drills; 0 Training; 11 Miscellaneous; 0 Stand-by.

**Upcoming trainings:** 10/9 – Fire Police Course – 19:00; 10/9 – Pre-Plan Downtown Business District – 19:30; 10/13- Fire Prevention Open House – 19:00; 10/16 – Tanker Operations – 19:30; 10/23 – Bail-out Training – 19:30; 10/30 – Live Fire – 19:00; Bath Salts Course & Clandestine Drug Labs Course – November 8<sup>th</sup> – register online @ [www.ongov.net](http://www.ongov.net).

**Meetings for the month:** Officers – 11/2 @ 19:30; Trustees/Board of Directors – 11/2 @ 19:00

**Other business:**

- On Friday September 8<sup>th</sup>, Lt. Jodi Tate and Firefighter Jay Williams completed the CNY Stair Climb in Utica in remembrance of 9/11. Congratulations to Firefighter Williams, he was this year's top fundraiser for the entire event and has been awarded a plaque and the opportunity to be the first person register for next year's stair climb.
- The department has received a purchase offer and has approved the sale of the 1997 Amtech Rescue from Station #1 to the Town of Skaneateles Water Department.
- Fire Prevention Week is Sunday, October 8<sup>th</sup> – Saturday 14<sup>th</sup>. This year's theme is "Every Second Counts. Plan Two Ways Out". The members of the department have conducted programming at the local child care centers and at both elementary schools. Fire prevention open house is scheduled for Friday October 13<sup>th</sup> at 7:00 p.m.
- On Saturday September 23, 2017 the department hosted our 5<sup>th</sup> Annual Casino Night and High Stakes Money Drawing at Station #1. Overall the event was a success; over 225 individuals came to enjoy the evening. A total of 806 tickets were sold out of 1,000 available. Here are the drawing results:

1<sup>st</sup> Place - \$24,388 – Ticket number 124; 2<sup>nd</sup> Place - \$7,973.00 – Ticket number 207; 3<sup>rd</sup> Place - \$3,986.50 – Ticket number 24; 4<sup>th</sup> Place - \$820.75 – Ticket numbers: 535, 536, 469, 673, 839, 394, 734, 59; 5<sup>th</sup> Place - \$398.65 – Ticket numbers: 116, 671, 703, 730, 255, 345, 374, 656, 25, 309

Mayor Hubbard thanked SVFD Chief Evans for the excellent report.

**Status of NYSERDA Grant** – Mayor Hubbard said there is nothing new to report.

**Status of Renewal of Franchise Agreements** – Mayor Hubbard said he has not received any update.

**Status of New Seawall Grant / Clift Park Improvements** – DMO Harty said she had a conference call with the landscape architect.

**Status of Transfer of Austin Park to the Town** – Atty. Pavlus reminded the Board that he submitted the Order to the judge over a month ago – once we receive the executed Order we can schedule the Public Hearing.

### **New Business**

**Library Lease Proposal** – Mayor Hubbard recognized that the Board has copies of the Skaneateles Library's lease proposal and Paula Conan is present representing the Library. Ms. Conan explained that the Skaneateles Library Association is proposing to lease the Village Hall apparatus bays for an initial period of three years with exclusive use from January through July 18<sup>th</sup> of each year. From July 19<sup>th</sup> through December 31<sup>st</sup> of each year, access to and use of the bays would be shared with the Farmers Market and Dickens Christmas staging area. The third party, the St. James Jumble Sale and the Skaneateles Library have worked together before cooperatively and she sees that relationship continuing as long as, 1) the Jumble Sale is held a week or so after the Library's Summer Book Sale and, 2) their use of floor space would be limited if and as needed to protect any Library property in the bays. Ms. Conan said particulars for utilities could be worked out with the Village. Trustee Stokes-Cawley asked if use of the bays would be primarily for book storage. Ms. Conan said for storage, but for drop-off and sorting as well. They'd like to create a donation box/slot – that would be the sorters' preference. She said they'd like to have authority to get the bay doors operational and possibly cut a hole for a donation box. She thanked Nickie Marquis for being present this evening and DMO Harty and Clerk/Treasurer Couch for their prompt responses when questions arose. Ms. Conan said electric will likely go up as they'd keep the bays warmer than the 45° it's kept at in the winter. She explained that books are currently in a basement that was built in 1890 – it is difficult to maneuver and is at times wet and dirty. It is a big production to move all the materials for the book sale. The reasons for the proposal are efficiency, safety, and cleanliness. Trustee Sennett said it sounds wonderful and the bays are not utilized often. Ms. Conan said it is most exciting to get the opportunity to see what else the space could be used for – what the library may be able to do with the space. However, we need to take one thing at a time. Ms. Marquis said having the book sale here in the bays has been a great experience for the library. Use of the bays throughout the year would improve the sorters' job and the library wants to share the space. Relative to the thermostat, in response to Mayor Hubbard, DMO Harty said we could install one down lower so that it is accessible and maybe have it programmable. From years ago, when Village Hall was the Fire Station, SVFD Chief Evans recalled that there is no insulation in the bays and heat escapes quickly. He also said that exits would need to be discussed – the number of “employees” would dictate the emergency exit location. Ms. Conan said the expected occupation would be three people, 3 hours, once a week. Sometimes there may be five people. She said she would follow-up with Codes Enforcement Officer Crompt. Trustee Dove said she was initially thinking perhaps a two-year lease instead of three years, but after hearing that modifications are being thought of she understands why three years is being proposed. Ms. Conan said the lease would be three years so that the library wouldn't be putting a lot of money into the space for a short period of time. Atty. Pavlus said if the Trustees are in favor of the proposed lease, he'd draft a formal proposal to set forth more formalized details. He also advised that any major modifications to the space should come before the Village Board and all needs to be code compliant. Mayor Hubbard said that is an excellent point and there is another Village Board Meeting before the November 1 deadline. Atty. Pavlus said he will circulate the formal

proposal before the next meeting and send it to Ms. Conan. She advised that there is nothing magical about November 1 – it is just the date she picked. Mayor Hubbard said that while Ms. Conan is hearing a favorable response, formal resolve will be on October 26, 2017. Ms. Conan thanked the Board.

**Dicken's Use of Apparatus Bays** – Trustee Stokes-Cawley recognized that Dickens has been using the apparatus bays as their “green room” for a number of years now. **Resolution #2017-177:** On the motion of Trustee Stokes-Cawley, seconded by Trustee Dove, it was resolved and unanimously carried (5-0 in favor) to approve Dickens use of the bays and the Dickens event. In discussing the resolution, Jim Greene said they are participating in a fundraiser at Destiny so will want to get into the bays Wednesday, November 1. He added that they are happy to share the space and can cover costumes with a tarp. Trustee Eriksen clarified that the 2017 Dickens event will kick-off Friday, November 24 and run the weekends of November 25-26, December 2-3, 16-17 & 23-24.

**Operations Meeting** – Given that Trustee Stokes-Cawley suggested scheduling an Operations Meeting to discuss potential things the Village can do to help protect the Lake, Mayor Hubbard suggested scheduling a meeting for after the Skaneateles Lake Association meeting on Wednesday, October 18. The Board scheduled an Operations Meeting for Thursday, October 19, 5:30 p.m. at Village Hall.

**Establish Timeframe for Village Event Requests** – Atty. Pavlus said the draft resolution that he circulated to the Board is for purposes of opening the discussion of scheduling events as much in advance as possible to give the Board the opportunity to have a role. No specific timeframe, such as number of days, was set forth. Trustee Dove recalled a verbal agreement between the Chamber of Commerce, Antique Boat Show, and Village back in the early 2000s for a three-year notice to get out of an event. The Board discussed approving big events such as the sidewalk sales, boat show etc. Atty. Pavlus said approval of big events ought to be as far in advance as possible. Filling in the details later is difficult as it could be awkward to say no at that point. Trustee Dove said approving a November event in January may need an update closer to the event. Trustee Sennett recognized that there are events that we all know about and what to expect. Maybe we could have specific timelines about the events we know about. She said this needs more discussion, but she likes the idea of more notice. Trustee Eriksen said he too likes the idea of more notice. He said maybe we can define the kind of things we'd need. Atty. Pavlus said we can get specific, but it is a balancing act. He reiterated that this resolution is to get the ball rolling. He can take the comments and re-draft the resolution. Mayor Hubbard said this topic should remain on the agenda under Old Business.

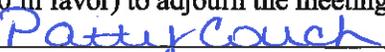
**Public Comment** – There was no public comment. \*Trustee Dove left the meeting.

**Approval of Bills** – **Resolution #2017-178:** On the motion of Trustee Stokes-Cawley, seconded by Trustee Sennett, it was resolved and unanimously carried (4-0 in favor) that bills from Abstract #9 be audited and paid as follows:

General Fund	Vouchers #3987-4034	Checks #20258-20305	\$35,753.69
Sewer Fund	Vouchers #914-931	Checks #5594-5611	\$10,748.63
Electric Fund	Vouchers #1042-1051	Checks #6413-6422	\$37,652.40
Water Fund	Vouchers #551-557	Checks #6697.07	\$ 6,697.07

**Thank you to DMO Harty** – Trustee Eriksen thanked DMO Harty for the updates on the blue green algae. The separate, dedicated website page is the best place to go with questions.

**Adjournment** – **Resolution #2017-179:** On the motion of Trustee Sennett, seconded by Trustee Stokes-Cawley, it was resolved and unanimously carried (4-0 in favor) to adjourn the meeting at 8:35 p.m.

  
Patty Couch, Vil. Admin./Clerk-Treasurer