

VILLAGE BOARD MEETING MINUTES
AUGUST 23, 2018
7:00 P.M.

PRESENT: Mayor Hubbard, Trustees Dove, Eriksen, Sennett and Stokes-Cawley, DMO Harty, Deputy DMO Robinson, Police Chief Coon, Village Atty. Pavlus

Others: Jason Gabak Skaneateles PRESS
Beckie Hidy* St. James Church

Learning Communities Initiative – Mayor Hubbard moved this matter from New Business recognizing that Beckie Hidy was present on behalf of St. James Church and Cathy Buck who initially contacted us. Ms. Hidy explained that this outreach program is based on a larger group and the idea is to engage the community. A few chairs will be set up, we won't be saying who we are – this is not religious, but rather free listening. We don't give advice, we don't tell people what to do, we just know that there are people out there who are lonely and just want to talk to someone. There are even people who are not lonely, but want to talk. Trustee Sennett asked how it went at the Jumble Sale. Ms. Hidy said not well, but it was hot and we were stuck in the back of the garage bay. She recalled talking to a couple of people and backtracked on saying that it didn't go well. This will be the first time doing this not at the church or at a church event. Trustee Dove said she talked to Ms. Buck who asked to try it to see how it goes. If it goes well, they might consider other locations such as the Community Center or the library. Trustee Dove said she thinks it is really nice. Trustee Sennett said she asked Ms. Hidy about it before the meeting and it seems pretty benign. **Resolution #2018-152:** On the motion of Trustee Dove, seconded by Trustee Sennett, it was resolved and unanimously carried (5-0 in favor) to authorize St. James Church committee Learning Communities Initiative's use of Clift Park on Saturday, September 1, 2018 from 9 AM to 11 AM to "Ask Me a Question, Tell Me a Story". Atty. Pavlus confirmed that since there is no commercial enterprise, there is no need for insurance. Trustee Stokes-Cawley asked if they thought about if someone gets hostile. Ms. Hidy said that could happen talking to anyone – at the grocery store, on the street, anywhere. *Ms. Hidy thanked the Board and left the meeting.

Minutes – **Resolution #2018-153:** On the motion of Trustee Stokes-Cawley, seconded by Trustee Eriksen, it was resolved and unanimously carried (5-0 in favor) to approve the minutes of the Regular Meeting of August 7, 2018, as presented.

Correspondence & Announcements – Mayor Hubbard reviewed the following:

- Receipt of a nice thank you note from Skaneateles Area Chamber of Commerce Executive Director Tara Lynn thanking the Village for all of their support during Boat Show weekend
- Receipt of Glens Falls National Bank LOSAP Statement for July 2018
- Receipt of a nice thank you note from Evan & Elizabeth Dreyfuss thanking the Village for addressing the parking issues along E. Genesee Street by striping parking spots from St. James Episcopal Church up to Onondaga Street. Mayor Hubbard said he thinks this is actually the second note received from Evan & Elizabeth.
- Receipt of OCWA's copy of its Annual Report for the fiscal year ending December 31, 2017
- Receipt of Declaration of Restrictive Covenants relative to 63 WL Holdings LLC located at 63 West Lake Street, Skaneateles, NY, having tax map number 010.-02-43.0. In response to Mayor Hubbard, Atty. Pavlus confirmed that this is just an acknowledgement of the declaration required by the Planning Board and to be filed at the Village Office.
- Mayor Hubbard's letter to NYSDOT Region 3 Director David Smith relative to Route 41 – East Lake Road Milling and Re-Surfacing Schedule

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

- Email from CEO Crompton relative to the lack of maintenance on a vacant lot on the corner of Orchard and Sinclair. Mayor Hubbard said this matter has been referred to the Village Board. Atty. Pavlus said he will start with writing a letter explaining the legal obligations under the code. There is a process, but first a formal letter will be drafted. This is an on-going issue. Mayor Hubbard recognized that the owner of the property lives elsewhere.

- Email from SVFD Chief Evans advising and inviting the Village Board to their Annual Inspection on Sunday, September 2, 2018, 8:00 a.m. at Station #1

Director of Municipal Operations (DMO) - DMO Harty provided the Board with her report for July 2018 as follows:

DPW –

- Current and Upcoming projects/activities:
 - Repairing catch basins and storm sewers throughout Village
 - Assisted School with flushing storm drains
 - Installed new street signs in downtown areas
 - Completed pavement striping of on-street parking, crosswalks, and municipal parking lot
 - Removal of debris and installation of new stone dust completed on Prentiss Drive Walking Path and Parkside Trail
- Fall Brush Pick up – October 1st through October 22nd, leaf pick up after that as long as weather permits

Electric –

- Genesee Street rebuild between Onondaga and E. Lake Street
- Substation Maintenance
- Safety Training
- BST onsite for Annual Report for Electric Fund
- Line Leader vacancy

Water –

- Month of July
 - Produced a total of 20.9 Million Gallons of Water – averaging 674,000 gallons per day
 - No raw water turbidity exceedances
 - All 3 microbial samples in distribution system came back negative
- Hydrant Flushing – completed southwest and moving northwest
- Water Main Replacement Project
 - Projects out on the street
 - Pre-Bid Meeting August 30th at 10:00 a.m.
 - Bid Opening – September 13th

Sewer –

- See attached Operator’s Report from Brad

Sidewalk Project:

- Sidewalk Bills mailing on 8/24/18
- Village Office working on accounting and utility billing integration

The Board discussed brush pick-up time and the fact that some residents put out piles after the end of the spring-time brush pick up. DMO Harty said that happens all the time. DMO Harty said fall pick-up does start a bit later than usual, but we can’t start earlier with only two men, vacations, etc. Trustee Sennett said “happens all the time” ought to be a clue to perhaps do something different. DMO Harty said this year wasn’t as bad as previous years.

Status of NYSERDA Grant – Mayor Hubbard said we will be submitting copies of costs incurred for reimbursement from NYSERDA.

Status of New Seawall Grant / Clift Park Improvements – Mayor Hubbard said there is no report. DMO Harty said the City was put on notice that restoration work, seeding in particular, was sub-standard. Re-seeding will be done in September.

NEW BUSINESS

Part-time Police Officer – Trustee Sennett said Greg Adams is back. Chief Coon explained that Mr. Adams moved to Tennessee, but is back and he already met with him. Chief Coon said he wants to hire

him as soon as possible. Trustee Sennett noted that Chief Coon also met with Mrs. Adams to make sure that they are staying in the area this time. **Resolution #2018-154:** On the motion of Trustee Sennett, seconded by Trustee Eriksen, it was resolved and unanimously carried (5-0 in favor) to authorize re-hiring Greg Adams as a part-time Police Officer.

Part-time Crossing Guard – Chief Coon explained that he met with the new Principal of State Street School who expressed concern with the safety of the children crossing State Street to Austin Park as it is a teacher who crosses the children, but not the same teacher each day, and they have no reflective gear. He said this particular crossing is only an afternoon detail. Trustee Sennett said many of the children crossing there are going to the YMCA for the after-school program. Mayor Hubbard commented that this will be the third spot on State Street. In response to Trustee Dove, Chief Coon said he has enough in the budget and Mr. Parker is willing to be a backup parking meter person. **Resolution #2018-155:** On the motion of Trustee Sennett, seconded by Trustee Dove, it was resolved and unanimously carried (5-0 in favor) to authorize hiring Ted Parker as a part-time Crossing Guard and back-up parking meter person.

Request for Waiver – Trustee Stokes-Cawley said she recalls that we did not waive the 30-day advance notice before and thinks that was for Finger Lakes on Tap. Atty. Pavlus said that is correct and we should be consistent. He confirmed that to do nothing the Board does not need a resolution. Trustee Eriksen noted that this just adds 30 days to the process. Clerk/Treasurer Couch will then know that the Board did not waive the 30-day advance notice.

Learning Communities Initiative – This matter was discussed at the beginning of the meeting.

New Envelope Inserter Machine – Atty. Pavlus said he quickly looked at the proposal that seems straight forward with a purchase option and a lease option. However, he'd like to see the terms and conditions of the purchase, including the service agreement/terms. He said if the Trustees are interested in the lease option, he'd also like to review that. Clerk/Treasurer Couch said our current machine is getting old, sometimes jams and we don't have a service agreement so it is more difficult to get timely repair. Our current postage machine is from Usherwood and we have been very pleased with their prompt service. This matter was tabled to the September 13, 2018 Meeting.

TP-584 Forms – Atty. Pavlus said this was prompted by a letter he sent six or so weeks ago. He explained that in the event of an emergency, the Village needs easements – access easements and easement over the sewer line. Atty. Pavlus said Parker and Kenan easements will be coming in the future. **Resolution #2018-156:** On the motion of Trustee Dove, seconded by Trustee Eriksen, it was resolved and unanimously carried (5-0 in favor) to authorize Mayor Hubbard's execution to the TP-584 forms for West Lake Sewer District Easements.

Operations Meeting – The Board scheduled an Operations Meeting for Wednesday, August 29, 2018, 5:30 PM at Village Hall to discuss the SMTC sidewalk survey final report. Trustee Sennett will forward the report to everyone, including DMO Harty and Deputy DMO Robinson.

Syracuse Innovations Group (SIG) -Trustee Sennett reported that she met with Chief Coon and DMO Harty. The topic of tech support for the Police Department came up. All the stand-alone meters, radar, and pay stations have software and technical components, but the technical support is limited in the Police Department. Trustee Sennett said she contacted Robert Slivinski, Director of Operations at Syracuse Innovations Group (SIG), and he submitted a proposal for development of an RFP for ongoing maintenance, repair and reporting. SIG would work with our vendors to learn about the software and hardware. DMO Harty confirmed that we can get data and reports from the meters – the equipment has a lot of capabilities that we aren't using. In response to Mayor Hubbard, Chief Coon said he is not good with the hourly rate – he thinks it is high. Mayor Hubbard said we need someone. Trustee Dove asked if it makes sense to look for someone who can handle it all. She added that she works with JB Kane's Clay Caldwell who does a great job and there is also Dave Hunt in Mottville. Chief Coon said Clay expressed interest in doing this when he retires, but that won't be for three years or so. Trustee Eriksen said we

could get reports on all sorts of data – speed, time of day, etc. Mayor Hubbard recognized that the responsibility is with the Police Department every day. DMO Harty said she met with SIG and while she can't comment on cost, she can confirm that he picked up on things quickly. Trustee Sennett said he'd be interfacing with vendors – we need somebody. Trustee Sennett said she did a bit of research and Mr. Slivinski's hourly rate seems a little high. DMO Harty said she sent the log in information, links, etc. She said she thinks his hourly rate is reasonable. Deputy DMO Robinson said he didn't mention training – he'll be doing research. Trustee Eriksen asked about the timeframe when the work would occur. Trustee Sennett answered that it is all cloud-based. The information is there, but no one is doing anything with it. Mayor Hubbard said we should give it a try. Trustee Sennett noted that Chief Coon is in the process of getting two more radar signs – we should use the data available. **Resolution #2018-155:** On the motion of Trustee Stokes-Cawley, seconded by Trustee Sennett, it was resolved and unanimously carried (5-0 in favor) to authorize Syracuse Innovations Group proposal of August 22, 2018 for the discovery process for development of an RFP for ongoing maintenance, repair and reporting of the parking pay stations, meters and radar signs, not-to-exceed 40 hours at the rate of \$92.50 per hour or a total amount of \$3700.00.

Public Comment – There was no public comment.

Approval of Bills – In reviewing the bills, Chief Coon explained that the new Pro Desk 400 computer is to replace the old computer in the office that the officers use. Mayor Hubbard said he saw that the project to expand the codes office into the old locker rooms is complete. He added that Chief Coon should look at the exterior base. Chief Coon said a man was there late this afternoon with caulking. **Resolution #2018-155:** On the motion of Trustee Stokes-Cawley, seconded by Trustee Dove, it was resolved and unanimously carried (5-0 in favor) that bills from Abstract #6 be audited and paid as follows:

<i>Abstract #6</i>	General Fund	Vouchers #598-643	Checks #21180-21225	\$ 28,496.67
	Sewer Fund	Vouchers #1181-1190	Checks #5871-5880	\$ 5,007.77
	Electric Fund	Vouchers #1293-1308	Checks #6663-6678	\$110,141.15
	Water Fund	Vouchers #696-705	Checks #4429-4438	\$ 1,746.25

Handicapped Parking – Trustee Sennett recalled an email from Loretto's Therapeutic Recreation Director Donna Woodard, forwarded by Town Supervisor Aaron, about handicapped parking at the boat launch / gazebo. Trustee Dove said there isn't a handicapped space in that area - there is one by the library, one by real estate offices, and one by the Sherwood Inn. Mayor Hubbard said handicapped parking spots are established by local law. Relative to converting the old "official" spot in front of the library to a handicapped spot, Trustee Sennett said it is tough to pull into that spot, especially at the intersection. Mayor Hubbard said thought should be given to moving handicapped parking spaces. DMO Harty said it may be good time to do so with the Clift Park improvements. Mayor Hubbard talked about site lines – he reiterated that it would be by local law and will be publicly discussed. A map of the downtown for the overhead screen would be helpful for further discussion at the Operations Meeting.

Adjournment – **Resolution #2018-156:** On the motion of Trustee Eriksen, seconded by Trustee Dove, it was resolved and unanimously carried (5-0 in favor) to adjourn the meeting at 7:55 p.m.


 Patty Couch, Village Admin./Clerk-Treasurer