

VILLAGE BOARD MEETING MINUTES
SEPTEMBER 13, 2018
7:00 P.M.

PRESENT: Mayor Hubbard, Trustees Dove, Eriksen, Sennett and Stokes-Cawley, Assistant DMO Robinson, Police Chief Coon, SVFD Chief Evans, Village Attorney Pavlus

Others: Jason Gabak Skaneateles PRESS
John Rooney* Skaneateles Sunrise Rotary Winterfest

Minutes – Resolution #2018-157: On the motion of Trustee Dove, seconded by Trustee Eriksen, it was resolved and unanimously carried (5-0 in favor) to approve the Minutes of the Regular Meeting of August 23, 2018, and the Operations Meeting of August 29, 2018, as presented.

Correspondence & Announcements – Mayor Hubbard noted the following:

- Invitation from St. James' Episcopal Church to attend their Community Open House on Saturday, September 22, 2018 from 1-4:00 p.m. Trustee Sennett noted that they opened up the new entry way and did a beautiful job. Mayor Hubbard said it looks really nice.
- Receipt of letter from Glens Falls National Bank sharing the news that Tracey Norman has been appointed Director of Wealth Management.
- Receipt of a nice thank you note from State School Principal Michelle Crisafulli thanking Chief Coon for his willingness to put a crossing guard at the Austin Park crosswalk near State Street School. She wrote, "As you know, safety for our staff and students is a top priority! I'm thrilled that we have a collaborative relationship & look forward to more work together!"
- Receipt of email: Governor Cuomo Announces Pilot Project to Combat Harmful Algal Blooms at Skaneateles, Owasco and Seneca Lakes.
- Receipt of the NYSDEC Annual Inspection Report for the Village of Skaneateles Wastewater Treatment Plant. Mayor Hubbard said there were no substantive issues – another good showing.
- Receipt of email relative to the Onondaga County Mayors Association meeting on Wednesday, September 19, 2018, 6:00 PM at the Liverpool Village Hall. Mayor Hubbard said he will be attending.
- Receipt of Glens Falls National Bank LOSAP Statement for August, 2018.
- Email invitation to the Cornell Cooperative Extension 2018 Annual Meeting-Thurs., Oct. 25, 2018 6:00-8:30 PM, Empire Room, NYS Fairgrounds.

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

Police Department – Mayor Hubbard noted that the Trustees are in receipt of the Police monthly report for August that was emailed and recorded activity as follows: **Incident Types:** 250 Calls for Service; **Criminal:** 0 Larceny; 1 Identity Theft; 0 Forgery; 0 Burglary; 0 Robbery; 0 Criminal Mischief; 1 Domestic; 0 Harassment; 0 Sex Offence; **Non-Criminal:** 1 Vehicle Lockout; 510 Property Check; 17 Ambulance Calls; 4 Fire Calls; 2 Alarm; 11 Recovered/Found Property; **Traffic:** 67 Total Traffic Stops; 21 Traffic 88 Tickets Issued; 88 Total Parking Tickets; 179 Courtesy Cards; **Motor Vehicle Accidents:** 13 Property Damage; 0 Personal Injury; **Arrests:** 0 Felonies; ¥ (¥ = UTT Misdemeanor) 2 Misdemeanors; 0 Violations; 0 DWI.

In response to Mayor Hubbard asking if he had anything to add, Chief Coon said since hiring Bob Slivinski, he has been active and got the speed signs on State Street appropriately programmed for the school zone. Mr. Slivinski also contacted Elancity and gained access to their community portal to download manuals and install the software. He also started on the IPS DMS system and the M3 parking meters and reported that a lot more can be done with the meters by using the DMS software.

Relative to an earlier email, Chief Coon said the photographs and brief explanation of the speed signs on East Street was confusing. He attempted to clarify what the problem is by explaining that as you come into the Village on East Street off State Street, while still in the Town there is a 20-mph school zone sign, but past that is a Village 30 mph sign (almost directly in front of Waterman school), and then past that another 20-mph sign. Chief Coon said the 30-mph sign should not be there. It is confusing and difficult for enforcement. Mayor Hubbard asked what the law says. In response to Trustee Eriksen asking if the 30-mph sign is in the Village, Chief Coon said yes. Trustee Sennett surmised that it is the standard Village entry sign with 30-mph, meaning throughout the Village. Atty. Pavlus read Chapter §212-10 Maximum Speed Limits B. Twenty miles per hour. Twenty miles per hour is hereby established as the maximum school speed limit on the following highways: (1) East Elizabeth Street from the intersection of East Street a distance of 1,560 feet west of the East Street curblin. (2) East Street from the intersection of East Elizabeth Street to the Village corporate line. Mayor Hubbard said it sounds like we have a sign to remove.

Chief Coon said the other two radar signs should be here by the end of the week.

Director of Municipal Operations – Mayor Hubbard noted that with DMO Harty attending the MEUA Conference in Buffalo, she emailed her report for August 2018 that recorded the following:

DPW –

- Current and Upcoming projects/activities:
 - Repairing catch basins and storm sewers throughout Village
 - Assisted school with flushing storm drains
 - Assisted with tree take down on E. Genesee Street and Orchard
 - Repairs to Kelley Street and Elizabeth Street Bridges due to DOT inspection reports. Developing capital plan for Kelley Street Bridge Replacement.
- Fall Brush Pick up – October 1st through October 22nd, leaf pick up after that as long as weather permits
- DPW Laborer Vacancy – Received 11 applications, interviewed 6 candidates. Have selected a candidate for authorization to make offer to.

Electric –

- Two linemen (Mike & Allan) only because Jim Dries has been primarily working for water department doing critical operations
- Genesee Street Rebuild between Onondaga and E. Lake Street
- Ornamental Street Light maintenance
- Material Procurement for Phase 3 LED Street Light Upgrade and Phase 3 L&G Electric Meter Upgrades
- Line Leader vacancy – no applications received
- Request for Joint Village & Municipal Board Meeting at September 25th Municipal Board Meeting at 6 pm for presentation from Tony Modaferi (MEUA Executive Director)

Water –

- Month of August
 - Produced a total of 19.2 Million Gallons of Water – averaging 619,700 gallons per day
 - No raw water turbidity exceedances
 - All 3 microbial samples in distribution system came back negative
- Hydrant Flushing - % completed
- HAB Action Plan
 - HAB Blooms on 8/4/18 – 8/6/18, confirmed by lab analysis on 8/7/18
 - System operated in Conservative mode from 8/7/18 – 8/15/18
 - No HABs detected in City Finished water samples. No samples required from Village System.
- Water Main Replacement Project
 - Request for Authorization of Seasonal Staff

- Bid Opening and Notice of Award

Sewer –

- See attached Operator's Report from Brad

Sidewalk Project:

- Mailed 153 bills – Total Accounts Receivable = \$126,398
- Customer feedback/concerns on 8 invoices (5%) will need to make minor billing adjustments
- Outstanding balances will be added as monthly payment to utility bills starting 10/1/18

Clift Park Project:

- Coordination meetings held with Ballard construction
- QPK Finalized project design documents on 9/11/18
- Need final estimate from Ballard for Change Order Authorization from Village Board
- Targeting DPW starting demolition last week of September

Assistant DMO Robinson said she could talk about the DPW position. Mayor Hubbard said there were too many emails late today and he now knows of a Skaneateles Volunteer Fire Department member who expressed interest in the position. Therefore, he thinks discussing it at an Operations Meeting, which we will be scheduling later in this meeting, will be better. Relative to this morning's bid opening for the Water System Improvement project, Assistant DMO Robinson said four bids were received. GHD is reviewing them and found an error in the low bidders bid to the better for the Village. Trustee Dove asked if we've worked with any of the companies that bid. Mayor Hubbard said the low bidder is currently doing work in Auburn and they are very pleased. He said it looks favorable.

Codes Enforcement – Mayor Hubbard said CEO Crompton provided the Board with copies of his report that records activity to September 13, 2018 as follows: 6 Footer Inspections; 4 Foundation Inspections; 4 Framing Inspections; 3 Insulation Inspections; 8 Final Inspection; 16 Building Permits; 4 Meeting with Contractors; 3 Meeting with Architects; 5 Meetings with Homeowners; 1 Meeting with Board Members; 1 Sign Permits; 2 Complaints/Investigations; 0 Temporary C of O; 7 Final C of O; 1 Pool Placement Verification; 3 Violations; 3 Stop Work Orders.

Skaneateles Volunteer Fire Department – SVFD Chief Evans read aloud his report for August 2018 that recorded activity as follows:

Calls for the month of June: 33 Total Alarms; 2 Structure Fires; 0 Vehicle Fires; 0 Vegetation Fires; 0 Acres Burned; 9 EMS; 2 Rescue; 7 Motor Vehicle Accidents; 2 Extrication; 1 Hazardous Condition; 2 Service Calls; 0 Good Intent Call; 9 False Alarms; 1 Cancelled Enroute; 0 Other; 7 Mutual Aid Given; 12 Mutual Aid Received; 11.03 Avg. Personnel; 1.58 Avg. Enroute time; 5.12 Avg. On-scene Time; 1 Meeting; 1 Drills; 0 Training; 11 Miscellaneous; 0 Stand-by.

Upcoming trainings: 9/17 – Station Maintenance @ 19:30; 9/24 – NARCAN (all Firefighters) @ 19:00; 9/24 – Pumping & Drafting @ 19:30

Meetings for the month: High Stakes Raffle – 9/11/18 @ 19:00; Budget & Finance – 9/12/18 @ 19:30; Labor Day – 9/20/18 @ 19:30; Officers – 9/27/18 @ 19:30; Trustees & Board of Directors – 9/27/18 @ 19:00

Other business: ● Engine 11 initially failed its NYS inspection since the frame rails were separating. The engine is presently at Fulton Spring being repaired which will allow the apparatus to return to service. ● Annual aerial ladder certification is scheduled for 9/18/18. ● Annual hose & ladder testing is scheduled for 10/12/18. ● The walls and floor at Station #2 have been primed and painted by a local individual who was required to complete community service hours. ● The department will be assisting with the Ride for Missing Children on Friday, September 28th with Truck 1 (with the American flag) at Waterman School. ● Fire Prevention Week is Sunday, October 7th – Saturday, October 13th. This year's theme is "Look. Listen. Learn. Be aware – fire can happen anywhere." Open house is scheduled for Friday, October 12th at 19:00. ● Firefighter Chris Caza was approved for full membership by the Officers' Committee. ● Thus far 695

tickets have been sold and tickets are still available for the High Stakes Money Drawing and are available from any firefighter or online at www.skaneatelesvfd.com. The 6th Annual Casino Night and High Stakes Money Drawing is scheduled for Saturday, September 22, 2018 at Skaneateles Station #1.

Old Business

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

Status of New Seawall Grant / Clift Park Improvements – Mayor Hubbard said there is nothing new to report.

HAB Update – Trustee Stokes-Cawley said a couple of meetings ago, the Skaneateles Lake Association (SLA) was here proposing a legal agreement, but we chose not to commit and to think about it. However, the Village, Town and City have continued to meet with SLA. There is a plan and we are continuing to move forward.

New Business

WinterFest – Mayor Hubbard acknowledged receipt of emails regarding WinterFest, including a Certificate of Liability Insurance naming the Village of Skaneateles as an additional insured, and recognized John Rooney in attendance. Mr. Rooney said the event is the same as the last 7 years. **Resolution #2018-158:** On the motion of Trustee Stokes-Cawley, seconded by Trustee Dove, it was resolved and unanimously carried to approve the Skaneateles Sunrise Rotary Club's annual WinterFest event on January 25 & 26, 2019. *Prior to his leaving the meeting, the Board thanked Mr. Rooney for addressing the event on such a timely basis.

Polar Bear Plunge – Mayor Hubbard said we've received emails from Todd Marshall relative to the Polar Bear Plunge. **Resolution #2018-159:** On the motion of Trustee Eriksen, seconded by Trustee Stokes-Cawley, it was resolved and unanimously carried (5-0 in favor) to approve the Skaneateles Polar Bear Plunge at 12:30 pm during WinterFest on January 26, 2019 contingent upon emergency operations being there for the event.

Usherwood Proposal – Atty. Pavlus said he provided review of the terms and conditions of the maintenance agreement and they are acceptable. There is a \$33/month charge for parts and service and there'd be a \$1,168.80 savings over a five-year period if the machine is purchased, as opposed to leasing. Atty. Pavlus also noted that the maintenance agreement on the purchase option is for five years and automatically renews for a one-year period. He said he and Clerk/Treasurer Couch should flag their calendars to review the agreement prior to the end of the original five-year term. **Resolution #2018-160:** On the motion of Trustee Sennett, seconded by Trustee Eriksen, it was resolved and unanimously carried (5-0 in favor) to approve the Usherwood proposal for the purchase of a new envelope inserter and the associated maintenance agreement.

Arctic Enterprises, Inc. Proposal – Mayor Hubbard noted that QPK said it appears to be a very reasonable proposal. He added that it is the prudent thing to do. Trustee Dove asked why we can't wait until we know what we're going to do with the building. Trustee Sennett said no matter what happens with the building, she would feel better knowing this has been addressed. Mayor Hubbard said we are not shooting through the hip – we need to address issues back there whether we do something or not. Chief Evans commented that we need to know even if the building were to be demolished. He said most likely the siding will be an issue. **Resolution #2018-161:** On the motion of Trustee Sennett, seconded by Trustee Eriksen, it was resolved and unanimously carried (5-0 in favor) to approve Arctic Enterprises, Inc. proposal for the Limited Hazardous Materials Pre-Renovation Survey of the Annex Building for a total estimated cost of \$3,732.00.

Genson Proposal – Relative to the apparatus bays overhead doors, Mayor Hubbard said repair is long, long overdo for safety reasons. There is a total of 7 large, sizeable doors, 4 of which operate safely with a push button, but 3 have to be lifted. He spoke with Genson about the 4 back doors and 1 in front. Genson will adapt the 2 doors on the south side in the rear for remote access by the Police. The quantity on Genson's quote was corrected and Mayor Hubbard said he thinks it is a not-to-exceed price. He said it is possible that only a chain is needed for 1 of the doors. Trustee Dove surmised that we will keep using the bays for the Police and Library Book Sale; Chief Coon said the Police would park out back during the book sale. **Resolution #2018-162:** On the motion of Trustee Stokes-Cawley, seconded by Trustee Eriksen, it was resolved and unanimously carried (5-0 in favor) to accept the Genson Overhead Door, Inc. proposal at a not-to-exceed cost of \$6,950.00.

Joint Work Session – Trustee Eriksen said he forwarded the SMTC report to the Planning Board and they seemed interested. The earliest they can meet is Saturday, October 20, 2018 and they proposed 8:00 AM. The Village Board decided to meet at 9:00 AM; Trustee Sennett advised that she is not available that day.

Seasonal Construction Observer Position – Assistant DMO Robinson says she prefers this position be referred to as Contractual Construction Observer as opposed to Seasonal. She confirmed that it is part of the contract for the Water System Improvement project. Mayor Hubbard commended DMO Harty and Assistant DMO Robinson for taking on this task as it will benefit the Village. **Resolution #2018-163:** On the motion of Trustee Stokes-Cawley, seconded by Trustee Dove, it was resolved and unanimously carried (5-0 in favor) to authorize advertising for the Contractual Construction Observer Position.

Operations Meeting – Mayor Hubbard said GHD indicated that they'd have a letter of recommendation on awarding the bid by 4:00 p.m. on Monday, September 17, 2018. Therefore, an Operations Meeting needs to be scheduled - there is probably other business too. Atty. Pavlus said he is comfortable with that as long as GHD makes the recommendation. An Operations Meeting was scheduled for Monday, September 17, 2018, 6:00 p.m. at Village Hall, unless DMO Harty is not available. Trustee Stokes-Cawley and Assistant DMO Robinson said they can verify DMO Harty's availability tomorrow.

Next Regular Village Board Meeting – The Board was reminded that the next Regular Village Board Meeting will be Monday, September 24, 2018, 7:00 PM at Village Hall.

Public Comment – There was no public comment. Trustee Stokes-Cawley reported that the Tree Care video is now linked to the Village's website under Public Notices.

Approval of Bills – Trustee Sennett said there is one item to add to Abstract #7 - Robert Slivinski's tech work for the Police Department; 6 hrs. of work for a total of \$555.00. In response to Trustee Dove, Chief Evans said the Finger Lakes Comm. Co. Inc. bill is for 15 pagers for the firefighters. **Resolution #2018-164:** On the motion of Trustee Stokes-Cawley, 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:

Abstract #7

General Fund	Vouchers #644-686	Checks #21226-21268	\$ 52,215.98
Sewer Fund	Vouchers #1191-1207	Checks #5881-5897	\$ 11,444.72
Electric Fund	Vouchers #1309-1322	Checks #6679-6692	\$111,582.08
Water Fund	Vouchers #706-716	Checks #4439-4449	\$ 44,593.75

Executive Session – **Resolution #2018-165:** On the motion of Mayor Hubbard, seconded by Trustee Eriksen, it was resolved and unanimously carried (5-0 in favor) to enter into an Executive Session at 7:42 p.m. for an Attorney / Client discussion of a contractual matter. **Resolution #2018-166:** On the motion of

Trustee Sennett, seconded by Trustee Stokes-Cawley, it was resolved and unanimously carried (5-0 in favor) to move out of Executive Session and immediately adjourn the meeting at 8:30 p.m.


Patty Couch, Vil. Admin./Clerk-Treasurer