

VILLAGE BOARD MEETING MINUTES
SEPTEMBER 24, 2018
7:00 P.M.

PRESENT: Mayor Hubbard, Trustees Dove, Sennett and Stokes-Cawley, DMO Harty, Village Attorney Pavlus, CTTB Dundon

EXCUSED: Trustee Eriksen

Others: Jason Gabak Skaneateles PRESS

Minutes –Resolution #2018-167: On the motion of Trustee Sennett, seconded by Trustee Stokes-Cawley it was resolved and unanimously carried (4 - 0 in favor) to approve the Minutes of the Regular Meeting of September 13, 2018 and Operations Meeting of September 17, 2018, as presented.

Correspondence & Announcements – Mayor Hubbard noted the following:

- First Village Board meeting in October has been rescheduled to Tuesday, Oct. 9, 7 PM at Village Hall. Trustees were in agreement, noting that it is due to Voucher preparation timing as a result of the upcoming MEUA meeting.
- Receipt of email from Syracuse Crunch Hockey Club Account Executive Daniel Mead announcing Skaneateles Community Night planned for Saturday, Nov. 3. \$2 from each ticket for the night will be donated to the Skaneateles Lake Association.
- Receipt of email from Elizabeth McBride (88 W. Gen.) regarding the condition of a utility pole; Receipt of DMO Harty's Response. Trustee Dove asked to see DMO Harty's response, which will be provided to her.

Director of Municipal Operations (DMO) – DMO Harty noted that brush pickup is scheduled to begin next week and will continue for three weeks, after which leaf pickup will commence.

DPW – DPW is beginning demolition work at Clift Park next week, preparatory to the grading and pavement improvement work planned for the boat ramp and adjacent areas.

Electric – DMO Harty encouraged the Trustees to attend the September 25 Municipal Board meeting to hear a presentation by a MEUA executive on utility finances. The meeting starts at 6 PM.

Old Business

Status of NYSEERDA Grant – Mayor Hubbard said it is stagnant once again. DMO Harty said that she and Village Administrator/Clerk-Treasurer Couch are working through preparation of the payment applications.

Status of New Seawall Grant / Clift Park Improvements – Major Hubbard said that there are two similar grants pending for this work, and asked if one might be in jeopardy? DMO Harty said Village Administrator/Clerk-Treasurer Couch has been spearheading this and she would have the most up-to-date insight. DMO Harty continued saying that as reimbursement grants, the grant contract must be in place before the work commences; only one of the grants has progressed that far. While the grading and paving improvements are about to begin, the seawall work scheduled for 2019 would qualify. Thus, one of the grants could be used for the seawall work.

Water Main Project – DMO Harty said that she had asked to have this topic added under Old Business. The purpose is to regularly update the Trustees on the status of the project -- having it carried as an Old Business topic provides the mechanism to accomplish that. The project was awarded last week and Financial Advisors is proceeding with the sale of the Bond Anticipation Notes. We anticipate that funds

from the notes will be available in mid-November. Director of Water & Sewer Robinson has advertised to hire a construction inspector for this project so that costs can be minimized. Village Attorney Pavlus reminded the Trustees that they had approved three different bond resolutions because of the varied useful lives of the assets. Each resolution authorizes Village Administrator/Clerk-Treasurer Couch to issue the Bond Anticipation Notes. In response to Trustee Dove's question about ongoing access to the financial data, DMO Harty explained that Village Administrator/Clerk-Treasurer Couch will publish a separate Treasurer's Report covering just this project and that Director of Water & Sewer Robinson will be doing the detailed project accounting.

DMO Harty explained that she has requested that Village Attorney Pavlus prepare a social media policy to be in place for postings to various social media platforms by the Village, for information of interest to residents. It would be intended to be a one-way communication tool, rather than trying to create dialogue. Village Attorney Pavlus said that any such policy would be presented to the Trustees for approval prior to being implemented. Trustee Sennett asked that if it is just one-way, why is the website not enough? DMO Harty feels it would provide multiple paths – additional ways for the Village to communicate and the ability to do more targeted communication. Trustee Dove thinks it will enhance Village government's transparency.

New Business

Consider Skaneateles Girls Lacrosse Assoc. Request to Display Flags in the park for

Veterans Day Ceremony – Mayor Hubbard said that this request had again been received and that we normally support it every year. This year the flags would be placed on November 2 and removed November 12. **Resolution #2018-168:** On the motion of Trustee Dove, seconded by Trustee Sennett it was resolved and unanimously carried (4 - 0 in favor) to approve the display of flags in the park for Veterans' Day.

Consider Authorizing Change Order to Ballard Construction – Sidewalk-Clift Park Project – DMO Harty mentioned that she has sent a detailed report on this matter to the Trustees last week. The Ballard contract covered the sidewalk work undertaken by the Village in the 2017 sidewalk project. During the work, the practical administration of the job led to somewhat expanded scope:

1. The decision to make replacement of sidewalk segments continuous in some spots led to an increase in the lineal feet of the work
2. The decision to replace existing curb drops with ADA-compliant units when Ballard was working adjacent to them led to some increase in cost
3. Rebuilt 3 of the entrances to the Municipal Parking Lot
4. In the Shotwell portion (Gazebo to West Lake Street), DOT requested that the replacement be 6 inches thick, an additional payment item
5. Initial planning thought that we could reuse 100% of the existing pavers; actual experience required the procurement of more bricks, an additional payment item.

Mayor Hubbard reiterated that it was the Shotwell portion of West Genesee (Gazebo to West Lake Street) that was included in the original project scope.

DMO Harty said the Clift Park project is proposed to be awarded to Ballard under a change order. That project is to rebuild and regrade the boat ramp, including the replacement of the retaining wall that runs along the ramp. Also, the failing rock wall on the south side of the bridge and boat ramp will be torn out. Trustee Dove asked if that would affect the Chamber directory that is installed in that location? DMO Harty said the wall is to be replaced with metal railing like the north side. The sign will be integrated into the railing. Trustee Sennett asked if that sign needed to be updated? Trustee Dove said it gets updated twice per year and reminded that it needs electricity to it.

DMO Harty continued to describe the projected scope of work, in which the boat ramp will be regraded, rebuilt and repaved with concrete near the water. The memorial urn will be relocated to a place adjacent to the 9/11 memorial. The Light Dept. will be replacing the pad-mount transformer with a smaller unit. Ornamental bollards will be installed, with one of the bollards being removable for fire access. Trustee Dove said she wants the Fire Dept. to review the plan. The drinking fountain will be relocated and made ADA-compliant. The Village has requested the necessary highway work permit. All the work will greatly improve the flow of pedestrian traffic. Trustee Dove asked about trash can locations, suggesting they be grouped. She also asked about the Midlakes, Chamber and Lions Club plaques in the sidewalk by the gazebo; it is important to ensure that they are replaced as part of the project. DMO Harty said that Ballard is to finish Clift Park before the end of November. The total project cost will be \$719,666.75, of which \$245,000 has already been paid with VIP funds (that is a County program that replaced sales tax sharing. It historically brings in \$299,700 annually). DMO Harty said that she proposes to adjust the base quantities and add 5 new bid items to address the work already done and what is contemplated here. Mayor Hubbard suggested that one of the \$50,000 SAM grants be eliminated from the projected funding sources, since it is unlikely to materialize. The resultant cost of \$719K would be offset with funding sources of \$720K.

Trustee Dove said the Village should coordinate this work with the Chamber of Commerce. DMO Harty said that she has tried to without success but will follow-up again with Hillary.

Resolution #2018-169: On the motion of Trustee Sennett, seconded by Trustee Stokes-Cawley, it was resolved and unanimously carried (4 - 0 in favor) to authorize the Change Order as specified in the September 21, 2018 memo from DMO Harty at a proposed cost of \$719,000 and with funding of \$720,000.

Mayor Hubbard complimented DMO Harty and Ballard Construction on the quality of the project so far. He said that the Village has been notified of some potentially unsafe sidewalk conditions on West Genesee Street and it should take action on them. He suggested that DMO Harty speak with Ballard to see if they could make another crew available to the Village so that some work could take place on West Genesee Street in parallel with the Clift Park project. Trustee Sennett asked if there were a band-aid fix for some of the hazards? Mayor Hubbard said that might be possible in some areas.

On potential liability, Attorney Pavlus said that there is a formal written process for the Village to receive reporting of conditions to the Village. The Village's liability is limited and may be less of an issue than the Village's desire to ensure general safety. He continued saying that the current Village code places the obligation for repair on the adjacent property owners. Those owners should be notified of reports that have been received by the Village.

Trustee Stokes-Cawley mentioned that the Village had shared cost with the homeowners 50/50 on the work done under the current sidewalk program and asked if that were still Village policy? Mayor Hubbard suggested that it might need to be extended. Village Attorney Pavlus explained that it does not expire by operation of law but rather would remain until changed by the Trustees. Trustee Sennett said that she is worried about just fixing small areas if it were possible to just band-aid it. Mayor Hubbard said that if we have the same policy, that we should look at the hazard walks on West Genesee Street – Hannum to the west -- subject to Ballard having a second crew available. DMO Harty said she would inventory the situation. Trustee Dove stated that we need to coordinate Shotwell Park work with Veterans' Day activities.

DMO Harty summarized the action items as: (1) inventory the Genesee Street area, (2) develop a program for Trustee consideration (3) authorize investigation of a second crew, (4) look at trash can placement, and (5) preserve the markers in the existing sidewalks.

Consider Authorizing Additional Funding for Gretchen Hamlin for gardening at Village Hall

Mayor Hubbard said that the Village should have funds for both Fall and Spring gardening activity, and suggested that \$1,000 for each period should be sufficient. **Resolution #2018-170:** On the motion of Trustee Dove, seconded by Trustee Stokes-Cawley it was resolved and unanimously carried (4 - 0 in favor) to authorize additional funding not to exceed \$1,000 for Fall 2018 activity.

Consider Authorizing Mayor Hubbard to Sign the Watermain Project Construction Agreement with Villager Construction, conditioned on Village Attorney approval

Mayor Hubbard stated that the contractor has not yet signed the contracts and presented the required bonds to the Village. That needs to take place before the Village can sign and work can begin. The objective is to not delay the project. Village Attorney Pavlus noted it would be too long until the next Village Board meeting. The Village must comply with its own notice of award. **Resolution #2018-171:** On the motion of Trustee Stokes-Cawley, seconded by Trustee Sennett it was resolved and unanimously carried (4 - 0 in favor) to authorize Mayor Hubbard to Sign the Watermain Project Construction Agreement with Villager Construction, conditioned on Village Attorney approval.

Public Comment – There was no one desiring to be heard.

Approval of Bills – Trustee Sennett noted there was a large amount to TDK Engineering. Mayor Hubbard said that the Village would not be getting that back as 83 Fennell Street only had \$1,900 established as escrow. **Resolution #2018-172:** On the motion of Trustee Dove, seconded by Trustee Sennett, it was resolved and unanimously carried (4-0 in favor) that bills from Abstract #8 be audited and paid as follows:

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|---------------|----------------------|----------------------|--------------|
| General Fund | Vouchers # 687-718 | Checks # 21269-21300 | \$ 26,804.45 |
| Sewer Fund | Vouchers # 1208-2011 | Checks # 5898-5894 | \$ 1,390.88 |
| Electric Fund | Vouchers # 1323-1335 | Checks # 6693-6705 | \$131,103.16 |
| Water Fund | Vouchers # 717-721 | Checks # 4450-4454 | \$ 2,156.80 |

Executive Session -- **Resolution #2018-173:** On the motion of Mayor Hubbard, seconded by Trustee Dove, it was resolved and unanimously carried (4-0 in favor) to enter into an Executive Session at 7:54 pm for an Attorney/Client discussion of a contractual matter. Mr. Gabak left the meeting. **Resolution #2018-174:** On the motion of Trustee Sennett, seconded by Trustee Stokes-Cawley it was resolved to move out of Executive Session at 8:28 pm.

Other Matters -- **Resolution #2018-175:** On the motion of Trustee Sennett, seconded by Trustee Stokes-Cawley it was resolved to authorize DMO Harty to offer Randy Clarry a position as Laborer at Step 3 rate of \$25.97 contingent on a successful background check, verification of CDL driver’s license, and reference check.

Mayor Hubbard inquired as to who represents SRCT legally. Village Attorney Pavlus said that he has previously dealt with Tom Blair, Esq. After discussion, it was agreed that Trustee Dove will contact Bill Marquardt and ask him who Village Attorney Pavlus should contact.

Trustee Sennett asked about the status of the fenced work site in Clift Park, where the City of Syracuse had a contractor working this summer. DMO Harty said the fence was coming down this week and that the Village would resume mowing the area.

After discussion among the Trustees, it was agreed to schedule a Trustee Work Session for Tuesday October 16, 2018 at 5:30 pm.

DMO Harty informed the Board that Lineman Mike Anthony has resigned from the Electric Department. Since Jim Dries has been reassigned for water work, that leaves just Lineman Allan Abbott. Two linemen are required to do any work, so the Village has been using crews from other municipalities. Mayor Hubbard noted that there have been no applicants for the Line Leader position; DMO Harty remarked that our scale is lower than others.

Mayor Hubbard observed that the bonds for the water main project have different maturities based on the projected useful lives of the particular underlying assets. He posited that if the Village bonded everything at a 15-year term, there could be large savings in interest expense over the lifetime of the bonds. However, that might have an unacceptable impact on water rates because of the acceleration in payment; and asked what the difference would be in the water rates? DMO Harty noted that some equalization might be necessary in the Town/Village split, based on the Town's historically higher usage of water. Mayor Hubbard noted that the average cost for water to residents may not be a significant household expense. Thus, even a large percentage increase in rates might not translate to a significant increase in dollars. Village Attorney Pavlus stated that any adjustment in rates would have to be a Village Board action.

Adjournment – **Resolution #2017-176**: On the motion of Trustee Stokes-Cawley, seconded by Trustee Sennett, it was resolved and unanimously carried (4-0 in favor) to adjourn the meeting at 8:59 p.m.

Dennis Dundon, Clerk to the Boards

