

VILLAGE BOARD MEETING MINUTES
OCTOBER 25, 2018, 2018
7:00 P.M.

PRESENT: Mayor Hubbard, Trustees Dove, Eriksen, Sennett and Stokes-Cawley, DMO Harty, Police Chief Coon, CEO Crompt, Village Historian Batlle, Village Attorney Pavlus

Others: Jason Gabak Skaneateles PRESS

Minutes – Resolution #2018-189: On the motion of Trustee Stokes-Cawley, seconded by Trustee Dove, it was resolved and unanimously carried (5-0 in favor) to approve the Minutes of the Regular Meeting of October 9, 2018, and the Operations Meeting Minutes of October 16, 2018, and unanimously carried (4-0 with Trustee Sennett abstaining as she was not present) to approve the Minutes of the Operations Meeting of October 20, 2018, and unanimously carried (4-0 in favor with Trustee Eriksen abstaining as he was not present) to approve the Minutes of the Operations Meeting of October 22, 2018, as presented.

Correspondence & Announcements – Mayor Hubbard noted the following:

- Receipt of Glens Falls National Bank LOSAP Statement for September 2018.
- Receipt of letter from Cuddy & Ward formally announcing that Mary Beth Leeson left the firm and that they have decided to discontinue performing auditing services effective December 31, 2018. Mayor Hubbard said we have been reassured that Cuddy & Ward will complete the fiscal year ending 2018 audit, but we will need to be looking at other accounting firms for future audits. BST & Co., out of Albany, is used by many of the other electric municipalities (muni's) for the electric accounting. Having two accounting firms is not unusual and we will interview 2-3 firms. Clerk/Treasurer Couch is in touch with some of the muni's and suggestions from Trustees are welcome.
- Receipt of email from Dan Dalpra of Floating Stage Productions. Mayor Hubbard said he doesn't think the lake is Village jurisdiction. Atty. Pavlus said it is NY State – Mr. Dalpra would need to contact someone at that level. Clerk/Treasurer Couch will advise Mr. Dalpra.
- Receipt of letter from NYSDOT Regional Traffic Engineer Elizabeth Parmley regarding miscellaneous signs. In response to Trustee Dove, Mayor Hubbard said we are not talking about sandwich board signs, but rather about historical poles, sign color that varies from the standard green. The State is willing to consider the HLPC's preference.
- Receipt of email from NYCOM relative to their 2018 Planning and Zoning Webinar Series.
- * **Other Matters That Have Come Before the Board since Posting the Agenda***
- Receipt of email from NYCOM relative to New Cancer Benefit Program for Volunteer Firefighters. Trustee Dove said she forwarded the email to the SVFD and late today received a response from Chief Evans who guessed 40-50 firefighters would be covered. He said option 2 is preferred. Trustee Dove said she will forward Chief Evans' email to the Board.
- Onondaga County Mayors Association Meeting on Wed., Nov. 14, 2018, Liverpool Village Hall, with guest speaker Peter Baynes, NYCOM Executive Director.
- Atty. Pavlus reported that he was contacted late today by Atty. Kevin McCloud who works with Brody Smith, Special Counsel for Code Enforcement. Atty. McCloud provided Atty. Pavlus with an appearance ticket and charging documents that allege violation of two sections of Village Code by the owners of property at 2 West Lake Street, known as Lady of the Lake. Atty. Pavlus explained that violation of section 225-49 relates to conditions for special use permits set by the Zoning Board of Appeals (ZBA). This first count alleges that the owners rented more than two rooms at a time. The second count alleges a violation of section 225-4, which is a reference to the definition of Bed and Breakfast. Section B states that cooking facilities cannot be made available to guests. Atty. Pavlus said factual information is attached to the appearance ticket – an investigator allegedly booked a fourth room on August 16, 2018 in which cooking facilities were made available. Atty. Pavlus advised that the matter was scheduled for a court

date in Town of Skaneateles Court on October 17, 2018. Special Counsel Smith appeared at that time, but Judge Major declined to arraign the property owners on the charges because they appeared without an attorney. Thus, they have not entered a plea to the charges at this point. Trustee Dove asked if the property owners met with CEO Crompt prior to purchasing the property and if they were told how many rooms they could rent. CEO Crompt said, "Many times." Trustee Dove said, "So, they can't say they didn't know." Atty. Pavlus said he will keep the Trustees updated as he receives more information.

Director of Municipal Operations – DMO Harty said she will keep this section short by reporting that brush pick-up is done and the DPW is now doing leaves, along with maintenance in preparation for winter. They have also been assisting with the Clift Park project working on demolition, light bases, the water fountain, etc. Mayor Hubbard acknowledged the DPW's help in Clift Park that saved the Village money. In response to Trustee Sennett, DMO Harty said Ballard is working on repairing/replacing sidewalks between Hannum and Griffin Streets. Ballard is also replacing the sidewalk in front of the City Gatehouse. They are moving quickly and are doing a great job - a lot will happen tomorrow. Mayor Hubbard said they are doing quality work and he has heard lots of compliments.

Codes Enforcement – Mayor Hubbard said we are in receipt of CEO Crompt's report that records activity as follows: 5 Footer Inspections; 1 Foundation Inspection; 9 Framing Inspections; 6 Insulation Inspections; 4 Final Inspections; 2 Certificate of Occupancy; 1 Fire Inspection; 24 Building Permits; 1 Complaint Investigation; 2 Meetings with Architects; 2 Meetings with Contractors; 2 Meetings with Attorneys; 4 Meetings with Homeowners. CEO Crompt said this report covers a 6-week period; the next report will be for a 2-week period.

Village Historian – Mayor Hubbard noted that Village Historian Battle's research relative to the history of Route 20's construction through the Village in 1953 has gone viral. A copy of the Skaneateles PRESS article was forwarded to the NYSDOT along with a letter asking that they consider re-building the 65-year-old road.

Village Historian Battle submitted his Historian's Report that records activity as follows:

the following is a brief list of the topics, research projects, and events

- *prepare and set up exhibits in Village Hall display case 1. Banks of Skaneateles; 2. Village Electric Dept.
- *sorting and cataloging Lynch/Milford donation of maps & surveys
- *Historic Moments - January-June - for Village Board meeting and for *Skaneateles Press*
- *public program on the history of the Creamery rehabilitation of 1989
- *environmental history of various properties
- *establishing build dates for various residences in Village
- *assisting in family histories research for now out-of-town & state former residents
- *local history presentations for 70+ 4th grade students & adult chaperones
- *handle requests from Mayor and Fire Chief for various forms of data
- *assist Mottville FD Historian setting up files
- *receive, sort firematic items received and distributed to various statewide agencies

October 1-3, I attended, with the Town Historian, the State-wide conference of the Association of Public Historians of New York State (APHNYS) in Rochester, NY. Once a year, this statewide group holds an educational conference. It gives public historians an opportunity to exchange ideas, discuss problems, and other issues. This 3-day conference has many classes and presentations. I attended one on *What are Primary Sources* - in research, primary sources are most important over the more readily available secondary sources such as 'well I heard that he or she did that.' Another offering was a *Cobblestone Houses*, something we all have seen in our travels. There was a program on *Wells Style Barns* and how to recognize them. Yet another on the legal aspects of the *copy write*. Some of us also went on a special tour of the

George Eastman House and Museum. Along with the tour we also saw how they digitize, catalog, and store their vast collection of Kodak related materials and artifacts.

October 20, the Village and Town of Skaneateles Historians hosted the Region 9 meeting of the same organization. This gives local Historians in the Central New York area an opportunity to tell others of their recent projects and discuss common problems, such as getting and keeping volunteers, making the public aware of their local history, and facilities, and the ever-present need for funds. This meeting was held at the Creamery. After the meeting and provided lunch, historians were given tours of the Creamery showing off methods of exhibition, research areas, computer use for internet and local newspaper research, and the handling and storage of archives and artifacts. This was the largest gathering of Region 9 Historians that one can remember, with 25 in attendance.

Village Historian Battle presented the following Historical Moment with photographs on the overhead screen.

Four Lakeside Village Parks - Oct. 2018

There are four lakeside Village public parks. They are Clift, Thayer, Shotwell and Austin. Not the Austin Park between State Street and Jordan Street, named for Clarence Mason Austin, but one on Genesee Street named for Frederick Carleton Austin.

F.C. Austin Memorial Park

St. James Church did a rebuild in 1873 and put in a seawall behind the church and extended it somewhat to the west. On the east side of Legg Hall was another park and seawall. Between these areas was about 400 feet of overgrowth, sloping down from the unpaved Genesee Street to the water's edge. F.C. was a very successful business man, founder and President of a large Chicago company called Municipal Engineering & Contracting, in addition to the F.C. Austin Drainage Excavator Company. This company provided excavation equipment and concrete mixing equipment for the building of the Panama Canal. Austin purchased the land and donated it to the Village. There were conditions - the land was to be back-filled to the level of Genesee Street, behind a seawall that was to be constructed. This had to be done within 5 years of his death. Austin died in 1931. He left a \$25,000 gift to the Village, the income from it to maintain the park. Work on the 9-foot-high seawall did not start until December of 1933. Stone came from an old dam at Long Bridge. (Mottville - Sheldon Road area). The labor being paid for by the C.W.A. (Civilian Works Administration). The park was completed in 1935. Over the years, this Austin Memorial Park seems to have lost its status as a separate park having been blended in with the much smaller Thayer Park.

Thayer Park - John Legg, a blacksmith, and an early settler purchased property in 1815 on the lakeshore including the site of the now Legg Hall. There he built factory buildings for the manufacture of sleighs and carriages. He also purchased Norman Leonard's house and store, the site of the Thayer Condos and also the Chestnut Cottage gift shop. Upon Legg's death, his daughter Juliette, and husband Joel Thayer acquired the properties. Joel transformed the factory building into stores on the street level and a large auditorium on the second floor. Wife Juliette turned her attention to beautifying a small piece of land on the lakeshore just to the east. A stone wall was built and the area filled into prevent the earth from being washed away by the stormy waves of the lake. A gazebo, benches, a walk and flowers and shrubs were put into this small park. A very elaborate arch-like sign was put up saying "Thayer Park." It was illuminated by acetylene gas. An acetylene gas generator is now on display in Legg Hall. The sign was removed and presumed lost, until it was found in the elaborately styled barn at the rear of the Thayer property. It was restored and placed back over the entrance to this park. Upon Thayer's death in 1881, the granddaughters inherited this land. In 1922 they donated it to the Village for a public park.

Clift Park - In 1866, John Packwood, a carriage and sleigh manufacturer purchased a hotel known as Lamb's Inn. It was later renamed The Packwood House and now is the Sherwood Inn. He also purchased land directly across the street from the Inn and built a 3-story carriage factory. The factory remained on this site until 1888 when it was torn down, when Packwood moved the business to Syracuse. As early as July 1885 there was public interest in having part of the lakefront for public use and benefit. Some wanted the fire department to build on that site. This was very controversial and ended when John Barrow donated land

on the corner of Jordan and now Fennell Street for the fire department. Joab Clift of Sennett bought the land in 1887. The Village purchased the land for a park in 1892 which was named Clift Park for him. Some citizens objected to the name as Clift was not a Town resident. At the time of the purchase, Village President W.G. Ellery and Clift had an understanding about naming of the park, which was a \$500 reduction in the \$4,500 price for the 'naming rights.' The park was about half the size that it is today. In 1899 money was raised to extend the park east to the outlet and to install a fountain. Joab Clift gave \$200 for the purchase of a fountain and additional funds for the eastward extension of the park. The fountain was removed during World War II. It was said that the removal was a safety measure because of the fountain's direct connection to the Village's water system. One wonders what became of the fountain. In celebration of the Village's Sesquicentennial in 1983, a gazebo designed by Chase Design replaced an open platform at the east end of the park. David Chase helped finance the project and dedicated it to his wife. It is the site of summer weekly band concerts and other events.

Shotwell Park - west of Clift Park bordering on West Lake Street is Shotwell Memorial Park. The property originally owned by John Briggs, a Revolutionary War soldier, moved to Skaneateles about 1800. He built a tavern on the site in 1806. He sold the building to James Sackett who converted to a home. At the time this land was being considered for a park, it was owned by Josiah Jewett. According to the January 1934 issue of the *Skaneateles Press* "this land was to be purchased by the Village, the dwelling removed, and the grounds beautified as a park." Funds for this purchase, \$15,000 were bequeathed by Florence Shotwell wife of William J. Shotwell, a Skaneateles businessman, member of the school Board of Education, local firefighter, and President of the Village from 1915 to 1920. He died in 1922. Later on, a relative, Louisa Shotwell bequeathed a maintenance fund for this park. In July of 1934, Professor Nordede Rotunno, a Syracuse University landscape architect was hired to design the memorial parks. His charges were \$300 for plans for Shotwell, Clift and Austin parks with a \$20 per diem fee for supervision of the construction. At that time Shotwell Park was designed to contain only the 200 names of World War I veterans, as this was the 'war to end all wars.' A plaque was also erected with the names of soldiers in the Spanish-American War. On Memorial Day of 1936, the park was dedicated. Since this wasn't 'the war to end all wars,' Rotunno's services were engaged in 1950 for a World War II memorial that would face the World War I memorial on the east side of the park. The park went through extensive reconstruction in 1997, and another rebuild in 2011. Plaques honoring Korean and Viet Nam military were installed in 2009. The most recent addition to the park was a wall and plaque honoring service personnel in the 'wars on terrorism.'

Mayor Hubbard thanked Village Historian Batlle for a very interesting Historic Moment.

Old Business

Status of NYSERDA Grant – Mayor Hubbard said there is no additional information. Submissions are complete and hopefully we'll be receiving a check for the remaining grant amount.

Status of New Seawall Grant / Clift Park Improvements – DMO Harty said there is nothing new to report. Once we start getting bills from Ballard, we'll submit for reimbursement.

Status of Water Main Project – DMO Harty said there is a pre-construction meeting scheduled for Friday, November 2, 2018, 10:00 AM at the Village Office. Additionally, there are some New Business items on this evening's agenda.

HAB Update – DMO Harty reiterated that the Village has only sampled our drinking water system twice. All the samples from the intake we draw from have been clear. DMO noted that the City has been occupied with other issues, and she does not anticipate a follow-up SLA coordination meeting in the near future.

Status of Light Dept. Action Plan – Mayor Hubbard recognized receipt of DMO Harty's extensive email summarizing the Municipal Board's October Meeting. DMO Harty said the Municipal Board has been working fast and furiously on the action plan. They reviewed and discussed the financial impact of the

Action Plan items with cash projections over the next three years. DMO Harty said Municipal Board recommendations are under New Business.

New Business

Lynn Request – Relative to Tara Lynn’s request to close upper Academy Street during the afternoon/evening of Halloween, Police Chief Coon said it worked well last year. The street is very narrow and it gets a lot of traffic. Chief Coon recalled that the DPW dropped off the saw horses that were used as blockades. Jorge Batlle asked if emergency services were able to get through. Chief Coon answered, “Very easily.” The Village Board agreed to the closing of upper Academy Street from 6-9 pm on Halloween.

Operations Meeting – Mayor Hubbard suggested scheduling an Operations Meeting with QPK’s Connie Brace to bring the entire Board up-to-date with their efforts to date relative to the apparatus bays and annex building. Mayor Hubbard noted that Architect Brace indicated that she is available most any time. The Board scheduled an Operations Meeting for Tuesday, October 30, 2018, 5:30 PM at Village Hall. Clerk/Treasurer Couch will verify Architect Brace’s availability and advise the Board accordingly.

Temporary Easement – Atty. Pavlus explained that a portion of the Village Waterline Replacement Project will require work to be performed along the corner of property at 174 East Genesee Street and Route 20. Janice Hoffman, owner of the 174 East Genesee Street property, signed the “temporary grant of right-of-way and easement, as well as the TP-584 form that is required to accompany the temporary easement when it is filed with the Onondaga County Clerk’s Office. **Resolution #2018-190:** On the motion of Trustee Dove, seconded by Trustee Sennett, it was resolved and unanimously carried (5-0 in favor) to authorize Mayor Hubbard’s execution of a Temporary Easement executed by Janice Hoffman of 174 East Genesee Street and TP-584 form.

Authorize Hiring Part-time Police Officer – Mayor Hubbard said the Board appreciates the note from Chief Coon who expressed a high level of confidence in Benjamin Caruso. Chief Coon said he spoke with previous employers who said Mr. Caruso is a hard worker who they’d take back. Mr. Caruso will do the mid-night shift which will be a great help to us. **Resolution #2018-191:** On the motion of Trustee Sennett, seconded by Trustee Eriksen, it was resolved and unanimously carried (5-0 in favor) to authorize hiring Benjamin Caruso as a part-time Police Officer.

Notice to Proceed – Atty. Pavlus said authorizing Mayor Hubbard to sign the Notice to Proceed for the waterline project is appropriate for resolution. He noted that the Notice to Proceed is dated for today and the contractor will have to submit certain schedules with ten days – a formality within the contract. The project schedule will be due next Friday (November 2, 2018) at the pre-construction meeting. DMO Harty confirmed that the contractor has been notified. **Resolution #2018-192:** On the motion of Trustee Stokes-Cawley, seconded by Trustee Eriksen, it was resolved and unanimously carried (5-0 in favor) to authorize Mayor Hubbard to sign the Notice to Proceed for the waterline project.

DPW Maintenance Worker – DMO Harty said the Board is being asked to consider two job titles, both of which the Village had before, defined by a Civil Service job description, and are CSEA Union positions. The DPW Maintenance Worker position will be funded by the Water Fund, and responsibilities include assisting in DPW and Sewer system operations as needed. The DPW Maintenance Worker will have the ability to float and support other departments. DMO Harty said the Municipal Board feels strongly that Linemen should be doing line work. She noted that the Light Department Action Plan included an organizational chart that details who employees report to. Brand Nofell (Sewer), DPW, and Water, including this new position, will report to Deputy DMO Robinson. DMO Harty this position has to be posted. In response to Trustee Dove relative to funding, DMO Harty said the cost of this full-time position has been included in the water rate analysis and the Municipal Board is prepared to fund it in next year’s

fiscal budget. **Resolution #2018-193:** On the motion of Trustee Stokes-Cawley, seconded by Trustee Dove, it was resolved and unanimously carried (5-0 in favor) to authorize the creation of a full-time DPW Maintenance Worker to be assigned to and funded by the Water Fund, as recommended by the Municipal Board.

USA CPR Software - DMO Harty said the CPR software is also part of the action plan. She projected and reviewed her flow chart of the different software programs used by the Village on the overhead screen. The USA CPR software is a database that streamlines the continuing property records. It automates the tracking of stock inventory, as well as tracking all workorders. Trustee Sennett asked if we'd be able to transfer data from existing inventory files to CPR. DMO Harty said everything needs to be entered separately into CPR. In response to Trustee Sennett, DMO Harty said there is no import capability but CPR will produce reports that can be used as data entry documents. Trustee Sennett asked what the connection is between the work orders in CPR and our payroll system. DMO Harty said the work orders will manually be compared to the time sheets by Deputy DMO Robinson before being submitted for payroll processing. DMO Harty said getting CPR up and running is a big undertaking that will take 6 months to a year. The first action is to acquire the software. In response to Trustee Dove, DMO Harty said the program was designed by a retired lineman and is used by the villages of Ilion, Mohawk, Holley, Greene, Lake Placid, and Wellsville, to name a few. DMO Harty confirmed for Trustee Dove that work orders will be done in the Village Office but that they will be reviewed by a high-level Light Dept. employee. In response to Trustee Sennett asking about the maintenance fee of \$1,950, DMO Harty said there are annual software upgrades, remote support, or someone can come to us. Mayor Hubbard noted that the initial cost of the software is \$19,500 with the condition it includes training for all personnel. Trustee Eriksen asked how long the training would take and who'd be trained. DMO Harty said training will be for herself, Clerk-Treasurer Couch, Deputy Clerk Karlik, the new Line Worker Helper, if approved, and possibly the new Account Clerk 1. She said she does not know for sure how long it would take. Given that the Line Worker Helper position that is being recommended by the Municipal Board will be involved with the CPR software, Trustee Eriksen suggested discussing that position before voting on the software.

Line Worker Helper – DMO Harty reiterated that the Line Worker Helper position is a CSEA Union position and would be responsible for collecting and entering all of the data into the CPR software maintaining electric meters systems, and Light Department inventory. The best value is to have this work done by staff. Long-term, this position could become a linework apprentice, but the Municipal Board expressed concern about having personnel covering both in-shop and field duties. In response to Trustee Sennett, DMO Harty said the position would be 100% funded by the Light Department. DMO Harty explained that rate increases go through the PSC that requires up-to-date, accurate accounting records. Trustee Dove noted that we received the Municipal Electric Utilities Annual Report from BST today. DMO Harty said she will summarize the highs and lows. Trustee Sennett commented that this is why we have the Municipal Board – they are smart people. Mayor Hubbard said the joint meeting was enlightening. This is a diligent way to attack this. Trustee Dove said she trusts them; they did a lot of work. **Resolution #2018-194:** On the motion of Trustee Eriksen, seconded by Trustee Stokes-Cawley, it was resolved and unanimously carried (5-0 in favor) to authorize the USA CPR Software proposal for a cost not-to-exceed \$19,500 with the condition that it include staff training, as recommended by the Municipal Board. **Resolution #2018-195:** On the motion of Trustee Eriksen, seconded by Trustee Sennett, it was resolved and unanimously carried (5-0 in favor) to authorize the creation of a full-time Line Worker Helper to be assigned to and funded by the Electric Fund, as recommended by the Municipal Board.

Shappell Retirement – Relative to Account Clerk 1 Shappell's retirement early next year, Trustee Dove said we have been working on her replacement with the goal to get someone hired by December 1. Mayor Hubbard acknowledged receipt of the job description. Trustee Dove said she and Trustee Sennett worked on the job description, changed it a bit, and left it broad enough to move duties around somewhat if necessary. The next step is to request the Onondaga County Civil Service list for Account Clerk 1.

Clerk/Treasurer Couch advised that the P-115 form to request the list will indicate that the Village will give preference to Village of Skaneateles' residents. Trustee Dove asked that the list be distributed when received. Mayor Hubbard said he appreciates the work put into this. The Board concurred that the committee of three, Trustees Dove and Sennett, and Clerk/Treasurer Couch, should remain intact.

Public Comment – There was no public comment.

Approval of Bills – In response to Trustee Dove asking about the Elan City invoice, Chief Coon said the \$5,120 will be reimbursed by Joe Romano. **Resolution #2018-196:** On the motion of Trustee Sennett, seconded by Trustee Eriksen, it was resolved and unanimously carried (5-0 in favor) that bills from Abstract #10 be audited and paid as follows:

Abstract #10

General Fund	Vouchers #770-819	Checks #21352-21401	\$41,461.96
Sewer Fund	Vouchers #1228-1236	Checks #5918-5926	\$ 1,719.94
Electric Fund	Vouchers #1350-1363	Checks #6720-6733	\$99,788.16
Water Fund	Vouchers #733-743	Checks #4466-4476	\$11,350.32

During discussion of the bills, it was noted that Mark Aberi is seeking reimbursement of escrow funds not expended on Parkside Lot 38 (130 Orchard). Clerk/Treasurer Couch said invoices from Atty. Galbato and GHD are being reviewed to calculate how much reimbursement is due Mr. Aberi. We want to make sure all expenditures relative to Lot 38 are allocated properly and that the reimbursement amount is calculated correctly.

Adjournment – **Resolution #2018-197:** On the motion of Trustee Eriksen, seconded by Trustee Sennett, it was resolved and unanimously carried (5-0 in favor) to adjourn the meeting at 8:19 p.m.


Patty Couch, Vil. Admin./Clerk-Treasurer

