

VILLAGE BOARD OPERATIONS MEETING MINUTES
NOVEMBER 28, 2018
VILLAGE HALL
5:30 P.M.

PRESENT: Mayor Hubbard, Trustees Dove, Eriksen, Sennett, and Stokes-Cawley, DMO Harty, Atty. Pavlus

Proposed Sidewalk Policy – Trustee Stokes-Cawley said there is no other Village in New York State that has done this as far as we know. In reviewing the draft Proposed Village of Skaneateles Sidewalk Policy, Mayor Hubbard stated that the goal is great. Relative to the section titled: *The policy is based on the principles that:* the word “more” was deleted from the first bullet. Changes to the verbiage were also made in the section “*The proposed sidewalk policy will include the following elements*”. The Board discussed the following:

- District versus Districts – Mayor Hubbard had suggested that we refer to a “Special Assessment Account” as opposed to a sidewalk district(s). He said he was thinking about how it would read on a tax bill. In response to Trustee Sennett asking if there are any concerns about wording, Atty. Pavlus said he agrees with Mayor Hubbard that the village is a district. He said he talked to City of Ithaca City Attorney Aaron Lavine who explained that having multiple districts provides flexibility and more legal footing. Atty. Pavlus said he also consulted with NYCOM’s Richard Sinnott who stated that he is not aware of another Village in NYS with this type of sidewalk program. Given that it is an untested concept, it is important to have as much legal footing as possible. Atty. Pavlus said the City of Ithaca relied on Municipal Home Rule that provides municipalities with the authority to establish benefit assessments for local improvements. Sidewalks would fit in to that; it’s important that they be referred to as benefit assessments. Mayor Hubbard said we could call them districts. Atty. Pavlus said he has not come to final conclusion on that and the policy will probably go through different versions. Mayor Hubbard said we don’t know what the future will bring – downtown may want to be its own district in the future. Atty. Pavlus recognized that local laws are not set in stone.
- Assessment amount per household – In response to Trustee Sennett, Mayor Hubbard said he thinks it makes sense to make the amount of the assessment the same for each and every household. Trustee Sennett said she agrees – share equally. She calculated the number of households times \$50 per household, for everyone who gets a tax bill. The Board concurred that instead of household, the word property or parcel should be used. It was noted that the actual assessment amount has not yet been determined – the \$50 per parcel is a place holder for now.
- There was discussion, but no conclusion, about not-for-profits that don’t get a tax bill.
- Questions put forth are as follows:
 - Trustee Dove asked about putting assessments on utility bills instead of tax bills.
 - Relative to the last bullet on the first page, Trustee Dove noted that it says, “they installed”. She asked who determines that. Trustee Stokes-Cawley said they’d have to prove it.
 - DMO Harty asked about work done and paid for by an owner who sells the property within the 15-year credit period. How many years would the new owner get the assessment waived for? Trustee Stokes-Cawley gave the example of someone who paid \$400 for a sidewalk. Divide that by \$50 and they’d get the assessment waived for 8 years.
 - DMO Harty asked how all of this will be tracked – perhaps a data base; we need to think about tracking and how to determine credits.
 - Mayor Hubbard said he is thinking that anyone who we know participated in the 2017/18 program gets a 15-year credit.
 - DMO Harty asked if the property owner would get credit if a contractor destroyed their sidewalk and repaired it.

- Trustee Sennett talked about the annual cost; DMO Harty said we need an understanding of the revenue base.
- There was discussion about new sidewalks on W. Elizabeth Street and Onondaga Street.
- Allocation of funds was talked about. Noting that \$12,500 is currently budgeted for – it was asked if that would continue.

Trustee Stokes-Cawley said, based on tonight's discussion, she will continue to work on the policy and suggested that we then have another Operations Meeting.

Approval of Bills - Resolution #2018-213: On the motion of Trustee Dove, seconded by Trustee Eriksen, it was resolved and unanimously carried (5-0 in favor) that bills be approved for payment now as follows:

General Fund	Voucher 906	for Codes Cash Drawer	\$ 100.00
General Fund	Voucher 907	Ballard Construction, Inc.	\$158,386.91
Electric Fund	Voucher 1388	Reimburse. For LED Garland	\$ 1,801.89
Electric Fund	Voucher 1389	Solvay Electric Supply	\$ 29,185.00

In discussing these bills, it was noted that while being approved for payment now, each will appear on the December 13, 2018 Abstract #13. Clerk/Treasurer Couch explained that Voucher 906 is relative to establishing a Codes Cash Drawer for Receptionist Kenyon to keep Planning/Zoning fees separate. She confirmed for Trustee Dove that \$100 was previously approved to set-up a cash drawer for utility payments that Receptionist Kenyon will begin taking December 3, 2018. DMO Harty said voucher 907 to Ballard Construction is for Payment Application #7 (less retainage), Payment Application #8 (less retainage) and Retainage release for 2017 work. She advised that there are two other payment requests remaining – Payment Application #5-Shotwell Park and Payment Application #6-Sidewalks on the north side of W. Genesee. She will review them and prepare a draft Change Order to address quantities and missing payment items. Clerk-Treasurer Couch said Voucher 1388 is to reimburse DMO Harty for charging the purchase of LED Garland to her credit card. DMO Harty explained that voucher 1389 is for LED Cobra Lights received more than a month ago. However, due to a processing error, Solvay Electric Supply & Lighting just received the invoice from their supplier yesterday and is looking to get the vendor paid as quickly as possible to avoid any disruptions in their terms. Trustee Sennett asked that in the future we be careful to pay a vendor and not an employee.

Executive Session – Mayor Hubbard said Atty. Pavlus wrote an email in response to Trustee Stokes-Cawley's email suggesting some consistency relative to how the Board approves hiring personnel. As we know, actual resolutions to hire an employee should be done in open session, but Atty. Pavlus recommended discussing personnel matters in executive session and then placing consideration of making an employment offer on the next Village Board agenda. In keeping with Atty. Pavlus' advice, Mayor Hubbard asked for an executive session to discuss the Line Leader vacancy and DPW Maintenance Worker position.

Resolution #2018-214: On the motion of Trustee Eriksen, seconded by Trustee Sennett, it was resolved and unanimously carried (5-0 in favor) to enter into an Executive Session to discuss personnel matters at 6:37 p.m. **Resolution #2018-215:** On the motion of Trustee Sennett, seconded by Trustee Eriksen, it was resolved and unanimously carried (5-0 in favor) to move out of Executive Session and immediately adjourn the meeting at 6:56 p.m.


 Patty Couch, Village Admin./Clerk-Treasurer