



**Police Department** - Mayor Hubbard noted that the Trustees are in receipt of the Police monthly report for November that was emailed and recorded activity as follows: **Incident Types:** 207 Calls for Service; **Criminal:** 0 Larceny; 2 Identity Theft; 0 Forgery; 0 Burglary; 0 Robbery; 2 Criminal Mischief; 1 Domestic; 0 Harassment; 0 Sex Offence; **Non-Criminal:** 2 Vehicle Lockout; 719 Property Check; 12 Ambulance Calls; 4 Fire Calls; 2 Alarm; 1 Recovered/Found Property; **Traffic:** 52 Total Traffic Stops; 19 Traffic Tickets Issued; 70 Total Parking Tickets; 65 Courtesy Cards; **Motor Vehicle Accidents:** 4 Property Damage; 2 Personal Injury; **Arrests:** 0 Felonies; 3 (3 = UTT Misdemeanor) 3 Misdemeanors; 0 Violations; 0 DWI. Police Chief Coon said there has been 2,542 calls so far this year and he will do a comparison to the previous year in January.

**Director of Municipal Operations** – DMO Harty said she will have a detailed report at the next meeting. With winter arriving early in November, it was cold and piles of leaves froze, but the DPW is out now doing tree trimming and cleaning up leaves using the loader. They are not waiting for the snow to melt. This week and into next week, the village is working on a joint storm sewer project in the town on West Lake Street to address ground water that seems to surface. We haven't been able to locate the source, but think it may be a spring. We are working with the Town of Skaneateles, City of Syracuse, and the DEC in the hope of keeping it from icing over this winter. Relative to being asked about the signs, DMO Harty said it's up to the DPW and Light Department.

**Codes Enforcement** – Mayor Hubbard said we are in receipt of CEO Crompt's report that records activity as follows: 1 Footer Inspection; 2 Foundation Inspections; 12 Framing Inspections; 9 Insulation Inspections; 7 Final Inspections; 3 Fire Place Inspections; 1 Temporary Certificate of Occupancy; 2 Final Certificate of Occupancy; 2 Certificate of Completion; 12 Building Permits; 5 Fire Inspections; 1 Fire Drill; 1 B&B Inspection; 3 Complaints and Investigations; 1 Stop Work Order; 3 Meetings with Attorneys; 8 Meetings with Property Owners. CEO Crompt said he'd also like to report that there have been 3-4 FOILS this month. Deputy Zoning Inspector Beth O'Sullivan has been doing a great job keeping up with those.

**Skaneateles Volunteer Fire Department** – Mayor Hubbard read aloud Chief Evans' report for November 2018 that recorded activity as follows:

**Calls for the month of November:** 40 Total Alarms; 0 Structure Fires; 0 Vehicle Fires; 1 Vegetation Fires; 0 Acres Burned; 8 EMS; 0 Rescue; 8 Motor Vehicle Accidents; 0 Extrication; 6 Hazardous Condition; 2 Service Calls; 2 Good Intent Call; 10 False Alarms; 2 Cancelled Enroute; 1 Other; 6 Mutual Aid Given; 15 Mutual Aid Received; 10.35 Avg. Personnel; 1.47 Avg. Enroute time; 5.94 Avg. On-scene Time; 1 Meeting; 5 Drills; 1 Training; 7 Miscellaneous; 0 Stand-by.

**Upcoming trainings:** 12/3 – OSHA @ 19:30; 12/10 – Movie Night @ 19:30

**Meetings for the month:** Officers – 11/29/18 @ 19:30; Trustees & Board of Directors – 11/29/18 @ 19:00

**Other business:** • Truck 1 update – Have contacted Tom Shand (a nationally recognized fire apparatus expert) and he has provided some suggestions going forward. Truck 1 will have the aerial device (ladder) inspected on 12/19/18 and then the frame will be inspected to determine the extent of the damage and how the department should proceed. Mayor Hubbard explained that Underwriters Laboratories inspected and reported on the truck this past September, so there is something very clear and recent to go by. He said it's his understanding that if the truck passes the inspection on the 19<sup>th</sup>, then the vehicle could be removed to Rochester for the frame inspection. If they find there is something a rye with the aerial ladder, they'd stop the process and see where we're at. • All firematic members are receiving their annual physical examinations to maintain their firefighting status. • Cancer Bill Eligibility Roster – attached is the list of eligible firefighters for inclusion in the New York State Volunteer Firefighter Cancer Benefit Program that becomes effective January 1, 2019. In response to Mayor Hubbard, Atty. Pavlus said the census is the list/roster of eligible firefighters. Given that we have that, we can now get the cost from The Hartford. There's still time to take action at the December 27, 2018 Village Board Meeting.

### Old Business

**Status of NYSERDA Grant** – Mayor Hubbard said this item remains on the agenda until we receive the check.

**Status of New Seawall Grant / Clift Park Improvements** – Relative to the first grant, DMO Harty said she talked with DASNY at the end of November. We need to provide them with cancelled checks, but all other documents are in and we've satisfied requirements for drawing the first \$50,000. The second grant is in financial review. Trustee Dove commented that the railings look great. DMO Harty said the upper ones are seamless – Al Patrick did a fantastic, amazing job, like it's always been there.

**HAB Update** – DMO Harty said nothing is happening and reiterated from a previous meeting that when, and if something does occur, she will report on it under her DMO Report. This item will be removed from the agenda.

**Status of Water Main Project** – DMO Harty said there was a construction meeting last Friday. They anticipate mobilizing in mid-March, staging materials at the DPW, and equipment and a trailer on the vacant lot at the corner of Packwood Place and Fennell Street. They will start with tree take outs.

### New Business

**Charging Stations – Consider Services Agreement for Operating Software** – Mayor Hubbard said the 3 electric vehicle charging stations were installed in late 2014 through a NYPA grant program and funded by NYPA with the initial installation. DMO Harty confirmed that they were fully funded by NYPA in 2014 to encourage usage of electric vehicles. They covered costs such as the annual service fee for remote operation through a cloud-based service provided by EV Connect. EV Connect notified us that if we wish to continue to operate the stations, the Village needs to enter into a service agreement with EV Connect. DMO Harty said there are two options which she detailed in her memo of November 27, 2018. Option 1 is a 1-year contract at \$250/station for a total of \$750 per year; Option 2 is a 3-year contract at \$695 per year (\$231.67/station) for an annual total of \$2,085. DMO Harty said back in 2015 when the stations were turned on, the Village Board established a rate of \$0.25/kWh for use of the charging stations, as recommended by the Municipal Board. At that time, the intent of the rate was to cover the Village's purchase power costs only and did not account for any other operational costs. The Village is making about \$174 a year – operating at a deficit, so we need a new rate. DMO Harty said there is a lot going on in the "electric vehicle world" because of the governor's initiative and usage of the EV charging stations has increased 100% per year over the past 3 years. She said she looked at other charging stations throughout NY State and found rate options as follows:

- Free of Charge – not recommended
- Base Rates based on kWh consumption – ranging from \$0.14 to \$0.50 per kWh
- Hourly Rate per time connected to the charging station – ranging from \$1/hour to \$2/hour

DMO Harty said charging by time occupying the space better captures cost; she recommends a \$2/hour connected rate that will result in an annual income of about \$410. Given that the average user is connected to a charging station for about 2 hours, that will mean a customer will pay \$4 for a charge. Mayor Hubbard asked why not charge enough to cover our costs – \$5, \$10. In response to Trustee Eriksen, DMO Harty said pretty much all the other muni's are coming off the NYPA grant program at the same time. Trustee Eriksen said he doesn't see why we wouldn't charge \$3. Trustee Stokes-Cawley responded that we want to encourage usage of the charging stations – if the rate is too high, that will discourage usage. DMO Harty said Trustee Stokes-Cawley's question about the actual physical maintenance each year is a good point, but we don't know at this time. Trustee Eriksen said he'd be good with a charge of \$2.50 or \$3.00 with intention to monitor how it goes. Mayor Hubbard said the first item is the service agreement. Trustee Stokes-Cawley asked if we can change rates within a service agreement period. DMO Harty said yes, rates can be changed

whenever you want. Trustee Eriksen said he's leaning towards a 1-year agreement with an evaluation at some point within the year. **Resolution #2018-220:** On the motion of Trustee Eriksen, seconded by Trustee Dove, it was resolved and unanimously carried (4-0 in favor) to authorize a 1-year service agreement with EV Connect based on a total cost of \$750. In discussing the resolution, Trustee Eriksen suggested flagging evaluations in the calendar for May and then October; DMO Harty entered it into her computer.

**Charging Stations – Consider New Usage Rate** – **Resolution #2018-221:** On the motion of Trustee Stokes-Cawley, seconded by Trustee Eriksen, it was resolved and unanimously carried (4-0 in favor) to authorize a user rate of \$2.50/hour connected. In discussing the resolution, Trustee Eriksen asked how long it typically takes to charge a vehicle. DMO Harty said it depends on a number of things; Trustee Stokes-Cawley said it depends on how fast it comes out.

**CPA Consultant** – Trustee Dove said there are a couple of big undertakings with regard to our accounting functions in the near future. First of all, we have to find a replacement for our Account Clerk, Roben Shappell, who will be retiring in March. She has been with the Village for over 30 years and has a ton of institutional knowledge – big shoes to fill. Trustee Dove said our annual audit indicated the need to provide more in-depth accounting reporting for our utilities and requires a high-level of accounting expertise. We also want to start working on creating easier to read reports for this Village Board and other Boards, such as the Municipal Board. We can also use some guidance in finding a new auditor since Cuddy & Ward no longer do municipal audits. Trustee Dove said to get some professional help from someone who knows the ins and outs of how we do business in the Village, she recommends that we hire, on a contractual basis, Mary Beth Leeson who is a CPA. Mary Beth previously worked for Cuddy & Ward and did the audit for our Village for several years. She is now available to work with us on a contractual basis, knows the areas we need to concentrate our resources on and will be a huge asset in assisting with all the previously mentioned items. **Resolution #2018-222:** On the motion of Trustee Dove, seconded by Trustee Stokes-Cawley, it was resolved and unanimously carried (4-0 in favor) to engage Mary Beth Leeson as an independent contractor to perform accounting services for the Village not-to-exceed \$15,000 by the end of the Village's current fiscal year 5/31/19.

**Water Department Employment** – DMO Harty said consideration of hiring a full-time Water Department employee has been discussed by the Municipal Board and is included in the Light Action Plan. The current staffing of the department, with partial coverage from staff from other departments, costs the water department approximately \$125,000 per year. With the proposed use of a full-time water position, and reallocation of shared staff back to their respective departments, an annual savings of approximately \$26,500 is expected. Additionally, an employee dedicated to the water department will be able to address more tasks, such as hydrant winterizing and water meter replacements. There are quite a number of stuck meters and that means lost water and sewer revenues. There are 60-70 meters to address – preventative and routine maintenance that could be tackled much quicker with a water department employee. DMO Harty said the Municipal Board is strongly in favor of this and we have a very strong candidate who has experience in water and sewer, can help Brad, and assist the DPW. This has been reviewed and discussed with Dave Short and the Union is very much in support of full-time staff for the water department. DMO Harty said she'd like authorization to offer the job, with the usual 6-month probationary period. Given that the candidate has a family, we'd like to provide health insurance immediately, and all the other union considerations (i.e. vacation, personal days, etc.). Trustee Dove said she thinks this makes sense and is appropriate. Trustee Stokes-Cawley said water is becoming more critical and she supports hiring a water department employee. Relative to the Linemen doing water work, Trustee Eriksen asked how many hours they are doing that. DMO Harty estimated 20-34 hours. Trustee Eriksen asked in addition to that, is there enough other work. DMO Harty said there is a lot of preventative maintenance. Metering is a big issue – working meters is revenue for water and sewer. Trustee Eriksen asked if this is budgeted for this year and next fiscal year. DMO Harty said the position will be funded with the reallocation of shared staff (Lineman and Assistant WWTP Operator) back to their respective departments and will cost \$98,500 compared to the

current \$125,000 per year. **Resolution #2018-223:** On the motion of Trustee Stokes-Cawley, seconded by Trustee Dove, it was resolved and carried (3-1 in favor with Mayor Hubbard voting no) to authorize hiring a full-time water department employee with a 6-month probation, and subject to a background check and pre-employment drug and alcohol screening.

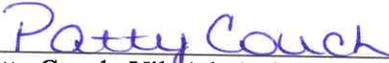
**Public Comment** – Trustee Stokes-Cawley reminded residents that even though the sidewalk plow goes through, property owners are still responsible for cleaning their walks. DMO Harty said we are in the process of changing to LED fixtures downtown. She was excited to report that LED fixtures are in front of Roland's and Lucky Dogs – they look amazing and she encouraged everyone to take a look. Trustee Stokes-Cawley said she'd be interested in knowing how much we save. DMO Harty said it should be measurable – we can take a look. Trustee Dove reminded everyone of the Village's Annual Holiday Luncheon next Friday, December 21, at noon.

**Approval of Bills – Resolution #2018-224:** On the motion of Trustee Stokes-Cawley, seconded by Trustee Eriksen, it was resolved and unanimously carried (4-0 in favor) that bills from Abstract #13 be audited and paid as follows:

**Abstract #13**

General Fund	Vouchers #906-976	Checks #21488-21558	\$326,076.00
Sewer Fund	Vouchers #1259-1278	Checks #5949-5968	\$148,710.36
Electric Fund	Vouchers #1388-1406	Checks #6758-6776	\$ 69,858.71
Water Fund	Vouchers #760-776	Checks #4493-4509	\$ 26,550.89

**Adjournment – Resolution #2018-225:** On the motion of Trustee Eriksen, seconded by Trustee Stokes-Cawley, it was resolved and unanimously carried (5-0 in favor) to adjourn the meeting at 7:50 p.m.

  
Patty Couch, Vil. Admin./Clerk-Treasurer

