

**VILLAGE BOARD MEETING MINUTES**  
**JULY 25, 2019**  
**7:00 P.M.**

**PRESENT:** Mayor Hubbard, Trustees Eriksen, Sennett, Stokes-Cawley and Zapata, Municipal Board Member Angelillo\*, Village Attorney Pavlus

<b>Others:</b>	Jason Gabak	Skaneateles PRESS
	Hilary Fenner*	Skaneateles Chamber
	Rick Nelson*	Skaneateles Chamber
	Bob Eggleston	1391 E. Genesee Street
	Adam Twitchell*	Water & WWTP Operator Candidate

**Water and WWTP Operator Position** – Mayor Hubbard said that he will move this new business item to the top. He said he is pleased to introduce Adam Twitchell – a great candidate for the Village’s vacant Water and WWTP Operator position. Mayor Hubbard said he couldn’t be happier and thanked Mr. Twitchell for coming this evening. Mayor Hubbard also thanked Marc Angelillo for this help in this process and asked if he’d like to make any comments. Mr. Angelillo said he is on the Municipal Board so is involved with the utilities and was asked to participate. He sat in on the interview with Mayor Hubbard, Trustee Stokes-Cawley, and Clerk to the Boards Dundon – Mr. Twitchell is a great candidate with experience in running a plant, has licenses, and isn’t too far away living in Waterloo. Commissioner Angelillo said Mr. Twitchell’s knowledge impressed everyone at the interview. He added that he is very pleased that Mr. Twitchell accepted the Village’s offer and hopes that the Village Board will authorize hiring him. **Resolution #2019-173:** On the motion of Mayor Hubbard, seconded by Trustee Stokes-Cawley, it was resolved and unanimously carried (5-0 in favor) to authorize hiring Adam Twitchell for the Water and WWTP Operator position, effective August 5, 2019. \*Commissioner Angelillo and Mr. Twitchell thanked the Board and left the meeting.

**Minutes** –**Resolution #2019-173:** On the motion of Trustee Sennett, seconded by Trustee Zapata, it was resolved and unanimously carried (5-0 in favor) to approve the Minutes of the Regular Meeting of July 11, 2019, and the Minutes of the Operations Meeting of July 16, 2019, as presented.

**Correspondence & Announcements** – Mayor Hubbard noted the following:

- Receipt of NYSDOT letter of July 12, 2019 regarding the next SFY 2019-20 CHIPS and PAVE NY Reimbursements. Mayor Hubbard said he contacted Dan Petrella who is looking into the Village’s tardiness in filing for reimbursement and resulting cumulative rollover balance.
- Receipt of letter from Skaneateles Garden Club Tour Co-Chair Renee Brown thanking ADMO Robinson and the DPW for their assistance with organizing their tour parking at the various gardens.
- Receipt of letter from Assemblyman Finch reporting that \$65 million dollars has been restored to the Extreme Winter Recovery Fund.
- Receipt of email announcing webinars offered on applications for \$350M in grants for Drinking Water and Wastewater projects.
- Receipt of Glens Falls National Bank LOSAP Statement for June 2019.
- Receipt of letter from Pat Spillman regarding flags.
- Receipt of email from NYCOM relative to their Health Insurance Survey.
- Receipt of letter from Jennifer & Christopher Casler-Goncalves relative to the Subdivision Application of Patrick & Jennifer Shaw for 62 East Lake Street.
- Receipt of letter from the Onondaga County Health Department relative to water system operation and maintenance.
- Receipt of email from Chief Coon regarding parking on West Lake Street. Mayor Hubbard said he appreciates Chief Coon’s initiative in looking into the request to reduce one parking spot on WLS and advising that he agreed that there is a safety issue. The DPW can re-stripe one parking spot instead of two.
- Receipt of email from the NYS Public Service Commission – Subsequent Filing-Petition of Time Warner Cable Northeast LLC for approval of the Renewal of its Franchise with the Village of

Skaneateles. In response to Mayor Hubbard, Atty. Pavlus said he and Clerk to the Boards Dundon negotiated the previous agreement with Time Warner Cable – they are required to file with the NYS Public Service Commission. Mayor Hubbard concluded that we were copied on the procedure to file.

- Receipt of email from NYMPA regarding Rates for New Wireless Pole Attachments.

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

- Hilary Fenner & Rick Nelson Request for Temporary Audio in Clift Park for the Antique Boat Show Friday, July 26 - Sunday, July 28, 2019. Chamber of Commerce Executive Director Fenner said in response to concern about having wires on the ground potentially being a trip hazard, they re-structured the plan so nothing is on the ground. They have had trouble with everyone being able to hear instructions, announcements, etc. so came up with a solution for now. Ms. Fenner said Rick Nelson contacted National Radio and she distributed their hand-drawing of four poles that the mic cable wire would be attached to – all in the air, no cables on the ground anywhere. Ms. Fenner said she talked today to Line Leader Allan Abbott who is more comfortable with this plan. In response to Trustee Stokes-Cawley, Mr. Nelson said it would go up tomorrow. In reply to Trustee Eriksen, Mr. Nelson said the very small cable would be up 8 – 10 feet. Trustee Sennett confirmed that she saw Line Leader Abbott at the gazebo. She asked what the speakers are used for and the hours the speakers would be used. Mr. Nelson said on Friday, noon to 5 p.m., Saturday 9 a.m. to 5 p.m., and Sunday 9 a.m. to noon – no very early morning use of the speakers. Mr. Nelson said the speakers are mainly used for announcements and the Community Band. Trustee Sennett said it's an interesting pilot opportunity. In response to Trustee Sennett, Mr. Nelson said the cables will come down by Monday morning. Trustee Stokes-Cawley advised that the school is thinking about a more permanent solution and wanted to get the Chamber of Commerce involved. **Resolution #2019-174:** On the motion of Trustee Stokes-Cawley, seconded by Trustee Eriksen, it was resolved and carried (4-1 with Mayor Hubbard voting no) to approve the temporary audio hook-up for the days and hours noted within the discussion and to be removed by Monday morning. Mayor Hubbard said he voted no because the request was untimely, but noted that the request was approved by the Trustees.
- **Resolution #2019-175:** On the motion of Mayor Hubbard, seconded by Trustee Eriksen, it was resolved and unanimously carried (5-0 in favor) to schedule a Joint Operations Meeting with the Municipal Board on Monday, July 29, 2019, 5:30 PM at Village Hall. Trustee Sennett asked who establishes the agenda. Trustee Stokes-Cawley said the Municipal Board requested the meeting to discuss utility staffing and asked Clerk to the Boards (CTB) Dundon be the facilitator. Mayor Hubbard said there is a good possibility that CTB Dundon will not be able to attend due to a death in the family. Trustee Stokes-Cawley asked if it shouldn't be re-scheduled. Mayor Hubbard said given that the Village Board can all attend, we will meet.

### **Old Business**

**Status of New Seawall Grant / Clift Park Improvements** – Mayor Hubbard said he has been in contact with the gal in Albany and we will get the costs to her.

**Status of Water Main Project** – Trustee Stokes-Cawley read a Water Line Improvement Project Update as follows:

**Hannum/Griffin:** Granite curbing is currently being installed on Griffin Street; Connections are continuing on Hannum Street.

**State Street:** The bus loop paving at the State Street School has been completed.

**East Genesee:** Work is continuing.

**East Lake:** Work is continuing.

We expect that the Contractor will request an extension on their current contract times for the watermain project, due to unanticipated conditions and changes in the work that had an impact on the schedule.

The current contractual substantial completion date is August 15, 2019. Based on Villager's progress on the Water System Improvement project, it is likely that they will not be substantially

complete with the original scope of work by that date. We anticipate that the major work likely to be remaining on August 15<sup>th</sup> includes:

- The entirety of the work on East Lake Street.
- The watermain crossing of Route 20 at the intersection with East Lake Street and Route 41.
- Restoration of East Lake Road.

The major schedule milestone for this project is to be complete with the work within state roads before the NYSDOT begins their paving work. GHD will continue to work with the Contractor to meet that milestone.

Thank you to the DPW and the Electric Department for their response to Saturday's storm and also thanks to the Water Department for their ongoing vigilance to address both expected and unexpected work and events resulting from the Water Main Improvement Project.

**Status of Employee Handbook** – Trustee Sennett said there is nothing new to report. Trustee Eriksen said we should set another time. It was decided that the August 8, 2019 Agenda should include “Working Session on Employee Handbook” after the bills.

**Status of Kelley Street Bridge** – Mayor Hubbard said that TDK came back with a simplified approach. The D.O.T. requires that a Professional Engineer renders a proposal of remedial work and TDK is prepared to write a letter to the D.O.T. They will buy us some time.

**Status of Sidewalk Improvements** – Trustee Stokes-Cawley advised that Villager Construction quoted a price of \$8.20 per square foot for sidewalks on Griffin and Hannum Streets – sixty cents more than in the contract. She noted that the price does not include restoration. Mayor Hubbard said that price is in line with replacement walks – the unit cost is well within cost of walks in the past and could be funded through the sidewalk benefit assessments. Trustee Sennett said the total cost of \$100,000 doesn't include ADA ramps. Mayor Hubbard said Villager would do the ramps, but they are an unknown. Ballard had a ramp unit cost. Trustee Sennett said we might want to add for ADA compliant ramps, as this is a good opportunity. **Resolution #2019-176:** On the motion of Trustee Sennett, seconded by Trustee Zapata, it was resolved and unanimously carried (5-0 in favor) to accept Villager Construction's July 23, 2019 quote for work on Hannum Street and Griffin Street with the understanding that there will be additional fees/charges for ADA compliant ramps. Mayor Hubbard commented that this is a good move. Trustee Sennett asked about the timeline for new sidewalks on W. Elizabeth and Onondaga Streets. Mayor Hubbard said there is a pre-construction meeting on Friday, August 9, work will begin August 12 and be done as soon as they're finished. He noted that there is also a good stretch without sidewalks on the south side of East Genesee Street from Goodspeed to East Lake and from Goodspeed to the Village line. Trustee Sennett said Concrete Slipform has a machine that puts the sidewalks down – it's an interesting process. In response to Trustee Stokes-Cawley, Mayor Hubbard said questions about this project should be addressed to Dick Perkins after August 9<sup>th</sup>.

**Status of Public Restroom Project** – Mayor Hubbard said Chris Kozub is proceeding and should be ready to go out to bid August 8. Everyone has a paper copy of the plan.

### **New Business**

**Fire Flow Improvement Charge** – Trustee Sennett said a lot of work has been done, and as her mother used to say, “Now it's time to pay the piper”. She displayed the Bond Repayment Plan on the overhead screen, explaining that we looked at the history of cost sharing with the Town and 5 years of usage. Fiscal Advisors gave ways to finance the project and the 15-year bond seems best. Three and a quarter percent is a conservative number – numbers are based on indicative rates. Trustee Sennett said to pay for the 15-year bond for the total financed for water only, the Town, at 55%, would pay \$163,477/year and the Village, at 45%, would pay \$133,754/year. On the advice of our accountant, the capital project will be paid for through an assessment on the utility bills, like with the UV Disinfection project. We

established the rate for the Fire Flow Improvement (FFI) project by looking at the 5-year average UV revenue - \$45,566/year, a third of the amount needed for FFI. Therefore, the rate to cover the FFI bond will be three times the UV rate. Trustee Sennett said the average UV charge for the Village Board members is \$3.18 per month; the average monthly FFI charge will be \$9.54. Trustee Sennett noted that the UV will be paid in about four years and then that line on the utility bills will disappear – only pay for the life of the bill. Trustee Stokes-Cawley asked if the rates come back less, will the FFI charge be adjusted. Trustee Sennett said yes. Trustee Zapata said it is wise to institute the FFI charge now because the B.A.N.s are due in November, 2019. Trustee Sennett said the recommendation is to start collecting now to repay in November. Trustee Zapata said the Fire Department is thrilled at the thought of improved flow. Mayor Hubbard said with new requirements for sprinklers, it is imperative to have good flow. This all goes back to the D.O.H. letter of 2013 – if the pressure drops, there are potential public health hazards. Mayor Hubbard complimented Trustee Sennett’s great job with the presentation. **Resolution #2019-175:** On the motion of Trustee Sennett, seconded by Trustee Stokes-Cawley, it was resolved and unanimously carried (5-0 in favor) to institute a Fire Flow Improvement charge on the monthly utility bills at a rate of 0.01653. Mayor Hubbard said he is appreciative of the Board’s interest and work; he will notify the Town tomorrow.

**Sprint Lease Agreement** – Mayor Hubbard said Atty. Pavlus did some good work. Atty. Pavlus said he will keep it brief as he sent a lengthy email last night. Sprint, through Transcend Wireless, proposed to add equipment to the water tower. Their original position was that they had the contractual right to install the additional equipment and upgrades with no change in the rental amount. Atty. Pavlus said he sent letters and emails on the matter, and his response was that additional equipment would require additional rental revenue for the Village. Eventually, a fair amount for the modifications was agreed upon. Atty. Pavlus noted that cell towers are only allowed on public lands in the village. There are virtually no other places to go, so that helped. **Resolution #2019-176:** On the motion of Trustee Eriksen, seconded by Trustee Stokes-Cawley, it was resolved and unanimously carried (5-0 in favor) to authorize Mayor Hubbard’s execution of the Sprint Lease Agreement. Mayor Hubbard complimented Atty. Pavlus on the very good work, adding that the Village is well served.

**Public Comment** – Bob Eggleston said his two other meetings were cancelled and he hadn’t heard anything on the Shaw sub-division, so came to the meeting. He said he will wait for Atty. Pavlus to say we received the information. Atty. Pavlus said he is also waiting for the Planning Board Minutes.

**Close FYE 2019:** Trustee Sennett said a resolution is done at the end of a fiscal year to close the financial records. Mayor Hubbard said we finished in good shape. **Resolution #2019-177:** On the motion of Trustee Eriksen, seconded by Trustee Sennett, it was resolved and unanimously carried (5-0 in favor) that funds be appropriated or transferred between line items as required to close the financial records for the fiscal year ending May 31, 2019.

(Insert Budget Amendments / Budget Journal Entries)

**Approval of Bills** – Noting that the bills did not include one for Villager, Clerk/Treasurer Couch will check to see if there is one that could be paid at the Operations Meeting on Monday, July 29, 2019. **Resolution #2019-178:** On the motion of Trustee Sennett, seconded by Trustee Eriksen, it was resolved and unanimously carried (5-0 in favor) that bills from Abstract #5 be audited and paid as follows:

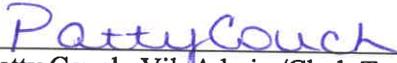
Abstract #5

General Fund	Vouchers #126-169	Checks #22246-22289	\$33,735.32
Sewer Fund	Vouchers #29-35	Checks #6119-6125	\$ 3,547.89
Electric Fund	Vouchers #30-40	Checks #6956-6966	\$82,585.71
Water Fund	Vouchers #10-17	Checks #4606-4613	\$ 4,402.32
Water System Improv.	Vouchers #32-35	Checks #1034-1037	\$ 7,113.18

**Executive Session** – **Resolution #2019-179**: On the motion of Trustee Sennett, seconded by Trustee Eriksen, it was resolved and unanimously carried (5-0 in favor) to enter into an Executive Session at 7:57 p.m. to discuss a Personnel / Contractual Matter. **Resolution #2019-180**: On the motion of Trustee Stokes-Cawley, seconded by Trustee Eriksen, it was resolved and unanimously carried (5-0 in favor) to move out of Executive Session at 8:50 p.m.

**Camden Group** – **Resolution #2019-181**: On the motion of Trustee Zapata, seconded by Trustee Stokes-Cawley, it was resolved and unanimously carried (5-0 in favor) to formally provide Camden Group with 30-day notice that their existing agreement for full-time WWTP operations will terminate on September 3, 2019.

**Adjournment** – **Resolution #2019-182**: On the motion of Trustee Eriksen, seconded by Trustee Zapata, it was resolved and unanimously carried (5-0 in favor) to adjourn the meeting at 8:53 p.m.

  
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Patty Couch, Vil. Admin./Clerk-Treasurer

