

## VILLAGE BOARD MEETING MINUTES

September 26, 2019

7:00 P.M.

**PRESENT:** Mayor Hubbard, Trustees Eriksen, Sennett, Stokes-Cawley and Zapata, Police Officer Brian McGinn, Village Attorney Pavlus

**Others:** Jason Gabak Skaneateles PRESS  
John Rooney 3415 E. Lake Rd.  
Dick Lynch 22 West Lake Rd.

**Minutes** – **Resolution #2019-214:** On the motion of Trustee Sennett, seconded by Trustee Stokes-Cawley, it was resolved and unanimously carried (5-0 in favor) to approve the Regular Meeting Minutes of September 12, 2019 and Operations Meeting minutes of September 19, 2019, as presented.

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

- Receipt of email from Janice Hoffmann relative to trucks during the Water Project
- Receipt of Glens Falls National Bank LOSAP for August 2019
- Receipt of a letter from the Retired Public Employees Association (RPEA) announcing their pre-retirement seminar on Wed., Oct. 23, 2019, 4:30-8:30 pm at the Camillus Fire Department
- Receipt of New York ReLeaf Workshop Wed., Oct. 16, 2019 Rochester Academy of Medicine, Rochester, NY
- Receipt of Police Officer Dan Sallay's Resignation
- Receipt of emails from Patricia Blackwell and Molly Phillips relative to Prentiss Path
- Receipt of letter from Betsy and Pete McKinnell relative to the Prentiss Path
- Receipt of letter from J. Richard Lynch relative to the Prentiss Path

Mayor Hubbard noted that a notice has been sent out noting that the village board will not be taking action in regards to Prentiss Path at this time.

- Receipt of email from Cornell Cooperative Extension regarding Suspicious Harmful Algal Blooms
- Receipt of letter from Cynthia Keller, 100 Fennell St., relative to staging area across from her house

### **Old Business**

#### **Status of New Seawall Grant / Clift Park Improvements**

Mayor Hubbard noted that all the information relative to grant reimbursement has been submitted.

#### **Status of Water Main Project**

Trustee Stokes-Cawley noted the following:

- Service is currently being installed on East Lake St. with completion anticipated by 10/4/19.
- Granite curbing on Sachem Dr. and Barrow Ln. is to be completed the week of 9/30-10/4/19.
- Work on Hannum and Griffin St. is scheduled for completion during the 2<sup>nd</sup> week of October.
- Milling and paving of Route 321 is scheduled to begin 9/30/19. Trustee Sennett inquired whether the residents on State Street had been notified of the pending roadwork. Mayor Hubbard confirmed with Jason Gabak of the Skaneateles Press that the upcoming roadwork had been disclosed in the paper the previous week.

#### **Status of Employee Handbook**

Nothing to report at this time.

#### **Status of Public Restroom Project**

Mayor Hubbard reported that the advertisement for the bid process had been prepared and circulated among the Board of Trustees for review and that copies of the plans for the project provided by the Architectural firm Vernacular have been made for review or pickup in the Village office. Trustee Zapata inquired whether the project would be a highly sought-after project. Mayor Hubbard replied that it is a very busy time of year for construction companies and therefore no schedule of completion deadline at

this time was included in the project specs so that there may or may not be more interest in taking on the project.

#### **Status of Search for Electric Department Superintendent**

Mayor Hubbard reported that one candidate had been interviewed at this time.

#### **New Business**

**Consider Approving Skaneateles Sunrise Rotary 2020 Winter Fest.** John Rooney requested consideration of the 2020 Winter Fest activities planned by the Skaneateles Sunrise Rotary, January 24, 2020 – January 25, 2020.

Mr. Rooney inquired regarding food trucks for the event that takes place on Friday evening at Clift Park as the Rotary would like to offer warm soups and beverages during the event. Trustee Sennett informed John that there are limitations as it is Village policy that commercial activity is prohibited in the parks. Trustee Sennett thanked Mr. Rooney and the Skaneateles Sunrise Rotary for putting on such a wonderful event.

**Resolution #2019-215** On the motion of Trustee Stokes-Cawley, seconded by Trustee Sennett, it was resolved and unanimously carried (5-0 in favor) to approve the Skaneateles Sunrise Rotary 2020 Winter Fest.

#### **Consider Approving the annual Turkey Trot, Nov. 28, 2019, 9 a.m. start in Clift Park.**

**Resolution #2019-216** On the motion of Trustee Sennett, seconded by Trustee Eriksen, it was resolved and unanimously carried (5-0 in favor) to approve the annual Turkey Trot, Nov. 28, 2019, 9 a.m. start in Clift Park.

#### **Consider Approving Issuance of RFP for Electric System Services as recommended by the Municipal Board –**

Mayor Hubbard noted there was no quorum during the previous Municipal Board meeting, whereas the recommendation was made during that meeting, and therefore could not be approved at this time.

#### **Consider Authorizing Advertising Notice to Bidders for the Public Restroom Project –**

Mayor Hubbard reviewed the advertisement noting that sealed bids would be accepted through 2 pm on October 22, 2019 at the Village Hall. Village Attorney Pavlus noted that the advertisement was reviewed and the wording was approved by him.

**Resolution #2019-217** On the motion of Trustee Eriksen, seconded by Trustee Zapata, it was resolved and unanimously carried (5-0 in favor) to authorize the Notice to Bidders for the Public Restroom Project.

#### **Operations Meeting**

**Resolution #2019-218:** On the motion of Mayor Hubbard, seconded by Trustee Sennett, it was resolved and unanimously carried (5-0 in favor) to schedule an Operations Meeting on October 1, 2019 at 5:45 p.m. to discuss the final Bonding of the Bond Anticipation Notes related to the Fire Flow Improvement Project.

#### **Institute and Execute Contractual Change Order for Granite Curb Installation - East Lake Road**

Mayor Hubbard reported that it was necessary to institute a change order with Villager Construction to purchase and install granite curbing for East Lake Road. Per Mayor Hubbard, moving on this process quickly would allow the Village to stay within the contractual specifications and public bidding limits to

guarantee pricing and completion of the work prior to the anticipated paving of the road by New York State. Attorney Pavlus added that if the Village were to authorize the change order it would be with the current contractor Villager whom would then subcontract the work out for completion.

Trustee Sennett inquired whether the excavation work would be completed by the DPW. Mayor Hubbard indicated that due to seasonal cleanup obligations to the village residents that the DPW will not be available to do the work and that it will most likely be completed by a local contractor under the direct supervision and oversight of Dick Perkins.

Trustee Stokes-Cawley inquired whether the cost of installation would be included within the roadwork portion of the Bonds the Village will be acquiring related to the Fire Flow Improvement Project. Mayor Hubbard replied that it could be included in that Bonding but that it could also be paid with the VIP (Village Improvement Project) funds received from the County annually. Trustee Stokes-Cawley further inquired to the amount of VIP funds available. Mayor Hubbard responded \$330,000 and further elaborated on the various projects being funded with the previous year's proceeds from the County. Village Attorney Pavlus indicated that by authorizing the change order that the expense could still be considered at a later time in regards to financing the work via the Fire Flow Improvement Project Bond as the Bond resolution allows the Village to reimburse itself for related expenses if necessary or the Village could also decide to use the County proceeds of VIP funds.

**Resolution #2019-219:** On the motion of Trustee Sennett, seconded by Trustee Eriksen, it was resolved and unanimously carried (5-0 in favor) to approve the change order and authorize Mayor Hubbard to execute a change order with Villager Construction to purchase and install granite curbing for East Lake Road in an amount not to exceed \$76,000.

**Approval of Bills – Resolution #2019-220:** On the motion of Trustee Eriksen, seconded by Trustee Zapata, it was resolved and unanimously carried (5-0 in favor) that bills from Abstract #9 be audited and paid as follows:

General Fund	Vouchers #318-358	Checks #22439-22479	\$131,804.45
Sewer Fund	Vouchers #64-69	Checks #6155-6160	\$ 2,451.23
Electric Fund	Vouchers #80-92	Checks #7006-7018	\$ 98,196.71
Water Fund	Vouchers #46-48	Checks #46-48	\$ 2,101.72
Water System Improv.	Vouchers #49	Checks #1051	\$591,290.51

**Resolution #2019-221** 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 a potential litigation matter at 7:30 p.m. **Resolution #2019-222** On the motion of Trustee Eriksen, seconded by Trustee Stokes-Cawley, it was resolved and unanimously carried (5-0 in favor) to move out of Executive Session and immediately adjourn the meeting at 8:15 p.m.

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Tracie E. Noda, Village Deputy Clerk-Treasurer