

VILLAGE BOARD MEETING MINUTES
MARCH 26, 2020
7:00 P.M.

PRESENT: Pursuant to Executive Order 202.1 issued by Governor Cuomo, this meeting was conducted via telephone conference call with Mayor Hubbard, Trustees Eriksen, Sennett, Stokes-Cawley, and Zapata, and Atty. Pavlus indicating they were present at roll call.

Minutes – Trustee Sennett commented that with numerous people present at the March 12, 2020 Village Board Meeting, it was quite a meeting to record. She complimented Clerk/Treasurer Couch on a great job with the Minutes. **Resolution #2020-64:** On the motion of Trustee Eriksen, seconded by Trustee Stokes-Cawley, it was resolved and unanimously carried (5-0 in favor) to approve the Regular Meeting Minutes of March 12, 2020, as presented.

Correspondence & Announcements – Mayor Hubbard said that although it's not on the agenda, he confirmed that next year's budget (fiscal year ending 5/31/2021) will be reviewed at an Operations Meeting this Saturday, March 28, 2020, 9:00 AM via Microsoft Teams. He also noted the following:

- Brush pick-up to begin Monday, April 13, 2020; end Sunday, June 7, 2020 with notice of such to be included on the utility bills that will be mailed at the end of the month.

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

- Receipt of email from the Arbor Day Foundation advising that they are waiving the requirement in each of their recognition programs to hold an Arbor Day Observance for calendar year 2020 because of the novel coronavirus.

- Receipt of hand sanitizer from Mr. and Mrs. Uyehara of Last Shot Distillery. Trustee Sennett commented that it was really nice of them. It was noted that Beak & Skiff is also making hand sanitizer.

- Receipt of NYMPA email and attached letter from City of Plattsburgh Mayor Read warning the public, specifically, municipal lighting customers, of an apparent phone scam. Trustee Eriksen said he got a couple of scam phone calls last week (at least one about Medicare) and reported them to authorities – he said this is very real.

Old Business

Status of New Seawall Grant / Clift Park Improvements – Mayor Hubbard said there is nothing to report. He indicated concern about ever receiving the money with the Covid-19 financial implications on the State.

Water Main Project – Mayor Hubbard reported that the project meeting this morning with GHD and Villager went well. Villager plans on commencing work on Monday, April 6. There will be preliminary work next week; he is very happy with Dick Perkins' involvement; they are talking about getting signs out early to inform every one of the work. In response to Mayor Hubbard, Trustee Stokes-Cawley further reported that trees were being trimmed today; Villager is hoping to end at the end of summer.

Status of Employee Handbook – Trustee Eriksen said since we have the Word document, he will enter some of the changes already made; depending on how Microsoft Teams works on Saturday, perhaps another work session can be scheduled. Trustee Zapata noted that with Teams, documents and computer screens can be shared.

Status of Public Restroom Project – Mayor Hubbard said there's nothing to report, but some things are under consideration.

New Business

New York Power Authority (NYPA) Cost Reimbursement Agreement – Mayor Hubbard said the meter prototype is built for each particular instance and we have to buy from NYPA. As Atty. Pavlus advised the Board in an email prior to the meeting, "The agreement relates to metering, communication

equipment and commissioning work which NYPA must perform on the Village’s substation installation project. The agreement provides that the Village will reimburse NYPA for its actual costs associated with the work. The good faith estimate of the cost of the scope of work is \$50,000 and the agreement provides that NYPA will invoice the Village for its work. This is a standard form of agreement from NYPA that it uses for these scopes of work. Inasmuch as NYPA is the sole source for this type of work, there is no requirement that the Village go through a competitive bidding process.” Electric Superintendent Peter Reap requested that the Village enter into this agreement. Mayor Hubbard talked about the insurance required from the Village. Atty. Pavlus clarified that the NYPA Agreement provides for a minimum limit of \$5 million, but ours is \$4 million. We will submit \$4 million but could get \$5 million if NYPA wants. Mayor Hubbard said if the estimated \$50,000 is not enough, we’ll be required to submit more. Trustee Sennett commented that it doesn’t seem we have a choice. Mayor Hubbard said it is similar to the National Grid agreement. **Resolution #2020-65:** On the motion of Trustee Sennett, seconded by Trustee Stokes-Cawley, it was resolved and unanimously carried (5-0 in favor) to authorize Mayor Hubbard’s execution of the NYPA Cost Reimbursement Agreement.

Pay Stations – the Board considered Chief Coon’s recommendation to keep the Municipal Lot pay stations covered through April, 2020. Mayor Hubbard said Atty. Pavlus said this can be done by resolution. Trustee Stokes-Cawley said she is good with it; Trustee Zapata said anything we can do to help the small businesses during this difficult time is worthy of consideration. Clerk/Treasurer Couch reminded that Board that if approved, the Parking Pass Application will be revised and posted on our website. If the month of April is omitted, the Board needs to decide if we’d still offer the \$50 deduction for those purchasing a parking pass for the full 8 months at one time (previously offered when 9 months were purchased altogether). **Resolution #2020-66:** On the motion of Trustee Eriksen, seconded by Trustee Zapata, it was resolved and unanimously carried (5-0 in favor) to authorize keeping the Municipal Lot pay stations covered through April, 2020, and revising the Parking Pass Application omitting the month of April, and offering the \$50 discount for those who purchase parking passes for all 8 months at once.

Skaneateles Library - Resolution #2020-67: On the motion of Trustee Eriksen, seconded by Trustee Sennett, it was resolved and unanimously carried (5-0 in favor) to approve the Skaneateles Library’s request for additional access to the bays from Thursday, May 14, 2020 (instead of May 18) through Friday, July 17, 2020 (instead of July 13) subject to Village approval should any Covid-19 restrictions be present at that time.

Back-up WWTP Operator - Given that WWTP Operator Twitchell is being asked for a lot of information from GHD relative to the SPDES Permit, the Board considered additional hours for back-up Operator Flett. Trustee Stokes-Cawley commented that she thinks it would be a good decision because of the extra work Operator Twitchell is currently tasked with. **Resolution #2020-68:** On the motion of Trustee Stokes-Cawley, seconded by Mayor Hubbard, it was resolved and unanimously carried (5-0 in favor) to authorize up to 30 hours per week in total (not in addition to back-up WWTP operator hours) for back-up WWTP Operator Flett to the end of this fiscal year (5/31/2020).

Approval of Bills – Resolution #2020-69: On the motion of Trustee Sennett, seconded by Trustee Zapata, it was resolved and unanimously carried (5-0 in favor) that bills from Abstract #21 be audited and paid as follows:

General Fund	Vouchers #881-922	Checks #23002-23043	\$175,992.45
Sewer Fund	Vouchers #57-67	Checks #6284-6294	\$ 17,263.11
Electric Fund	Vouchers #229-237	Checks #229-237	\$117,138.93
Water Fund	Vouchers #124-125	Checks #4720-4721	\$ 5,713.98

In response to Trustee Stokes-Cawley, Clerk-Treasurer Couch said the memo she sent relative to budgeting insurance costs was a result of receiving this year’s bills from Haylor, Freyer & Coon and

comparing what we are paying tonight in Abstract #21 to tentative FYE '21 budget numbers. Some accounts increased, some decreased, and one stayed the same. As explained in the memo, one account in particular increased significantly because the account title, "Jt. Recreation Projects", was thought to relate to Austin Park, which is no longer owned by the Village and therefore budgeted at zero. The title has been changed to "Parks Insurance" as it relates to all our parks and budgeted at this year's cost, plus 10%.

In response to Trustee Stokes-Cawley's concern about how the Municipal Board can meet next Tuesday, Trustee Zapata said she is working with Clerk/Treasurer Couch, Deputy Clerk/Treasurer Karlik, and Clerk to the Boards Dundon on Microsoft Teams and has a test meeting call tomorrow morning. Trustee Zapata said the Municipal Board can use Teams.

In addition to brush pick-up dates, Trustee Eriksen asked Clerk/Treasurer Couch to let Skaneateles PRESS Editor Jason Gabak know that we'd appreciate him including a couple of reminders in the newspaper – Reminder to fill out the Census as it is important to be counted; a reminder that nothing is flushable except for toilet paper – anything else can cause real problems, even disposable wipes with packaging that indicates flushable – toilet paper only. Trustee Zapata thanked the Skaneateles Volunteer Fire Department for all their extra preparation and planning about responding to calls during this difficult time dealing with Covid-19. In talking about houses outside the Village being broken into, Trustee Sennett suggested a reminder that 911 responders are there for emergencies AND non-emergencies; she recalled the "If you see something, say something" campaign.

Adjournment - Resolution #2020-70: On the motion of Trustee Sennett, seconded by Trustee Eriksen, it was resolved and unanimously carried (5-0 in favor) to adjourn the meeting at 7:40 p.m.



Patty Couch, Vil. Admin./Clerk-Treasurer

