

VILLAGE BOARD MEETING MINUTES
APRIL 16, 2020
7:00 P.M.

PRESENT: Pursuant to Executive Order 202.1 issued by Governor Cuomo, this meeting was conducted via Microsoft Teams conference call with Mayor Hubbard, Trustees Eriksen, Sennett, Stokes-Cawley, and Zapata, *SVFD Chief Buehler, and Village Attorney Pavlus indicating they were present at roll call; *Clerk to the Board (CTB) Dundon phoned in later.

Others: *Jason Gabak Skaneateles PRESS

Public Hearing on FYE 2021 General Fund Budget – Mayor Hubbard said the fiscal year ending (FYE) 2021 General Fund Budget was posted on the Village’s website. Before opening the Public Hearing, Mayor Hubbard asked if there are any comments / questions from the Village Board. With none, **Resolution #2020-82:** On the motion of Trustee Sennett, seconded by Trustee Zapata, it was resolved and unanimously carried (5-0 in favor) to open the Public Hearing at 7:03 PM. Mayor Hubbard noted that there is no change in the tax rate from last year. Expenses and revenues are down from last year – the Village is in strong financial condition. In response to Trustee Stokes-Cawley’s motion to close the Public Hearing, Mayor Hubbard suggested that there is no time constraint to adopt the budget now. Obviously, it is not very controversial and could be kept open so people could still comment. Atty. Pavlus confirmed that the Public Hearing could remain open and continue to the next meeting at 7:00 PM. Trustee Stokes-Cawley encouraged people with questions to email Clerk/Treasurer Couch. Trustee Sennett said as Skaneateles PRESS Editor Gabak writes, perhaps he can mention that the budget is on the website and people can write with questions. **Resolution #2020-83:** On the motion of Trustee Sennett, seconded by Trustee Stokes-Cawley, it was resolved and unanimously carried (5-0 in favor) to continue the Public Hearing on the FYE 2021 General Fund Budget until the next meeting, April 30, 2020, at 7:00 PM.

Minutes – **Resolution #2020-84:** On the motion of Trustee Eriksen, seconded by Trustee Sennett, it was resolved and unanimously carried (5-0 in favor) to approve the Minutes of the Regular Meeting of March 26, 2020 and Minutes of the Operations Meetings of March 28, 2020 and April 10, 2020, as presented.

*CTB Dundon joined the meeting on the phone.

Correspondence & Announcements – Mayor Hubbard noted the following:

- Receipt of letter from the Department of Public Service regarding “Non-Essential” Utility Investigations and Determination during Disaster Emergency – Executive Order No. 202.
- Receipt of NYCOM email – Update on the Ability of Local Governments to Conduct Public Hearings.
- Help Slow the Spread of Covid-19 Message on the Village’s Website.
- Receipt of email from Michael Fitzgerald regarding the E. Lake Street project.
- * **Other Matters That Have Come Before the Board since Posting the Agenda***
- Receipt of NYCOM letter advising of no increase in NYCOM dues for the 10th consecutive year.
- Receipt of letter from the NYS Insurance Fund in response to the ongoing coronavirus pandemic.
- Receipt of email from NYCOM regarding the Sign-on Letter Transmitted to Congress Seeking Direct Federal Assistance.
- Receipt of email relative to IEEP Covid-19 Options.
- Receipt of email – Food Pantry COVID-19 Closure Update. The Skaneateles Ecumenical food pantry will not open during regular hours, but will be available by appointment only by calling 315-685-3512.

Police Department – Mayor Hubbard confirmed that the Police monthly report for March was emailed and recorded activity as follows: **Incident Types:** 237 Calls for Service; **Criminal:** 0 Larceny; 0 Identity Theft; 0 Forgery; 1 Burglary; 0 Robbery; 0 Criminal Mischief; 0 Domestic; 1 Harassment; 0 Sex Offence; **Non-Criminal:** 3 Vehicle Lockout; 1981 Property Check; 17 Ambulance Calls; 3 Fire Calls; 7 Alarm; 1 Recovered/Found Property; **Traffic:** 47 Total Traffic Stops; 31 Traffic Tickets Issued; 52 Total Parking

Tickets; 180 Courtesy Cards; **Motor Vehicle Accidents:** 1 Property Damage; 0 Personal Injury; Arrests: 0 Felonies; 3 Misdemeanors; 3 Violations; 0 DWI. Trustee Sennett said she doesn't have anything to add other than the Police are on duty and so far, everyone is healthy.

Codes Enforcement – Mayor Hubbard noted receipt of CEO Crompt's report that recorded: 1 Insulation Inspection; 3 Final Inspections; 1 Temporary C of O; 5 Building Permits; 1 NYS End of 2019 Report; Many phone calls, inquiries and conversations in regards to construction and COVID-19. Mayor Hubbard said activity has gone south – good or bad, but it does give time to catch up.

WWTP – Mayor Hubbard noted receipt of WWTP Operator Twitchell's report for March 2020 and that flows are certainly within our allowable limits.

Skaneateles Volunteer Fire Department – Mayor Hubbard noted that the Trustees have the report. Given that the meeting was by conference call, SVFD Chief Buehler did not read aloud his report for March 2020 that recorded activity as follows:

Calls for the month of December: 28 Total Alarms; 2 Structure Fires; 0 Vehicle Fires; 0 Vegetation Fires; 5 EMS; 1 Rescue; 1 Motor Vehicle Accidents; 1 Extrication; 7 Hazardous Condition; 0 Service Call; 0 Good Intent Call; 11 False Alarms; 1 Cancelled Enroute; 0 Other; 3 Mutual Aid Given; 12 Mutual Aid Received; 14.5 Avg. Personnel; 1:32 Avg. Enroute time; 4:27 Avg. On-scene Time; 1 Meeting; 2 Drills; 0 Training; 5 Miscellaneous; 0 Stand-by. Member hours for March 2020 totaled 1028.

Trainings for the month: No training for the month because of COVID-19; Looking at doing online training for the members.

Meetings for the month: No meetings for the month because of COVID-19.

Other business: • We received a letter from ISO that they will be out for a re-evaluation of our rating. They want to come out this month, but we put them off till October after the water project is completed. • We experience problems with fuel from the Village pumps, which result in us having to change all the fuel filters in the fire apparatus. • The Annual elections have been postponed till the COVID-19 quarantine has been lifted. • Tickets are now available for the High Stakes Money Drawing and are available from any firefighter or online at www.skaneatelesvfd.com. As of April 1st, 450 tickets have been sold. The winner of the \$500 Shamrock Drawing was ticket #752. This year there are only 850 tickets available for purchase. Mark your calendars now for the 7th Annual Casino Night and High Stakes Money Drawing scheduled for Saturday, September 26, 2020 at Skaneateles Station #1.

In response to SVFD Liaison Zapata, Chief Buehler said the SFD implemented policies to be followed during this COVID-19 event and they disinfect trucks after each call. Trustee Sennett asked if they are considering any video conferencing meetings. Chief Buehler said probably not, we'll wait for restrictions to be lifted. Everyone will stay in office until the elections. In response to Mayor Hubbard, Atty. Pavlus said the Governor's Executive Order essentially took care of any resolution regarding elections. He said he can touch base with SVFD President Lynn.

Old Business

Status of New Seawall Grant / Cliff Park Improvements – Mayor Hubbard said we have a State budget now, so perhaps we will see some progress.

Status of Water Main Project – Trustee Stokes-Cawley said the work started and the road is closed. Clerk/Treasurer Couch said Dick Perkins drafted a statement about the road closure and it is on the Village's website. Mayor Hubbard recognized a letter from the resident across from the staging area. Villager is moving everything up to the east side and only the stone pile will remain. Therefore, it

shouldn't look anywhere near as bad. That is in the making. Mayor Hubbard said we have a real good relationship with Villager.

Status of Employee Handbook – Trustee Eriksen said we are close to being done and perhaps we can have a work session at the end of the next meeting. Trustee Sennett suggested waiting to see how long the agenda is.

New Business

East Lake Street – Mayor Hubbard said we didn't yet get a suggestion/recommendation from Engineer Hyde relative to curbs and/or gutters on East Lake Street. Trustee Zapata asked about the timeline. Mayor Hubbard said July / August – we have plenty of time. We've really tasked Engineer Hyde with a lot lately and the work at the recreation center is first before going to East Lake Street for sanitary sewer work. With the Skaneateles YMCA closed, it is the perfect time to be doing that work.

Engineering (A1440.4) FYE'21 Budget – Mayor Hubbard said Engineer Hyde suggested \$5,000; the prior appropriation was down to around \$700. Budget Line A1440.4 covers GHD's general engineering such as preparing for and attending the public information meeting, review of curbs / gutters, etc., and TDK's work relative to the Kelly Street bridge. Trustee Sennett said she reviewed the Kelly Street bridge and it's not till the next fiscal year, FYE 2022, so TDK's won't be too much in FYE 2021 - there are no design requirements for FYE 2021. Mayor Hubbard recognized that we haven't heard from the Department of Transportation (DOT) on TDK's submission last October or so. To earmark \$5,000 for general engineering seems appropriate. Trustee Sennett asked why it has to be specific – it is general engineering. Mayor Hubbard said GHD wants something to build down from. CTB Dundon said in essence, it's a budget for them. **Resolution #2020-85:** On the motion of Trustee Sennett, seconded by Trustee Eriksen, it was resolved and unanimously carried (5-0 in favor) to earmark \$5,000 in the FYE 2021 budget line A1440.4 designated as Engineering for GHD services.

Modifications to GHD Task Orders –

- ❖ Task Order No. 7B-General Planning Board Assistance; add up to \$2k (Not to Exceed) to existing budget for review of remaining lot site plans in Parkside. CTB Dundon explained that there might be a couple of minor things that may come about relative to the final clean-up of the Parkside subdivision and Mirbeau development. The not-to-exceed (NTE) up to \$2,000 increase is for site plan drainage and as built survey reviews on lots yet to be built out. In response to Trustee Stokes-Cawley, CTB Dundon said it is not clear that there are people ready to build on those lots now. However, it is worthwhile to have something budgeted should something come up. Mayor Hubbard noted FYE 2021 includes \$12,000 for A8020.41 Engineering & Architecture Assistance under Planning and CTB Dundon included this \$2,000 when considering the proposed amount. **Resolution #2020-86:** On the motion of Mayor Hubbard, seconded by Trustee Zapata, it was resolved and unanimously carried (5-0 in favor) to approve Task Order No. 7B that adds NTE \$2,000 to GHD's existing budget for the remaining lot site plans in Parkside.
- ❖ Task Order No. 8B-Watermain Improvements; add up to \$109,000 (NTE) for construction supervision and inspection services for remaining work on East Lake Street because of the sewer work that was not initially contemplated. **Resolution #2020-87:** On the motion of Mayor Hubbard, seconded by Trustee Eriksen, it was resolved and unanimously carried (5-0 in favor) to approve up to NTE \$109,000 and extending GHD services into September for construction supervision and inspection services relative to the remaining work on East Lake Street. In discussing the resolution, in response to Trustee Stokes-Cawley, Mayor Hubbard said the single bond will be divided up when the project is complete. Sewer work in the streets is General Fund and there will be storm sewer breakout too. When the project is done, the balance not attributable to Water, will be funded by the General Fund using VIP funds. Mayor Hubbard recalled that the Board also approved a \$750,000 bond resolution for the sanitary sewer project should it be needed. He reiterated that we do have to break up expenses at some point.
- ❖ Task Order No. 13-Cyber Security Assessment; establishes a lump sum budget of \$15,500 to assess vulnerability of water system automation and the SCADA system and prepare report for

the Onondaga County Health Department to fulfill a requirement. Mayor Hubbard said Task Orders 13 & 14 were borne from a meeting with a SCADA guru to explain. In appreciation of GHD's SCADA work, additional funds are requested. CTB Dundon said that given there is a new computer and updated software and ongoing support services, the \$26,500 lump sum doesn't seem to be an outrageous amount for Task Order No. 14. He confirmed that these are lump sum amounts for Task Order No. 13 and No. 14. Mayor Hubbard asked if the costs would be borne by Electric and Water equally. CTB Dundon said he can't help with that. Trustee Stokes-Cawley said Task Order No. 13 for a Cyber Security Assessment would be Water only; Task Order No. 14 for SCADA/HMI computer would be shared. CTB Dundon said the computer and software would benefit all utilities – the sewer pump stations are monitored but not the plant. Mayor Hubbard asked if Electric plays into it. CTB Dundon said it might, but we'd need Line Leader Abbott and Electric Superintendent Reap to weigh in. **Resolution #2020-88:** On the motion of Mayor Hubbard, seconded by Trustee Stokes-Cawley, it was resolved and unanimously carried (5-0 in favor) to approve Task Order No. 13 at a lump sum of \$15,500 to assess the vulnerability of the water system automation and the SCADA system and prepare a report which can be transmitted to the Onondaga County Health Department. Task Order No. 13 is Water only.

- ❖ Task Order No. 14-SCADA/HMI computer upgrade; establishes a lump sum budget of \$26,500 for new hardware/software computer system for alarm notification, monitoring and controlling of various Village utility functions. **Resolution #2020-89:** On the motion of Mayor Hubbard, seconded by Trustee Zapata, it was resolved and unanimously carried (5-0 in favor) to approve Task Order No. 14 at a lump sum of \$26,500 to be equally split between Water and Electric.
- ❖ Task Order No. 15-Mirbeau Gateway Waterline Work; establishes a budget up to NTE \$28,000 to be reimbursed by the applicant for construction engineering and inspection during the construction of the waterline improvements for the Mirbeau Gateway Project. CTB Dundon said there is no disagreement that this is an appropriate charge. Mayor Hubbard said it is a good expense that will be paid through an escrow by the developer. **Resolution #2020-90:** On the motion of Mayor Hubbard, seconded by Stokes-Cawley, it was resolved and unanimously carried (5-0 in favor) to approve Task Order No. 15 at a NTE \$28,000 to be paid through an escrow by the developer.

Arbor Day Proclamation – Trustee Eriksen read aloud the Arbor Day Proclamation as follows:

Whereas, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

Whereas, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

Whereas, Arbor Day is now observed throughout the nation and the world, and

Whereas, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and

Whereas, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and beautify our community, and

Whereas, trees in our village increase property values, enhance the economic vitality of business areas, and beautify our community, and

Whereas, trees, wherever they are planted, are a source of joy and spiritual renewal.

Now, Therefore, I, Martin L. Hubbard, Mayor of the Village of Skaneateles, do hereby proclaim Friday, April 24, 2020 as Arbor Day in the Village of Skaneateles, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodland, and

Further, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Resolution #2020-91: On the motion of Trustee Eriksen, seconded by Trustee Sennett, it was resolved and unanimously carried (5-0 in favor) to authorize Mayor Hubbard's signature of the Arbor Day Proclamation.

Mayor 

Consider Additional Hours – Trustee Sennett said we are going to skip this for now as we are working with Special Counsel Galbato and other ways to get the FOIL job done.

Talcott Water District – Mayor Hubbard said the final letter came through yesterday signed by Engineer Hyde. The only other detail is ownership of the meter vault – purchased by users, owned by the Village. We have some standards in place and we own the meters anyway. In response to Trustee Zapata, Mayor Hubbard said that is correct – that was Engineer Hyde’s notes. We talked about this. Atty. Pavlus advised that a resolution is needed to approve the formation of the district with conditions so that the letter can be provided. **Resolution #2020-92:** On the motion of Mayor Hubbard, seconded by Trustee Stokes-Cawley, it was resolved and unanimously carried (5-0 in favor) to conditionally approve the formation of the new Talcott Water District based on GHD’s review and recommendation of conditions outlined in their letter of April 15, 2020.

*CTB Dundon signed off the conference call.

Approval of Bills – In response to Trustee Eriksen, Trustee Sennett said there is a meeting scheduled with CPA Leeson and the office staff next Wednesday and she is aware that the Board wants to meet. Clerk/Treasurer Couch noted the quantity of vouchers, particularly General Fund, and complimented Deputy Clerk/Treasurer Brown on doing a great job. **Resolution #2020-93:** On the motion of Trustee Stokes-Cawley, seconded by Trustee Zapata, it was resolved and unanimously carried (5-0 in favor) that bills from Abstract #22 be audited and paid as follows:

General Fund	Vouchers #923-993	Checks #23044-23114	\$67,684.66
Sewer Fund	Vouchers #68-84	Checks #6295-6311	\$16,919.62
Electric Fund	Vouchers #238-253	Checks #7164-7179	\$93,842.48
Water Fund	Vouchers #126-135	Checks #4722-4731	\$12,753.32
Capital Project	Vouchers #74	Checks #1076	\$ 40.01

Executive Session – Personnel Matter – **Resolution #2020-94:** On the motion of Trustee Eriksen, seconded by Trustee Stokes-Cawley, it was resolved and unanimously carried (5-0 in favor) to enter into an Executive Session to discuss a Personnel Matter at 8:06 PM. *Chief Buehler and Editor Gabak exited the conference call. **Resolution #2020-95:** On the motion of Trustee Sennett, seconded by Trustee Eriksen, it was resolved and unanimously carried (5-0 in favor) to move out of the Executive Session and back into open session at 8:38 PM.

Adjournment - **Resolution #2020-96:** On the motion of Mayor Hubbard, seconded by Trustee Sennett, it was resolved and unanimously carried (5-0 in favor) to adjourn the meeting at 8:38 PM.


 Patty Couch, Vil. Admin./Clerk-Treasurer

