

**ANNUAL MEETING, VILLAGE BOARD OF TRUSTEES
THURSDAY, APRIL 16, 2020
6:30 p.m.**

Present: Pursuant to Executive Order 202.1 issued by Governor Cuomo, this meeting was conducted via Microsoft Teams conference call with Mayor Marty Hubbard, Trustees Gregg Eriksen, Mary Sennett, Carol Stokes-Cawley, and Kathleen Zapata, and Village Attorney Jordan Pavlus indicating they were present at roll call.

Mayor Hubbard said this meeting is being recorded and proceeded to read aloud the Annual Meeting appointments and other business.

Annual Appointments - The following is a list of appointments and other matters to come before the Annual Meeting of the Village Board of Trustees. Under Section 4-400, Par. 1-C of the Village Law, the Mayor of the Village shall make all appointments of non-elected officials subject to the approval of the Village Board, including the Mayor. Mayor Hubbard noted that letters were sent to the appointees who signed that they'd be willing to serve; he read through the list of appointments.

Terms of Office as Stated:

<u>MUNICIPAL BOARD:</u>	3-Year Terms To	
Walter Blackler	“ “ 2023	1) <u>Walt Blackler</u>
Tom Rhoads	“ “ 2021	(Term to 2023)
Marc Angelillo, Chair	“ “ 2021	2) <u>Duane Wiedor</u>
Gregg Palmer	“ “ 2021	(Term to 2023)
Duane Wiedor	“ “ 2023	

Mayor Hubbard said the Municipal Board is flexible with its members – there can be up to seven.

<u>PLANNING BOARD:</u>	5-Year Terms To	
Brian Carvalho	“ “ 2021	1) <u>Stephen Hartnett</u>
Bruce Kenan, Chair	“ “ 2022	(Term to 2025)
Mike Perrone	“ “ 2023	
Douglas Sutherland, Dep. Chair	“ “ 2024	
Stephen Hartnett	“ “ 2025	

<u>BOARD OF APPEALS:</u>	5-Year Terms To	
Maureen Wopperer	“ “ 2021	1) <u>Mike Balestra</u>
Gerald Carroll	“ “ 2022	(Term to 2025)
Mike Kowalski	“ “ 2023	
Michael Stanczyk	“ “ 2024	
Mike Balestra, Chair	“ “ 2025	

<u>CEMETERY BOARD:</u>	3-Year Terms To	
Susan G. Murphy	“ “ 2021	
Roben Shappell, Dep. Chair	“ “ 2021	1) <u>Pete Buehler</u>
Robert Gray III, Pres.	“ “ 2022	(Term to 2023)
Pete Buehler	“ “ 2023	2) <u>Mary Marshall</u>
Mary Marshall	“ “ 2023	(Term to 2023)

The Village of Skaneateles Housing Authority was created by an act of the New York State Legislature under Section 543-1 of the Public Housing Law of New York, with 5-year terms as follows:

<u>HOUSING AUTHORITY:</u>	5-Year Terms	
Debbie Hubbard	“ “ 2021	1) <u>Vacant</u>
Anne Buehler	“ “ 2022	(Term to 2025)
Mike Dempsey, Chair	“ “ 2023	

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Bernie Van Derveer, Dep. Chair “ “ 2024
Vacant “ “ 2025

Mayor Hubbard noted the vacancy on the Housing Authority and said that he reached out to Chair Mike Dempsey asking him to convene a meeting to discuss the vacancy. While he knows that the Housing Authority meets once or twice a year, he'd like to see a schedule of the meetings.

The Following are All for One-Year Terms of Office:

HISTORICAL LANDMARKS PRESERVATION COMMISSION:

Lisa Riordan
Katharine Dyson, Deputy Chair
Ted Kinder
Chad Rogers, Chair
Dave Birchenough

TREE ADVISORY BOARD:

Ann Neibert, Chair
Richard Westover, Dep. Chair
Sue Jones
Kevin Sio
Lina Pateras

Mayor Hubbard read aloud the individuals appointed to various positions as follows:

VILLAGE ADMIN./CLERK-TREASURER

Patricia A. Couch Term to 2021

Patricia A. Couch

DEPUTY CLERK/TREASURER

DEPUTY CLERK/TREASURER

Kierstin Karlik

Shannon Brown

DEPUTY MAYOR

Trustee Zapata

ELECTRIC SUPERINTENDENT

Peter Reap

WATER & WASTEWATER TREATMENT

PLANT OPERATOR

Adam Twitchell

CLERK TO THE BOARDS

Dennis Dundon

CODES ENFORCEMENT OFFICER

DEPUTY CODES ENFORCEMENT OFFICERS

John Crompt

Beth O'Sullivan

VILLAGE ATTORNEY

Jordan R. Pavlus

SPECIAL COUNSEL

Riccardo T. Galbato

Brody Smith

VILLAGE HISTORIAN

Jorge Batlle

VILLAGE ENGINEER

GHD, Inc. (f.k.a. Stearns & Wheeler)

PLANNING ENGINEER

TDK

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OFFICIAL NEWSPAPER

Skaneateles PRESS

OFFICIAL DEPOSITORIES - Key Bank, Manufacturers & Traders Trust Company, MBIA/CLASS

INVESTMENT POLICY - As adopted August 14, 1989 (amended February 10, 1992 to include participation in the MBIA Municipal Investors Service Corporation, known as CLASS and amended November 22, 1999 to include BSB [which became Partners Trust and is now M&T]. The CLASS Agreement was Amended and Restated April 5, 1999. The amendment as of April 23, 2012 to the Cooperative Liquid Asset Securities System Municipal Cooperation Agreement amends so that it shall now be by and between the Village of Potsdam and the Participants thereto. In addition, definitional changes were made of “Investment Advisor”, “Lead Participant”, and “Services Agreement”.

SERVICE AWARD PROGRAM INVESTMENT POLICY - As adopted April 7, 1997, and amended December 13, 1999, and October 27, 2008

PROCUREMENT POLICY - As adopted December 23, 1991 and amended May 27, 2008.

CAPITAL ASSETS - Capital assets (vehicles, equipment, furniture, tools, etc.) for purposes of identifying “fixed assets” shall remain at \$3,000 per item.

BOARD MEETINGS:

2nd and 4th Thursday, 7:00 p.m., Village Office
Operational Meeting (as needed)

Trustee Liaison Assignments:

<u>FIRE</u>	<u>POLICE</u>	<u>MUN. OPS.</u>	<u>ZBA/PLANNING/</u>	<u>CEMETERY</u>	<u>TOWN</u>
Zapata	Sennett	Stokes-Cawley	<u>HLPC</u>	Zapata	Eriksen
			Eriksen		
<u>CODES</u>	<u>VILLAGE OFFICE</u>				
Sennett	Sennett				

Mileage - Mileage will be reimbursed at the current IRS-approved rate.

Training & Conference Attendance - Pursuant to Section 77-b of the General Municipal Law, it is determined by the Board of Trustees that attendance by certain municipal officials and employees at meetings, conferences, and schools during the coming official year will benefit the Village, and such attendance is hereby authorized subject to the following requirement. In light of the current fiscal constraints of the Village, any requests for reimbursement of travel-related expenses must be approved in advance by the Trustees.

Approve Appointments - Resolution #2020-79: On the motion of Mayor Hubbard, seconded by Trustee Sennett, it was resolved and unanimously carried (5-0 in favor) to approve the appointments as recommended by the Mayor.

Discussion of Meeting Procedures – Mayor Hubbard read aloud the following Village Meeting Procedures that became a part of the Annual Meeting Minutes for the purpose of being a quick reference.

Meetings – Village Board meetings are held on the second and fourth Thursday of each month beginning at 7:00 p.m. The Mayor or Trustees can schedule “Operational Meetings” as needed. To satisfy having a

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quorum, kindly notify the Administrator/Clerk-Treasurer if your absence is planned and/or necessary. Other boards with regularly scheduled public meetings are as follows:

Municipal Board	4 th Tuesday at 6:00 p.m.	Chair Marc Angelillo
Planning Board	1 st Thursday at 7:30 p.m.	Chair Bruce Kenan
Zoning Board of Appeals	4 th Wednesday at 7:30 p.m.	Chair Mike Balestra
Historical Landmarks (HLPC)	3 rd Monday at 7:00 p.m.	Chair Chad Rogers
Cemetery Board	3 rd Tuesday at 9:00 a.m.	Chair Rob Gray
Tree Committee	Do not meet monthly	Chair Ann Neibert

Mayor Hubbard said, similar to the Housing Authority, he'd like to see some dates of the scheduled Tree Committee meetings, recognizing that they'd be subject to change. Trustee Stokes-Cawley said the Tree Committee typically meets four times a year, sometimes based on Mike Gorham's (Bartlett Tree) availability.

All meetings are open to the public and are held at the Village Office unless otherwise announced. Should a meeting need to be re-scheduled, advance notice is required to provide adequate notice to the public. All meetings are listed on the posted calendars at Village Hall and on the Village's website. All meetings have agendas posted on the Village's website www.villageofskaneateles.com.

Annual Meeting – Usually held the first Monday in the month of April. Appointments made by the Mayor are confirmed by the Trustees.

Agendas – the Administrator/Clerk-Treasurer drafts the agenda that includes recent correspondence/announcements/requests, as well as old and new business. After review and input from the Mayor and Village Atty., she aims to distribute the agenda by the close of business on the Monday preceding the meeting. Department Heads or Trustees notify the Administrator/Clerk-Treasurer if there is an item they'd like included on the agenda.

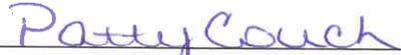
Abstracts – Abstracts of all bills vouchered for each meeting are emailed in advance of the meeting for review by the Board of Trustees. Specific vouchers can be pulled for closer examination either prior to the meeting or at the meeting. Department Heads sign vouchers pertinent to their operation.

Mail – Mail distributed by email or copied and put in mail boxes here at the Village Office.

Sexual Harassment Policy – The Village of Skaneateles takes seriously and is committed to enforcing its Sexual Harassment Policy.

Consider Allocations to A9901.0 Municipal Lot Reserve Transfer and A9901.1 Public Restroom Reserve Fund – Mayor Hubbard said we looked at the previous budget and the same numbers are carried to this year's budget. Based on 10% of \$85,000, **Resolution #2020-80**: On the motion of Mayor Hubbard, seconded by Trustee Stokes-Cawley, it was resolved and unanimously carried (5-0 in favor) to approve an interfund transfer of \$8,500 to A9901.0 Municipal Lot Reserve Transfer and \$8,500 to A9901.1 Public Restroom Reserve Transfer. Mayor Hubbard said we are using budgeted numbers, but we usually bring in a bit more.

Adjournment - Resolution #2020-81: On the motion of Trustee Eriksen, seconded by Trustee Zapata, it was resolved and unanimously carried (5-0 in favor) to adjourn the Annual Meeting at 6:49 p.m.


Patty Couch, Vil. Admin./Clerk-Treasurer