

**REGULAR MEETING, VILLAGE BOARD OF TRUSTEES
MONDAY, SEPTEMBER 14, 2009
7:00 P.M.**

PRESENT: Mayor Bob Green, Trustees Marc Angelillo, Sue Jones, and Tim Lynn, Director of Municipal Operations (DMO) Bob Lotkowitz, Police Chief Lloyd Perkins, ZBA Chair Lisa Banuski, Joint Comprehensive Plan Update Committee Members Julie Sharpe and Alan Dolmatch, Village Historian Pat Blackler, Village Attorney Mike Byrne

ABSENT: Trustee Kathryn Carlson

OTHERS Chris Caskey Skaneateles JOURNAL (Auburn CITIZEN)
PRESENT: Miranda Pennock Skaneateles PRESS
Cliff Abrams 37 State Street

Minutes

On the motion of Trustee Jones, seconded by Trustee Lynn, it was resolved and unanimously carried (4-0 in favor) to approve the minutes of the Operational Meeting of August 17 and the Regular Meeting of August 24, 2009, as presented.

Bills

On the motion of Trustee Jones, seconded by Trustee Angelillo, it was resolved and unanimously carried (4-0 in favor) that bills from Abstract #6 be audited and paid, and that overdrawn accounts be adjusted as follows:

General Fund	Vouchers	269 - 314	Checks	11280 - 11325	\$31,549.36
Sewer Fund	Vouchers	60 - 75	Checks	3365 - 3380	19,066.51
Water Fund	Vouchers	48 - 55	Checks	2856 - 2863	3,244.77
Electric Utility Fund	Vouchers	71 - 83	Checks	3886 - 3898	15,252.69

<u>Amount</u>	<u>From Account</u>	<u>To Account</u>
814.22	A1990.4 Contingency	A1410.11 Admin Services
17,066.78	A1990.4 Contingency	A1440.4 Engineering W Lake St
400.00	A1990.4 Contingency	A1720.4 Sherman Atty. Jim Selbach
78.00	A3620.42 Dispatch phone, cable	A3620.44 Alarm contract
1,360.00	A5110.1 DPW salaries	A5110.11 Gazebo set-up crew
5,251.00	A1990.4 Contingency	A5110.2 Lease for DMO's Honda
5,000.00	A1990.4 Contingency	A8120.411 Utilities pump station
9,847.12	F1990.4 Contingency	F8310.11 UV engineering services

Public Meeting on Ownership of the Community Center

Mayor Green announced that the second public meeting on public versus private ownership of the Community Center will be held this Wednesday at 7 p.m. at the Community Center. Supervisor Tierney will chair the meeting.

Mayors' Association Meetings

Mayor Green noted that the County Mayors' Association will meet September 30th in Fayetteville and October 21st in Cazenovia.

Peter Cross Letter on Metered Parking by Thayer House and Bicycles on Sidewalks

Mayor Green reported that he met with DMO Lotkowitz to look at the parking spaces by the Thayer House and will make a determination. Chief Perkins confirmed that there are signs prohibiting riding bikes on the downtown sidewalks, but it is a constant problem which the foot patrols continue to monitor.

Sharon Kofira Letter on Receipt of Courtesy Coin Envelope

Mayor Green referenced Sharon Kofira's letter, thanking the Village for welcoming its guests with the Courtesy Coin program, and noting her donation of \$20.

Columbus Day

Mayor Green confirmed that the Village Board will hold its regular meeting the second Monday in October, even though it falls on the Columbus Day holiday.

Police and Dispatch Activity

Police Chief Perkins confirmed that the Board had e-mailed copies of the August Activity Reports for the Police and Dispatch Offices. He reported having a wrap-up meeting with SPLASH and they are aware of the complaints received about the early morning loud speaker announcement which they will modify.

New Generator at the Police Station

DMO Lotkowitz reported that the DPW is putting in the pad and the Light Department is assisting with the wiring for the new generator at the Police Station.

Fennell Street Crosswalks

The DPW will install the crosswalk at the Post Office. Another problematic area is by the Creekside Bookstore and a 3-way stop has been suggested. Chief Perkins commented that the 3-way stop is not a bad idea, but it will be up to the Village Board to formalize as a local law.

Sidewalk Repairs on East Lake Street

DMO Lotkowitz reported that letters have gone out to the owners of hazardous walks on the east side of East Lake Street between Genesee Street and Sachem Drive and the repair/replacement work will be done this week and next.

School Tennis Courts at Austin Park

DMO Lotkowitz said the project is underway with the Village tracking the labor contribution of the Light Department. The western poles have been taken down and put in storage. They are waiting for the design for placement of the six poles.

AMR Status Report

DMO Lotkowitz stated that the interface between the billing system and the Town offices works, but a problem has developed with the network between the Fire Station and the Town office. The last date for which we can access data is August 17th and he expressed concern over the security of the upstairs equipment room at the Fire Station. Chief Perkins said the key to the room is with Dispatch and users are supposed to log in, just as with the water tower site. The Chief asked if there might be a way to “cage” the Village AMR equipment for further security and he and DMO Lotkowitz agreed to examine the site together.

Status of UV Project

DMO Lotkowitz commented that we still need to figure out our long range plan with regard to the Town since their participation will require a second unit. Village Attorney Byrne said we need to treat our 2 mgd capacity whether the Town is on board or not, noting that we have a mandate to treat and can't wait for the Town to decide. Municipal Board Commissioner Dolmatch said it is news to him that treating 2 mgd will require a second unit, but acknowledged that it is critical that a decision be made sooner rather than later in order to get the piping in, etc. Commissioner Dolmatch said the Municipal Board will need to know the costs before they can make a recommendation. DMO Lotkowitz said there are options such as two, 1-million gallon per day (mgd) units versus one, 2 mgd unit. Trustee Angelillo suggested that we talk with the Kessler Tank Company again.

WWTP Activity Report for August

Trustee Angelillo reported that August was the rainiest month of the year with 9-1/2 inches. It rained 15 of the 31 days with the big storm event on August 9th and 10th. He said our average August flow was 546,000 gpd, but on August 10th it was 1.7 mgd and on August 11th it was 1.1 mgd which resulted in two overflow events. BOD removals were 94% and suspended solids 88%. Ammonia effluent was 2.9 against the permitted 11.5 mg/l, confirming that there is no ammonia impact on the stream from our plant. Mayor Green commented that it's another good report.

Thayer Park Sign

DMO Lotkowitz reported that DPW Foreman Perkins is following up on the Thayer Park replacement sign.

Status of Repair Work on Downtown Sidewalks

DMO Lotkowitz said he has surveyed the walks and determined the lineal feet involved, so the next step will be to send letters out to the property owners. Trustee Jones said there are a couple of places in the parks that need attention. DMO Lotkowitz said one spot is by the water fountain and Trustee Jones commented that he's obviously on top of it.

Smoking Policy

Mayor Green read the proposed resolution. DMO Lotkowitz asked if this is the same policy as other jurisdictions have and Village Attorney Byrne said it just conforms to State law, although some provisions (such as the 5' distance from a Village building) are a local option and could be much more restrictive. Alan Dolmatch asked if it applies to Village-owned property which is outside the Village, such as the DPW building, and Village Attorney Byrne responded that the law applies to any public building or to Village-owned vehicles. Chief Perkins said that violations are generally handled internally, but if not, the County Health Department has its own enforcement section and will come in. On the motion of Trustee Angelillo, seconded by Trustee Jones, it was resolved and unanimously carried (4-0 in favor) to adopt the Smoking Policy as presented. It was suggested that copies of the policy be distributed with paychecks this week.

(Insert Copy of the Smoking Policy)

Reclassify Laborers to Title of Public Works Maintenance Worker

Mayor Green explained that the union and laborers submitted requests for job reclassification (Position Classification Questionnaires) to County Civil Service and County Personnel. The County has determined that based on the employees' duties, their title should be reclassified to Public Works Maintenance Worker. Mayor Green commented that the CSEA union agreement already includes both titles, Laborer and Public Works Maintenance Worker, at the same rate of pay. He said the County's determination letter indicates that according to Civil Service rules, there will be a new probationary period of 8-26 weeks for each involved employee. Additionally, the job specification includes two qualifications for the Public Works Maintenance Worker: a CDL license and a grade D certification from the Department of Health. County Personnel has left it to the Village to determine how much time to allow for the employees to obtain the certification and Mayor Green said he recommends that employees be given to the end of the current union contract, May 31, 2011. He noted that the classes to get the grade D certification are offered two to three times a year. If an employee doesn't meet the required grade D certification qualification, he would remain in the laborer classification. Salary differentiation would be addressed in the next labor agreement. DMO Lotkowitz said he agrees that the title of Public Works Maintenance Worker better describes what our employees do and having the grade D certification lifts their skill level and provides cross-training. Mayor Green reiterated that the employees initiated this change and the Village was unaware until Civil Service told us they'd received the questionnaires. Trustee Angelillo said he's not sure the employees want the change and Village Attorney Byrne responded that once the County was asked to review the classification questionnaires, they were obliged to make a determination, and the Village just accepts the County's determination. Alan Dolmatch asked about the pay rate and Mayor Green said the County advised us that our laborers are paid the highest rate in the County. Village Attorney Byrne said no employee will suffer a loss of income. Mayor Green said if an employee does not meet the required qualification (of a grade D certification) and remains in the Laborer class, his pay rate would be addressed in the next contract and he may be paid less than the reclassified Public Works Maintenance Worker. On the motion of Trustee Jones, seconded by Trustee Angelillo, it was resolved and unanimously carried (4-0 in favor) to create the position of Public Works Maintenance Worker as determined by the Onondaga County Department of Personnel and to re-classify the title of Laborer to Public Works Maintenance Worker with the required qualifications of possession of a NYS Commercial Drivers License (B) and a current Grade D Certification, said qualifications to be secured by May 31, 2011.

Service Agreement for Health Reimbursement (HRA) and Flexible Spending (FSA) Accounts

On the motion of Trustee Lynn, seconded by Trustee Jones, it was resolved and unanimously carried (4-0 in favor) to authorize Mayor Green to sign the Service Agreements with EBS-RMSCO for administration of the Village Health Reimbursement Account (HRA) Plan and Flexible Spending Account (FSA) Plan for 2010.

Adjust Utility Account #71869

On the motion of Trustee Jones, seconded by Trustee Angelillo, it was resolved and unanimously carried (4-0 in favor) to authorize adjusting the August consumption for Utility Account #71869 from 4800 cubic feet to zero cubic feet and to adjust the water charge to \$6.65 and eliminate the sewer charge.

Treasurer's Reports for August

On the motion of Trustee Lynn, seconded by Trustee Angelillo, it was resolved and unanimously carried (4-0 in favor) to acknowledge receipt of the Treasurer's Reports for August, 2009.

Brush Notice

On the motion of Trustee Jones, seconded by Trustee Lynn, it was resolved and unanimously carried (4-0 in favor) to authorize advertising in the Skaneateles Journal (September 30 and Oct 7) and the Pennysaver (the week of September 28th) that the last day to put out any brush for pick-up by the DPW will be Monday, October 12th. Brush pick-up started today.

Comprehensive Plan Update Committee

Committee Member Dolmatch reported that he attended the August 26th meeting. He said Committee Chairman Lotkowitz is compiling comments on the current plan and the committee will meet on September 23rd to review those comments.

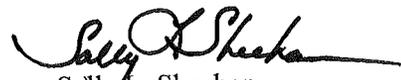
Cemetery Street Signs

Cemetery Board Commissioner Pat Blackler reported that the signs will be arriving next week and will be installed this fall.

Historical Society Fundraiser

Village Historian Blackler reminded the attendees of the Creamery expansion fundraiser on September 25th at the Country Club and she thanked the Skaneateles JOURNAL and PRESS for the excellent coverage they've provided.

The meeting was adjourned at 7:50 p.m.


Sally L. Sheehan
Village Clerk

**SMOKING POLICY
OF THE
VILLAGE OF SKANEATELES**

WHEREAS, the Village of Skaneateles desires to provide its employees, and members of the public, with a safe and healthy environment in all public buildings of the Village; and

WHEREAS, the Village is required to abide by New York State Law, Article 13 of the Public Health Law, which prohibits smoking in any place of employment, public buildings and vehicles, and

WHEREAS, a smoking policy first adopted by the Village of Skaneateles on March 26, 1990, is not consistent with applicable law and must be rescinded;

NOW, THEREFORE, in accordance with the provisions of New York State Public Health Law Article 13, it is

RESOLVED by the Board of Trustees of the Village of Skaneateles that:

1. Smoking is prohibited within all buildings, facilities or vehicles owned by the Village of Skaneateles.
2. Any person wishing to smoke on property owned by the Village must be outside the building and at least five (5) feet from any exterior door, with such door closed to prevent smoke from entering the building.
3. Smokers shall avoid all persons wishing to enter or leave a Village building.
4. Smokers must use cigarette disposal containers, which shall be placed at least ten (10) feet from any door to a Village building.
5. "No Smoking" or "Smoking Prohibited" signs shall be posted or prominently displayed in all Village buildings or facilities.
6. Members of the public found smoking in a Village building or facility will be instructed to leave the premises.
7. Employees of the Village found smoking in a Village building, facility or vehicle will be considered in violation of state law and this policy and will be subject to penalties. Such penalties may include a verbal warning for a first offense, a written reprimand for a second offense, and possible suspension for a subsequent offense(s) after a hearing by the Board of Trustees.

8. The head of each Department of Village Government shall be charged with the enforcement of this policy and adherence to state law. The Code Enforcement Officer of the Village of Skaneateles shall also be designated an agent of the Village to assist in the enforcement of this policy.

9. Copies of this policy statement will be posted and distributed to all current and prospective employees of the Village upon request.

10. Violations of state law or this policy should be brought to the attention of the appropriate Village Department head, who shall be required to take appropriate responsive action. Complaints may also be filed with the Code Enforcement Officer or with the Village Office by means of a written statement.

11. Any prior smoking policy of the Village of Skaneateles is hereby rescinded.

12. This policy may be amended from time to time by Resolution of the Board of Trustees. All such amendments shall conform to the requirements of applicable laws.

Adopted September 14, 2009.