

**OPERATIONAL MEETING, VILLAGE BOARD OF TRUSTEES**  
**SATURDAY, JULY 17, 2010**  
**9:00 A.M.**

PRESENT: Mayor Bob Green, Trustees Marc Angelillo\*, Marty Hubbard, Sue Jones, and Tim Lynn, Village Attorney Mike Byrne

OTHERS: Attorney Jeff Brown (Mackenzie Huges Law Firm) and Kara O'Donnell

GRANTS: Mayor Green welcomed Jeff Brown and Kara O'Donnell and thanked everyone for coming on a Saturday morning. To provide Jeff and Kara with some background information, he explained that the Village of Skaneateles in the past hasn't been very successful in securing grant money. He noted that we currently have a couple of big projects that we see as grant opportunities. There will be costs incurred for the Village closing our Dispatch Center, which we are looking to do by the end of this year, and we are in the design process for the EPA mandated UV Disinfection system. Mayor Green added that the DPW annually makes improvements/repairs to the public infrastructure and is presently working on West Lake Street.

Jeff introduced himself to the Board by saying that he is not a grant writer by trade, but recognized it as a way to continue helping people as he transitioned from life in Albany as an Assemblyman, back to the private sector. He has been writing grant proposals for 3½ years now and has been successful in getting \$2.2 million for clients – higher than average results. Recognizing that Skaneateles is an affluent community, he noted his success in getting grant money for the Villages of Fayetteville and Manlius – two other affluent municipalities. Mr. Brown said that in successful grant writing, creativity is important and gave the example of the UV grant he wrote for the Villages of Elbridge and Jordan that was proposed as “consolidation”. They received \$600,000 for the project, which they matched with 10% local funds. Mr. Brown said the Village of Fayetteville received \$400,000 (a 100% grant – no match) for sidewalks through the Safe Route for School program. Mayor Green recalled that the Village of Skaneateles also applied for that same grant, but didn't receive any money. Mr. Brown said he has also been successful in receiving funding for parks such as the City of Syracuse skate park. Mr. Brown said that his firm “puts money where their mouth is” only charging 10% of the grant for service if successful. Trustee Jones therefore concluded that they only take projects with a reasonable chance for success. Mr. Brown stated the importance of their keeping in touch with the client and knowing the client's priorities. In response to Trustee Jones, Mr. Brown said they have been completely successful with Parks & Recreation projects and that the number of grants applications submitted by a particular individual is not held against him. Ms. O'Donnell added that they know their funding sources. Mr. Brown said there has not been any pull-back from State funding, but some payments have been a bit delayed. The grant recipient pays upfront and gets reimbursed – nothing has been retracted once granted. Mr. Brown said he wants to clarify two things. 1) The 10% fee doesn't usually come out of the grant – the client has to pay that money, and 2) the applicant's staff has to be involved. The first step would be to have a meeting to identify what's

needed and establish who the point person is. Trustee Hubbard suggested DMO Lotkowitz for the UV Disinfection and Chief Perkins for Dispatch. Trustee Jones recognized the need to define responsibility. Trustee Hubbard said each of the Village's current projects involve both the Village and the Town. Atty. Byrne noted that grants with cooperating municipalities seem to fare better than going it alone. Mr. Brown agreed, but cautioned that the support has to be clear as far as who is paying – spell out cost sharing. The Board concluded that all projects will go through the Mayor. Ms. O'Donnell said there hasn't been any luck with securing grant money for fire apparatus, but that she wouldn't rule anything out. \*Trustee Angelillo arrived and apologized for being late. He said he thought the meeting started at 9:30. Mayor Green recognized the need to prioritize our projects and said the UV project is the top priority now. Mr. Brown said that is a good one to start with and we should move on that right away. Trustee Lynn provided information about closing Dispatch; Mayor Green suggested that the Village, Town, school, and County could all be included in the grant application. He said there will also be unforeseen costs such as moving phone lines, mobile and portable radios, etc. Mr. Brown said that fits very well with efficiency; Ms. O'Donnell said efficiency grants (how much money) are to be announced. Trustee Lynn said we need to move very quickly. Mayor Green concluded that our two current priorities are Dispatch and UV Disinfection, but that he will ask Department Heads for other priority projects. Atty. Byrne recalled discussion about rehabilitating the old water tank and Mayor Green mentioned the Alternative Energy Committee that was recently formed.

Before leaving the meeting, Mr. Brown agreed to provide the Village with a retainer letter.

ADJOURN- The meeting was adjourned at 9:55 a.m.  
MENT:

*Patty Couch*  
Patty Couch  
Village Clerk