

REGULAR MEETING, VILLAGE BOARD OF TRUSTEES
MONDAY, OCTOBER 11, 2010
7:00 P.M.

PRESENT: Deputy Mayor Sue Jones, Trustees Marc Angelillo, Marty Hubbard, and Tim Lynn, Police Chief Lloyd Perkins, DMO Bob Lotkowitz

ABSENT: Mayor Robert Green

OTHERS	Chris Caskey	Skaneateles JOURNAL (Auburn CITIZEN)
PRESENT:	Cliff Abrams	37 State Street
	Sergeant Marty Stevens*	Recipient, 30 Year Certificate of Public Service
	Linda Stevens*	3841 East Street (Mrs. Marty Stevens)
	Allanah Leandowski*	Sgt. & Mrs. Stevens' granddaughter
	Dave Blackwell	Municipal Board Commissioner
	Alan Dolmatch	Municipal Board Commissioner
	Anne Perkins	5106 Onondaga Road, Syracuse (Mrs. Lloyd Perkins)

30-Year Certificate – Deputy Mayor Jones said she is pleased to present Sergeant Stevens with a certificate recognizing his 30 years of public service. On behalf of the Village Board, she expressed appreciation for his continuous years of service to the village and thanked him for his dedication and hard work.

Public Hearing – Local Law #5 of 2010 – Deputy Mayor Jones opened the Public Hearing and after reading Local Law #5 of 2010 Termination of the Village of Skaneateles' Status as an Assessing Unit for Village Real Property Tax Purposes opened the floor for comments for or against. Cliff Abrams said he is in favor of the Local Law and commented that it should have been done 30 years ago. Deputy Mayor Jones credited Clerk Couch for facilitating the change. Relative to the intensity of commercial development, Alan Dolmatch recognized that in some localities there are different kinds of assessments for industrial, commercial, lodging, etc. properties and assessments are sometimes based on the likely revenue stream of the property. He questioned if the Village has separate classifications. Trustee Lynn responded that we do not, but he trusts that the Town Assessor will handle all fairly. He said historically the Village has used the Town rolls. With this change, the Village will no longer be able to adjust assessments per building permits – there will be a lag, but the Town Assessor will eventually make those assessment adjustments. In response to Mr. Dolmatch, Trustee Lynn said there won't be any budget impact. **Resolution #2010-162:** At 7:06 p.m., on the motion of Trustee Lynn, seconded by Trustee Angelillo, it was resolved and unanimously carried (4-0 in favor) to close the public hearing. **Resolution #2010-163:** On the motion of Trustee Hubbard, seconded by Trustee Angelillo, it was resolved and unanimously carried (4-0 in favor) to adopt Local Law #5 of 2010. In discussing the Local Law, it was noted that under Article 9 of the NYS Village Law this local law is subject to a permissive referendum and any citizen requesting a referendum must present a petition within 30 days. Clerk/Treasurer Couch will post and publish a legal notice to that effect within 10 days.

Minutes – Resolution #2010-164: On the motion of Trustee Hubbard, seconded by Trustee Angelillo, it was resolved and carried (3-0 in favor with Trustee Lynn abstaining from voting as he was not present at the meeting) to approve the revised minutes of the Joint Meeting of September 18, 2010 and unanimously carried (4-0 in favor) to approve the minutes of the Regular Meeting of September 27, 2010 as presented.

Bills – Resolution #2010-165: On the motion of Trustee Angelillo, seconded by Trustee Hubbard, it was resolved and unanimously carried (4-0 in favor) that bills from Abstract #9 be audited and paid as follows:

General Fund	Vouchers #367 - 400	Checks 12358 - 12391	\$37,706.67
Sewer Fund	Vouchers # 94 - 106	Checks 3643 - 3655	\$10,514.81
Water Fund	Vouchers # 66 - 74	Checks 3044 - 3052	\$14,760.84
Electric Utility Fund	Vouchers #115 - 128	Checks 4225 - 4238	\$38,172.64

<u>Amount</u>	<u>From Account</u>	<u>To Account</u>
\$206.35	G8130.413 Lab/Off Supl/Instrumt	G8130.47 Safety

It was further resolved to authorize payment of \$341.45 from the Parking Trust (CM24) to Ber-National Controls, Inc. for pay station repair.

Correspondence & Announcements

Deputy Mayor Jones announced the following:

- The Health Committee (Mayor Green, Trustee Angelillo, Union Presidents Short and Wawro, and Village Clerk/Treasurer Couch) will be meeting with Doug Grucza (Broker of Record for the Village's health insurance) on Monday, October 18, at 11:00 a.m. in the Village Office. All Trustees are welcome to attend.
- A letter from Julie Sharpe complaining that she now receives six separate utility bills in six separate envelopes each month. Deputy Mayor Jones noted that our current software doesn't offer a statement bill. Recognizing that the office staff doesn't have the time to go through each and every bill to separate those who receive multiple bills, Deputy Mayor Jones volunteered to help out after bills are printed.
- Clerk/Treasurer Couch's report from attending the Conference of Mayors Fall Training School held in Lake Placid the week of September 20th. Deputy Mayor Jones said the Board appreciates the information on the classes attended and handouts that are available for review.
- **Resolution #2010-166:** On the motion of Trustee Angelillo, seconded by Trustee Hubbard, it was resolved and unanimously carried (4-0 in favor) to establish a 9:00 p.m. curfew on Halloween, Sunday, October 31, 2010 as recommended by Chief Perkins and Sergeant Stevens. In discussing the motion, Deputy Mayor Jones said she hopes the press will help spread the word by announcing the curfew in their publication.
- PERMA Regional Meeting on Wednesday, November 3 from noon to 1:30 p.m. at The Craftsman Inn, Fayetteville, NY. The program will be Hearing Conservation Standard & Audiometric Testing. DMO Lotkowitz said he will post the meeting announcement at the DPW.
- The next Onondaga County Mayors Association Meeting is scheduled for Thursday, October 21 at the Village of Minoa – RSVP's are due by October 18.

Police/Dispatch Activity Report – Police Chief Perkins confirmed that the Board received the monthly Police/Dispatch statistics, noting that is the last report for Dispatch. He advised that firearms training was completed last week and all did a good job. The problem with the pagers for the firemen has been resolved - the IP address may have been interfered with, but the program that allows information to come over cell phones from 911 is back up and running. There don't seem to be any glitches.

*Sgt. and Mrs. Stevens and their granddaughter left the meeting

West Lake Street (WLS) Reconstruction – DMO Lotkowitz reported that Phase 1 of the WLS reconstruction project is complete. Trustee Angelillo asked if we narrowed the road. DMO Lotkowitz said the width was held; Dave Blackwell commented that it may just look narrower. Trustee Lynn said Mayor Green measured and the pavement is actually wider in some areas than before. Deputy Mayor Jones asked if we will temporarily stripe the road. DMO Lotkowitz said the State is responsible for the crosswalk, but we will do something temporary. Chief Perkins said speed enforcement on WLS will be stepped up as it is anticipated that vehicles will travel faster on the new, improved road. DMO Lotkowitz said he is very pleased with the work that our DPW did and he has received many positive responses from residents; great job. He added that work will commence again next year around May. In response to Deputy Mayor Jones asking if other municipalities helped with the paving, DMO Lotkowitz said the paver and roller machines, with operators, were "hired". Alan Dolmatch recalled that two years ago or so there was flooding on Orchard Road. A report indicated a substantial inflow along WLS and asked if that was repaired. DMO Lotkowitz said additional drainage was installed - a 12" line along the curb line that homes can tie into. Mr. Dolmatch asked if part of the WLS I&I is solved or do we need to do the remainder of the work. DMO Lotkowitz said as we progress up the road the clay will be replaced so it should improve even more. Trustee Lynn questioned if WLS impacts Orchard Road; Trustee

Hubbard recalled that the report indicated it did. After DMO Lotkowitz described more about the tie-in on Elizabeth and Fennell Streets, Trustee Lynn concluded that the WLS improvements won't cure drainage problems on Orchard Road. Trustee Angelillo asked how the homes would tie into the 12" line. DMO Lotkowitz answered, by digging up the road and that could be done now as it is just binder. Dave Blackwell said DPW did an excellent job and it is a vast improvement. However, he questions why five street lights were put in where there were none before. DMO Lotkowitz said lights there before were taken down. Mr. Blackwell said the cluster of five lights seem excessive and will be blaring. DMO Lotkowitz said if the light is extreme we can reduce the wattage. Mr. Blackwell said he could see one or two lights, but not five. He again questioned why five lights are installed in one location. Trustee Angelillo said we probably approved the engineering plan but not specific lighting, so we ought to have the engineer answer the question. DMO Lotkowitz said the engineer, CHA, recreated the light level and in response to Cliff Abrams said the property owner paid for the lights. Mr. Blackwell noted however that the Village will have to pay to maintain them and for the electric. DMO Lotkowitz agreed to follow-up with CHA.

Status of UV – DMO Lotkowitz distributed copies of his dashboard relative to the UV System project noting that 90% of the UV specification is complete. He advised that a site visit to Jordan/Elbridge is scheduled for Wednesday, October 13 at 9:00 a.m. to see the Trojan installation. Deputy Mayor Jones said she will let Mayor Green know about the field trip.

AMR Status Report – DMO Lotkowitz handed out copies of his dashboard for the AMR system project reporting that the RNI has been relocated from the Town Hall to the water tower site and is hooked up to the tower so is integrated and working. Trustee Lynn said the only purpose he could imagine to putting it in Town Hall was for security and questioned how security will be secured at the water tower site. DMO Lotkowitz said we'll be backing up the system and he asked Sensus to plan for security measures. He added that the history data is also in the billing system. DMO Lotkowitz said he received a diagnostic report for the 26 failed meters. There was some sort of a short, but no one specific problem area to all the meters. DMO Lotkowitz confirmed today's receipt of the credit invoice from EJP. He reported that water meter installations are starting again and letters were sent asking residents to schedule a time for the meter replacement. Fifteen meters were installed last week and he set-up an on-line booking system mostly for his own scheduling use. DMO Lotkowitz said he went to retrofits last Wednesday and it is fairly straight forward. If the interior pipe is copper, it's even better not to worry about the galvanized pipe. In response to Trustee Angelillo asking about the school's meters, Cliff Abrams said consumption has at least doubled and should pay for the meters in little time. Trustee Hubbard noted that EJP met with the Town about the status of the contract and said we should be engaged about those conversations. He said it's his understanding that the base contract is with the Town – they will pay and then we will pay, unless he doesn't understand. Trustee Hubbard reiterated that DMO Lotkowitz needs to be engaged. Trustee Lynn agreed noting that there'd be a potential problem if the Town is pleased with the system, but we aren't. Trustee Hubbard said we need to be abreast of the status. Alan Dolmatch commented that there is an inter-municipal agreement. Trustee Hubbard acknowledged that, but noted that he thinks all our payments go through the Town except for meters. He added that when the base system is accepted needs clarification. Deputy Mayor Jones asked DMO Lotkowitz to follow-up. DMO Lotkowitz advised that he is meeting with Dick Kaulfuss next week. Trustee Lynn suggested follow-up with Village Attorney Byrne also.

WWTP Report – Inasmuch as the WWTP Report for September has not yet been received, Deputy Mayor Jones said this item will be included on the October 25 agenda.

Damaged POM Parking Meters – Chief Perkins reported that the new meters were delivered to the DPW and he talked to Foreman Bill Perkins. Installation of the new meters will commence this week.

Letter of Credit – Deputy Mayor Jones referenced Dr. Daniel Elstein's letter requesting a reduction of his Letter of Credit for Parkside. The request was considered by the Planning Board and they made a recommendation to the Village Board. However, Mayor Green prefers to hold this item until he can be present at the next meeting. By doing so it also allows Dr. Elstein more time to respond to Stearns &

Wheler's (Jon Putnam) punch list of items of work remaining to be performed by the developer, under the category of public infrastructure, in Parkside sections I, II, and III.

Policy Regarding Utility Adjustments – Deputy Mayor Jones noted that Green & Seifter's accountant Roger Beer reviewed Atty. Byrne's Policy and Procedures for Adjustment of Water & Sewer Accounts and indicated that he feels it is appropriate and establishes an audit trail. She said essential features of the policy are 1) excess water consumption must be unintentional or accidental; 2) the source of the problem causing the excess consumption must be identified and repaired; 3) two Village officials must approve and sign off on the requested adjustment; 4) if they are satisfied that the basic requirements have been met, they are authorized to issue a credit with respect to the customer's sewer charge, equal to the difference between the sanitary sewer charge as billed and the customer's average monthly sewer charge calculated for the previous twelve months; and 5) no credit will be given for the water consumption. Alan Dolmatch commented that he's of the understanding that AMR is supposed to flag water usage that seems excessive. DMO Lotkowitz said we are not using the report yet, but confirmed that AMR has helped. In one instance, AMR pinpointed when the problem started and when it stopped. Noting that AMR could be programmed to flag abnormal usage but is not now, Trustee Lynn said we probably first hear of the problem with the bill. Trustee Angelillo noted that the policy calls for approval of an adjustment from the DMO and the Village Clerk. Trustee Lynn said the two of them should also track these instances and be consistent in their determination. **Resolution #2010-167:** On the motion of Trustee Lynn, seconded by Trustee Angelillo, it was resolved and unanimously carried (4-0 in favor) to adopt the Policy Regarding Adjustment of Water and Sanitary Sewer Accounts in Cases of Accidental Water Consumption.

(Insert Policy)

Treasurer's Reports – **Resolution #2010-168:** 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 September, 2010.

Renewal of Annual Fire Service Contract – Deputy Mayor Jones said this item will be tabled and should remain on the agenda. Trustee Lynn noted that the Town and Village are still in the exchanging draft stage.

Municipal Electrical Utilities Annual Report – Deputy Mayor Jones noted receipt of Green & Seifter's report of its review of the annual report of the Electric Department for FYE 5/31/2010 sent to MEUA and the PSC. She said it looks as though their review was entirely satisfactory with no deficiencies noted and they found everything to be in order. Deputy Mayor Jones commented that this is the kind of report we like to get.

Purchase New Cart for Collecting Parking Meter Money – Chief Perkins explained that he built the cart the Police are currently using to collect money from the parking meters. He has safety concerns as the Officers are pushing the cart throughout the Village and when it's full it is as heavy as 200-300 lbs. The cart that he'd like to purchase is battery assisted, is rechargeable, and is a fair price at \$1,657.00. In response to Trustee Lynn, Chief Perkins said we do need a new cart and it is cheap insurance against an injury. Inasmuch as this item was not budgeted for, there was discussion about taking the money from the Parking Trust Fund but it was ultimately determined to use account A3320.2 Clean/Repair/Replace Meters for an apparent audit trail. **Resolution #2010-169:** On the motion of Trustee Lynn, seconded by Trustee Hubbard, it was resolved and unanimously carried (4-0 in favor) to authorize the purchase of a new cart as per Chief Perkins' recommendation.

Comprehensive Plan Committee – Alan Dolmatch reported that the charrette sessions with the Notre Dame University students went well and they are back at Notre Dame. The process, however, has taken on a hard edge as some people have misinterpreted things they've seen as being a done deal. That has not happened and Notre Dame will be showing visions of how to develop by desire or forced by outside forces. Mr. Dolmatch said there have been some grumbles about the process and cautioned the Board not

to be defensive if they hear complaints. The ideas presented so far are merely proposals for consideration. Ample time for public comment will be allowed before the revisions to the plan are finalized. Mr. Dolmatch said the students are still working and some Comprehensive Plan Committee members will be going to meet with them on November 4.

Adjournment – **Resolution #2010-170**: On the motion of Trustee Angelillo, seconded by Trustee Lynn, it was resolved and unanimously carried (4-0 in favor) to adjourn the meeting at 8:07 p.m.



Patty Couch
Village Clerk/Treasurer

**POLICY
REGARDING ADJUSTMENT OF WATER AND SANITARY SEWER ACCOUNTS
IN CASES OF ACCIDENTAL WATER CONSUMPTION**

Background

From time to time, some Village residents have experienced unusual incidents of higher than normal water consumption, typically associated with an undetected leak in a water pipe, or a faulty fixture. The problem typically does not become apparent until the resident receives a water bill reflecting higher than normal consumption, and charges for water and sanitary sewer use that are significantly higher than normal.

In such cases, where the excess water usage has been shown to be unintentional, and the source of the problem has been identified and corrected, the Village has been willing to grant relief in the form of reduced sewer charges. In the past, such requests have normally been referred to, and decided by, the Village Trustees.

In an effort to standardize this practice, but relieve the Trustees from handling such requests, the following policy and procedures are hereby established.

Procedures

Complaints regarding excessive water and sewer bills and requests for reduction in water & sewer charges will be referred to the Village Clerk/Treasurer ("Clerk"), who shall consult with the Director of Municipal Operations ("DMO") on the request.

The complainant shall be required to demonstrate, to the satisfaction of the Clerk and DMO, that (1) there was an error in the billing and that a correction is warranted, or (2) that the higher than normal water consumption reflected on the bill was unintentional and resulted from an undetected leak or a malfunctioning fixture, and that the source of the excess water consumption has been identified and repaired.

Upon a determination by both the Clerk and DMO that those requirements have been met, as evidenced by their joint signatures, the Clerk may issue a credit to the account of the complainant, for the period in question, equal to the difference between the sanitary sewer charge as billed and the customer's average monthly sewer charge calculated for the previous 12 months.

Credit shall not be given for excess water consumption under such circumstances.

Adopted by the Village Trustees this 11th day of October, 2010.