

*Sheehan*

**REGULAR MEETING, VILLAGE BOARD OF TRUSTEES  
TUESDAY, MAY 27, 2008  
7:00 P.M.**

**PRESENT:** Mayor Bob Green, Trustees Marc Angelillo, Kathryn Carlson, Sue Jones, Tim Lynn, Codes Enforcement Officer Jorge Batlle, Director of Municipal Operations John Hunt, Village Attorney Byrne

**OTHERS PRESENT:** Phil Tierney Town Supervisor  
Jessica Soule Skaneateles JOURNAL (Auburn CITIZEN)  
Richard Clayton Severn Trent, Contract Operators of the WWTP  
Cliff Abrams 37 State Street

**MINUTES:** On the motion of Trustee Carlson, seconded by Trustee Jones, it was resolved and unanimously carried (5-0 in favor) to approve the minutes of the Regular Meeting of May 12, 2008, as presented.

**BILLS:** On the motion of Trustee Angelillo, seconded by Trustee Carlson, it was resolved and unanimously carried (5-0 in favor) that bills from Abstract #23 be audited and paid as follows:

General Fund	Vouchers 1164 - 1221	Checks 9774-9831	\$96,798.74
Sewer Fund	Vouchers 237 - 247	Checks 3028-3038	13,137.16
Water Fund	Vouchers 176 - 182	Checks 2583-2589	2,102.53
Electric Utility Fund	Vouchers 331 - 347	Checks 3436-3452	68,869.94

It was further resolved to authorize payment of \$415 to Orrick, Herrington & Sutcliffe for the B.A.N. Renewal for the Central Parking Lot Improvements from the Parking Trust (CM24) with T&A Check #46118.

**MID-LAKES:** Mayor Green announced that Mid-Lakes Navigation will hold an Open House on the Judge Ben Wiles on Saturday, June 21<sup>st</sup>, from 1-7 p.m. to celebrate their 40<sup>th</sup> year of operation. Cliff Abrams asked if their fee was increased this year and Village Attorney Byrne answered, no, it was substantially raised last year and the license term extended.

**GARAGE SALE:** Mayor Green referenced the courtesy notice from the Presbyterian Church informing the Village of their planned Parking Lot Sale on Saturday, July 19<sup>th</sup>, during the Merchants' Sidewalk Sale.

**NYCOM CLASSES:** Mayor Green referenced the flyer from the NY Conference of Mayors announcing four training classes being offered to members of Planning Boards or ZBA's. He asked that copies of the flyer be sent to our members, reminding them of the State law requiring a minimum of four hours training each year.

**LOAN OUT VAC-ALL:** Mayor Green referenced a letter from Mayor Platten from the Village of Jordan, asking to use our Vac-All. Director Hunt said he's asked Foreman Perkins to make arrangements.

**BOD REMOVAL:** Director Hunt reported that he spoke with WWTP Operator Zlatko Psenicnik about last month's low percentage of BOD. The sample was taken after a rain storm so the medium was thin, which makes any removal difficult. Richard Clayton of Severn Trent said the influent usually measures 150-160 coming in and one of our two samples was taken with influent at 20. Trustee Angelillo said the recent BOD removal was at 86%, solids at 99%, and every thing at the plant looks good.

**SALE OF SFD CHIEF'S VEHICLE:** On the motion of Trustee Jones, seconded by Trustee Carlson, it was resolved and unanimously carried (5-0 in favor) to award the bid for the Fire Chief's 2001 Chevy Suburban to Jim Rossiter who had the high bid of \$6,295.

**WATER ALARMS:** Director Hunt said he wanted to thank Lineman Allan Abbott for all his help in evaluating the parameters and selecting a vendor to provide telemetry for the water alarms at the new dispatch office. Mayor Green asked if specifications were sent out and Director Hunt answered, no, it was proposal based. We defined what we wanted and they provided proposals. Trustee Angelillo said he worked with Chief Perkins, Director Hunt, and Lineman Abbott, who did do a great job of researching this. Initially, it was a larger project than what we need. The scope was narrowed, but can be built on to include the WWTP and utility pump stations later on. There will be a touch screen at the dispatch office. He acknowledged that there was no spec, but a lot of research done, especially by Lineman Abbott. He noted that the parameters included our timeline to be operational at the new dispatch office. He said he, too, recommends the Zellar (BSG) equipment at \$9,994. Director Hunt said Lineman Abbott will be able to do the installation, but we'll need to spend about \$2,000 in engineering services and \$1,400 in software to get started. On the motion of Trustee Angelillo, seconded by Trustee Jones, it was resolved and unanimously carried (5-0 in favor) to authorize purchase of the Zellar (BSG) telemetry equipment at a cost of \$9,994 to bring the water alarms to the new dispatch office.

**WESTERN GATEWAY:** Mayor Green reported attending a meeting with Supervisor Tierney at which Paul Legnetto of Barton & Loguidice presented his drainage study of the Western Gateway. Since what is done there, impacts us, Mayor Green said he would like the Village Board to sit in on Mr. Legnetto's presentation to the Town Board on Thursday, June 5<sup>th</sup> at 6:30 p.m. Mayor Green reminded the Board that the Village and Town sought a \$300,000 grant for work resulting from this drainage study and Senator DeFrancisco's office has indicated that we'll be getting \$100,000. Supervisor Tierney said the firm of Bergman & Associates is doing the Western Gateway design and when the Town next meets with Bergman, the Village will be invited to sit in. Mayor Green said he has asked Mr. Legnetto to give a report on the Franklin/Genesee triangle.

**DESIGNATE ARCHITECT:** Mayor Green noted that the VOPS (Village Office/Police Station) Committee sent out request for qualifications to 8-10 firms and 6 responded. We then got proposals, interviewed the firms and visited sites of their work. Committee Chairman Dolmatch said the Committee was most impressed with Holmes-King-Kallquist (HKK) who not only had the lowest price, but outlined a very solicitous programming process, reaching out for users input and providing a participatory framework. Mr. Dolmatch said the Village held back from awarding a contract to HKK while there was on-going dialogue with the Town. The scope of the project has now changed and we need to get and review a new fee proposal. Chairman Dolmatch then reviewed a draft letter to HKK, proposing separate contracts for the masterplan and programming, the Village Police Station, the Village municipal parking area, and the joint Village/Town municipal building. Mayor Green then reported on his and Trustee Carlson's meeting with Town Supervisor Tierney and Councilwoman Kulik last week. He noted that those Town officials will be reporting to the Town Board this Friday, May 29<sup>th</sup>, and the Mayor and Trustee Carlson will attend. Trustee Carlson commented that the meeting with the Town was very cordial and productive. She feels that the Village's needs are substantially met. Supervisor Tierney said the Town also had needs to be met and he was very pleased with the outcome of the meeting. Village Attorney Byrne commented that before the VOPS

**ARCHITECT (Cont'd):** Committee recommended HKK, there were in-depth interviews with four of the firms and Village attendees were particularly impressed with HKK. On the motion of Trustee Angelillo, seconded by Trustee Jones, it was resolved and unanimously carried (5-0 in favor) to designate Holmes-King-Kallquist as the preferred architectural firm and to solicit from them a proposed fee based on the revised and expanded scope of work.

**PROJECT COMMITTEE:** The Board agreed that the original VOPS Committee should continue to oversee the Police Station project and continue to meet on Thursdays at 8:00 a.m. The make-up of a new Village-Town-Court Committee was discussed. On the motion of Trustee Lynn, seconded by Trustee Jones, it was resolved and unanimously carried (5-0 in favor) that Mayor Green, Trustee Carlson, Clerk Sheehan and Village Attorney Byrne would represent the Village. Supervisor Tierney said he anticipates that the Town representatives will include himself (or a designee), Town Councilwoman Kulik, Town Clerk Aaron, and Town Justice Dell. Supervisor Tierney acknowledged that Alan Dolmatch does a wonderful job chairing committees and endorsed his chairing the new committee. Mr. Dolmatch suggested it probably makes sense to simply share 50/50 the masterplan and programming component and Supervisor Tierney indicated that he will ask the Town Board to authorize making their \$20,000 available on an equal basis with the Village to pay HKK for the masterplan and programming.

**PROCUREMENT POLICY:** Mayor Green reviewed the revisions to the original 1991 procurement policy, namely that Department Heads must secure approval from a Trustee when a purchase exceeds \$3,000 and if that purchase was not budgeted, it must be approved by the Board of Trustees. Village Attorney Byrne noted that these changes were discussed and agreed upon in April and once adopted, will be published in the Village Code and distributed to the Department Heads. On the motion of Trustee Lynn, seconded by Trustee Jones, it was resolved and unanimously carried (5-0 in favor) to adopt the Revised Procurement Policy as presented.

**MUN. BD. ORGANIZATION:** Municipal Board Commissioner Dolmatch suggested that the Municipal Board reorganization, approved by the Municipal Board (4-1), should be discussed by the Municipal Board and Village Board at a joint meeting. Mayor Green said he'd like time to digest the proposal before scheduling the joint meeting.

**EXEC.MTG.:** At 8:10 p.m., on the motion of Trustee Jones, seconded by Trustee Carlson, it was resolved and unanimously carried (5-0 in favor) to enter into an Executive Session to discuss contract negotiations. The Executive Session ended at 8:25 p.m.

**BRIEFING COMPENSATION:** On the motion of Trustee Jones, seconded by Trustee Angelillo, it was resolved and unanimously carried (5-0 in favor) to authorize payment of \$20 per week to full-time police officers in recognition of the required time spent prior to the beginning of a regular work shift, a new practice which went into effect per Police Chief Lloyd Perkins on April 1, 2008.

**PARKING REFUNDS:** On the motion of Trustee Jones, seconded by Trustee Carlson, it was resolved and unanimously carried (5-0 in favor) to authorize "receipt-documented" reimbursement (from the Parking Trust Fund) to the Chamber of Commerce or to a specific shop which has refunded \$3 to a visitor/shopper who put \$5 in a parking pay station (for which they can only receive the \$2 all-day parking). A record of such transactions must be maintained.

**SALARY ADJUSTMENT:** On the motion of Trustee Jones, seconded by Trustee Carlson, it was resolved and unanimously carried (5-0 in favor) to authorize a 3.5% increase to \$37.18 for Director of Municipal Operations John Hunt effective June 1, 2008.

**VACATION BUY BACK:** On the motion of Trustee Jones, seconded by Trustee Angelillo, it was resolved and unanimously carried (5-0 in favor) to deny Police Chief Lloyd Perkins' request to buy back a week's unused vacation time.

**ADJOURNMENT:** The meeting was adjourned at 8:35 p.m.

Sally L. Sheehan  
Village Clerk