

REGULAR MEETING, VILLAGE BOARD OF TRUSTEES
THURSDAY, OCTOBER 27, 2011
7:30 P.M.

PRESENT: Mayor Marty Hubbard, Trustees Marc Angelillo, John Crompt, Sue Jones, and Mary Sennett, Director of Municipal Operations (DMO) Bob Lotkowitz, SFD Chief and Codes Enforcement Officer (CEO) Eric Sell, *Jorge Batlle (retired CEO and interim Clerk to the Boards), *Village Historian Pat Blackler, Village Attorney Mike Byrne

OTHERS: Carrie Chantler Skaneateles JOURNAL
Jason Emerson Skaneateles PRESS
Jim Lanning 12 Hannum Street
Alan Dolmatch Municipal Board Commissioner

Minutes – Resolution #2011-175: On the motion of Trustee Jones, seconded by Trustee Sennett, it was resolved and unanimously carried (5-0 in favor) to approve the Minutes of the Regular Meeting of October 13, 2011, as presented.

Correspondence and Announcements – Mayor Hubbard announced the following:

- Reminder – second meeting in November rescheduled to Monday, Nov. 28, 2011
- Mayor Hubbard reported that he, Village Attorney Byrne, and Village Clerk/Treasurer Couch attended NYCOM’s Seminar in Solvay relative to the Property Tax Cap. The well attended seminar was very informative with lots of generic information – an excellent presentation.
- The Ad hoc Parking Committee met with the ZBA, Planning Board, and other interested parties on Tuesday, October 25, 2011 at 5:00 pm at the Village Office. The meeting was well attended, well run, and there have been several kudos for the committee’s efforts on this topic. Trustee Sennett said she is very pleased that ZBA Chair Lisa Banuski attended the meeting.
- Savage Wedding Ceremony – Trustee Jones said that Jennifer and Rich Savage are friends of hers and they are requesting permission to have their daughter’s wedding ceremony in the grass area to the west of the flagpole in upper Shotwell Park (not directly in the Veterans Memorial section) on Saturday, September 1, 2012 at 4:30 p.m. There will be approximately 100 guests with the reception at the Sherwood Inn. They spoke with the Commander of the Legion who gave his blessing and wished them luck with their appeal to the Village Board. *Jorge Batlle arrived. Trustee Sennett said her concern is that Sept. 1, 2012 is the Saturday of Labor Day weekend – a very busy weekend in Skaneateles with the races, field days, etc. Trustee Crompt noted that the morning race wouldn’t conflict with the afternoon wedding ceremony. Chief Perkins pointed out that the port-a-potties will most likely still be set up along the hedge not far from where they want the wedding ceremony. He added that they’d have to be told that meters aren’t bagged on busy weekends. *Village Historian Pat Blackler arrived. Trustee Jones said she will talk to the Savage’s about these concerns. This item was tabled.
- Monster Mash 4-Mile Run Change in Course – Chief Perkins said the minor change was made in order to keep the run a 4-mile run. The original course remains the same with a loop into the Parkside Subdivision off of Fennell Street. Chief Perkins said he doesn’t see a problem with the route modification as there is only one house on Packwood Place and it’s not yet completed. He also reported that Endurance Monster is paying one Police Officer to be there and he will be there as well. Chief Perkins encouraged earlier planning in the future.

Police Department – Chief Perkins said fire lanes are being looked at as to how 911 dispatches emergency vehicles. Relative to Halloween, Chief Perkins said on a school night there is typically a 9:00 p.m. curfew. Clerk Couch will put the curfew on the Village’s website calendar and post a notice on the front window. Dot Pitman will also be contacted and asked to have an announcement made over the school’s loud speaker.

Director of Municipal Operations (DMO) – DMO Lotkowitz reported that the West Lake Street (WLS) driveway repairs are complete and construction materials have been removed. The DPW is now sculpting the road between the curbs and road. In response to Trustee Jones asking if cars are speeding on WLS now that it has been paved, CEO Sell, who lives on WLS, commented, yes. Chief Perkins noted

that the No Parking signs need to be re-installed in front of the Weitsman property. He confirmed that there is no parking on either side of WLS. DMO Lotkowitz said the County is finished paving Onondaga Street; Chief Perkins commented that it is a speedway too. Relative to the UV Disinfection project, DMO Lotkowitz said the minor asbestos removal is complete and we still anticipate that the equipment will arrive in November. He reported that the Light Department got the light at the Village entrance back up and the mason did a great job on the base. DMO Lotkowitz said he will take a look at the dead-end sign that a Teasel Lane resident told Trustee Angelillo is too high. Relative to the WLS storm water improvements, DMO Lotkowitz said he is working on the Intermunicipal Agreement construction drawings. Atty. Byrne said Town Attorney Pat Sardino is drafting the agreement. Mayor Hubbard noted that some survey work was done a week and a half ago and that we want to get the Intermunicipal Agreement done.

Codes Enforcement – Code Enforcement Officer (CEO) Sell reported the following:

- Permit activity has picked up. A new house is being built in Parkside Subdivision. Four properties are starting construction of additions.
- One house has been removed at 3 West Elizabeth Street. The owner of the house on the corner of Elizabeth and Jordan purchased the property and are converting it into a side yard for gardens and outdoor activities.
- A house on Leitch Avenue (#51) will be demolished now that they have gone thru all the Boards who have approved a new house for that property.
- Training on the Code Enforcement operation has been completed. This includes the permit process, sending it onto the Clerk of the various Boards for their processing, and use of the Village computer system. Site inspections continue on projects underway.
- Training and familiarization of the new Clerk to the Boards has started, and he should be ready to take over for the November 3rd Planning Board meeting.

In response to Trustee Sennett inquiring if CEO Sell is enrolled in the 6-month classes yet, he said he has been watching the website, but the enrollment information has not yet been posted.

Skaneateles Fire Department – SFD Chief Sell reported the following:

- Calls for the month of September – 13 fire, 6 rescue, 5 EMS (SAVES), 2 water rescue, 6 mutual aid, 32 total calls, 11.28 average personnel, 331.15 personnel hours. 2011 calls – 318 total calls, 12.6 average personnel, 2,386.43 personnel hours. Drills for September – 6 drills, 25 average personnel, 198 personnel hours. In answer to Trustee Jones, the reported data does not include training, Labor Day, etc. Trustee Jones complimented the Chief and SFD on a job well done.

Village Historian – Village Historian Blackler said she is switching to her Cemetery Board Commissioner hat to compliment Seasonal Laborers Jim McManus and Steve Delaney for their outstanding job at Lake View Cemetery this year. She also thanked the DPW for their support and hard work to keep the appearance of Lake View Cemetery neat, orderly, and reverent. Mayor Hubbard was also thanked for his support of SkArts. Mayor Hubbard said he will go to the cemetery tomorrow morning to personally thank Messrs. McManus and Delaney for an excellent job and hope they are back next year.

Consider a Local Law for Placement of Traffic Devices, and Parking Meters – Mayor Hubbard said this item remains on the agenda as a reminder, but we will get through one parking local law (#3 of 2011) before moving on to another.

Status of Tallcot Lane Water Service – DMO Lotkowitz said this topic was brought up with the Municipal Board that recommended installing a new line. Atty. Byrne said he thinks the original line was put in to serve a single residence but years later the Village took it over. It is our responsibility as it is a public water line no matter its condition. Relative to securing easements, Atty. Byrne said we'll need a survey for the narrative descriptions of the easement corridor. He suggested submitting a proposal to the residents and developing a work plan. The Municipal Board recommended following the recommendation of the engineer (GHD,f.k.a. Stearns & Wheler). DMO Lotkowitz said he will provide

Atty. Byrne with a conceptual sketch of where we want the water line. Atty. Byrne suggested that the Mayor formally address the residents describing the project and the need for easements. In response to Commissioner Dolmatch, DMO Lotkowitz said we will install copper pipe to the curb stop and we'll make the connection. Comm. Dolmatch noted that lines may have been compromised and the quality of the water may not improve if there are other materials that need replacing. DMO Lotkowitz said should the property owner want to replace the lateral from the curb stop to their home that would be their financial responsibility. Mayor Hubbard added that a flushing hydrant will be installed and he wants GHD to instruct us on how often it needs to be flushed. Trustee Sennett asked what happens if a large house at the end of the line is vacant during the winter months. Atty. Byrne said it is a function of being a dead end; DMO Lotkowitz added, and corroded line. Atty. Byrne said there should be improved water quality, flow, etc. with new pipe, but it is still a dead end. DMO Lotkowitz said plastic pipe will be installed so there won't be any corrosion. In response to Jorge Battle, Mayor Hubbard said it is unlikely that there are any lead pipes, but possible. DMO Lotkowitz reiterated that a flush is needed at the end of the line. Mayor Hubbard said again that he wants GHD to tell us how many times to flush the line. DMO Lotkowitz will provide Atty. Byrne with a sketch and secure two quotes for the survey. Atty. Byrne asked DMO Lotkowitz to include Cottrell Land Surveying Co. for the survey because they have done other work in the same area.

Status of Local Government Efficiency Grant Work Plan – Mayor Hubbard reported that he sent a letter to NYS Department of State Land Use Training Specialist Myra Fedyniak on October 19, 2011 and she wants to meet on November 3rd. Commissioner Dolmatch said the Municipal Board discussed the grant award because it spoke to various levels of consolidation of billing, etc. and asked how it's moving along. Mayor Hubbard clarified that Jeff Brown drafted the October 19 letter for his signature that addressed what constitutes a functional consolidation. Clerk Couch will provide a copy of the letter to the Municipal Board. Mayor Hubbard asked Clerk Couch to reply to Ms. Fedyniak that an 8:00 a.m. meeting on Thursday, November 3rd would work. Commissioner Dolmatch offered to also attend the meeting.

Status of Clerk to the Boards – Mayor Hubbard reported that the interview committee met with Clerk to the Boards candidates on Saturday, October 22 and made a recommendation to appoint Dennis Dundon. Mayor Hubbard subsequently met with him this past Monday and Mr. Dundon attended the ZBA meeting. Trustee Jones said Mr. Dundon is very personable and she thinks he is well suited for the job. Trustee Sennett commented that we are very fortunate to have such great, in many instances over qualified, candidates. **Resolution #2011-176:** On the motion of Mayor Hubbard, seconded by Trustee Sennett, it was resolved and unanimously carried to appoint Dennis Dundon as Clerk to the Zoning Board of Appeals, Planning Board, and Historical Landmarks Preservation Commission.

Trustee Crompt said that he and Trustee Sennett will now move onto the Comprehensive Plan Update review with Planning Board Members Meg Keady and Toby Millman, ZBA Members Lisa Banuski and Craig Phinney, Joint Comprehensive Plan Committee Members Alan Dolmatch and Kathryn Carlson.

Relative to the creek walk clean-up and Steve Krause Creek Walk sign, Trustee Crompt reported that he talked with Boy Scout Troop Master Bob Sheppard who thought it was a great idea and has someone in mind for their Eagle Scout project.

Renewal of Lease Agreement with Skaneateles Historical Society – Mayor Hubbard noted that the Trustees received copies of the proposed renewal of Lease Agreement between the Village and the Skaneateles Historical Society for the building known as "The Creamery", located at 28 Hannum Street. Trustee Jones said the lease agreement has worked well. Atty. Byrne added that the 20-year renewal has worked well also. **Resolution #2011-177:** On the motion of Trustee Jones, seconded by Trustee Crompt, it was resolved and unanimously carried (5-0 in favor) to authorize Mayor Hubbard's execution of the renewal lease agreement with the Skaneateles Historical Society for The Creamery building. Clerk Couch will call Skaneateles Historical Society President Karlene Miller for her signature.

Gazebo Bathrooms – Mayor Hubbard said the closing of the gazebo bathrooms was brought to his attention by the cleaning people and it seems early to be closing the facility. DMO Lotkowitz said there is no heat and they worry about freezing pipes; the fountains are also drained. Restrooms are open in the Masonic Temple. Mayor Hubbard suggested a sign at the gazebo indicating that the restrooms are closed for the season and directing people to the Masonic Temple. Clerk Couch recalled that previous discussion (after a plumbing problem in the Masonic Temple restrooms during the Antique Boat Show weekend) suggested having port-a-potties during events that draw large crowds to the Village. Mayor Hubbard said maybe port-a-potties could be along side the Masonic Temple as stand-bys. Trustee Jones said she is not in favor of having port-a-potties in the park through out Dickens. Mayor Hubbard said perhaps a couple could be tucked down in back of Valentine’s on the Village’s property. Trustee Angelillo suggested the old fire station property as another possible location. Trustee Crompton agreed to talk to Skaneateles Chamber of Commerce Executive Director Sue Dove and suggest the Village property locations. Chief Perkins said he wonders what the Chamber members think about the public using their restrooms.

GHD Wastewater Treatment Plant RBC Evaluation – Mayor Hubbard said we received a report from GHD that recommends replacing three Rotating Biological Contactor (RBC) units and it is the intention of the Village to do so through the competitive public bidding process. DMO Lotkowitz is going to talk to the DEC regarding our intentions and draft the specifications. There was some discussion about possibly having to bond, but it was decided to wait for the actual costs before proceeding with Fiscal Advisors. In response to Alan Dolmatch, DMO Lotkowitz said you would have to have more RBC units or a larger building to increase the capacity of the Waste Water Treatment Plant. Trustee Jones said she recalls learning that there is no incremental way to get more capacity. Trustee Angelillo noted that GHD estimated the cost to replace one unit. Mayor Hubbard said we’ll get three. Atty. Byrne noted that there is a “hefty” expense to remove the roof and we have a quote for that work. Mayor Hubbard said each of the units would go through the same hole in the roof. DMO Lotkowitz said he talked to WWTP Manager & Water Disinfection Operator Zlatko Psenicnik who estimated that it will take 2-3 weeks in total for the work. DMO Lotkowitz clarified that we’ll replace RBC units 2, 3 & 4 and leave unit 1 in until it breaks. Atty. Byrne said the urgency is if we loose another unit.

Municipal Board’s Endorsement to Serve the Skaneateles Community Center with Village Power – Mayor Hubbard advised that there was a meeting relative to serving the Skaneateles Community Center with Village power this past Monday, October 24, that he attended. DMO Lotkowitz said there is more work to be done. Municipal Board Commissioner Dolmatch said the Municipal Board thinks development of a second sub-station is a good idea and the way to go as there’d be no need to upgrade feeders and thus result in substantial savings to the Village. By resolution at their meeting of October 17, 2011, the Municipal Board formally endorsed serving the Skaneateles Community Center with Village power delivered directly to a Village-owned sub-station at the Community Center property over National Grid lines. In response to Atty. Byrne, Mayor Hubbard confirmed that the topic of infrastructure was discussed at the Oct. 24 meeting. Atty. Byrne said he will comment on the tariff after his review.

Onondaga County Interoperable Communications System Agreement – Resolution #2011-178: On the motion of Trustee Jones, seconded by Trustee Angelillo, it was resolved and unanimously carried (5-0 in favor) to authorize Mayor Hubbard to sign the Inter-operable Communications System Agreement between the County of Onondaga and the Village of Skaneateles’ Municipal Operations (DPW, Water, WWTP and Electric Department). In discussing the resolution, Atty. Byrne said we have a similar agreement in place for use of that radio system by the Police and Fire Departments. The agreement grants our employees access to the County’s inter-operable communications system via the 911 center.

Renewal of Fire Service Contract – Mayor Hubbard said that a summary of Fire Department expenses for the Village’s fiscal year ending May 31, 2011, as well as a “computation” sheet establishing the annual budget estimate for the Town’s 2012 budget were sent to Town of Skaneateles Budget Officer Bridgett Winkelman on September 26, 2011. The numbers are consistent with the prior year and the Fire Department did an admirable job in keeping expenses in check. For the benefit of the newer Trustees,

Atty. Byrne explained that the renewal of the Fire Service Agreement is a continuation of a long-standing practice and is a three-party contract between the Village, Town, and SVFD, Inc. All three must approve it. The amount of money is significant and for the past 15-18 years we have used the same form of agreement. Atty. Byrne noted that his cover letter to Clerks Aaron and Couch incorrectly referenced Renewal of Fire Truck Agreement instead of Fire Service Agreement.

Authorize Mayor to Sign Letter to Glens Falls National Bank – Mayor Hubbard said that Penflex Vice President & Director of Operations Anthony Hill contacted the Village with a proposal to streamline the payments of the service awards made from our program. Under the new procedure, rather than Penflex sending the Village a letter to be signed and sent to Glens Falls National Bank (GFNB), they will send us a copy of the letter they mail to GFNB authorizing the payment. Atty. Byrne said the new procedure makes sense and the Village has enjoyed a long, comfortable relationship with both Penflex and GFNB. **Resolution #2011-179:** On the motion of Trustee Sennett, seconded by Trustee Crompt, it was resolved and carried (4-0 in favor with Trustee Jones abstaining from the vote as her husband is a fire fighter) to authorize Mayor Hubbard to execute the letter that authorizes the change.

Five Minute Recess

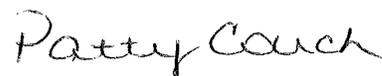
Bills and Adjustments – **Resolution #2011-180:** On the motion of Trustee Sennett, seconded by Trustee Jones, it was resolved and unanimously carried (5-0 in favor) that bills from Abstract #10 be audited and paid as follows:

General Fund	Vouchers #378- 426	Checks 13348-13396	\$139,659.26
Sewer Fund	Vouchers #124- 133	Checks 3965- 3974	\$ 4,233.14
Water Fund	Vouchers # 65- 69	Checks 3238- 3242	\$ 947.80
Electric Fund	Vouchers #118- 132	Checks 4531- 4545	\$ 88,906.82

American Legion – Trustee Crompt reported that the American Legion has village power and wants to get the service underground. DMO Lotkowitz recognized that the Village will need an easement; we gave them an estimate for the work. Trustee Crompt said he has an easement to give to Atty. Byrne for review. Atty. Byrne commented that this is a win, win.

Election Day – Trustee Jones reminded everyone to vote on Tuesday, November 8.

Adjourn – The meeting adjourned at 9:30 p.m.


Patty Couch
Village Clerk/Treasurer