

**REGULAR MEETING, VILLAGE BOARD OF TRUSTEES  
THURSDAY, NOVEMBER 28, 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, Police Chief Lloyd Perkins, Village Historian Pat Blackler, Village Attorney Mike Byrne

**OTHERS:** Carrie Chantler Skaneateles JOURNAL  
Jason Emerson Skaneateles PRESS  
Alan Dolmatch Municipal Board Commissioner

**Minutes – Resolution #2011-193:** On the motion of Trustee Crompt, seconded by Trustee Sennett, it was resolved and unanimously carried (5-0 in favor) to approve the Minutes of the Regular Meeting of November 10, 2011 and carried (4-0 in favor with Trustee Jones abstaining as she was absent from the meeting) to approve the Minutes of the Operations Meeting of November 21, 2011, as presented.

**Correspondence and Announcements** – Mayor Hubbard announced the following:

- Skaneateles Area Chamber of Commerce Annual Holiday Cocktail Party Wed., Dec. 14, 2011, 6-9:00 p.m. at the Sherwood Inn. Mayor Hubbard said he and his wife will attend as did Trustees Angelillo, Crompt, Jones, & Sennett. Clerk/Treasurer Couch will RSVP for the group.
- Letter from Jack & Janet McQueeney regarding fire safety lessons taught by the school and SFD to their granddaughter. Mayor Hubbard noted that the letter was also published in the newspaper.
- Letter from NYCOM – Property Tax Cap. Mayor Hubbard stated that the allowable levy growth factor will be calculated annually by the Office of the State Comptroller (OSC) and Villages will know in mid-December. A local law may be adopted to authorize override of the tax cap, but must be adopted prior to the budget.
- Syracuse Metropolitan Transportation Council Letter Regarding US Dept. of Transportation Federal Highway Administration’s Transportation, Community and System Preservation discretionary Program. Mayor Hubbard said the Village doesn’t have any projects that would meet eligibility requirements.
- Skaneateles Lake Watershed Agricultural Program 2011 Annual Meeting Thursday, December 8, 2011 at the Skaneateles Presbyterian Church from 10:00 a.m. to 2:00 p.m. (RSVP by Friday, Dec. 2)

**Director of Municipal Operations (DMO)** – DMO Lotkowitz reported that the DPW is still doing leaf pick-up and cleaning everything up before the snow flies. The holiday decorations are up and they are winterizing hydrants.

**Consider a Local Law for Placement of Traffic Devices and Parking Meters** – Mayor Hubbard said conversation continues – the list was honed down somewhat when discussed and considered at the November 21 Operations Meeting. Clerk/Treasurer Couch revised the list of parking-related revisions to the Code by crossing off the items the Board decided against including in a new local law. A meeting has been scheduled with Ber National (the company we purchased our pay stations from) on Thursday, December 1, 9:00 a.m. at the Village Office and Chief Perkins, Municipal Board Commissioner Alan Dolmatch, Village Attorney Byrne, and Clerk/Treasurer Couch will attend.

**Status of Tallcot Lane Water Service** – DMO Lotkowitz said he secured proposals from three surveyors and will be authorizing the work in the very near future.

**Status of Local Government Efficiency Grant Work Plan** – Mayor Hubbard reported that, after meeting with NYS Department of State Land Use Training Specialist Myra Fedyniak on November 17, Alan Dolmatch drafted an excellent synopsis of other shared services or consolidation projects between the Village and the Town to be included in the Local Government Efficiency (LGE) Grant Work Plan. At that same meeting, Supervisor Roney agreed to draft a separate document summarizing the reasons a full consolidation will not make sense in this case. Upon receipt of Supervisor Roney’s text, Clerk/Treasurer Couch will send both documents to Mackenzie Hughes for their review prior to providing them to Ms. Fedyniak.

**Consider Purchase of CUSI Utility Billing Software** – Mayor Hubbard said this item was also discussed at the November 21 Operations Meeting and we are attempting to schedule a meeting with JB Kane's Clay Caldwell to discuss our computer hardware and with CUSI Northeast Sales Director Harold Brogan to talk about the various utility billing software options. Trustee Sennett said that depending on the age of the server it may make sense to replace it when we upgrade software. Chief Perkins asked if CUSI has a parking ticket management program. Clerk/Treasurer Couch said she can ask Mr. Brogan.

**Consideration of Local Law #4 of 2011** – Mayor Hubbard reminded everyone that a Public Hearing is scheduled for the Regular Board Meeting of Thursday, December 8, 2011 at 7:30 p.m. on Local Law #4 of 2011 – Changing the Terms of Office of the Mayor and Trustees, and Changing the Schedule of Village Elections from Annual to Biennial. Village Attorney Byrne's November 16 memo (copies provided to the Skaneateles Journal and Skaneateles PRESS) noted several reasons to consider these changes. Collective bargaining agreements with the two unions are typically written for four year terms and thus get passed on to a Board who hadn't voted on the contract. Additionally, elections are now more costly, so holding elections every other year will save money for the Village and save time for the employees who conduct those elections.

**Status of Intermunicipal Agreement for West Lake Street (WLS)** – Attorney Byrne stated that we have a draft of the proposed inter-municipal agreement with the Town of Skaneateles regarding the West Lake Street storm sewer work. DMO Lotkowitz reviewed the document and updated the description of the work and what portion of that work will be located within the Town's right-of-way. Attorney Byrne said he emailed Town of Skaneateles Attorney Pat Sardino today and is hoping to have this item on the December 8, 2011 Village Board Meeting agenda. In response to Mayor Hubbard, DMO Lotkowitz said the work in the Town could commence without much lead time.

**Parkside Request for Village to Provide Snow Plowing Services** – Mayor Hubbard said we received a letter from the developer (Dr. Elstein) of Parkside requesting the Village provide snow plowing services this winter, as in past years. Atty. Byrne explained that we entered into an Agreement with Dr. Elstein in 2005 in which we agreed to provide snow plowing of the streets within the subdivision. The agreement was necessary because the streets and other public infrastructure are not dedicated to the Village, and therefore do not become public property, until near the end of construction activity. If they want the Village to continue that service, they annually send a letter to that effect and provide a copy of insurance reflecting the existence of their company's liability insurance for the project and naming the Village as an additional named insured party. They have done both. **Resolution #2011-194:** On the motion of Trustee Jones, seconded by Trustee Sennett, it was resolved and unanimously carried (5-0 in favor) to approve the Village's providing snow plowing service to the streets within the Parkside Development during the 2011-2012 winter season as requested.

**RBC Bid Opening Results** – Mayor Hubbard reported that we received and opened four bids this afternoon at 2:00 for the equipment for the Rotating Biological Contactor (RBC) replacement. The results were very good with a very reputable low bidder. DMO Lotkowitz confirmed that he called the low bidder who confirmed that they met the specifications. Inasmuch as he'd like to talk to WWTP Manager and Water Disinfection Operator Zlatko Psenicnik when he returns from vacation, DMO Lotkowitz said he'd like the Board to address just the base bid this evening. Mayor Hubbard clarified for Trustee Sennett that the base bid is for three RBC units – 2 low density units and 1 high density. Koester Associates was the low bidder at \$272,000. The bid is for materials only as we have a quote from Auburn Crane for the rigging and the DPW will perform the work. DMO Lotkowitz said he will call Koester tomorrow for a formal contract. Mayor Hubbard noted that we will have 45 days to consider alternate 1 or 2, we will fund the RBC replacement with cash on hand, and there will be a formal submittal process before ordering the units. **Resolution #2011-195:** On the motion of Trustee Angelillo, seconded by Trustee Crompt, it was resolved and unanimously carried (5-0 in favor) to accept Koester Associates low bid of \$272,000. Mayor Hubbard asked DMO Lotkowitz to get the three RBC units on order.

**Excellus BC/BS Health Plan for 2012** – Mayor Hubbard read the following statement that was also provided to the press.

*Recognizing that health insurance has become and is one of the largest expenses for municipalities and businesses alike, coupled with the complexity of the numerous health insurance plans available and the associated premium structures, the Village named Brown & Brown Empire State as its medical plan broker-of-record this past August. At no additional cost to the Village, Brown & Brown looked at all aspects of the Village's health insurance and provided a comprehensive health insurance analysis in a concise, easy to understand format. On a few occasions, Brown & Brown's Amber Gifford and Diana Rawden met with Clerk/Treasurer Couch and most recently with her and Trustees Angelillo and Sennett to review the various options available to the Village for its 2012 health insurance. During calendar year 2011, the Village offered the Excellus BlueCross BlueShield Healthy Blue plan that has a rewards component allowing subscribers to earn up to \$500 (\$1,000 for a family) for leading a healthy lifestyle. The 2012 Healthy Blue plan premium will increase from the 2011 premium by 6.3%. The Village also considered the Simply Blue Excellus plan that is identical to their Healthy Blue plan minus the rewards program. Although the Simply Blue premium is 2% less than the Healthy Blue premium, the Village Board concluded to retain the Healthy Blue plan that encourages and rewards subscribers for staying healthy and fit. The Village is confident of its due diligence in considering which health insurance plan to offer Village employees throughout 2012, and the decision to continue offering the Healthy Blue plan with its promotion of healthy everyday life.*

Trustee Angelillo reported that he met with CSEA President Dave Short, DPW Foreman Bill Perkins, and Public Works Maintenance Worker Erik Withey relative to retaining the Healthy Blue Plan with the rewards program component available to subscribers. **Resolution #2011-196:** On the motion of Trustee Jones, seconded by Trustee Crompt, it was resolved and unanimously carried (5-0 in favor) to retain the Excellus BlueCross BlueShield Healthy Blue HB-C-46E 2 Tier plan for calendar year 2012. In discussing the resolution, Trustee Jones complimented Clerk/Treasurer Couch on finding Brown & Brown as we have a good outcome.

**IMA Substance Abuse Testing Agreement for 2012** – Mayor Hubbard said that Village Attorney Byrne drafted a renewal agreement between the Village and IMA for substance abuse testing. Attorney Byrne explained that as required by federal law and regulations, it is necessary for the Village to renew its agreement with IMA providing for random testing of employees who hold “CDL” drivers licenses. They will also provide required testing in the event any of our employees are involved in a motor vehicle accident while on duty. He added that IMA has been providing this service to the Village since 1996, there haven't been any concerns, and there is no change in the rate from 2011 to 2012. In response to Trustee Angelillo asking if this is negotiable with the unions, Atty. Byrne said, no, they and we have no choice. **Resolution #2011-197:** On the motion of Trustee Jones, seconded by Trustee Crompt, it was resolved and unanimously carried (5-0 in favor) to renew the Substance Abuse Testing Agreement with Industrial Medical Associates (IMA) for 2012.

**Fire Service Agreement for 2012** – Atty. Byrne reported that the Town of Skaneateles approved the Fire Service Agreement for 2012 at their meeting of November 17, 2011 authorizing Supervisor Roney to execute the agreement. SFD President Kathy Murphy will stop by the Village Office tomorrow to sign the agreement that will then be sent to the Town. **Resolution #2011-198:** On the motion of Trustee Jones, seconded by Trustee Sennett, it was resolved and unanimously carried (5-0 in favor) to authorize Mayor Hubbard to sign the 2012 Fire Service Contract between the Village and Town of Skaneateles. Mayor Hubbard noted that the Town's cost of fire protection service for 2012 (\$221,791.15) represents a slight reduction from the cost for such service for 2011 (\$223,441.30). The equipment allocation is \$77,626.90 (35%).

**Village Historian** – Village Historian Pat Blackler reminded the Board that she will be retiring in December 2012 and so far she has not found a replacement. She asked the Board if they would have any objection to her asking two people to take her place – maybe get one person who would ask a friend to share the duties. Trustee Jones said that is a great idea; none of the Board members expressed any disapproval. Historian Blackler also reminded the Board that there is an Open House at the Creamery on Sunday, December 4, 2011 from 1-4:00 p.m. She encouraged everyone to stop by for traditional holiday

decorations, refreshments, and Dickens characters, as well as a celebration of the 50<sup>th</sup> anniversary of the founding of the Skaneateles Historical Society.

**Skaneateles Sings** – Trustee Jones reported that during Skaneateles Sings night (formerly known as Locals Nite) Village and Town of Skaneateles officials will take part in a friendly bell ringing competition for this year's Red Kettle Campaign. Village officials will be in front of M&T Bank with Town officials across the street in front of Vermont Green Mountain. Skaneateles Sings begins at 6:00 p.m. in front of the Skaneateles Library and the dedication of the crèche is at 6:30 p.m. Trustee Jones encouraged attendees caroling to the gazebo to stop by and drop off a donation.

Prior to the five minute recess, Village Attorney Byrne noted that an Executive Session is needed to discuss a personnel matter.

*Five Minute Recess*

**Bills and Adjustments** – **Resolution #2011-199:** On the motion of Trustee Angelillo, seconded by Trustee Crompt, it was resolved and unanimously carried (5-0 in favor) that bills from Abstract #12 be audited and paid as follows:

General Fund	Vouchers #467-509	Checks 13437-13479	\$26,660.71
Sewer Fund	Vouchers #145-155	Checks 3986- 3996	\$ 5,531.61
Water Fund	Vouchers # 79- 85	Checks 3252- 3258	\$ 5,240.68
Electric Fund	Vouchers #140-152	Checks 4553- 4565	\$67,003.98

In discussing the bills, when asked why a 2011 police car needs new tires, Chief Perkins advised that they are snow tires.

**Executive Session** – **Resolution #2011-200:** At 8:19, on the motion of Trustee Angelillo, seconded by Trustee Crompt, it was resolved and unanimously carried (5-0 in favor) to enter into an Executive Session to discuss a personnel matter.

**Adjourn** – **Resolution #2011-201:** On the motion of Trustee Crompt, seconded by Trustee Sennett, it was resolved and unanimously carried (5-0 in favor) to end the Executive Session and adjourn the meeting at 9:21 p.m.

  
Patty Couch  
Village Clerk/Treasurer