

VILLAGE BOARD MEETING MINUTES
MAY 24, 2012
7:30 P.M.

PRESENT: Mayor Hubbard, Trustees Angelillo, Jones, Lanning and Sennett, Director of Municipal Operations (DMO) Bob Lotkowitz, Village Attorney Byrne, SFD Chief Sell

Others: Carrie Chantler Skaneateles Journal
Jason Emerson Skaneateles PRESS
J.D. Delmonico* Delmonico Insurance

Minutes – Resolution #2012-97: On the motion of Trustee Sennett, seconded by Trustee Jones, it was resolved and unanimously carried (5-0 in favor) to approve the Minutes of the Regular Meeting of May 10, 2012, and the Operations Meeting of May 21, 2012, as presented.

Correspondence & Announcements - Mayor Hubbard noted the following:

- Robert J. Hydon Post #239 Invitation to Village Board to Participate in the Annual Memorial Day Parade on Monday, May 28, 2012 (assemble at the American Legion Post at 8:30 a.m.)
- NYMPA Memo of May 18, 2012 advising that fixed price TCC's renewal paperwork and payment due no later than July 3, 2012. DMO Lotkowitz confirmed that the Municipal Board recommended renewing the paperwork and making a 25% payment no later than July 3rd.
- Consider Chamber's idea of putting flowers around the trees along Genesee and Jordan Streets (email of May 18, 2012). Trustee Sennett said she talked with the Tree Committee Members who expressed concern. Chamber Executive Director Sue Dove explained that they were merely discussing the idea because of the weeds around the trees. Trustee Sennett said she is not in favor of flowers and recalled discussion last year about having someone do the weeding. Trustee Jones agreed basing her concurrence on a previous year when flowers were put around one the trees in front of Community Bank, but then the following year there was a loss of interest and no flowers were planted. DMO Lotkowitz reported that the hanging baskets will be delivered tomorrow morning – the DPW will hang them. In response to Trustee Sennett, DMO Lotkowitz suggest a covering around the tree base to deter weeds (i.e. mulch, mesh screen). Trustee Jones volunteered to do some weeding between now and the next meeting to get a sense of the time and effort involved. She asked that dead fish that collect at the waters edge of the boat ramp area be picked up before graduation.
- Vera House Invitation to the 7th Annual World Elder Abuse Awareness Day event on Friday, June 15, 2012 from 9:00 a.m. to 11:30 a.m. at the May Memorial Unitarian Universalist Society, 3800 E. Gen. St., Syracuse
- Syracuse Metropolitan Transportation Council's announcement of available funds for the Safe Routes to School Program
- United Methodist Church request for an outdoor worship service at Clift Park at 10:00 a.m. on Sunday, August 5, 2012 from 9 a.m. to noon. The Trustees had no concerns; Clerk/Treasurer Couch will formally respond.
- Mayor Hubbard recognized the DPW and Light/Water Department for their work at Austin Park for the new playground and asked DMO Lotkowitz to be sure to convey the Board's appreciation for their assistance. DMO Lotkowitz said the contributions of our DPW and Light/Water Department included digging 105 holes, drainage, concrete slab sub-base, etc. The piles of dirt will be cleared next week; DMO Lotkowitz will have an outside source do the hydro-seeding.

Director of Municipal Operations – DMO Lotkowitz submitted a written report updating on municipal operations as follows:

1. DPW: brush pick-up, playground work, WWTP work, cemetery burials and monument bases
2. Water/Electric: completed water fountain in park, meter reading, cemetery water
3. UV Project: substantial completion issued
4. RBC: submittals received timely and are under review
5. Tallcott water line: easement map received
6. Playground: completed prep-work for playground, final landscaping

7. Next two weeks: playground final landscaping, WLS shoulder dress-up, and then start on Prentiss Drive to West Lake Street path. Trustee Angelillo asked DMO Lotkowitz to talk to the DPW asking for their recommendation on the best method to do the pathway.

Skaneateles Fire Department – SFD Chief Sell’s Fire Log for April, 2012 reported the following: Type of Emergencies: 8 Fire, 1 Rescue, 0 Water Rescue, 7 EMS (assist SAVES), 9 Mutual Aid for a total of 25 calls for April; 68.15 personnel hours and 13.84 personnel average for April; 124 total calls, 862.92 total personnel hours, and 14.49 personnel average for 2012. Chief Sell said the Skaneateles Country Club has granted permission again to keep their boat docked there – a good thing as it is a time saver. Regarding air packs, Mayor Hubbard said he, SFD Chief Sell, SFD President Buff, Atty. Doreen Simmons, and Clerk/Treasurer Couch met and will meet again prior to the Village Board Meeting of June 14, 2012 to further discuss letting a bid for the purchase of 30 air packs.

Status of RBC Contract – DMO Lotkowitz said he will give the submittals back by Tuesday, May 29 and subsequently we will know when the RBCs will be delivered.

Authorize Executing CUSI Sales Agreement for Utility Billing Software – Trustee Sennett noted that the CUSI utility billing software was discussed at previous meetings and included in the FYE ’13 budget. **Resolution #2012-98:** On the motion of Trustee Jones, seconded by Trustee Sennett, it was resolved and unanimously carried (5-0 in favor) to enter into an agreement with Continental Utility Solutions, Inc. (CUSI) for Utility Billing Software. In discussing the resolution, it was noted that the new software will allow for the automatic meter reading data, collected for monthly utility billing of electric, water and sewer, to be billed directly to village customers. DMO Lotkowitz added that it even has the capability of adding in the town.

Authorize Advertising Notice of Bid for Hydraulic Excavator – Mayor Hubbard said Lake View Cemetery crews have discussed the need for a mini excavator that is smaller than a backhoe making it more suitable for work in the cemetery. DMO Lotkowitz drafted a notice and specification that is general and not locking in only one manufacturer. Trustee Angelillo noted that this piece of equipment is not available on the State Contract and the cost is included in the FYE ’13 budget for capital equipment. Mayor Hubbard said he is pleased that the spec was put together to encourage more bids that will make the process more competitive. It was suggested and DMO Lotkowitz agreed to add an option of a thumb. **Resolution #2012-99:** On the motion of Trustee Jones, seconded by Trustee Angelillo, it was resolved and unanimously carried (5-0 in favor) to authorize publishing the Notice of Bid for a Hydraulic Excavator. In discussing the motion, DMO Lotkowitz said the bids will be due by and opened on June 13, 2012 at 2:00 p.m. at the Village Office. Mayor Hubbard and Trustee Angelillo agreed that a mini excavator will be significantly less costly than a backhoe.

Consider Changing Carrier for Workers’ Compensation Insurance – Mayor Hubbard noted that J.D. Delmonico (of Delmonico Insurance Agency), contacted the Village a few months ago about its Workers’ Compensation insurance. Mr. Delmonico said a better provider was found. He explained that workers’ compensation insurance is somewhat of a commodity and it is a pricing game in addition to getting a good product and service. He confirmed that the Town of Skaneateles has their workers’ compensation insurance with the NYS Insurance fund, but with a different broker. In response to Mayor Hubbard, Mr. Delmonico confirmed that the Village’s good experience modification factor stays with the Village and moves forward. Trustee Sennett noted that the due date is by May 30th and that she is comfortable moving forward recognizing the savings and the service of a local insurance agency. **Resolution #2012-100:** On the motion of Trustee Angelillo, seconded by Trustee Jones, it was resolved and unanimously carried (5-0 in favor) to accept the proposal submitted by Delmonico Insurance Agency for Workers’ Compensation Insurance with the NYS Insurance Fund and managed by Glatfelter Brokerage Services. *Prior to leaving the meeting, Mr. Delmonico thanked the Board and confirmed that he will be in contact with Clerk/Treasurer Couch first thing Tuesday morning to complete the necessary paperwork.

Authorize SFD Request to hold annual Field Days Sept. 1 & 2 and parade on Sept. 2, 2012 –

Resolution #2012-101: On the motion of Trustee Jones, seconded by Trustee Lanning, it was resolved and unanimously carried (5-0 in favor) to authorize the Skaneateles Volunteer Fire Department (SVFD) to hold their annual Field Day's on Saturday and Sunday, September 1 and 2 in Austin Park and their parade on Sunday, September 2 at 4:00 p.m. In discussing the resolution, Trustee Jones made particular note of Field Day's Chairperson Sell's need of volunteers to help the SFD put on a successful event. She said American Legion and Rotary Club members have assisted in the past – anyone interested in volunteering can call the SVFD at 685-3496 or 685-3497.

Authorize Purchase Order to JB Kane for HP ProLiant Server with backup solution and PCs per May 23, 2012 quote – Resolution #2012-102:

On the motion of Trustee Sennett, seconded by Trustee Lanning, it was resolved and unanimously carried (5-0 in favor) to authorize the purchase a new server, network and back-up software, and personal computers as specified in the May 23, 2012 JBKane price quote. In discussing the resolution, Trustee Sennett said the \$16,000 purchase will upgrade the current hardware that is more than ten years old. Additionally, DMO Lotkowitz will be able to access the server from his office.

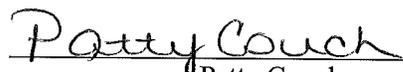
A five minute recess commenced at 8:15 p.m.

Bills and Adjustments - Resolution #2012-103: On the motion of Trustee Angelillo, seconded by Trustee Sennett, it was resolved and unanimously carried (5-0 in favor) that bills from Abstract #24 be audited and paid as follows:

General Fund	Vouchers #953 - 997	Checks 13933-13977	\$ 50,614.84
Sewer Fund	Vouchers #280 - 296	Checks 4121- 4137	\$ 11,468.24
Electric Fund	Vouchers #282 - 296	Checks 4695- 4709	\$ 53,480.23
Water Fund	Vouchers #163 - 171	Checks 3336- 3344	\$ 48,682.94

In discussing the resolution, the Board commented on the stop work order issued to Fernando who was planting trees on Orchard Road. Trees were being planted directly over gas lines - placement should have been adjusted after the UFPOs were done. DMO Lotkowitz said he is meeting with Fernando and Tree Committee Chair Ann Neibert next Tuesday (May 29) at 10:00 a.m. The Board directed Clerk/Treasurer Couch to hold check #986 in the amount of \$8,000.00 until DMO Lotkowitz confirms that all trees have been properly planted.

Adjourn - Resolution #2012-104: On the motion of Trustee Sennett, seconded by Trustee Jones, the meeting adjourned at 8:37 p.m.


 Patty Couch
 Village Clerk/Treasurer