

## VILLAGE BOARD MEETING MINUTES

JUNE 28, 2012

7:30 P.M.

**PRESENT:** Mayor Hubbard, Trustees Angelillo, Jones, Lanning and Sennett, Director of Municipal Operations (DMO) Bob Lotkowitz, Village Historian Blackler

**Others:**

Carrie Chantler	Skaneateles Journal
John Crompt*	171 E. Genesee Street
Mary K. & Bob Laskowski	6 Goodspeed Place
Frank Stuber	185 E. Genesee Street

**Minutes – Resolution #2012-122:** 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 June 14, 2012, as presented.

**Correspondence & Announcements** - Mayor Hubbard noted the following:

- Merry-Go-Round Playhouse request to use Clift Park on Thursday, August 2 at 2:00 p.m. for a free performance of their summer touring production of *The Emperor's New Clothes* (Note: there are no other scheduled events in the park on Aug. 2, 2012). Trustee Jones commented that the Merry-Go-Round Playhouse is a high quality organization and we'd miss the boat if not approved. **Resolution #2012-123:** On the motion of Trustee Jones, seconded by Trustee Sennett, it was resolved and unanimously carried (5-0 in favor) to approve the free performance in Clift Park on Thursday, August 2, 2012 at 2:00 p.m. with the proviso that no vehicles be driven on park grounds.
- Receipt of Alan Dolmatch's letter of resignation from the Municipal Board
- NYCOM's Planning & Zoning Summer Schools – Mayor Hubbard confirmed that members of the Planning Board and Zoning Board of Appeals were copied on the schedule of schools.
- A GREEN Fair will be offered in Thayer Park next to St. James' Episcopal Church on the lake in Skaneateles on July 14 at 10:00 a.m. – 2:00 p.m. (in the Parish Hall if it rains). Earth Works, St. James' environmental ministry, is providing this opportunity to businesses to promote sustainable and environmentally conscious practices. All people are encouraged to come to this event and learn more about how to care for our environment, promote "green" living, and get moving on the climate crisis. Also, if you know of a "GREEN" business that might be interested in this promotional opportunity, please contact Paul Ebert at [a2exile@gmail.com](mailto:a2exile@gmail.com) or [kipcoerper@yahoo.com](mailto:kipcoerper@yahoo.com). Mayor Hubbard said this announcement was provided by Municipal Board Commissioner Peter Moffa who will attend the GREEN Fair again this year. Trustee Jones commented that she thinks this is the second year of the fair.
- **Resolution #2012-124:** On the motion of Trustee Jones, seconded by Trustee Sennett, it was resolved and unanimously carried (5-0 in favor) to approve the Holy Trinity Lutheran Church's request for permission to have a morning worship on Sunday, July 22 in the area between Shotwell Park and gazebo.
- Letter from Kevin & Fran McCormack regarding the island in the middle of Prentiss Drive. DMO Lotkowitz said the DPW will mow the grass on the referenced island. Mayor Hubbard asked Clerk/Treasurer Couch to forward the letter to the Tree Committee for their review of the dead tree within the easement between the McCormack's 4 Prentiss Drive property and Carolyn Winkelman's 2 Prentiss Drive property.
- Courtesy Coin Envelope program accolade from Fred Weitsman who wrote a note of appreciation for receiving a courtesy coin envelope when he and his wife were in town celebrating their 50<sup>th</sup> anniversary. Mr. Weitsman wrote, "I will be trying to get my home town to start this program". Mayor Hubbard noted that Mr. Weitsman's very generous contribution to the courtesy coin program raised the bar.
- Grace Chapel Senior Pastor Barry Sisson's letter advising that their Baptism Service at Clift Park has been scheduled for Sunday, August 12 at 10:00 a.m. Clerk/Treasurer Couch noted that no action is necessary as the Board previously approved a service at Clift Park. Pastor Sisson's letter is following up with confirmation of a date and time that wasn't determined at the time of the approval.
- Onondaga County Mayors' Association July 18 Meeting Hosted by the Village of Skaneateles on the Judge Ben Wiles for a Cruise of Skaneateles Lake, RSVP by July 6. Mayor Hubbard said he hopes we can enlist strong support with good attendance of Village officials, various Board members, etc.

**Director of Municipal Operations** – DMO Lotkowitz gave an update on municipal operations as follows:

- The DPW finished the dress-up of the piles that were beyond the curb on West Lake Street, repaired a telephone cover, finished the Steve Krause Creek Walk by installing a new stone path to the generator and using some of the dirt from the playground on the sides of the path and hydro seeded the same; repaired the gazebo steps; repaired plumbing at Burrows Chapel; mowed the Fennell Street bridge area – Trustee Sennett commented that it looks good.
- The Light Dept. installed another 50 AMR water meters and read meters. In response to Trustee Angelillo, DMO Lotkowitz said 180 meters still need to be installed; going door-to-door and being able to immediately install meters has been successful.
- UV Disinfection Project: DMO Lotkowitz said the Village has been asked to release some of the retainage on the project and GHD reviewed the punch-list items. Subsequently, DMO Lotkowitz had some questions and once those are satisfactorily answered, he will recommend partial release of retained funds.
- RBC's: DMO Lotkowitz said delivery is still on track for mid-August.
- Tallcot Lane water service, DMO Lotkowitz said he finally has descriptions so Village Attorney Byrne can prepare the easements. \*John Crompton arrived. In response to Atty. Byrne, DMO Lotkowitz said we can do the work this year – it will probably take a week.
- Mini hydraulic excavator: DMO Lotkowitz said the mini hydraulic excavator will be delivered the first week in August so the Prentiss Drive path work will be delayed until then.
- Sidewalk in front of The Blue Water Grill: DMO Lotkowitz said the slab repair is scheduled for the week of July 9<sup>th</sup> and in the meantime will be patched.
- Tree grates: DMO Lotkowitz and Mayor Hubbard agreed to look at tree grates.
- GHD water proposal: DMO Lotkowitz said he will send a copy to Mayor Hubbard.
- West Elizabeth Street paving: Micro-paving with a company out of Cortland is planned for West Elizabeth Street and, hopefully, on Goodspeed Place as well. DMO Lotkowitz said he wants the DPW to do West Lake Street because the grates need to be moved, or we can do the grates and have someone else pave. Mayor Hubbard noted that the work is budgeted.
- Goodspeed Place paving: Bob Laskowski noted that the way the street was graded doesn't work properly. There isn't any drainage, so water sheets across the street and back yards flood. Mr. Stuber concurred and Trustee Sennett added that there are problems at the other end of the street as well. Mr. Laskowski also asked that the road be made straight; he suggested that maybe a crown and shaping would improve the drainage. DMO Lotkowitz and Mayor Hubbard will look at the street. Mayor Hubbard thanked the Laskowski's and Mr. Stuber for bringing the problem to the Village Board's attention.

Trustee Jones said the park looked great for graduation and asked DMO Lotkowitz to extend kudos to the DPW and Light Department for all their work.

**Village Historian** – Inasmuch as Village Historian Blackler said she didn't have a report, Mayor Hubbard teased that it's been a while since she presented a "Historical Moment", so perhaps she could do one at the meeting of July 12, 2012.

**Status of RBC Contract** – Mayor Hubbard recognized that earlier in the meeting DMO Lotkowitz reported on the status of the RBC contract and said he will monitor delivery of the RBCs.

**Status of NYS LGE Grant** - Mayor Hubbard said there is a meeting scheduled with Comptroller Antonacci on Thursday, July 19, 2012, 9:00 a.m. at the Village Office to review the final report that will fulfill that obligation of the NYS LGE Grant.

**Status of Steve Krause Creek Walk Sign** – John Crompton thanked DMO Lotkowitz and the DPW for doing a fantastic job grading and putting down stone dust - he said he couldn't be happier with its appearance. Mr. Crompton said Andy Ramsgard's son, Rex, has designed a sign that will identify the Steve Krause Creek Walk. He held up and referred to Rex's sketches previously provided to the Board. Mr.

Crompt said they have identified a place for the sign where the trail widens - a nice and level area that has a footing already. Exact wording for the sign has yet to be determined – Steve’s parents, Al and Kathy Krause are being consulted. Mr. Crompt said this is Rex’s Eagle Scout project and he would like to get going as soon as possible. He is going to lay the stone and is seeking donations and help. Mr. Crompt reported that neighbors on the west of the trail are mowing and everyone seems to be pleased with the walk. **Resolution #2012-125:** On the motion of Trustee Sennett, seconded by Trustee Lanning, it was resolved and unanimously carried (5-0 in favor) to approve Rex Ramsgard’s sign design and authorized his commencing the work for his Eagle Scout project. Trustee Sennett said she’d love to see progressive pictures of the project and sign.

**Status of GHD Amendment No. 3** – No action taken.

**Status of Hiring Part-time Deputy Clerk/Treasurer** – Trustee Sennett reported that she and Clerk/Treasurer Couch met earlier this week and contacted CR Fletcher Associates, a temp agency in Syracuse. They identified two individuals who seemed well qualified and one is coming tomorrow morning for an interview. The temp, who can start July 5 on a full-time basis, will provide much needed assistance to the Village Office to help get caught up. Trustee Sennett noted that the individuals identified are screened by the temp agency. The Board concurred that the search process ought to be expanded by running the advertisement in the Post-Standard and the Citizen for two weeks and published in at least one Sunday edition.

**Status of Hiring Seasonal Intern** – Mayor Hubbard reported that former Codes Enforcement Officer Jorge Batlle expressed interest in the advertised Seasonal Intern position, so he and Clerk/Treasurer Couch met with Jorge yesterday. Jorge’s main task will be to prepare the Village Office for its move to new quarters at the new Village Hall. In order to comply with the NYS Education Department NYS Archives Record Retention and Disposition Schedule MU-1, files will be scrutinized to determine which documents must be kept and for how long, and which records can be disposed of. As former CEO, Jorge already has a good sense of what files are in the office. It seems like a match made in heaven – his keen interest in preserving documents and items of historic significance is an added benefit, and this is a great opportunity. **Resolution #2012 – 126:** On the motion of Mayor Hubbard, seconded by Trustee Angelillo, it was resolved and unanimously carried (5-0 in favor) to authorize hiring Jorge Batlle at the rate of \$16.83/hr. effective immediately. In discussing the resolution, it was noted that Jorge is not interested in starting immediately, but is well aware of the quantity of documents and the Village’s timeline for the move. Mayor Hubbard said during discussion with Jorge, we talked about temporary facilities at the new Village Hall for temporary storage and Jorge is looking into it. Trustee Angelillo said he thinks the original intention of a Seasonal Intern was to hire someone with some accounting background to help the Village Office with day-to-day operations in addition to preparations for the move. He concluded that the temp will be filling the Seasonal Intern position, while Jorge will focus on the move.

**Status of Tower Removal at the New Village Hall** – Mayor Hubbard noted that there was a snag on an insurance issue, so we are looking at other options. There was no action taken.

**Status of NYSEDA ARRA Reporting Due by Noon on Tuesday, July 3** – Mayor Hubbard reported receiving the final grant payment today. The final report is due by noon on Tuesday, July 3, 2012. DMO Lotkowitz said that will not be a problem as it isn’t very involved. Acknowledging that the Village received \$50,000 - \$55,000 in grant money and that DMO Lotkowitz wrote the grant without outside assistance, the Board thanked DMO Lotkowitz for his efforts and recognized the importance of having an employee with his credentials.

**SFD LOSAP Investment Policy** – Attorney Byrne explained that about two months ago there was a meeting with Penflex and Glens Falls National Bank. One of the items discussed was the payout options for a participant's beneficiary. Currently, when a participant reaches the entitlement age he/she becomes eligible for lifetime monthly payments, guaranteed for 10 years. If that participant dies, his/her beneficiary would be entitled to receive the remaining monthly payments in the 10-year guaranteed period. It was suggested that an amendment be made to the Service Award Program (SAP) to allow a surviving spouse (or estate representative) of a deceased post-entitlement age member collecting a monthly benefit to have the option to receive a discounted lump sum in lieu of monthly payments. Atty. Byrne said he decided that the best way to accomplish an amendment is to prepare an "Amended and Restated" agreement, which restates the entire document and adds the new text. The restatement of the plan with the new language highlighted will be ready for consideration at the July 12, 2012 Village Board Meeting. Atty. Byrne said he will also copy SFD member Gordon Carlson; Trustee Angelillo said he will talk to SFD President Jim Buff. Atty. Byrne concluded that this is an attractive option for many people.

**Review New Application for Extended Time Parking In Metered Spaces** – Mayor Hubbard said CEO D'Amico drafted the new form that helps with the coordination of meter bagging. Trustee Sennett commented that it is a great initiative. Trustee Jones asked for Skaneateles Journal Editorial Assistant Carrie Chantler's help in mentioning the change in the process in a newspaper article. DMO Lotkowitz said he likes the idea of removing the meter bags at night as long as work is not being done. The Board suggested that the form be revised to indicate that the bags are to be removed by 6:00 p.m. **Resolution #2012-127:** On the motion of Trustee Jones, seconded by Trustee Lanning, it was resolved and unanimously carried (5-0 in favor) to approve the Application for Extended Time Parking in Metered Spaces with the revision of meter bag removal at 6:00 p.m. In discussing the resolution, Mayor Hubbard asked Clerk/Treasurer Couch to draft a memo to the Police Department to advise them accordingly. The meter bag fee may be increased some time in the future, but Trustee Lanning noted that for now we have a uniform procedure in place.

**Consider Village Office Hours of Operation** – Mayor Hubbard suggested modifying Village Office hours of operation by closing the office from 1-2:00 p.m. Monday through Friday, and as the Town of Skaneateles does, close at 1:00 p.m. on Fridays during July and August. He noted that the change would be done by resolution, so could easily be changed with another resolution. **Resolution #2012-128:** On the motion of Trustee Jones, seconded by Trustee Sennett, it was resolved and unanimously carried (5-0 in favor) to close the Village Office from 1:00 to 2:00 p.m. Monday through Friday and close at 1:00 p.m. on Fridays during July and August. In discussing the resolution and in response to Trustee Angelillo, Clerk/Treasurer Couch said she thinks the Village Office is very accommodating and will continue to be even with the hour closure as the majority of people lunch and do errands from noon to 1:00 p.m. Trustee Angelillo said this is another consequence of losing sales tax and limited budgets that force a reduction in size. DMO Lotkowitz offered to help Clerk/Treasurer Couch set up a roll over number for phone calls when the Village Office is closed.

**LED Street Lighting** – DMO Lotkowitz said Ephesus Technologies gave the Municipal Board a demo of their LED replacement for the high-pressure sodium metal halide light. The LED fixtures require just 55 Watts compared to the 150 Watts that HP sodium fixtures operate at. DMO Lotkowitz said he'd like to demo six lights – four on East Genesee Street at Legg Hall and two in Parkside. Trustee Lanning advised that all the light projects down so prevents light-splash into second floor windows. DMO Lotkowitz clarified that these are for the ornamental style streetlights. He said each soft white light can be dimmed with a dimmer that's in the electronics and pay back is calculated to be less than four years using Village electric rates. Bob Laskowski suggested replacing the plastic globes with high silica glass globes. DMO Lotkowitz said he thinks six would be enough to test to get an idea of what they look like. Trustee Jones said she thinks it is a great idea. Mayor Hubbard said the ornamental poles are Spring City poles. DMO Lotkowitz said he can secure a price for the glass globes.

**61 Jordan Street** – In response to Village Attorney Byrne, DMO Lotkowitz said he is working on the drainage problem at 61 Jordan Street.

*At 8:45 p.m., the Board recessed for 5 minutes prior to reviewing the bills.*

**Bills and Adjustments - Resolution #2012-129:** On the motion of Trustee Jones, seconded by Trustee Sennett, it was resolved and unanimously carried (5-0 in favor) that bills from Abstract #2 be audited and paid as follows:

General Fund	Vouchers #49 - 79	Checks #	\$ 26,314.78
Sewer Fund	Vouchers #16 - 22	Checks #	\$ 5,550.99
Electric Fund	Vouchers #20 - 30	Checks #	\$ 68,168.95
Water Fund	Vouchers # 8 - 12	Checks #	\$ 844.92

**Adjourn - Resolution #2012-130 :** On the motion of Trustee Sennett, seconded by Trustee Jones, the meeting adjourned at 9:02 p.m.

  
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Patty Couch  
Village Clerk/Treasurer