

REGULAR MEETING, MUNICIPAL BOARD
MONDAY, APRIL 21, 2008
7:00 P.M.

PRESENT: Commissioners Blackler, Blackwell, Dolmatch, Moffa, and Roney, Trustee Angelillo, Director of Municipal Operations Hunt

OTHERS: Cliff Abrams of 37 State Street

ABSENT: Commissioner Hubbard

WELCOME: Deputy Clerk/Treasurer Couch welcomed former Trustee Alan Dolmatch as a newly appointed Municipal Board Commissioner.

MUN. BD. PRESIDENT: Recalling that President Hubbard announced at the last meeting that he is stepping down as President of the Municipal Board, Commissioner Blackwell recommended Alan Dolmatch for the position. Although he declined noting several other obligations that take a considerable amount of time, Commissioner Dolmatch agreed to chair tonight's meeting.

Leading off a discussion about the Municipal Board President and responsibilities of the board, Commissioner Dolmatch stated that from his brief observation, members aren't engaged much between meetings and suspects keeping the members abreast of what's going on would be the President's job. Commissioner Moffa recalled areas of responsibility being assigned at the first meeting, his being water and wastewater. He added that he couldn't possibly be much more engaged than he is now. The Board concurred that no one was assigned to certain areas such as roads. Commissioner Dolmatch said when the Municipal Board Charter was revised, the Municipal Board was charged with dealing with all municipal operations including the Director and he tried addressing this in his "reporting" memo. He suggested that in the absence of a willing volunteer to serve as President perhaps we could have someone run the meetings and address areas of interest on a rotating basis. Additionally, he thinks it would be more productive to talk about problems at the meetings and not just be brought up to speed on what's been done during the preceding month. Commissioner Moffa agreed but suggested that the rotation be every three months to offer more continuity. Commissioner Blackwell agreed that we should discuss Commissioner Dolmatch's memo at the next meeting, but isn't sure the rotation would work as he feels that the Municipal Board has no function and that's what we need to discuss. Commissioner Blackwell questioned if the function of the Board should be altered, if it can be altered and expressed surprise in not having any authority. Commissioner Blackwell said the President can dole out responsibilities and not just take it all on him self, but doesn't think that happened except with Commissioner Moffa whose expertise is water. Recognizing digression in the reporting topic and organization of the Municipal Board, Commissioner Dolmatch said he has begun appreciating the "structural" problem in running and overseeing the Municipal Operations Division created by the revised Charter. Although the Charter charges the Director of Municipal Operations (DMO) with reporting to the Board of Trustees, not the Municipal Board, this board is responsible for areas such as monitoring and overseeing the activities of the Municipal Division and each of its departments, advising on new and emerging trends, and consulting and advising the DMO in planning and implementing capital projects and division administration. Regarding reporting, Commissioner Dolmatch questioned in his memo how the Municipal Board is to carry out these responsibilities if the DMO is not charged with reporting to the Municipal Board. Commissioner Dolmatch's memo stated, "the answer is very simple...the DMO should have a formal and obligatory responsibility to report to the Municipal Board as well as the

Board of Trustees as well as an informal relationship that allows the Municipal Board to give technical, tactical, strategic and budgetary advice". Commissioner Dolmatch suggested that the monthly formal reporting contain the following:

Major Project Summaries - the departments undertake some major projects (i.e. Orchard Road flood and back-up prevention, West Lake Street reconstruction, etc.), some of which are very costly. The report ought to include information such as the project name, location, status, schedule, budget, etc.

Regular Operations Summaries - there are regular operations that most of us don't get involved in and only need to know about at the time of the budget or because there's a problem (i.e. broken equipment), thus, less reporting time ought to be spent on regular operations (i.e. tree trimming, leaf/brush pick-up, street sweeping, etc.). This section should contain a list of the periodic and ongoing activity, dates of the scheduled activity, any problems, etc.

Special Operations - those operations that are not periodically performed (AMR, GIS, etc.) and require current or scheduled attention should be addressed separately each month to track progression.

New Compliance Requirements - new requirements from regulatory agencies that lead us to do something (i.e. cryptosporidium treatment, water system capacity). This section would offer collective knowledge by including originating agency, regulation/requirement designation, implementation target date and date of initial compliance obligation, etc. Commissioner Dolmatch said items such as grant opportunities could fall within **Other Matters**.

Commissioner Dolmatch suggested that Municipal Board members be charged with responsibility for specific operations and projects, as opposed to being knowledgeable about everything. Those areas could be reviewed with the DMO between meetings to review the issues and problems. Subsequently at the board meeting, the Commissioner could "raise the issue of need for decision or direction rather than have the DMO act as the advocate for addressing a situation". Commissioner Blackwell asked Commissioners Dolmatch and Roney to put on their former Trustee hats and explain what the Municipal Board is from the Village Board's perspective. Commissioner Roney said he is comfortable with the Municipal Board as an advisory board always having to go to the Village Board. He added that we provide oversight and are consultants, but intimated that there needs to be stronger communication between the boards with the Village Board giving us recommendations as to what we should be addressing. DMO Hunt recalled the same confusion on the Municipal Board's part when he first started with the village and the Charter was amended. Commissioner Moffa said this board is far more technical and is here to help. DMO Hunt commented that he found it fruitful to set priorities with Commissioner Moffa relative to water and wastewater. Commissioner Dolmatch said it would be helpful to identify specialties for the other board members so that they could advise and help DMO Hunt to structure and prioritize his work. Commissioner Moffa occupies a unique role on this board and others no doubt have relevant experience. In response to Commissioner Roney relative to the Charter revision and creation of the DMO position, Commissioner Dolmatch said prior to the revised Charter, Mayor Green, as DPW Superintendent, technically reported to the Village Board. However, he was in charge of implementing projects and work. No one served as advisor to him and his department's work, unlike electric, was more comprehensible to most people. DMO Hunt spoke to the creditability a consultant provides; Commissioner Dolmatch said the Municipal Board can lend creditability to decisions because we can have more focus on projects. In response to Commissioner Blackwell asking about the communication conduit, Commissioner Dolmatch answered that when he was a Trustee, he and Trustee Angelillo shared that responsibility depending on the problem. Today Trustee Angelillo is our conduit and DMO Hunt has a number of resources. Commissioner Moffa commented that he thinks that is the way it should be. DMO Hunt said that he previously put together a list of tasks without major input of the boards and most is taken care of.

His recommendations were provided to both boards -- the Municipal Board endorsed it, but with the Village Board did not offer much. Now he has drafted another list that should be accepted or rejected with a timeline and financial consideration so that he can prioritize. Commissioner Blackwell asked if the Village Board created a job description for DMO and if there is an actual document. Trustee Angelillo answered affirmatively, noting that a lot is covered in the agreement with Mr. Hunt. Commissioner Dolmatch said we should plan on discussing a proposal for the working relationship between the Village and Municipal Boards and DMO Hunt, including the reporting documents, at next month's meeting. Commissioner Moffa agreed to work on that with Commissioner Dolmatch. DMO Hunt commented that having operated under the revised Charter we now know what works and what doesn't. He cautioned Commissioners Dolmatch and Moffa not to handcuff him or the board with paperwork. Commissioner Dolmatch recognized that DMO Hunt has that fear but said it is a matter of getting a piece of paper that works. Commissioner Blackler expressed concern about operating without a Chairman; Commissioner Dolmatch said we'll have to work on that.

MINUTES: On the motion of Commissioner Moffa, seconded by Commissioner Roney, it was resolved and unanimously carried (3-0 in favor, Commissioners Blackler and Dolmatch abstained) to approve the minutes of the meetings of February 18 and March 17, 2008.

AMR: DMO Hunt said the RNI will be housed at the water tower site in the climate controlled shelter and we will purchase a rack. Because there will be only one antenna device and the maintenance charge is per unit, our annual charge will be cut in half. In response to Commissioner Dolmatch, DMO Hunt said Town Budget Officer Winkelman is tracking total costs associated with AMR in accordance with the Inter-municipal Agreement. Commissioner Blackwell stated that he wants to receive monthly reporting from the town; Commissioner Roney offered to assume that responsibility and be the AMR liaison. DMO Hunt said no village money has been spent to date and, in response to Commissioner Angelillo, that we have taken delivery of the TGB and RNI (head-end common equipment). The Board had a rather lengthy discussion about the 15-week lead time for the meters that DMO Hunt reported. They concurred with Commissioner Dolmatch urging DMO Hunt to do everything possible to get as many meters in as soon as possible. Trustee Angelillo advised that the Old Stone Mill (OSM) needs power immediately and we only have one 3-phase meter in inventory. DMO Hunt said we will have to put in old style meters and Line Foreman Murphy needs to provide meter-type information. Trustee Angelillo said this has to be addressed.

WEST LAKE: In response to Commissioner Roney asking if there is any money included in the FYE '09 budget for West Lake Street, Trustee Angelillo said there is for design work, but none for construction, because, as was explained before, Orchard Road took priority. Commissioner Dolmatch confirmed that six months ago there would have been money in this budget but that was prior to the Orchard Road residents experiencing flooding and back-up. The Village Board also needs to address the topic of residents sharing the cost of underground electric. Commissioner Dolmatch said that clearly is a Village Board policy decision and he doesn't know if there's been any forward movement. The Board discussed Commissioner Blackwell's suggestion of recommending that the Village Board address West Lake Street as quickly as possible as it is deteriorating rapidly. **Resolution #2008-3 MB:** On the motion of Commissioner Blackwell, seconded by Commissioner Blackler, it was resolved and unanimously carried (5-0 in favor) to recommend that the Village Board give prompt and full attention to the condition of West Lake Street including consideration of re-construction and ask that the Village Board formally respond to the Municipal Board as to when and how that will happen.

ELECT. CONSULTANT: At Commissioner Dolmatch's suggestion, the Board scheduled a separate meeting on Wednesday, May 7 from 5-6:00 p.m. at the Village Office to discuss selection of an Electrical Consultant.

WATER TREATMENT: Commissioner Moffa reported that he contacted the State and confirmed that April 2009 is their "soft schedule" mostly for covering water tanks. As recommended by the Municipal Board, \$20,000 is included in the FYE '09 Water budget to support UV engineering activities. Commissioner Dolmatch said if we don't have to do a full blown plan it may be in our interest to defer a full document until there are less expensive ways. We have more time and probably should take it; S&W's response is still valid. Commissioner Moffa suggested that we keep the consultants moving and get their budgets. DMO Hunt said he can request a proposal for a conceptual design based on conversations here and eventually collaborate with Elbridge and Jordan. Commissioner Moffa said we can coordinate with all parties who have to address water treatment. Commissioner Dolmatch noted that Commissioner Moffa is squiring water treatment and water capacity.

WATER CAPACITY: Commissioner Dolmatch advised that \$12,000 is included in the FYE '09 Water budget to support engineering activities for a Capacity Reserve Study, Vulnerability Assessment, and Emergency Response Plan as recommended by the Municipal Board. Commissioner Moffa noted that all three areas that will require engineering activities are inter-related and he wants S&W to pick-out task by task.

ORCHARD ROAD: Commissioner Moffa reported that the rainfall gauge data was sent in today. DMO Hunt confirmed for Commissioner Dolmatch that the summary of the data from all data points will be used to prepare the inflow analysis and expects the conclusion to identify infiltration from the West Lake branch and Highland as it was visible. DMO Hunt said he talked to Architect Ramsgard regarding 7 Tallcot Lane and the owner may be willing to replace the sewer while excavating. Commissioner Dolmatch recognized that at least part of the work would be on private property but there may be a possibility of doing some corrective work this year. DMO Hunt said it is 200' from manhole to manhole and it might be worth negotiating with the excavator. Commissioner Dolmatch said it may be part of the Orchard Road solution. DMO Hunt said he has the schedule of the overall study from Jon Putnam (of S&W) who has signed off so it can now be distributed. The status of Orchard Road is that we are collecting data and plan on removing flow meters on April 24. In response to Commissioner Blackwell, DMO Hunt said that although we haven't experienced any strong storms, we have had steady rains that provided variation. The City of Syracuse supplies us with data, but not creek level data in the location that we need. Commissioner Blackwell asked if Syracuse has a rain gauge; DMO Hunt answered affirmatively adding that Zlatko gets that data. Commissioner Moffa said more than one rain gauge is always needed and that we can't do much about not having a big rain event. DMO Hunt commented that we were lucky to get the flow meters as quickly as we did.

S&W: Relative to the S&W 2006 report recommending corrective safety action, Commissioner Dolmatch said that certain work has not been completed but needs to get done. If DMO Hunt recommends not doing some of the engineer's recommendations, it needs to be documented and discussed with S&W. Commissioner Dolmatch said just because it is difficult doesn't mean don't do it. We need positive resolutions and if DMO Hunt has recommendations he needs to convey them to this Board. Commissioner Blackwell suggested that DMO Hunt take the list and address each item by either doing as recommended or documenting why not; state what the plan is.

Commissioner Moffa agreed that DMO Hunt needs to make his own recommendations from the S&W report and we'd endorse or disagree.

**LONG
RANGE
PLAN:**

Commissioner Dolmatch recognized that at the present time we don't have a long-range plan. In reply to Commissioner Blackwell stating that DMO Hunt should do a long-range plan and submit it to the Board, Commissioner Dolmatch said we first have to know what we have. Within three months we ought to have a long-range form that we can plug information into, but realize that may take five years or so to do. Eventually we will have year-to-year capital budgets until we have enough data to make projections. Documentation should progress starting immediately to load the data base. DMO Hunt said he thinks we should have CAD base-map drawings of every-thing and asked if the Board supports getting drawings digitized. Commissioner Dolmatch said CAD is one thing, capital planning is something else. First we need to develop the format and data fields for a capital plan. If you can use the CAD information to develop a capital plan that would be useful, if not, it's not. Trustee Angelillo provided Deputy Clerk/Treasurer Couch with a copy of the County of Oswego's Equipment Replacement plan for their Department of Solid Waste asking her to distribute it as a sample.

**WESTERN
GATEWAY:**

DMO Hunt said he attended a meeting Thursday and learned that the Town of Skaneateles and the developer want us to move poles out of the pedestrian way. DMO Hunt stated that he just listened and didn't obligate the village to anything. Commissioner Dolmatch said the Western Gateway is a project the Village Board needs to make decisions about. DMO Hunt said he is concerned about storm water runoff and wants the model results passed on to us but hasn't seen as of yet. Barton & Loguidice (B&L) is looking at the western hill on behalf of the Town, but the village's interest ought to be considered as well. Commissioner Dolmatch said the best conduit is the mayor. Western Gateway can be taken off the agenda.

NYMPA:

Commissioner Blackwell explained that he asked that this item be put on the agenda as he recalled previously receiving letters regarding rate changes and understands that the Village of Solvay is doubling their power rates to their residents. DMO Hunt said Solvay has no relation with NYMPA and the charges passed on to us were through NYISO for transmission charges resulting from generation which Solvay is also subject to. Commissioner Dolmatch said our PPA charge increased because of congestion charges but should go back down. DMO Hunt commented that the case is not closed yet and did impact us. It has been frustrating getting answers and people are pursuing it.

**COMMUNITY
CENTER:**

Commissioner Blackwell asked if our system is able to supply power to the Community Center (SRCT). DMO Hunt said the cart is before the horse – NYMPA and the SRCT are related. Commissioner Roney recalled that we had Curt Wilson look at the potential impact; Commissioner Dolmatch remembered that there were large stranded costs at the time, although he realizes that those penalties will "burn off" eventually. DMO Hunt said we are a member of NDMO Hunt said we have a contract to buy power from Northeast Utilities at extremely good rates until 2013. However, we'd be in breach of that contract if we added the SRCT – or transferred any existing load from another electric utility to Skaneateles electric. Commissioner Dolmatch concluded that the probability of the village serving the SRCT with power is not likely to happen before 2013. Trustee Angelillo noted that PARCS is going to take over ownership of the SRCT.

**DISPATCH
ALARMS:**

Regarding the Dispatch Center water alarms relocation, DMO Hunt said that we are exploring wireless technology in the likelihood of Dispatch moving to the new fire station. Proposals are being provided by a couple of firms that will recognize our

FENNELL STREET:

DMO Hunt said there aren't any real hard and fast plans other than the intersection of Fennell and Jordan Streets, but he has heard of desires for underground. The intersection work is priced. Commissioner Dolmatch asked about the electrical component. DMO Hunt answered that the vault is set and we could come across from the substation to serve. The telephone company wants to go to one of our poles and we could take advantage of putting conduits in the hole. Commissioner Dolmatch advised that the Fennell Street Implementation Committee created by the Village Board comes up with ideas on how to implement the plan and Trustee Jones is the village representative. The Board concurred that for now we should just run the four conduits across the street while the ground is dug up and not spend additional dollars at this time for underground.

ADJOURN: The meeting adjourned at 9:38 p.m.

Patty Couch
Patty Couch
Deputy Clerk/Treasurer