

VILLAGE BOARD MEETING MINUTES
NOVEMBER 8, 2012
7:30 P.M.

PRESENT: Mayor Hubbard, Trustees Angelillo, Jones, Lanning and Sennett, Police Sgt. Stevens, Village Historian Blackler, Village Attorney Byrne

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| Others: | Carrie Chantler | Skaneateles Journal |
| | Jason Emerson | Skaneateles PRESS |
| | Karen Wheeler Lockwood | 1682 West Lake Road |
| | Kevin LaGrow | School Project |
| | Alex LaGrow | School Project |
| | Sue Dove | Skaneateles Chamber Executive Director |
| | Keith Traub | Chamber Sign Project |
| | Teresa Vitale | Skaneateles Artisans |
| | Lisa Twombly | Skaneateles Artisans |
| | Jorge Battle | 818 Franklin Street |
| | Kristin Hunt | Joe's Pasta Garage |

Minutes – Resolution #2012-186: On the motion of Trustee Jones, seconded by Trustee Lanning, it was resolved and unanimously carried (3-0 in favor with Trustees Angelillo and Sennett abstaining as they were not present at the meeting) to approve the Minutes of the Regular Meeting of October 25, 2012 as presented.

Authorize Hiring Russell Nemeti as a Part-time Police Officer – Chief Perkins introduced Russell Nemeti who currently works as a part-time Police Officer for the Villages of Port Byron and Jordan. Chief Perkins and Sgt. Stevens agreed that Mr. Nemeti is a good candidate for our Department and requested authorization to hire him. **Resolution #2012-187:** On the motion of Trustee Sennett, seconded by Trustee Lanning, it was resolved and unanimously carried (5-0 in favor) to authorize hiring Russell Nemeti as a part-time Police Officer effective immediately at the hourly rate of \$26.52 with an 18-month probation period as suggested by Chief Perkins.

Correspondence & Announcements - Mayor Hubbard noted the following:

- Copies of numerous letters relative to the proposed Victory Sports Athletic Complex. Mayor Hubbard explained that the Village concern is water consumption and DMO Lotkowitz sent a letter to the Town of Skaneateles Planning Board yesterday. The Village is doing its part on review of the proposed project.

- Chamber of Commerce Executive Director Sue Dove - Sign Proposal for Jordan/Fennell Street and West Lake Street. Executive Director Dove said the Chamber is requesting new signage for downtown businesses located on Jordan and Fennell Streets who miss much of the foot traffic on Genesee Street. They believe that in order to ensure the viability of these businesses, additional signage is needed. Mrs. Dove said they'd also like to request one new sign on the corner of Kane Ave. and West Genesee Street to bring attention to those businesses down Rte. 41A that also lack the visibility of Genesee Street locations. Some of those businesses are Bob Dewitt's, Anyela's and Lockwood Lavender Farms. She commenced her presentation by reading the following statement:

First I would like to thank Mary Sennett for all her time and guidance with this project. It is greatly appreciated. I would also like to thank Bob Lotkowitz for his expertise.

The Chamber requests your help tonight in two ways in making our community a more visitor friendly place. Most like it, and some may not, but I think you will all agree that Skaneateles is a tourist destination.

Many businesses have decided to do business in Skaneateles, knowing that tourism will be a driving force in making them successful. It is in all our best interests to help local business be successful. They hire our kids, they contribute to the tax base, they contribute to charitable and youth organization, and they provide diversity of products and services.

In the tough economic times we are in we are asking your help in working together to help businesses survive.

Tonight the Chamber is requesting, on behalf of the Jordan and Fennell businesses, and the West Lake Road businesses, to place 3 new signs in the Village which will direct visitors and residents to these businesses which are off the main drag.

Genesee Street businesses experience very good foot traffic. Studies have shown that foot traffic on Jordan Street is 1/2 of that on Genesee Street. Fennell Street businesses see significantly less foot traffic than Jordan Street and Genesee Street. The West Lake Road businesses do not have the luxury of foot traffic at all.

I am hoping we can look at each of the proposed sign locations individually and see if we can come to some agreement to bring much needed exposure to these businesses for the holiday season.

One point of clarification I think is needed based on the email I received from Sue Jones. These signs are being paid for in full by the business owners and the Chamber. The only help we are asking for from the Village is with approval and installation. Mrs. Dove displayed boards showing renderings of the signs.

A lengthy discussion followed condensed as follows:

- Chamber will be responsible for changing business names on the signs
- Each sign: Framework including powder coat finish, "S" with teal, street name, mounting hardware. Business signs: engraved HDU sign material double sided, matte black with mustard letters. Signs are estimated to last approximately 15 years.
- **Fennell and Jordan Street** sign proposed for in front of the Milford Lynch building – up to ten business names (five from on Fennell and five from on Jordan); mount on utility pole; up to 8" high; could add Village Hall and Police; DMO Lotkowitz will check to determine who owns the particular utility pole; dedicated sign post could be made should utility pole come down in the future. Teresa Vitale noted that there are kiosks in Saratoga Springs, Cooperstown, etc. that are an enormous help to visitors. She encouraged approval of the signs and suggested that we celebrate the businesses in Skaneateles. Kristin Hunt said she has been working on this project for a year and since starting two businesses on Jordan Street have left. The signs would allow an opportunity for people to walk down Jordan and Fennell Streets knowing the merchants that are located on the streets. Trustee Lanning commented that it would be a benefit to the entire community to get successful businesses on Jordan and Fennell Streets.
- Free standing sign (with a base that looks like the parking meter sleeves) with up to ten business names at the corner of **Jordan and Genesee Streets** – merchants consider this sign the most important; more eye level; Chief Perkins concerned about obstructing motorists' views; sign would be perpendicular to Jordan Street; directory on both sides; street lamp can't handle the signage due to its size and potential winds; must go before the Historical Landmarks Preservation Commission as it is within the Historic District. Executive Director Dove will check with CEO D'Amico relative to the HLPC and a sign permit. The HLPC next meets on Wednesday, November 14.
- **Kane Ave. and Rte. 41A sign** – near Doug Sutherland's house; mounted to a Village utility pole; half a sign with up to six businesses – committed so far are Lakeview Auto and Marine, Anyela's Vineyard, Brown Dog Antiques, New Hope Antiques, and Lockwood Lavender Farms. Waiting to hear from Mandana Inn. Pole ownership questioned, as well as requirement for NYS D.O.T. permission because it would be in the state right-of-way; DMO Lotkowitz will contact the D.O.T.; concern about the sign getting too big, so favor establishing a waiting list and maintaining sign size; suggestion to contact Mr. Sutherland about the proposed signage. Trustee Jones said she wants to do what we can to promote businesses, but this sign is the hardest for her because the businesses are not in the Village. Trustee Sennett read a letter from James Nocek of Anyela's Vineyards in support of the sign and referenced Phil and Peg Austin's (Snake Oil Glassworks) email of support. She noted that these businesses contribute to the community in dollars and efforts and hire residents from the Skaneateles community – she is in favor of helping. Mayor Hubbard suggested a simple mock-up of the signs so that everyone can see what is proposed and for exactly where – Mr. Traub agreed to make the mock-ups. The Board scheduled an Operations Meeting for Thursday, November 15, 2012, 5:00 p.m. at the Village Office to continue discussion. The Board is hopeful that the HLPC can make a recommendation after their

November 14 meeting.

- Governor's Traffic Safety Committee Notice of \$2,000 "Selective Traffic Enforcement Program" (STEP) award
- Creating Healthy Places to Live Work and Play in Onondaga County free workshop November 16, 2012 from 9 to 11 a.m. at Rosamond Gifford Zoo to give municipalities more information on Complete Streets and how to create and implement a Complete Streets policy.
- NYS Assemblyman Barclay's letter relative to NYSERDA's Buy Green, Save Green Rebates for New York State Local Governments" program
- NYS DOT Reimbursement Request due no later than November 14, 2012 submitted October 31, 2012; CHIPS Capital balance of \$28,481.32 expected in December, 2012
- National Grid's Important Natural Gas Safety Information
- Treasurer's Reports for October 31, 2012
- Trustee Jones encouraged everyone to volunteer to ring the Salvation Army bell for their Red Kettle Drive

Police Department – Sgt. Stevens confirmed that the Police Department Monthly Activity for October, 2012 was emailed to the Board and reported as follows: 199 Calls for service; 11 Misdemeanors; 41 V&T tickets (total); 1 Truck tickets; 206 Parking tickets; 371 Courtesy cards; 7 MV accidents; 14 Property damage; 5 Larcenies; 2 Burglaries/Robbery; 23 Assist Fire/SAVES; 5 Alarm calls; 837 Property checks; and 49 Courtesy V&T's; 3 Car Lockouts. In response to Trustee Jones, Sgt. Stevens said Halloween was "successful".

Director of Municipal Operations – DMO Lotkowitz reported that the DPW has been picking up leaves and the Prentiss Drive path excavation was completed today. He confirmed that the path will be 5' when finished. DMO Lotkowitz further reported that the Electric Department has commenced putting up holiday decorations and have been doing demolition work at the new Village Hall. Relative to the WWTP RBC drives, all three new ones are installed. Mayor Hubbard said he is pleased that the Electric Department stepped up and did the work at the new Village Hall and complimented their work. Trustee Jones asked that the lights on the lamp poles not be turned on, other than for testing, until the Friday after Thanksgiving.

Codes Enforcement – Mayor Hubbard read Code Enforcement Officer Adam D'Amico's report for October 12 – November 8, 2012 as follows: Certificates of Occupancy Issued: 1 (YTD 16); Building Permits Issued: 5 (YTD 64); 13 Total Inspections performed during the period, breakdown as follows: 2 Fire Safety, 1 Wall Frame, 1 Backfill, 1 Insulation, 8 Misc. site visits. During this year's fire safety inspections, the most common violation found thus far has been emergency lights not operating due to dead back up batteries. The purpose of these lights is to provide illumination of the egress passageways and exits in the event of a power outage, or other emergent situation. These devices require regular testing by the building occupants in between required annual inspections performed by the Fire Marshall. The good news is all emergency light units and illuminated exit signs are equipped with a "test" button that requires only to be pressed to test – if the light does not illuminate when the button is pressed, the units must be serviced or replaced – simple as that. Mayor Hubbard complimented CEO D'Amico's report.

WWTP – Trustee Angelillo gave a WWTP report for the month of October 2012 noting that we are again below our 12-month rolling average, 4" or precipitation, the plant met B.O.D. and suspended solids removal, and there were no violations. Mayor Hubbard complimented the WWTP operations.

Skaneateles Volunteer Fire Department – Mayor Hubbard acknowledged the SFD fire log for October 2012 that Chief Sell provided that reported as follows: 14 Fire; 3 Rescue; 0 Water Rescue; 10 EMS (assist SAVES); 6 Mutual Aid; 33 Total Calls for September with 166.39 personnel hours and 15.24 personnel

average. Total calls for 2012: 318 Calls; 3218.97 Personnel Hours; 14.57 Personnel Average. Drills: 4 Total; 21 personnel average; 190 personnel hours; 1,949 personnel hours for 2012; 356.39 total personnel hours spent on calls and drills only for October; 5,330.97 total personnel hours spent on calls and drills only for 2012.

Status of NYS LGE Grant – Mayor Hubbard reported that Atty. Byrne communicated with Town Attorney Sardino after Clerk/Treasurer Couch asked and found out that the State will not reimburse for labor. The water tower rehabilitation is the next step for the Village and there is a meeting scheduled for Tuesday, November 13 at 7:30 a.m. to review the proposal from GHD. Relative to the original study done on the condition of the tank and recommended repairs, Mayor Hubbard asked DMO Lotkowitz to contact Pittsburgh Tank Company to ask if they can provide some oversight work.

Status of Bid Opening for SFD Air Packs – Mayor Hubbard reported that there is no update. Bids have been extended to December 1 as we wait to hear about the grant.

Memorandum of Understanding (MOU) between the Village and Chief Perkins – Mayor Hubbard said the Memorandum of Understanding between the Village and Chief Perkins is for the extension of services through 2013. Trustee Sennett said the Village is very fortunate to have Sgt. Stevens who has a wealth of experience and Chief Perkins who has agreed to stay on as part-time Police Chief while Sgt. Stevens prepares to take the Chief exam. The cooperation is commendable. **Resolution #2012-188:** On the motion of Trustee Angelillo, seconded by Trustee Sennett, it was resolved and unanimously carried (5-0 in favor) to authorize Mayor Hubbard to execute the Memorandum of Understanding between the Village and Chief Perkins. Mayor Hubbard said copies of the MOU are available for the press.

AT&T Mobility Request to Modify Installation – Atty. Byrne said he and DMO Lotkowitz have reviewed the proposed work and photograph of the proposed antenna mounting of the three 60 lb. units. Neither he nor DMO Lotkowitz have any concerns and a consultant is not needed. Atty. Byrne said it is a reasonable request, mountings are the same as others, and the additional weight is not a problem - he and DMO Lotkowitz are comfortable with the proposed work. **Resolution #2012-189:** On the motion of Trustee Jones, seconded by Trustee Lanning, it was resolved and unanimously carried (5-0 in favor) to approve the request from AT&T for modification and upgrades to its antenna installation at the Village's water tower site. In discussing the motion, Atty. Byrne said he will remind AT&T that we need the names, and affiliation of those persons who will be performing the work and the anticipated dates when the work will be done.

Village Historian – Mayor Hubbard acknowledged Pat Blackler's prior notice that she will be resigning as Village Historian on December 31, 2012 and the Board's intention to appoint Jorge Battle to replace her. Historian Blackler said the Board could not appoint a more perfect candidate. She said she has talked to others, but Jorge has always been her 1st choice. **Resolution #2012-190:** On the motion of Trustee Sennett, seconded by Trustee Jones, it was resolved and unanimously carried (5-0 in favor) to appoint Jorge Battle as Village Historian to fill the position to be vacated by Pat Blackler on December 31, 2012. Jorge read a few comments relative to the location of Welch-Allyn on the Huey property written by William Dean in the PRESS Observer Issue of May 8, 1969 as follows:

- 1. They are not only talking about Welch-Allyn but about the development of a 160 acre industrial complex.*
- 2. This property is but a stone's throw away from many East Lake Road properties. The view east from these properties looks directly into the development.*
- 3. Traffic on Route 20 is now quite heavy at certain hours. Imagine how the additional factory traffic will back up behind the overworked traffic light at the intersection of Routes 41 and 20. All of the traffic will have to go down through the Village, or turn on East Lake Street, through the residential areas.*
- 4. Apparently the Welch-Allyn move to Route 20 is predicated on the construction of a new sewer system both east and west of the Village on Route 20. This sewer would connect to the proposed sewers down the east and west shores of the lake.*

5. *Apparently no sewers are planned for the north part of the Town of Skaneateles, where the land is zoned industrial. Therefore we will see industry go where the sewers are, not where the zoning favors industry.*

Notice of Bid for the New Village Hall Project - Resolution #2012-191: On the motion of Trustee Jones, seconded by Trustee Sennett, it was resolved and unanimously carried (5-0 in favor) to authorize publication of Notice of Bid for the new Village Hall project in the Skaneateles Journal Edition of November 21, 2012 contingent upon QPK having the bid specifications and drawings complete by Friday, November 16, 2012. In discussing the motion, it was noted that the Bid Opening will be Wednesday, December 12, 2012, 2:00 p.m. at the Village Office.

Authorize Contract with Barb Spain to update Lake View Cemetery Records as recommended by the Cemetery Board – Trustee Sennett read the following statement.

*The administrative tasks for Lake View Cemetery are handled by Roben Shappell. She tracks information relating to burials and sales of graves, prepares invoices and records deeds. Currently, many of the records are kept in old ledger books. We'd like to migrate some of the information to the computer and put the old books in a safe place at the Historical Society. Occasionally a family makes an inquiry that requires some research into historical records. Roben works to help the family find the information they need. One of Roben's wonderful traits is that she is always concerned about customer service. These inquiries can be very time consuming and are above and beyond the normal day to day work that Roben has. After discussions with Roben and the Cemetery Board we would like to contract with Barbara Spain to help with these two items. Barbara is a Skaneateles native, a former Town Board member, and a member of the Historical Society. She has written books on the history of Skaneateles and about 23 years ago worked on a project to create a database of names of all the people buried in Lake View Cemetery through 1989. In meeting with her she admitted that she likes working in cemeteries. She has assisted in restoring monuments and has helped people with genealogy searches. It is our hope that she will work herself out of a job which is why this hasn't been advertised. We expect her work will only involve a few hours each week and once the data is automated it will be maintained in the office. We will contract with Barbara for the remainder of this fiscal year and will compensate her for an amount not to exceed \$2,000.00. Trustee Lanning thanked Trustee Sennett for reading the statement that offers a tremendous amount of clarity about the position. Trustee Jones said she can't think of anyone better than Barb Spain for the job. **Resolution #2012-192:** On the motion of Trustee Sennett, seconded by Mayor Hubbard, it was resolved and unanimously carried (5-0 in favor) to authorize contracting with Barbara Spain to update Lake View Cemetery records as recommended by the Cemetery Board.*

Authorize Survey Work behind Fennell Street Properties along Skaneateles Creek – Trustee Lanning explained that he has been doing research exploring the feasibility of a potential creekwalk behind the Fennell Street properties along Skaneateles Creek. The City of Syracuse is "on board", as is the Historical Society and property owners. Trustee Lanning reported that Paul Olszewski quoted \$675.00 to survey the five properties. DMO Lotkowitz said Mr. Olszewski would identify what properties are there and where the easements would be needed. Trustee Lanning said the Rotary Club and Boy Scouts cleared some of the area prior to the "Duck Dash". Atty. Byrne said for that cost there won't be a lot of detail and asked if he is going to provide a map. Trustee Lanning said he talked to Mr. Olszewski about putting in corner stakes in the adjacent back corners of the property. All five property owners approved of having the survey done and he has had agreeable conversations with each about a creek walk. Atty. Byrne noted that the City must have a map - Mr. Olszewski will need that and the deeds for the five properties. **Resolution #2012-193:** On the motion of Trustee Jones, seconded by Trustee Lanning, it was resolved and unanimously carried (5-0 in favor) to authorize engaging Paul Olszewski to survey behind the Fennell Street properties along the Skaneateles Creek at a cost not-to-exceed \$675.00.

Snowplowing Agreements – Atty. Byrne explained that inasmuch as the Parkside Subdivision is still under development, the streets have not yet been dedicated to the Village and are still owned by the

developer. Therefore, we need an agreement for snow plowing the subdivision. Trason Skaneateles LLC provided the usual insurance certificate naming the Village as an additional insured party on the owner's coverage and this is a renewal of an agreement that first began in 2005. **Resolution #2012-194:** On the motion of Trustee Jones, seconded by Trustee Sennett, it was resolved and unanimously carried (5-0 in favor) to authorize renewing the snow plowing agreement with Trason Skaneateles LLC for the Winter of 2012-2013. **Resolution #2012-195:** On the motion of Trustee Jones, seconded by Trustee Sennett, it was resolved and unanimously carried (5-0 in favor) to authorize signing the Fingerlakes Landscape & Design proposal for snow plowing behind the Village Office building. In discussing the resolution, Clerk/Treasurer Couch noted that adjacent property owners contract with Fingerlakes Landscape & Design for snow plowing and Julie Sharpe (52 E. Genesee St.) is very conscientious about setting the perimeters of when their services will be expected.

Community Food Drive – Trustee Jones reminded everyone that the Skaneateles Community Food Drive will be on Saturday, November 10, 2012 from 9 a.m. to noon in the Tops Market parking lot. The area Girl Scouts, Cub Scout Pack 161 and Boy Scout Troop 61 invite you to participate in their annual collection of food donations to benefit the local needy through the Skaneateles Food Pantry.

Church Service – Trustee Jones also noted that the Community Ecumenical Thanksgiving service will be at the Methodist Church on Sunday, November 18, 2012 at 4:00 p.m.

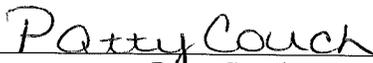
Veterans' Day – Trustee Sennett reminded all of the Veterans' Day Tribute at 11:00 a.m. on Monday, November 12, 2012 in upper Shotwell Park.

Five Minute recess prior to Approval of Bills

Bills and Adjustments - **Resolution #2012-196:** On the motion of Trustee Sennett, seconded by Trustee Lanning, it was resolved and unanimously carried (5-0 in favor) that bills from Abstract #11 be audited and paid as follows:

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| General Fund | Vouchers #449-483 | Checks 14418-14452 | \$108,787.75 |
| Sewer Fund | Vouchers #128-137 | Checks 4263- 4272 | \$ 11,624.08 |
| Electric Fund | Vouchers #127-143 | Checks 4848- 4854 | \$ 11,272.13 |
| Water Fund | Vouchers # 88- 97 | Checks 3429- 3438 | \$ 22,741.42 |

Adjourn - **Resolution #2012-197:** On the motion of Trustee Sennett, seconded by Trustee Angelillo, it was resolved and unanimously carried (5-0 in favor) to adjourn the meeting at 9:20 p.m.


 Patty Couch
 Village Clerk/Treasurer