

VILLAGE BOARD MEETING MINUTES

May 23, 2013

7:30 P.M.

PRESENT: Mayor Hubbard, Trustees Angelillo, Jones, and Sennett, Police Chief Perkins*, Director of Municipal Operations (DMO) Lotkowitz, Codes Enforcement Officer (CEO) D'Amico, Village Historian Batlle, Clerk to the Boards Dundon, Village Attorney Byrne

ABSENT: Trustee Lanning

Others: Connie Brace* QPK Design
Carrie Chantler Skaneateles JOURNAL
Joe Genco Skaneateles PRESS
Jane Teffar 37 Orchard Road
Paul Jones* SFD Member & Labor Day Parade Chair

QPK Professional Services to Assist with Selection of Furnishings and Equipment for the new Village Hall

– Mayor Hubbard explained that QPK Design's Connie Brace is present this evening to answer any questions relative to consideration of approving additional professional services on an hourly basis for upgrades at the new Village Hall. The first consideration focuses on furnishings and amenities. Connie said that they are trying to get the best fit possible, starting with the Village Clerk's office. The original plan was based on moving the existing furniture, but that isn't an efficient use of the smaller footprint. QPK Interior Designer Kara Ghezzi is looking at modular furniture that can be built upon. Trustee Sennett commented that when Village Clerk/Treasurer Couch shared the design, it struck her that we are fortunate to be working with QPK Design – a full service organization. She added that maximizing the use of the space is important. Establishing a not-to-exceed amount was discussed; alternatively, Trustee Sennett suggested a review at one of the June meetings to see where we stand. Trustee Jones said it will be money well spent in the long run. **Resolution #2013-74:** On the motion of Trustee Jones, seconded by Trustee Sennett, it was resolved and unanimously carried (4-0 in favor) to authorize QPK Design's professional services to assist with selection of furnishings and equipment for the new Village Hall on an hourly basis without a not-to-exceed cost, but with a review in June.

QPK Professional Services for Additional Design Services for the Site Plan – Connie held up a rendering of the Phase I site work to clarify what was purchased in the construction contract. *Chief Perkins arrived. She noted that the plan is to have a future tenant in the bay area and with the design of the new Village Hall there is some landscaping. She explained that what they are proposing tonight is Phase II of site development. Without knowing the tenant or their needs, a minimal amount of work is proposed – street-side curbing for entry and exit lanes; concrete sidewalks will be incorporated across the front of the parcel with appropriate reductions in curb height where needed; curbing will be minimal and will be brought around to die at the property lines; existing front parking area will be repaired and/or micro-paved; and a painted pedestrian path will be introduced from the sidewalk on the utility pole island to the entrance of the Village Hall. Sack engineers will spec the lighting fixtures, with the lighting vendor to do the photometric design work. DMO Lotkowitz said Village forces can do the front sidewalk, curbing, and lighting for the parking area. A change order can be issued to the contractor to extend the sidewalk around the building so that there will be a sole-source of responsibility for that work. DMO Lotkowitz pointed out the location of the new transformer to serve the Village Hall and future tenant, noting that the base and conduit are there and the fence was not moved. Atty. Byrne said the fence encroaches on Village property. DMO Lotkowitz said the curbing will go around the transformer site; Connie said it will be on Village property and not affect adjacent parking. Atty. Byrne suggested putting the curbing at the property line. Jack Cottrell's map was previously sent to the owner of the apartment building so he is aware of the encroachment. Atty. Byrne cautioned that once you put curbing in, you are essentially establishing a new line. Mayor Hubbard recalled that the site has been surveyed so there may be stakes (pins) in place. Atty. Byrne said before the final design, the Trustees need to decide where the boundary is. Connie talked about the goal to tie into the sustainable site. DMO Lotkowitz said LED

LED lights are planned for the parking area and property lighting. He reiterated that Village forces can do much of the work in Phase II. Connie said there will be a sloped walk from the Top's grocery store parking lot to Village property as opposed to steps that would have to be maintained. Trustee Sennett verified that the Village would put in the green space, install sidewalks across the front of the parcel, and prepare the site for curbing while the current contractor would be responsible for the additional sidewalk work through a change order. Mayor Hubbard said he is encouraged that Village forces can do so much of the work. He said we'd be engaging QPK to perfect the curbing elevations and location; Trustee Jones commented that it will be a better looking project. Connie said the cost for Phase II will be \$13,500.00 - \$10,000 for design and \$3,500 for lighting. Mayor Hubbard said we need QPK's professional expertise. **Resolution #2013-75:** On the motion of Trustee Jones, seconded by Trustee Sennett, it was resolved and unanimously carried (4-0 in favor) to authorize QPK Design to finalize Phase II of the site plan at a not-to-exceed cost of \$13,500.00.

Labor Day – SFD Member and Labor Day Parade Chair Paul Jones read a statement as follows: *The Skaneateles Fire Department is pleased to announce that this year's Honoree for the Labor Day Celebration is the Skaneateles Ecumenical Food Pantry. The Skaneateles Ecumenical Food Pantry serves over 100 households each month and provides special holiday distributions at Thanksgiving, Christmas and Easter. We will be collecting non-perishable can goods and donations over the Labor Day weekend and at the parade on Sunday, September 1, 2013. We are currently looking for businesses and volunteer groups to assist in the collection over the weekend. Also, this year's theme for the parade is Community Spirit. We are asking businesses, organizations and youth groups to participate and enter a float in the parade. New prizes will be presented to the best in category for participation. Please join the Skaneateles Fire Department and the other neighboring Fire Departments in the Labor Day parade September 1st. Please contact Labor Day Parade Chair Paul Jones at 569-8423 or at jones@mcclurgteam.com to participate.*

ITS, Inc. Telephone Equipment Sales Agreement – Clerk to the Boards Dundon reported that the Village Board approved the recommendation as submitted a couple of months ago for a new central unit reusing the existing executive phones. Subsequently, a review determined that it would be prudent to provide a phone set at the front counter and one in or near the vault/storage room. The quote increased by about \$500. Clerk Dundon said the re-use of the telephone sets is the most cost effective by far and confirmed for Mayor Hubbard that the existing Village Office phones (including Planning/Zoning) will be moved to the new Village Hall and have IP capability. Mayor Hubbard commented that the Village is extremely fortunate to have Clerk Dundon as he is certainly knowledgeable and helpful. In response to Mayor Hubbard, DMO Lotkowitz said he is "all in – this is the right way to go". Clerk Dundon said that a meeting is scheduled for next Wednesday, May 29, with all the pertinent players so we should be able to finalize the IT closet. **Resolution #2013-76:** On the motion of Trustee Sennett, seconded by Trustee Jones, it was resolved and unanimously carried (4-0 in favor) to authorize Mayor Hubbard's execution of the Internal Telecommunication Systems, Inc. (ITS) Telephone Equipment Sales Agreement.

Minutes – Resolution #2013-77: On the motion of Trustee Angelillo, seconded by Trustee Jones, it was resolved and carried (4-0 in favor) to approve the Minutes of the Regular Meeting of May 9, 2013 as presented.

Correspondence & Announcements - Mayor Hubbard reviewed the following:

- MEUA Central Regional Meeting Hosted by Skaneateles Electric Light – June 26, 2013. DMO Lotkowitz said this is a one-day event for the central region of the MEUA and will commence at the new Village Hall with a couple of presentations, the second of which will be "New net zero municipal building via NYSERDA Grant". After lunch on their own, attendees have an option to play golf at Dutch Hollow Country Club or tour Anyela's Vineyards. Also available is a Mid-Lakes Navigation boat ride between 3:00 and 4:00 p.m. A reception and dinner are scheduled at the Sherwood Inn. Trustee Sennett

commented that the Chamber of Commerce should be aware of this event – Clerk/Treasurer Couch will notify Chamber Executive Director Sue Dove tomorrow morning.

- NYS Public Service Commission (PSC) Letter of May 10, 2013 advising that they have resumed a proceeding (Case 07-C-1486) to determine how best to create an additional area code in the 315 area code region

- NYCOM Memo – Call To Action: Binding Arbitration – Fix It or End It!

- Regarding the fire siren: letter from Jim McCabe, email from Village of Lowville Clerk/Treasurer Pam Roes

- Link to the 2012 Annual Water Quality Report – home page of the Village website

www.villageofskaneateles.com/2012AWQR. DMO Lotkowitz explained that this year we can put notice of the link to our Annual Water Quality Report in with each of our May utility bill instead of a separate mass mailing. This will be a substantial savings. Clerk/Treasurer Couch advised that she has a copy of the notice for the press.

- Email from Greg Berry, CEO & Founder of Municibid, a free resource villages and cities use to auction off no longer needed items and police confiscated items to the public

- Robert J. Hydon Post #239 Invitation to participate in the annual Memorial Day Parade on Monday, May 27, 2013 to honor members of the Armed Forces who have given their lives for our country. Parade assembles at 8:30 a.m. at the American Legion Post.

- F.O.C.U.S. Greater Syracuse Citizens Academy September 11-October 30, 2013

- SMTC Letter announcing Transportation Enhancement Program (TEP) Applications Available for transportation projects, such as construction of bicycle paths and streetscapes improvements. DMO Lotkowitz confirmed that he has a copy of the letter.

Director of Municipal Operations - DMO Lotkowitz reported that the DPW has been doing brush pick-up and getting the parks ready for Memorial Day. The Light Department has been installing meters, doing meter readings, and working at the new Village Hall. DMO Lotkowitz reported that he and Municipal Board Chair Peter Moffa met with Onondaga County Health Department's Jeff Till and Shawn Rush relative to a revised standard operating procedure for water system emergency situations. County Health will formally respond to our request to implement an operational change to immediately improve pressure and flow during fire events in the downtown and western areas in the Village. DMO Lotkowitz explained that he proposed that we'd open an emergency connection which would provide for direct pumping of treated water to the system and keep it open at all times. The emergency connection is located downstream of the UV System and located within the pumping station. DMO Lotkowitz said Mr. Till and Ms. Rush had done their homework and he thinks it was helpful that they came to the plant. Trustee Angelillo asked if GHD used the model. DMO Lotkowitz said yes, an accurate calibrated model. In response to Atty. Byrne, DMO Lotkowitz said we will follow-up on the GHD recommended work plan at some point. He noted that Town of Skaneateles Highway Foreman Card and Councilman Greenfield also were at the meeting. Atty. Byrne complimented DMO Lotkowitz on this accomplish, as it will result in significantly improved fire flow in the core of the village.

Old Business

Status of NYS LGE Grant – Mayor Hubbard reported that Clerk/Treasurer Couch has had correspondence with NYS Department of State's Sean Maguire relative to reallocation of all remaining funds (\$265,985) to water treatment retrofit. He suggested that DMO Lotkowitz include a copy of his May 15, 2013 letter to the Onondaga County Health Department when he responds to Mr. Maguire's questions about the Village and Town's intention to complete the work originally outlined in the budget and work plan. Mayor Hubbard added that the State seems to be favorable with the reallocation.

Status of new Village Hall Project – DMO Lotkowitz reported that interior doors and frames were installed, some lights are on, TAG Mechanical committed to have HVAC operational by June 4, etc. He said a lot is getting done and confirmed that there aren't any leaks in the roof even after the heavy rains.

Status of NYSERDA Grant – DMO Lotkowitz said Sack Engineering is working on item #1 and will have it next week. NYSERDA representatives will be here Thursday, May 30 to go through the site – DMO Lotkowitz will advise as to the time of their visit.

New Business

Physio Control Quote – Mark Stebbins was present to address the Physio Control quote explaining that the SFD is replacing the old Welch Allyn (WA) Defibrillators which are used and some have reached the end of useful life. All the units will be replaced with the Physio Control units that are the gold standard and carried on all fire department apparatus. Trustee Jones said she met with Mr. Stebbins, the expenditure is in the current budget, and these units are on State bid. With the NYS pricing no competitive bidding is necessary. Trustee Jones also noted that all the equipment would be consistent and there is a lot to say for that. Chief Perkins advised that the Police Department is replacing with the same units. **Resolution #2013-78:** On the motion of Trustee Jones, seconded by Trustee Sennett, it was resolved and unanimously carried (4-0 in favor) to accept the Physio Control quote and authorize the purchase of 11 LIFEPAK 1000 Basic with graphical display and 11 infant/child reduced energy defibrillation electrode starter kits at a total cost of \$22,572.00. In discussing the resolution, Trustee Jones thanked Mr. Stebbins for all his effort and work on this. Furthermore, it was noted that this expenditure will be from the current fiscal year ending May 31, 2013 budget.

Red House Arts Center – Trustee Jones commented that she attended last summer's production of The Tempest. It was very well done and they were very respectful of the park. **Resolution #2013-79:** On motion of Trustee Sennett, seconded by Trustee Jones, it was resolved and unanimously carried (4-0 in favor) to authorize the Red House Art Center to perform Shakespeare's classic thriller Macbeth in Clift Park on June 16, 2013 at 2:00 p.m. In discussing the resolution, Trustee Jones asked Clerk/Treasurer Couch to remind the Red House Arts Center to refrain from having trucks on park grounds.

Codes Enforcement Proposal – Mayor Hubbard confirmed that the Trustees have a copy of the verbiage that Codes Enforcement Officer (CEO) D'Amico is proposing to publish relative to serious code violators with their violation in the local paper. Trustee Sennett said she sent an email suggesting that the policy be applied to all – anyone cited for a violation gets listed in the paper. CEO D'Amico said he totally agrees and commented that he views it as another tool in his toolbox. Trustee Sennett said the steps would be a conversation with the violator, a letter stating the violation, a second letter with a deadline to comply, and then publish the violation. Trustee Jones said the process needs to be clear and transparent – establish a policy that is the same for all. Atty. Byrne said he recommends two letters – one by regular mail and one by certified mail. He also suggested including a notice that the violation will be published if not complied with. Specifically concerned about the condition of a house on West Elizabeth Street that is in need of paint, exterior repairs, and lawn maintenance, Jane Teffar asked what happens when the violator doesn't comply. Atty. Byrne said aesthetically the Village can't say you have to paint your house. CEO D'Amico said it is a different process for business violations - if the violation is published, compliance is also published. Former CEO Batlle asked what happens if it is ignored. Trustee Jones said she is in favor of giving CEO D'Amico another tool as long as it is consistent. Trustee Angelillo noted that the Board still needs to decide what we are going to do. Atty. Byrne said the due process steps are a necessary part of the process and the violation ultimately comes before the Board for action. Trustee Jones said she thinks CEO D'Amico's proposed publication will work for businesses. **Resolution #2013-80:** On the motion of Trustee Sennett, seconded by Trustee Angelillo, it was resolved and unanimously carried (4-0 in favor) to authorize CEO D'Amico to include notice to violators who have not complied with the verbal or initial written notice that the violation(s) will be published in the local newspaper.

Public Hearing – **Resolution #2013-81:** On the motion of Trustee Jones, seconded by Trustee Sennett, it was resolved and unanimously carried (4-0 in favor) to schedule a Public Hearing at the Regular Meeting of the Village Board of Trustees on Thursday, June 13, 2013 at 7:30 p.m. at the Village Office to consider

a violation at 62 West Elizabeth Street of Local Law #3 of 1995 which provides for the control of brush, grass, rubbish and weeds on private property within the Village of Skaneateles. Furthermore, Atty. Byrne was directed to send the appropriate letter to the property owner. In discussing the resolution, Mayor Hubbard asked Clerk/Treasurer Couch to advise Larry Pardee of this action as he emailed a complaint about this property.

Police Department Car – Resolution #2013-82: On the motion of Trustee Jones, seconded by Trustee Sennett, it was resolved and unanimously carried (4-0 in favor) to authorize the purchase of a new Police Department car from Drivers Village, Cicero, NY at a County Bid Contract price of \$20,669.00 with the proviso that it is ordered now but paid for in the next fiscal year (FYE '14) and that the car replaces a Police Department car that is taken off the road.

Escape Rope System – Resolution #2013-83: On the motion of Trustee Sennett, seconded by Trustee Jones, it was resolved and unanimously carried (4-0 in favor) to authorize the Skaneateles Fire Department’s purchase of twenty (20) escape rope system sets at \$468/system for a total cost of \$9,360 from this current fiscal year (FYE '13).

Barb Spain – Trustee Sennett recalled that the Village Board authorized \$2,000 for Barb Spain to work on the Cemetery Records. To date we have paid her \$909 and she will have one more invoice probably not more than \$200. Last summer the Burrows family came in and consumed a lot of Account Clerk 1 Shappell’s time and then Pat Blackler jumped in to help. Trustee Sennett reminded the Board that when we initially talked about working with Mrs. Spain, one of the items discussed was the fact that she could help if another complicated search evolved. Account Clerk 1 Shappell doesn’t have the time for this especially with the upcoming move. **Resolution #2013-84:** On the motion of Trustee Sennett, seconded by Trustee Jones, it was resolved and carried (4-0 in favor) to authorize using unexpended funds from FYE '13 in FYE '14 should we need to seek assistance from Barb Spain.

Mackenzie Hughes – Mayor Hubbard reported that we talked to Jeff Brown of Mackenzie Hughes about the Water System Improvement Project and he advised that the first order of business is to get on the list as EFC financing looks like our best bet at this point. DMO Lotkowitz explained that whether the Village would qualify for subsidized financing or just market rate is based on how well the project scores and that can only be determined by actually engaging in the process. He added that lower cost interest financing would help with the project. Trustee Jones noted Mackenzie Hughes’ good work in the past. **Resolution #2013-85:** On the motion of Trustee Jones, seconded by Trustee Sennett, it was resolved and unanimously carried (4-0 in favor) to authorize engaging Mackenzie Hughes at \$1,500.00 to proceed with submission of paperwork to get the Water System Improvement Project listed on the EFC Annual Intended Use Plan.

Five Minute recess prior to Approval of Bills 8:54 PM

Bills and Adjustments - Resolution #2013-86: On the motion of Trustee Angelillo, seconded by Trustee Sennett, it was resolved and unanimously carried (4-0 in favor) that bills from Abstract #24 be audited and paid as follows:

General Fund	Vouchers # 986-1028	Checks #14953-14994	\$ 20,512.88
Sewer Fund	Vouchers # 254-260	Checks #4389-4395	\$ 2,874.94
Electric Fund	Vouchers # 290-301	Checks #5001-5012	\$ 82,503.46
Water Fund	Vouchers # 200-204	Checks #3537-3541	\$ 2,112.08

Adjournment - Resolution #2013-87: On the motion of Trustee Sennett, seconded by Trustee Jones, it was resolved and unanimously carried (4-0 in favor) to adjourn the meeting at 9:10 p.m.


Patty Couch, Village Clerk/Treasurer