

Municipal Board Meeting Minutes FINAL  
Tuesday, April 28, 2020

A conference call was held in place of an in-person meeting, due to Covid-19, the agenda with call number was posted on the Village of Skaneateles Website so that any member of the general public could “attend” in addition to the committee members. (See attached)

I. In Attendance:

Chair Marc Angelillo, Members: Gregg Palmer, Walter Blackler, Duane Wiedor

Electric Superintendent: Peter Reap

Skaneateles WWTP Operator: Adam Twitchell

Liaison: Carol Stokes-Cawley

Absent: Member: Tom Rhoads

Chairman Angelillo opened the Municipal Board meeting of April 28, 2020

Gregg made a motion to approve the Municipal Board Minutes of March 31, 2020, Duane seconded and the minutes were unanimously approved.

**Electric Department Update:**

Superintendent Reap updated the Municipal Board on the Electric Department happenings:

- The Fennel Street transformer was tested the week of April 20<sup>th</sup>. Reap reported that it went well. Both the relays and breakers tested well. The oil was drained. The low tap changer was replaced due to some scouring and pitting. The work on the substation can now proceed with containment. National Grid can also be brought in to do what they need to do to bring the substation on-line.
- O’Connell Electric will be coming into the Village the week of May 4 to address an old pole on Jordan Street (#3). He asked for the Municipal Board to recommend to the Village Board approval of a task order in the lump sum of \$12,570 to come in with a crew of four to “cut” and “kick” the pole.. (Term for replacing an old pole) Reap was extremely concerned about the condition of the pole. He has also been in contact with the telephone/cable companies to move their cables as well. He explained that there would be an outage of about 6 hours for a number of the Fennel Street buildings (Johnny Angels, The town offices, etc.) while the pole was being addressed.  
**Chairman Angelillo made a motion to recommend to the Village Board to approve the Task Order for O’Connell Electric to replace the Fennel Street pole for the lump sum of \$12,570. Wiedor 2<sup>nd</sup> the motion. All approved.**

- NYMPAs Transmission Congestion Contracts (TCC) program provides insurance so that if the grid becomes congested, it costs money for the ISO to make adjustments,. By entering into the TCC program, the Village will not be charged for transmission usage that's over and above what we are paying. Marc further explained that the Village had agreed to these contracts in the past and that it is a way for buyers to hedge the transmission price fluctuations and balances the Village from the high and lows of congestion charges. A TCC holder has the right to collect on the obligation to pay congestion rents in the Day Ahead Market for energy associated between specified point of injection and withdrawal. He also recommended that the MB recommend to the Village Board that we agree to the TCC . **Gregg Palmer made a motion to recommend to the VB to approve entering into the TCC transmission construction contract, Walt Blackler seconded and all members approved.**
- There is an unsightly pole in front of the Syracuse Water Intake Building on Genesee Street which needs to be addressed. Peter is investigating the easements in that area and reaching out to O'Connell to get a price for taking down the pole and relocating the cables. Peter will keep the MB informed of the progress Re: this pole, as no action from the MB is needed at this time.
- The new lineman is working out well, he is energetic, enthusiastic and fitting in with the rest of the Department.

### **Sewer Treatment Plant Updates**

Adam Twitchell was asked to update the MB on the wastewater treatment plant.

- Adam has been working closely with GHD as they put together a report on alternatives for meeting the SPDES permit limits for ammonium and chloride. He has shared reports and documents on the RBCs, alkalinity tests etc. with GHD.
- The Village received an e-mail from our contact with the NYDEC, Jennifer Smith Re: the permit requirement for an engineering report for meeting the ammonium and total chlorine limits. The interim report dates have been extended (no specific date identified) as long as the village meets the final work deadline of October 2024. Marc mentioned he would reach out to Jennifer to ensure that there is not interim date for the first engineering report that we somehow missed.
- Tom Fleet has been working as a backup operator. He works primarily weekends and holidays and has been putting in about 30 hours/week. And has been helping get things done around the plant including cleaning,

organizing and painting. It should be noted that Tom does have a D water distribution license.

- Marc asked Adam to keep the board apprised of GHD and their report as the MB will be interested to see what alternatives GHD will be evaluating.

## **Water Operation**

Marc updated the MB on the status of operation of the Water Plant

- The City of Syracuse continues to be the operator of record.
- Adam clarified that the City wants to also collect water samples (the Village was doing this) but the City wants to collect the samples as well as analyze and submit the reports. It is most likely a chain of custody issue, as if the city has the license they want to ensure they are doing everything correctly.
- Marc will follow-up with the city, as he would like to ensure Adam goes with them when they sample, so that he can get the required experience (needs one year) to eventually get his Water Operator's license.
- Marc noted that several of the staff took the 2B Water Operators license test; they were scheduled to take the Water Distribution (D License) training, which was scheduled down in Cortland. Adam had not heard whether the training was on for May or not. Adam was going to follow-up

## **Financials:**

Marc share the utility financials as of April 28, 2020 (See attached), Marc mentioned he doesn't want to get involved in the day-to-day invoicing, he just thought it would be helpful for the Municipal Board to know that each of the a utility accounts is positive and appears to have sufficient funds in case of emergencies. Duane mentioned that as a new member this is the first time he has seen financial such as these, but these numbers are one point in time and don't necessarily tell us if we have the cash necessary for the operations for the entire year. Marc replied that these are the bank statements for each fund and that there is money coming in and going out, so again we have reserve money in each account. Gregg mentioned that there was a time when our sewer funds were declining and at that time it was decided to raise the sewer rates. Duane mentioned he might have additional questions and will get back to Marc on those. Marc will be sharing the financial statements quarterly. The other members thought quarterly was fine.

## **Critical Impact Review for Planning Board Re: Coffee/Restaurant in Former White Birch Tasting Room.**

Marc explained that the Planning Board has referred the application of Marie Helene Gingras for the Municipal Board's recommendation regarding critical impact of a change of use from retail to restaurant for Good Restaurant at 18 West Genesee Street.

The Following CIP boilerplate language was read by Marc to the Municipal Board for their consideration: "The Municipal Board of the Village of Skaneateles at its regular scheduled meeting held on April 28. Today considered the application of Marie Helene Gingras to change the use from retail C(21) to restaurant (C19) for Good restaurant at the Property addressed as 18 West Genesee Street in the Village of Skaneateles.." (See attachment to agenda for additional motion statement) Dennis mentioned that this was formally the White Birch Tasting Room and the property is owned by the Pioneer Company (Falcone family) and is located between Valentines and the Liquor Store. The intention is that it will be a coffee shop/restaurant. It should be noted that White Birch Tasting room did serve food and the location previously held a Chinese Restaurant.

**Gregg Palmer mentioned he would like the approval to be contingent on confirmation that the grease trap is in good working order and made the motion with this contingency. Walter seconded the motion. Marc took a vote, all voted to pass the motion and asked Dennis to pass this along to the Planning Board.**

#### **Water Improvement Project:**

Marc mentioned that Dick Perkins is managing the Water Line Improvement Project on the ground for the Village, GHD oversees the design and construction as the Village's consultant and Villager is our contractor.

Shawn Rush of the State Department of Health, just gave approval for the Western Gateway improvements. This part of the project will change Mirbeau from a town water customer to a village water customer and also provide a new tie in to the Town's western water district through a new main.

Dennis explained that currently the water line to the town cuts through the corner of Mirbeau property and there is a desire to relocate that line.

Carol mentioned that the remainder of the Water Line Improvement project will be focused on East Lake Street this summer, where new sewers as well as the new water line will be built. There will also be some work done on the storm sewers. Work has started on that area and Villager hopes to be done in late summer/early fall. The street will be closed to all but residential traffic for most of the summer.

#### **Adjournment.**

A motion was made by Gregg and seconded by Walt to adjourn the meeting, all were in favor.

## **Financial Handout**

### **Village of Skaneateles Municipal Board Utility Financials as of April 28, 2020**

As of March 31, 2020, Bank Statements were as follows:

Sewer – Key Checking	\$153,556.71
Key Savings	200.62
NY CLASS	<u>9,327.48</u>
	\$163,084.81
Water – Key Checking	\$173,932.33
Key Savings	86,776.96
NY CLASS	<u>371,989.53</u>
	\$632,698.72
Light – Key Checking	\$444,751.86
Key Savings	227,381.93
NY CLASS	<u>527,962.35</u>
	\$1,200,096.14
Depreciation Resrv.	265,171.30

Just so you know, all utility payments are collected by the Light Department and are initially deposited in the Light Key Checking account. At around the beginning of each month, the Light Dept. Key Checking transfers monies collected for sewer and water utilities. At the end of March, those transfers had not yet happened, so the Light Dept. Key Checking account still held monies. When transferred, the Light fund checking account balance decreases, the water and sewer checking account balances increase.

Received from Village Clerk/Treasurer, Patty Couch; 4/24/2020

**Critical Impact Permit Resolution Handout for 18 West Genesee Street**

**VILLAGE OF SKANEATELES**

**Municipal Board**

The Municipal Board of the Village of Skaneateles, at its regularly scheduled meeting held on April 28, 2020 considered the application by **Marie Helene Gingras** to change use from Retail C(21) to Restaurant C(19) for Good restaurant at the property addressed as **18 West Genesee Street** in the Village of Skaneateles. This application had been administratively referred by the Planning Board to the Municipal Board for its recommendation as required by Section 225-54D. of the Village Code.

The Board reviewed the application and the utility usage historical data and projections for the subject property. Of particular note is the fact that the property has most recently been used as a tasting room that incorporated food service. Previously the property had been used as a dine-in and take-out restaurant. Also, the adjacent suite is presently used as a restaurant.

The Board finds that the change of use will not have an unreasonably detrimental effect on the utility infrastructure within the Village. Based on the foregoing, the Municipal Board recommends that the Planning Board should consider granting the Critical Impact Permit without further conditions.

