

## VILLAGE BOARD MEETING MINUTES

December 14, 2023

7:00 P.M.

**PRESENT:** Mayor Sennett, Trustees Evans, Richards and Zapata, DMO Posella, DDMO Pagano, Police Chief Heggelke, SVFD Chief Buehler, CEO Cromp\*\*, WWTP Operator Twitchell\* and Village Attorney Pavlus

**Excused:** Trustee Lynn

|                |                  |                              |
|----------------|------------------|------------------------------|
| <b>Others:</b> | Jason Gabak*     | Skaneateles PRESS Editor     |
|                | Sophia C.        | 8080 Highland Dr., Marcellus |
|                | Mia Welsh        | 4904 Buxton Dr., Syracuse    |
|                | John Oliver      | 4880 Cedarvale Rd.           |
|                | Adam Rayfield    | 3 First St.                  |
|                | Jake LaFever     | 4433 Dublin Rd.              |
|                | Kira Wordan      | 4340 Kasson Rd.              |
|                | Korinne Kemp     | 4422 NE Townline Rd.         |
|                | Peter Fikes      | 3 Maple St., Marcellus       |
|                | Andrew McCaffrey | 1 Maple St., Marcellus       |

\*Attended via Microsoft Teams

**Minutes – Resolution #2023-343:** On the motion of Trustee Evans, seconded by Trustee Zapata, it was resolved and unanimously carried (3-0 in favor with Trustee Zapata abstaining) to approve the Regular Meeting Minutes of November 21, 2023, as presented.

**Correspondence & Announcements** – Mayor Sennett noted the following:

- Receipt of contact information update letter from Two Plus Four Property Management.
- Receipt of letter from the Department of Transportation announcing the availability of funding for the BRIDGE NY program.
- Receipt of letter from the SMTC regarding BRIDGE NY program applications.
- Receipt of letter regarding pipe safety from Eastern Gas Transmission and Storage.
- Receipt of email from Pat Benedict regarding Austin Park.
- Receipt of OSC-taught local government training opportunities.
- Receipt of email from Kaitlin LaRosa regarding a Syracuse University Climate Smart Communities Program survey.
- Receipt of email from NYSERDA regarding the Open NY initiative.
- Receipt of announcement for the NYCOM Winter Legislative Meeting February 4-6, 2024.
- Receipt of letter from the SMTC regarding the 2024-2025 Unified Planning Work Program (UPWP).
- Receipt of email from Ella Arroyo recommending blinking lights at non-lit crosswalks.
- Receipt of email from OCPB regarding 2024.
- Receipt of card from Janet Aaron.
- Receipt of email from Gary Heyer regarding the impact of 5G service.
- Receipt of letter from Chamber regarding Green Room Space donation to Dickens Christmas in Skaneateles.
- Receipt of email from Amy Schiek at Lucky Dogs regarding zoning.
- Receipt of email from Phyllis Karpen requesting a handicapped parking spot in front of the Skaneateles Bakery.
- Receipt of 2023 Public Water Supply Inspection letter and report from the Onondaga County Health Department. Mayor Sennett highlighted that we had all 1s and 4s. A 1 is the best we can get and 4s are “not applicable.”
- Receipt of announcement for NYCOM’s New Officials training series.

- Memorial Trees - We are working with the tree committee to plant memorial trees in the park across from Village Hall. The trees will be selected by the Village Tree Committee and will cost in the range of \$1,300-\$1,500.

\*\* CEO Crompt arrived at 7:06.

- MyLS is an app the Village is encouraging people to download onto their phones. We will use this in the future to communicate emergency information to those who subscribe.

**Police Department** – Upon request by Mayor Sennett, Chief Heggelke said they are reviewing their policy, which is good to do on an annual basis. There are some changes needed with parking. Chief Heggelke also thanked the Board for the new vehicle and to expect a 7-year replacement plan. He also announced that we have received a \$60,000 grant for another new vehicle next year. Mayor Sennett noted that the vehicle itself is about \$35,000 or \$40,000 and then the outfitting will be an additional \$15,000. Chief Heggelke also reported the following: **Incident Types:** 161 Calls for Service; **Criminal:** 3 Larceny; 1 Identity Theft; 1 Criminal Mischief; 1 Harassment; **Non-Criminal:** 1 Vehicle Lockout; 554 Property Checks; 7 Ambulance Calls; 1 Fire Calls; 4 Alarms; 7 Recovered/Found Property; **Traffic:** 14 Total Traffic Stops; 5 Traffic Tickets Issued; 12 Total Parking Tickets; 333 Courtesy Cards; **Motor Vehicle Accidents:** 4 Property Damage; **Arrests:** 0.

**Codes Enforcement** – Upon Mayor Sennett's request, CEO Crompt has nothing new to add to his report but he asked Trustee Richards if the Board would like to revisit hours of contractor work. Trustee Zapata asked if this is a condition that can be imposed on each project to which Atty Pavlus said there has to be a local law. Trustee Richards said he is in favor in regards to the mechanics. Mayor Sennett asked for a recommendation. CEO Crompt also noted that we do have a scaffolding permit. There was a brief comment about the Village Board setting a fee for the scaffolding permit. He said that there will be scaffolding installed at 62 Genesee St. next week for about a month. Mayor Sennett said she is very concerned about the timing but that it must be done for safety. CEO Crompt's report included 2 Framing Inspections; 3 Insulation Inspections; 1 Window Flashing Inspection; 6 Final Inspections; 2 Building Permits; 2 Certificates of Occupancy; 1 Certificate of Compliance; 4 Fire Inspections; 2 Meetings with Architects; 4 Meetings with Contractors; 6 Meetings with Property Owners; 2 Meetings with Chairmen.

**Operations** – Upon Mayor Sennett's request, DMO Posella noted that they have all the leaves up. DMO Posella noted he passed out his report, which he read through. DDMO Pagano said that the Seawall project is on schedule and a lot of work has been completed already. DDMO Pagano said that we should start seeing concrete in a couple of weeks. They briefly discussed the fountain and the remaining work for the Seawall. DMO Posella is anticipating the Kelley Street bridge repair starting in 2024. DMO Posella said he would send a copy of the schedule to the Board.

**WWTP** – In response to Mayor Sennett, WWTP Operator Twitchell said he has nothing to add to his report. He said things are quiet. Mayor Sennett was glad to see they were calibrating the important safety equipment. In November, they treated 15.55 million gallons of wastewater; average flow per day was .52 MGD; total rainfall was 2.51 inches; and hauled 40,500 gallons of sludge to the Auburn wastewater treatment plant. They performed all of the monthly maintenance on equipment; passed all of the monthly tests; and successfully filled out and submitted the monthly DMR to the DEC. Cyclops came and installed new batteries that are supposed to last longer in all of the gas detectors throughout the plant. They also calibrated the gas detectors. It was also noted that the TRC project is progressing in accordance with the contract documents.

**Fire** – In response to Mayor Sennett, Chief Buehler noted that Engine 31 has had its annual pump test and maintenance work. They are hoping to have it in service in the next few weeks. All fire members are in the process of receiving their annual physical examinations to maintain their firefighting status. The cancer bill eligibility roster and other cancer documentation was also submitted to OFPC. He then read his report which included:

**Calls for the month of November:** 27 Total Alarms; 2 Structure Fires; 2 Vegetation Fires; 3 EMS; 2 Motor Vehicle Accidents; 2 Hazardous Conditions; 14 False Alarms; 2 Cancelled Enroute; 4 Mutual Aid Given; 8 Mutual Aid Received; 10.2 Avg. Personnel; 1:25 Avg. Enroute time; 5:42 Avg. On-scene Time; 1 Meeting; 6 Drills; 2 Stand-bys; 6 Miscellaneous; 1125.2 member hours.

**Upcoming Trainings:** 12/11 – Annual Bail Out Training; 12/18 – Movie Night at 18:30, CMEs for EMTs at 19:00.

#### **New Business**

**Consider increasing Fire Inspector Rob Hinna's pay rate to \$20/hour beginning 12/18/2023.**

**Resolution #2023-344:** On the motion of Trustee Richards, seconded by Trustee Evans, it was resolved and unanimously carried (4-0 in favor) to increase Fire Inspector Rob Hinna's pay rate to \$20/hour beginning 12/18/2023.

**Consider joining the American Public Works Association for \$600 to be paid out of A5110.46 (Travel/Schools).**

**Resolution #2023-345:** On the motion of Trustee Evans, seconded by Trustee Richards, it was resolved and unanimously carried (4-0 in favor) to approve joining the American Public Works Association for \$600 to be paid out of A5110.46 (Travel/Schools).

**Consider approving the proposed holiday schedule moving forward.**

**Resolution #2023-346:** On the motion of Trustee Evans, seconded by Trustee Richards, it was resolved and unanimously carried (4-0 in favor) to approve the proposed holiday schedule moving forward.

#### **Proposed Holiday Schedule:**

|                            |                                      |
|----------------------------|--------------------------------------|
| New Year's Day             | Indigenous People's Day/Columbus Day |
| Martin Luther King Jr. Day | Veteran's Day                        |
| President's Day            | Thanksgiving Day                     |
| Memorial Day               | Day after Thanksgiving               |
| Fourth of July             | Christmas Day                        |
| Labor Day                  | Floating Holiday                     |

**Consider approving Kyle Pavlus', Cory Marshall's, Jim Dries' and DMO Posella's attendance at the 2024 MEUA Safety and Training Program for a total of up to \$7,520 to be paid from E785.30.**

**Resolution #2023-347:** On the motion of Trustee Evans, seconded by Trustee Richards, it was resolved and unanimously carried (4-0 in favor) to approve Kyle Pavlus', Cory Marshall's, Jim Dries' and DMO Posella's attendance at the 2024 MEUA Safety and Training Program for a total of up to \$7,520 to be paid from E785.30.

**Consider approving Kyle Pavlus' attendance to year 3 and Cory Marshall's attendance to year 2 of the 2024 MEUA Lineworker Apprentice Program for a total of \$7,700 paid from E785.30.**

**Resolution #2023-348:** On the motion of Trustee Evans, seconded by Trustee Richards, it was resolved and unanimously carried (4-0 in favor) to approve Kyle Pavlus' attendance to year 3 and Cory Marshall's attendance to year 2 of the 2024 MEUA Lineworker Apprentice Program for a total of \$7,700 paid from E785.30.

**Consider authorizing Mayor Sennett to sign the Request for Military Aerial Support form for the American Legion Memorial Day 2024 flyby request.**

**Resolution #2023-349:** On the motion of Trustee Evans, seconded by Trustee Richards, it was resolved and unanimously carried (4-0 in favor) to authorize Mayor Sennett to sign the Request for Military Aerial Support form for the American Legion Memorial Day 2024 flyover request.

**Consider authorizing DMO Posella to sign the SmartKable Skaneateles Assessment Proposal dated December 2023 for \$22,000 for the circuit directly behind the Northshore residents on E. Genesee St. from Jordan St. East to Thayer Park to be paid from account E781.61.**

The Municipal Board will review this and make a recommendation to the Village Board.

**Consider authorizing the Mayor to sign a lease and all other necessary documents with 22 Jordan Street, LLC for parking spaces behind 22 Jordan Street.**

**Resolution #2023-350:** On the motion of Trustee Evans, seconded by Trustee Zapata, it was resolved and unanimously carried (4-0 in favor) to authorize the Mayor to sign a lease and all other necessary documents with 22 Jordan Street, LLC for parking spaces behind 22 Jordan Street.

**Consider authorizing the Mayor to sign a lease and all other necessary documents with 22 Jordan Street, LLC for parking spaces in the municipal lot.**

**Resolution #2023-351:** On the motion of Trustee Evans, seconded by Trustee Zapata, it was resolved and unanimously carried (4-0 in favor) to authorize the Mayor to sign a lease and all other necessary documents with 22 Jordan Street, LLC for parking spaces in the municipal lot.

**Consider appointing James Rusin as a reserve crossing guard at a rate of \$18.00/hour.**

**Resolution #2023-352:** On the motion of Trustee Zapata, seconded by Trustee Evans, it was resolved and unanimously carried (4-0 in favor) to appoint James Rusin as a reserve crossing guard at a rate of \$18.00/hour.

**Appoint Mike Stanczyk as Chair of the ZBA.**

**Resolution #2023-353:** On the motion of Mayor Sennett, seconded by Trustee Richards, it was resolved and unanimously carried (4-0 in favor) to appoint Mike Stanczyk as Chair of the ZBA.

**Public Comment** – Mayor Sennett asked for public comment – there was none.

**Approval of Bills** – **Resolution #2023-354:** On the motion of Trustee Zapata, seconded by Trustee Evans, it was resolved and unanimously carried (4-0 in favor) to pay the bills.

|               |                   |                     |              |
|---------------|-------------------|---------------------|--------------|
| General Fund  | Vouchers #533-589 | Checks #27021-27075 | \$104,958.18 |
| Sewer Fund    | Vouchers #98-108  | Checks #7075-7085   | \$ 30,767.85 |
| Electric Fund | Vouchers #126-137 | Checks #8254-8265   | \$ 2,583.53  |
| Water Fund    | Vouchers #74-82   | Checks #5257-5264   | \$ 3,380.85  |

**Executive Session** – **Resolution #2023-355:** At 8:04 p.m., on the motion of Mayor Sennett, seconded by Trustee Evans, it was resolved and unanimously carried (4-0 in favor) to enter Executive Session on attorney/client advice.

**Resolution #2023-356:** At 8:59 p.m., on the motion of Mayor Sennett, seconded by Trustee Richards, it was resolved and unanimously carried (4-0 in favor) to come out of Executive Session.

**Adjournment** – **Resolution #2023-357:** On the motion of Mayor Sennett, seconded by Trustee Evans, it was resolved and unanimously carried (4-0 in favor) to adjourn the meeting at 8:59 p.m.

  
Laurie A. Walter, Village Administrator/Clerk