

**Town Board Meeting**  
**January 7, 2018**  
**6:30 p.m.**

**Present:** Supervisor Aaron, Councilor Tucker, Councilor Badami, Councilor Coville, Councilor McCormack, Attorney Smith

**Also Present:** Sue Murphy, Bridget Winkelman, Allan Wellington, Robert Herrmann, Megan Ehrhart (The Citizen), Christopher Mabre (Skaneateles Press), Martin Dillion, James Greenfield, Tara Colvin, Christopher Page, Max Paciorek, Patrick Kennedy, RJ Schmeling, Sydney Huth, Joseph Morley, Nancy Murray, Joseph Southern.

**Department Reports**

**Highway, Water, Transfer Station:** Highway Superintendent, Allan Wellington reported they had plowed 10 times since the last Board meeting and 47 times so far for the season. They cleaned up fallen tree limbs, filled potholes, repaired highway signs, replaced a broken axel shaft on a plow truck, and replaced a salt spreader on another plow truck. In the Water Department they performed quarterly maintenance to the four pressure reducing valves, repaired a water meter and made repairs to a water service shutoff. He also reported at the Transfer Station they made repairs to the garbage compactor, prepared another truck load of cardboard for pickup and will start using the new site for construction and demolition disposal this week.

**Parks:** Sue Murphy reported in the Parks Department she had been meeting with Playday councilors and lifeguards and reviewing the rules and regulations for Austin Park. They did a bridge repair on the Charlie Major Nature Trail, cleaned out the Sims building and the Fennell Street property, repaired plow trucks and did maintenance on the playground equipment at the park. She thanked the Highway Department for their work on the bridge at Austin Park.

**Planning & Zoning:** Councilor Tucker reviewed the Planning Department's Open Project Report. He stated there are currently 4 open projects. A special permit application at 680 Sheldon Road, a site plan on Benson Road and a special permit at 1429 Thornton Heights. He reviewed the status of existing projects still open; Hidden Estates, Zechman Subdivision on Fisher Road, Skaneateles Aerodrome/Hobbit Hollow, Skaneateles Country Club application for water line improvement, Loveless Farm Development, Chris Graham's application for a multi-family residence, Pat Gray's subdivision application, Eileen Murphy's re-design application and John Swygert's shoreline proposal.

**Codes:** Codes Officer Herrmann reported it has been a light month with only 2 permits issued. They took the time to complete the interviews for the part time codes officer and Mr. Garrett will be starting this week. Kim Benda also started this week and they are taking the time to train the new staff and organize the new office structure. Mr. Herrmann thanked the Board for the additional help. He said we are emphasizing on staff and goals for next year. They are also concentrating on getting the fire inspections up to date, and the IPS software program updates completed.

**Budget:** Budget Officer Winkelman reported they had completed the final payroll for 2018 and the first payroll for 2019. She is preparing for the upcoming audit and reminded the Board there will be two abstracts for bills in 2018 and 2019 at this meeting and the next in order to get all the 2018 bills paid in the budgeted year.

**Historian:** Town Historian Beth Batlle gave a report to the Board on the Bells in Skaneateles. The bells are located at St. Mary's Church, St. James Church, the Baptist Church, the Methodist Church, the Presbyterian Church and the Fire Department.

\*report attached

**Minutes of December 27, 2018:** On a motion of Councilor Tucker, seconded by Councilor Badami and with unanimous (5-0) affirmation of the Town Board, the Minutes of December 27, 2018 were accepted as presented.

**Mandana Boat Launch Ramp:** Supervisor Aaron reviewed the history of the Mandana Boat Launch repair project and read the following resolution:

**WHEREAS,** the Town of Skaneateles (the "Town") desires to Repair the boat launch ramp at the Mandana Boat Launch (the "Project"); and

**WHEREAS,** the Project shall include work to be completed by an independent contractor at the Mandana Boat Launch located next to the Skaneateles Marina, Inc. located at 1938 West Lake Road, Skaneateles; and

**WHEREAS,** The Town prepared specifications for the Project that included that following work: install turbidity curtain along project area; remove three (3) 8x10 old cement slabs on shore, turn 180 degrees and reuse to extend launch ramp; install nine (9) 8x10 new cement slabs which will replace the 3 slabs and extend the ramp by one more row to the north; remove approximately 1915 square feet of black top along with any old cement along shoreline; dig out south ditch and convert water just north of new cement slabs and line with gabion fill; excavate north of launch to allow for sheet pile extension; extend steel sheet piling 12' to support upper grade; back fill with #2 limestone and grade off site; repave graded area with new pavement to be 4" thick to handle heavy traffic; and obtain all DEC Permits (the "Work"); and

**WHEREAS,** on May 7, 2018 the Town secured a grant from DASNY to pay for the Project with the help of Senator John DeFrancisco's office; and

**WHEREAS,** on May 21 the Town Board classified the Project as a Type II action under SEQR; and

**WHEREAS,** on July 2, 2018 the Town Board authorized the Supervisor to sign the DASNY Grant agreement; and

**WHEREAS,** on July 16, 2018 the Supervisor reported that three proposals were received and though each proposal was over \$35,000, the lowest proposal was submitted by F. J. Estlinbaum Barge and Crane Service for a price of \$38,600. Authorization was given to go out to formal bid and to schedule the bid opening for August 17, 2018; and

**WHEREAS,** the formal bid process only yielded one bid in the amount of \$139,900.00 and was rejected by the Town Board; and

**WHEREAS,** the Town Board has received permission from the State to repurpose the DASNY grant to undertake a road project, to be completed by the Town's Highway Department, a portion of which will improve Lacy Road at the Boat Launch allowing the Town to remove

paving from the “Work” described above and drastically lowering the overall cost of the Project, below the \$35,000 threshold, and thus, alleviating the need to comply with the formal state bidding requirements; and

**WHEREAS**, seeking another round of informal bids would be duplicative of the exercise undertaken in July of 2018 and would unnecessarily delay the Project without creating any meaningful likelihood of producing additional savings for the Town’s taxpayers; and

**WHEREAS**, the Town Board finds that F. J. Estlinbaum Barge and Crane Service is qualified to perform the Work;

**WHEREAS**, the Town Board desires to comply with the requirements of SEQRA and its implementing regulations set forth at 6 NYCRR Part 617; and

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. The Town Board hereby classifies the Project as a Type II Action pursuant to SEQRA because it involves routine Town administration and management and/or the replacement, rehabilitation and reconstruction, on the same site, of an existing facility pursuant to 6 NYCRR § 617.5 (c)(2). Where an action is classified as Type II, no further review under SEQRA is required.

2. The Town Board hereby authorizes the Town Supervisor and the Town Clerk to take such steps as may be necessary to execute an agreement with F. J. Estlinbaum Barge and Crane Service to complete the Work, less any road work described in the original bid specifications, in exchange for an amount not to exceed \$34,500.

Councilor Coville stated to the Board he is the attorney that represents F.J. Estlinbaum and asked Attorney Smith if this was a conflict. Attorney Smith stated no, the rule which would have required Councilor Coville to recuse himself is if he had an ownership interest in the company, which Councilor Coville does not.

Highway Superintendent Wellington has agreed to receive the \$50,000 Department of Transportation grant which had been transferred from a DSNY grant in order to repair this section of Lacy Road which goes right up to the boat ramp and the Town’s Highway Department will be doing the road work.

Supervisor Aaron stated she is comfortable with F.J. Estlinbaum doing this project and recommended to the Board they approve their proposal in the amount not to exceed \$34,500.

Councilor Badami asked when the project would start. Supervisor Aaron stated the contractors need to work when the lake level is low. It would be this winter, weather permitting or next fall.

On a motion of Supervisor Aaron, seconded by Councilor Tucker and with (5-0) affirmation of the Town Board, the Town Board hereby authorizes the Town Supervisor and the Town Clerk to take such steps as may be necessary to execute an agreement with F. J. Estlinbaum Barge and Crane Service to complete the work, less any road work described in the original bid specifications, in exchange for an amount not to exceed \$34,500.

\*resolution attached

**Auditor Proposals:** Supervisor Aaron reported she and Budget Officer Winkelman had reached out to other Town’s to see who they use for auditors. Cuddy & Ward, our current auditors no longer offer municipalities this service. Budget Officer Winkelman stated she reached out to the

local towns and had solicited 4 accounting firms: D'Arcangelo & Co., The Bonadio Group, Fust, Charles and Chambers and Inero & Co. The firm Cuddy & Ward recommended, Fust, Charles and Chambers, but they had no municipal experience and she stated it is important to have a firm with the municipal experience. They were the lowest priced proposal, but she stated the Town shouldn't take the risk of this firm having no prior experience. The next lowest priced proposal was Inero & Co. out of Ithaca. They have contracted with the Town of Elbridge and have municipal experience with the counties of Cayuga, Chenango, Tompkins and other counties in the state as well as Towns, Villages and Cities including the City of Auburn, Binghamton and Corning. They also provide auditing services to school districts through-out the State as well as BOCES.

Supervisor Aaron agreed with Budget Officer Winkelman that the low bid from Fust, Charles and Chambers would not be a good fit for the Town since they had no municipal experience.

Budget Officer recommended to the Board they contract with Inero & Co. to provide the auditing services for the Town of Skaneateles.

Councilor Tucker asked if there would be one main contact person with the firm or various people. Budget Officer Winkelman stated they would have one main contact auditing professional. She stated they will do a complete Justice Court audit and file the Town's AUD.

On a motion of Councilor Badami, seconded by Councilor Tucker and with unanimous (5-0) affirmation of the Town Board, the Town Board authorized Supervisor Aaron to sign the contract with Inero & Co., Certified Public Accounts in the amount of \$12,700 per year for the Town of Skaneateles auditing services.

**Delegate to NYS Association of Towns Annual Meeting:** Supervisor Aaron reported to the Board that Tax Collector Lori Milne is considering attending the 2019 NYS Association of Town's Annual Conference in February. Since no Board members are attending a delegate needs to be chosen to attend the Annual Business Session of the Association of Towns in New York City to cast the vote for the Town of Skaneateles.

On a motion of Councilor McCormack, seconded by Councilor Coville, and with unanimous (5-0) affirmation of the Town Board, Lori L. Milne, Tax Collector was designated as the delegate to attend the Annual Business Session of the Association of Towns in New York City to cast the vote of the Town of Skaneateles.

#### **Announcements/Correspondence/Updates**

- *Upstate Freshwater Institute 2018 Monitoring Report for Shotwell Brook:* Supervisor Aaron announced the Town has received the 2018 Monitoring Report for Shotwell Brook and it will be available on the Town website.
- *Onondaga County Sales Tax Agreement 10- year Extension:* Supervisor Aaron announced Onondaga County had passed a 10- year extension of the County's sale tax agreement with the city of Syracuse and the Towns and Villages of Onondaga County.
- *Update: Sims Building:* Supervisor Aaron stated to the Board we have been working on updating this building since 2016. The Town received a grant for \$80,000 from Senator DeFrancisco to fund

a new restroom facility and storage building in Austin Park. Architect Janice Miller was retained to create architectural drawings for the new facility.

Supervisor Aaron showed pictures of the aging building. She stated the Sims building was built in 1960 and the last work that was done was in 1993. She stated the Sims building in Austin Park is a disgrace and now that the Town has ownership of the Park something should be done to upgrade this building and the restrooms. It is not handicap accessible; the electric panel is in the stall of the women's room and this does not comply with code. All the pipes are inside the cement walls. When repairs need to make, the walls have to be cut out to repair the infrastructure.

Gene LaForte stated the building has outlived its life span. He stated the pipes leak and the water comes up through the floor where the cracks in the concrete are. He stated we get a lot of favorable comments on the Park but none on the bathrooms. They smell and no matter how they are cleaned they are still dirty. Supervisor Aaron stated in Janice Miller's design there are three bathrooms, men's, women's and a family bathroom with state required changing tables. There is also storage space in the design.

Supervisor Aaron stated we asked Janice Miller to make some changes in her design to extend the roof to connect to the picnic pavilion. This would allow for more picnic tables and the a more functional structure. Janice has all the bid packets and the design ready, yet the previous Board never went any further. The previous Board also wanted to look at renovating the current building to see if it would cost less than a new building. Janice Miller said she could provide plans for renovating the building for \$2,400. Supervisor Aaron asked the Board what they would like to do next; look at modify the existing building or look at a new building. Councilor McCormack asked Gene LaForte if, in his opinion, the existing building could be renovated. Mr. LaForte stated in his opinion it would be a waste of money. By the time all the updates are done it would be as much as a new building.

Councilor Badami stated he was on the previous Board and when this project came to them the original cost was estimated around \$200,000 and then it rose to upwards of \$300,000 and with a grant for only \$80,000, he wasn't comfortable with the cost. But now seeing the condition in these pictures he agreed something needs to be done.

Supervisor Aaron stated it is the only bathroom in the Park. Mr. LaForte said they want to design it to add additional space for usage and storage not just a bathroom. Supervisor Aaron and Mr. LaForte also stated the bathrooms are not handicap accessible to comply with New York State regulation.

Mr. LaForte stated he had heard comments that since the Town has taken ownership of the Park, they haven't done anything. He stated the Park is used by a lot of residents and nonresidents alike, as well as groups like Skaneateles Youth Soccer and Lakeshore Baseball. The building needs to be functional and look good for our community. He stated there are three buildings in the Town that need to be addressed; the Sims building, the Austin Pavilion(the rink) and Fennell Street.

The Board agreed something needs to be done. Councilor Coville stated we should get some numbers on what this would cost and should go out to bid.

Supervisor Aaron stated Janice Miller had given a proposal of \$3,600 to update the design drawings and a scope of services to include the scope of services and project schedule as described in her proposal (proposal attached).

Budget Officer Winkelman stated Janice Miller had suggested they add “add alternates” to the bid specs. This would allow contractors to use alternative materials to bring the cost down.

Supervisor Aaron stated she will reach out to the County to see if there is any funding for handicapped accessible bathrooms, this would help with the cost also. She also stated the Highway Department has agreed to do the demolition of the existing building, which will help with the cost. She stated if we agree to this proposal and go out to bid, it would give the Board an idea of what the cost would be. The Board agreed.

On a motion of Councilor McCormack, seconded by Councilor Tucker, and with unanimous (5-0) affirmation of the Town Board, authorizing Supervisor Aaron to sign the proposal from Janice Miller regarding the design and building of a new restroom facility to replace the Sims building at Austin Park in the amount of \$3,600, with the “add alternates” provision to the bid specifications. (proposal attached)

- *Environmental Protection Fund Grant Program for Parks – Austin Pavilion was unsuccessful in receiving funding:* Supervisor Aaron stated this was disappointing, but she is continuing to look for other grant opportunities.

- *Skaneateles Watershed Nine Element Plan Successful in funding \$235,650 from the Regional Economic Development Councils and Consolidated Funding Application*

- *Syracuse Metropolitan Transportation Council Funding Programs:* Supervisor Aaron announced there was funding available through the Syracuse Metropolitan Transportation Council (SMTC) for highway projects. Supervisor Aaron had passed this on to Allan Wellington and he did not think we had any NY projects that would qualify.

- *Update Hamlet Committee – Councilor Badami:* Councilor Badami stated he met with Guy Donahoe, of Shepard Settlement, and would like to recommend him to be a member of the Hamlet Committee. He stated there was another individual that was interested from Shepard Settlement, Ken Scott. Councilor Badami said he had not spoken to Mr. Scott. Supervisor Aaron stated both could be a part of the committee, even though both are from Shepard Settlement they would be a good addition.

The Board agreed Guy Donahoe would be a good addition to the Committee and they could appoint Guy Donahoe with the understanding Councilor Badami would meet with Ken Scott before the next meeting. The first scheduled Hamlet Committee meeting is January 28 at 7:00p.m.

On a motion of Councilor Badami, seconded by Councilor Coville, and with unanimous (5-0) affirmation of the Town Board, Guy Donahoe was appointed to the Town of Skaneateles Hamlet Committee.

- *Town of Skaneateles LED Street Lighting Agreement signed January 4, 2019 with the NYPA:* Supervisor Aaron announced the Street Lighting agreement had been signed with the NYPA on January 4, 2019.

**Public Comment:** No one commented

**Abstract #18-26:** On a motion of Councilor Coville, seconded by Councilor Badami and with Unanimous (5-0) affirmation of the Town Board vouchers #18-1854 to 18-1910 were authorized from the following funds:

General Fund:	\$ 34,538.71	Part Town:	\$ 4,735.84
Highway:	\$ 5,607.09	Highway P/T:	\$ 3,985.14
Water:	\$ 2,030.75	Street Lgt.:	\$ 1,111.83
T & A:	\$ 1,206.15		
<b>Total:</b>	<b>\$ 56,215.55</b>		

**Abstract #19-01:** On a motion of Councilor Coville, seconded by Councilor Badami and with Unanimous (5-0) affirmation of the Town Board vouchers #19-0001 to 19-0023 were authorized from the following funds:

General Fund:	\$ 137,455.56	Part Town:	\$ 1,039.94
Highway:	\$ 3,262.69	Highway P/T:	\$ 4,303.49
Water:	\$ 13,449.87	Street Lgt.:	\$ 387.16
T & A:	\$ 239,197.40	Limeledge Wtr:	\$ 670.43
<b>Total:</b>	<b>\$399,766.54</b>		

**Executive Session:** On a motion of Councilor McCormack, seconded by Councilor Coville and with unanimous (5-0) affirmation of the Town Board the meeting was adjourned to Executive Session at 7:35 p.m. to discuss personnel and contract negotiations.

The meeting was returned to open session at 8:04 p.m.

**Budget Amendments:** The Board had over looked voting on the following budget amendments during the regular session:

On a motion of Councilor Tucker, seconded by Councilor McCormack and with unanimous (5-0) affirmation of the Town Board the following budget amendments were authorized for the abstract #18-26 budget amendments:

Highway Townwide

\$ 14,000.00	Decrease	051421.03.001.55	Snow Removal – P/S – Equip Maint
\$ 12,000.00	Decrease	051421.03.001.55	Snow Removal – P/S – Equip Maint

Last two abstracts – did not reflect a decrease to the accounts, reflected an increase  
These adjustments were to balance the Personal Service activity in Highway Townwide

General Fund

\$ 1,900.00	Increase	011101.01.001.00	Justice P/S
\$ 1,900.00	Decrease	019904.01.004.00	Contingency – C/E
Cost of Doing Business – hourly wage adjusted late 2017 for 2018			
\$ 3,800.00	Increase	013554.01.004.58	Assessments – Legal

\$ 3,800.00	Decrease	019904.01.004.00	Contingency – C/E
Costs to defend new assessments – legal			
\$ 850.00	Increase	014204.01.004.00	Attorney – C/E
\$ 850.00	Decrease	019904.01.004.00	Contingency – C/E
Legal Support provided to Town Board			
\$ 175.00	Increase	016204.01.004.00	Building – C/E
\$ 105.00	Increase	016704.01.004.00	Central Print – C/E
\$ 280.00	Decrease	019904.01.004.00	Contingency – C/E
Cost of doing business			
\$ 1,350.00	Increase	051824.01.004.00	Street Lighting – C/E
\$ 1,350.00	Decrease	019904.01.004.00	Contingency – C/E
Additional costs associated with Street Lighting			
\$ 575.00	Increase	071104.01.004.52	Summer Rec – C/E – Supplies
\$ 825.00	Increase	071404.01.004.52	Winter Rec – C/E – Supplies
\$ 1,400.00	Decrease	071104.01.004.51	Summer Rec – C/E – Fields
Balance activities within department			
\$ 2,100.00	Increase	081604.01.004.00	Refuse/ Garbage – C/E
\$ 2,100.00	Decrease	019904.01.004.00	Contingency – C/E
Additional costs associated with trash disposal			
\$ 960.00	Increase	089894.01.004.00	Planned Studies – C/E
\$ 960.00	Decrease	019904.01.004.00	Contingency – C/E
Additional costs for review of different Capital Projects			
<u>Part Town Fund</u>			
\$ 1.00	Increase	080111.02.001.00	Codes Officer – P/S
\$ 615.00	Increase	080114.02.004.00	Codes Officer – C/E
\$ 616.00	Increase	002555.02.000.00	Building Permits
Additional cost associated with change in personal			
\$ 1,320.00	Increase	080204.02.004.58	Planning – C/E – Legal
\$ 475.00	Increase	080204.02.004.59	Planning – C/E – Engineer
\$ 75.00	Increase	080204.02.004.65	Planning – C/E – Advertising
\$ 1,870.00	Decrease	080104.02.004.58	Zoning – C/E – Legal
Balance between departments planning and zoning			
<u>Highway Town Wide Fund</u>			
\$ 9,000.00	Increase	051421.03.001.00	Snow Removal – P/S
\$ 1,750.00	Decrease	051304.03.004.00	Machinery – C/E
\$ 7,250.00	Decrease	051421.03.001.55	Snow Removal – Equip / Maint.

Balance of P/S and activities

Highway Part Town Fund

\$ 4,000.00            Increase        051104.04.004.00     General Repair – C/E

\$ 4,000.00            Decrease        051101.04.00100     General Repair – P/S

Additional roadwork supported by Highway Part Town Fund

On a motion of Councilor Coville, Seconded by Councilor Badami and with unanimous (5-0) affirmation of the Town Board the meeting was adjourned at 8:05 p.m.

Respectfully Submitted

Julie A. Stenger  
Town Clerk